

# SELF-STUDY REPORT



Re-accreditation- Cycle II

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## A. S. COLLEGE FOR WOMEN

Submitted to:

### NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

Nagarbhavi, Bangalore- 560010

(11<sup>th</sup> March 2015)

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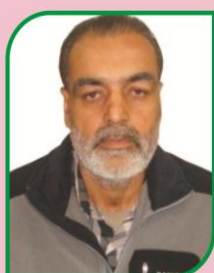
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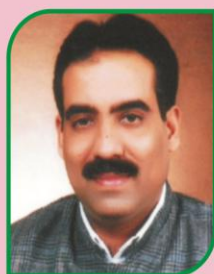
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**Sh. Ajay Sood**  
Member



**Sh. Sunil Tandon**  
Member



**Sh. Rajneesh Bedi**  
Member

## PREFACE



NAAC Accredited at the B<sup>++</sup> level in 2005, A.S. College for Women, Khanna, a premier multi faculty post-graduate institution affiliated to Panjab University, Chandigarh, expresses heartfelt gratitude to the NAAC Peer Team for conducting inspection and for validating the report of the institution in the first assessment and accreditation in the year 2005. Now, this premier institution enlists itself for reaccreditation, submitting its Self-Study Report (SSR- 2014), a document that abides by NAAC guidelines. Self-Study Report chronicles the institute's perception, commission and originaive efforts for the excellence.

The healthy suggestions and recommendations put up by the inspection team in the year 2005 have been our inspiration to bring about qualitative enhancement in the college since then. The Internal Quality Assurance Cell, established after the first accreditation of our college, has been instrumental in raising the level of excellence. The implementation of multifarious quality enhancing measures during the Post-Accreditation has been an outcome of the conspicuous efforts of the IQAC. The college has complied with almost all the recommendations of the SSR (Cycle-I) by peer team in the planned and systematic manner.

Accredited at B<sup>++</sup> level in 2005, the institution has tried to follow the objectives to bring about holistic improvement in the overall functioning of the college and presently, while volunteering for the second cycle of accreditation in 2015, a conscious effort has been made to involve all the members of the faculty to prepare the SSR to ensure quality sustenance and enhancement for bringing about positive and desirable changes in the future.

While the SSR for Accreditation is being presented, the college staff and students of the institution under able guidance of the A.S. High School Khanna Trust and Management Society, Khanna reiterate its commitment to put in their best efforts to turn small steps of every year's achievements in academics, co-academics and sports activities into a memorable journey of attaining college potential excellence.

The entire family of A.S. College for Women, Khanna eagerly awaits the visit by the NAAC Team, which is sure to introduce more constructive suggestions to further the cause of women education as the college aims at achieving the goal of career coupled with character.

**Dr. Meenu Sharma**  
**Principal**



# STEERING COMMITTEE

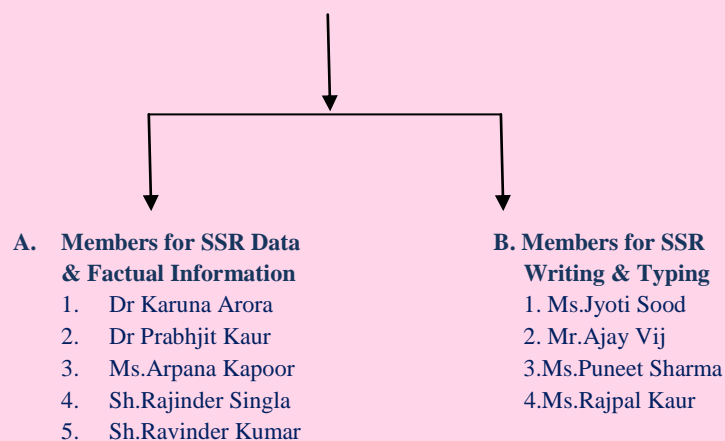
## Chairperson

**Dr. Meenu Sharma, Principal**

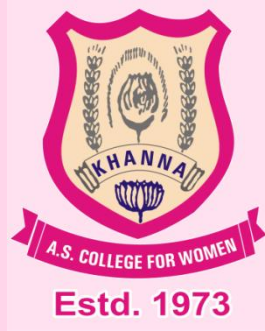
## Co-ordinator

**Dr. Rajni Chhabra**

## Members



Steering Committee finalizing the SSR Report



# **A.S. COLLEGE FOR WOMEN**

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## **Declaration by the Head of the Institution**

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

This SSR is prepared by the institution after internal discussions, and no part 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

Place: Khanna  
Date: 11-03-2015

Principal  
A.S. College For Women  
KHANNA (Ldh.)

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## Executive Summary

In the era of radical globalization, the importance of Female Education cannot be underestimated. The learned master Swami Vivekananda was a staunch supporter of promoting Female Education. He advocated the need to open educational institutions in every nook and corner of the country, because, he believed that:

“If the conditions of women are improved, then their children will, by their noble actions, glorify the name of the country”. —Swami Vivekananda

Considering the importance of female education, the role of an institution imparting education to girls becomes all the more pertinent. Realizing the prominence of female education, A. S. College for Women, Khanna came into being in the year 1973.

A.S.College for Women, Khanna affiliated to Panjab University, Chandigarh is marching ahead under dynamic and progressive guidance of A.S. High School Khanna Trust and Management Society, Khanna which consists of highly cultured, dedicated and enlightened persons. They are always supportive and enthusiastic to promote the cause of education. Sh.Sh.1008 Swami Narotam Puri Ji Maharaj, Patron of the institution had been an eminent source of inspiration. It is creditable to know that the formal inauguration of the College was performed by Honorable Late S. Giani Zail Singh, the Chief Minister of Punjab at that time. Since that historic moment, the prestigious A.S. College for Women, Khanna, recognized as a premier



center for Female Education has been making its mark in the academic map of the country. Under the dynamic guidance of the worthy management of the college led by the office bearers C.A. Sh. Rakesh Goyal (President), Sh. Raj Kumar Sahnewalia (Vice-President), Sh. Vijay Sharma (General Secretary) and Sh. Vikas Mehta (Secretary), a squad of hardworking staff led by a Principal with constructive and futuristic vision is the constructive force that adds feather in the

cap. All the members of the teaching and the non-teaching staff work as a team, for the betterment of the institution as well as for the enhancement of the college ideals. The outcome of this joint endeavor is reflected in the excellent results shown by the 6 students in academics, sports, co-curricular and cultural activities.

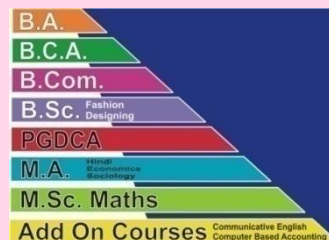
From the tiny sapling in the year 1973 with a small number of 473, the college has now grown up into a huge tree of knowledge having 1447 students and about 80 staff members. The college strives to fulfill its mission to provide educational opportunities to all the aspiring young girls to excel in life by developing academic excellence, fostering values, creating civic responsibility and building global competency in a dynamic environment. Ever since the

inception of the college, it has risen from strength to strength and made its mark in a range of fields-academic, cultural and sports. The institution has been marching forward keeping in focus the goal oriented and value added facilities for its stakeholders. The college thrives on a unique blend of retaining traditional values and incorporating technological advancement. It was founded with the avowed aim of spreading the benefits of education to women synchronizing tradition with modernity, is reflected in each and every sphere of the institution. The performance appraisal of the institution is summarized below:-

### I. Curricular Aspects

A.S. College for Women upholds the motto of **'Satyam Shivam Sundram'** to serve as an inspiration to the students. Our aim is to impart physical, mental and spiritual training to our students so that they may acquire enough strength to cope with the challenges of life.

The college is a well established institution, situated in semi-urban area, imparting education in 04 Undergraduate Courses-B.A.,B.Com.B.C.A., B.Sc.,(Fashion Designing), 05 Post graduate Courses-M.A.Hindi,M.A.Economics,M.Sc. Mathematics, M.A. Sociology, PGDCA and two Add On Courses, one Communicative English and another Computer Based Accounting. In the beginning, the college was providing a choice of only 5 elective subjects, but the number of subjects has now swelled up to 18. The college offers a wide range of courses and flexibility to its students regarding the choice of subjects and courses. Besides 2 compulsory subjects(English and Punjabi), the students have the option to select three elective subjects out of 18 subjects which are Elective Punjabi,Hindi,English,Sanskrit,History, Political Science,Economics,Public Administration, Sociology,Home Science,Music (Instrumental), Maths, Fine Arts, Computer Science,Physical Education, Functional English, Fashion Designing and Classical dance. It is compulsory for the students to study Environment Education as a non credit qualifying course at the under graduate level. Besides this, at present the college is running various Crash Courses namely:



- Crash Course in Spoken English
- Crash Course in Computer Application
- Crash Courses in Internet and Basic Computers
- Crash Course in English to Hindi Translation
- Crash Course in Fine Arts
- Crash Course in Fashion Designing
- Crash Course in Personality Development

This provides sufficient academic flexibility that 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. Co-curricular and cultural activities are meticulously planned to enhance the effectiveness of

formal curriculum, impart additional skill, inculcate moral and civil values and sensitize the youth towards social and environmental issues. The quality of Faculty is the anchor-sheet of any academic institution. The college is fortunate enough to have an exciting roster of teachers who are dynamic, updated, inspirational, innovative, result-oriented and tremendously accessible. With a lot of Ph.Ds, M.Phils and UGC/NET clear, the college faculty has a fair mix of teachers and researchers.

The college has made giant strides in academic, curricular, co-curricular and cultural activities. The college has been showing excellent results in University Exams since its very inception in 1973. In 2013-2014 **Ms. Alisha of B.A I has brought laurels to the institution by bagging coveted First Position in the University Examination held by Panjab University, Chandigarh.** Besides this, the institution has a glorious past record of bagging 04 First positions, 02 Second, 03 Third, 04 Fifth, 02 Sixth, 02 Ninth and 01 Seventh, Eighth, Tenth and Fourteenth Positions respectively in Panjab University Examinations during the post accreditation period. The College had a whopping scorecard in the academic arena during the last four academic sessions. Under the expert guidance of the Management and the Principal and co-ordinated efforts of the teachers, the excellent annual results of the last session in University Examinations, kept aloft the glorious tradition as the general pass percentage of M.A. (Hindi) M.A. (Eco), M.A. (Soc), M.Sc. (Maths), B.Com III, B.C.A. III, B.Com. III Hons. B.C.A III Hons. and B.A III Hons. was 100%; that of B.A II and B.A III was more than 95% and pass percentage of the college was much higher than University pass percentage. As many as **2170** students of the college made their alma-mater proud by getting first divisions and out of this, **549** students of the college scored 70% and **08** students got above 80% marks in university examination in last four sessions. These excellent results show that though a large section of our student population comes from rural background, still their academic performance is quite exemplary.

Since the college is affiliated to Panjab University, Chandigarh, it follows the syllabus prescribed by the affiliating university. There is limitation on the part of the college to bring immediate innovative changes in the syllabus. However, a number of faculty members of the institution are a part of the Board of studies, faculties and Academic council of the affiliating university. They make valuable contribution in designing the curriculum. They also give their hand in covering the feedback from the different stakeholders.

## **II. Teaching-Learning and Evaluation**

The college prospectus which contains all the information about the courses of study available, rules and regulations governing admission and also fee structure, works as major tool for ensuring publicity and transparency in admission process. Admission process is a well planned mechanism, which abides by the norms and regulations of the affiliating/regulatory/governing agencies which includes state and central govt. The policy of 'First come First served' is channelized to make sure the working of the principle of equality. It can be well seen in the diversity of geographical areas, socio-economic culture



and educational backgrounds to which the students belong. The college holds remedial classes for the weak students and also offers special guidance to the brilliant students to better their academic record. All pedagogical teaching methods are followed in addition to the regular classroom teaching. The students opting for the competitive examinations get benefited from the teachers, guiding them and mentoring them.

Academic session starts with the Hawan Yajana to invoke the blessings of the Almighty every year. As soon as the classes commence, a general Assembly (which is the regular feature of the college) of the student is organized. The aim of holding the assembly is to acquaint the fresh students with various cultural and academic activities to be undertaken during the session in which they can participate, Rules and regulations regarding holding of unit tests, oral tests, house examination and evaluation methods, functioning of library, N.S.S. Units, N.C.C Unit, Youth Service Club, Red Cross Society and 20 subject societies and standard of conduct and behavior of them during the college hours.

Students at the entrance level i.e. B.A.I, B.Com I and B.C.A I are allowed the change of subject/change of faculty within a limited time frame. Commerce and B.C.A. Students can shift to Arts stream. Arts students, if eligible can change over to Commerce and B.CA. The session comprises well-defined three terms, July to September (1st Term), October to December (2nd Term) and January to March (3<sup>rd</sup> Term). The teachers normally divide their syllabus to be taught into three parts, up to 75% of the syllabus covered till December. Third term is devoted to cover remaining 25% of the syllabus and revision. For semester classes, syllabus is divided into two terms, July to September (1<sup>st</sup> Term) and October to December (2<sup>nd</sup> Term). Facilities of remedial classes for educationally disadvantaged students as well as students belonging to weaker sections of the society are available.

In addition to the mandatory class tests (compulsory for students to become eligible to appear in the final exams) weekly/monthly tests are held in the classes as a matter of routine. It helps a teacher to evaluate his/her students on regular basis. The students too come to know of their own progress. Staff meetings are held regularly in our college in which the performance of the students is discussed. It also helps the Principal to assess and monitor the working of the teachers and the minutes of all the staff meetings are recorded. The students are required to attend 75% of lectures delivered as per the University rules. At the end of each term, students are informed about the percentage of attendance. If any student falls short of the required percentage, her parents are informed about the shortage at the end of each term. Students are also informed about the shortage of lectures at the end of every month and they are asked to put their signatures in the register after noting down their shortage.

The performance of teachers is assessed through annual confidential reports (A.C.R). In such reports, the results of the classes taught by a teacher

are compared with the university results. In addition to this, a teacher's contribution in running the college is also assessed. The college is proudly maintaining excellent standards of academics and discipline. It is due to the harmonious relationship between the teachers and the taught. The teachers are ever ready to give free coaching to the students at all hours.

The Academic schedule is a well planned mix bag of co-curricular and cultural activities. Special emphasis is placed on making teaching-learning student centric. Methods like assignments, audio-visual aids, question answer sessions, class tests, snap tests, case studies, net surfing and workshops are incorporated in teaching-learning process, as these all are based on the mass participation of the students. Hammering is done to inculcate a critical, intellectual and creative temperament in the disciples. Internal assessment cannot be under estimated in the evaluation process. Attendance at lectures, performance of the students in the house exams, class tests are taken into consideration for the evaluation process. Seminars, presentations and projects are also the contributing factors.

### **III. Research, Extension and Collaboration**

Research and development of higher level research has been one of our major focuses in recent years. The college encourages its staff to take up research activities and engage themselves in interdisciplinary and interdepartmental research. Although the college does not have any recognized research centre of the affiliating university but as per the recommendations of NAAC peer team of SSR (Cycle I), a Research Promotion Cell has been constituted to monitor and address the issues of research. The cell facilitates access to research oriented activities like presentation of research papers and get them published in research journals of national and international repute. During last four years, as many as 05 faculty members have obtained the coveted Ph.D. degree, 03 members have registered for doctoral programme and 02 have registered for M.Phil from reputed universities of Punjab. Faculty members have also excelled in publication work. During last four years and till date, 04 Books and 08 Chapters in Books have got published by the faculty. 56 Research papers/Articles/Poems have been published in reputed International and National Journals with ISBN No. and in newspapers. Teachers actively participate in seminars, conferences, workshops, orientation programmes and refresher courses. 37 research papers have been presented at various seminars and conferences and recently as the institution has got sanctioned the grant from UGC, New Delhi for setting up Swami Vivekanand Study Centre and Dr. Ambedkar Study Centre and also for setting up smart class rooms, a well-defined policy has been prepared for augmenting infrastructure to facilitate effective teaching-learning process.

The Research Promotion Cell of the college also acts as facilitator for the faculty providing the details of funding agencies in different research areas. As a result of this, in 2013, Post Graduate Department of Mathematics took initiative to apply and get grant of Rs. 1,06,000/- from Department of Science and Technology, New Delhi and Panjab University, Chandigarh to organize 3 Days' National Conference on the topic 'Recent Trends in Algebra and

Analysis' in which 45 research papers of high quality from scholarly academicians of reputed institutions were presented. Research ambience in the campus is achieved by the visits of a number of dignitaries and eminent personalities from the fields of Politics, Education from various reputed universities and organizations. Dr. Meenu Sharma, Principal of the college was honoured "Rashtriya Gaurav Award" by India International Friendship Society. She was also awarded major Research Project by UGC, New Delhi with grant of Rs. 5,62,000/- in March, 2007.

Regarding Extension services; the college imbibes civic responsibility in the young minds through extension programmes and value-based courses so that they come out as socially responsible and groomed up women. The college offers many programmes and students are encouraged to take up any one of these activities- National service Scheme (NSS), National Cadet Corps (NCC), Red Cross Society & Red Ribbon Club and Central Association.

Van Mahotsav/Environment Awareness campaign is conducted every year, need-based extension activities are conducted through different associations/committees and NSS. Considering the importance of computer knowledge in this era of computerization, we provide easy and affordable access to computer education to our staff. Meditation lectures and health related lectures like yoga activities are also organized and maximum students join these events.

Keeping in view, the relevance of the research in the modern era, the college has taken the initiative of establishing the research promotion cell. This cell aims at broadening the research based vision in the students. The issue of environment preservation has been a crash project in the past four sessions. Tree plantation has been executed around the college campus, many other educational institutions and religious places. Different clubs and committees of the institution have been organizing extensive awareness programmes like environment pollution, drug abuse, AIDS, Swine Flu, female foeticide, health and fitness etc. The collusion with Government and NGOs such as Lions Club, Red Cross, Local Civil Hospital, Local Administration, Municipal Committees, and Village Panchayats etc. has been a major concern of the institution. During the ongoing session 2014-15, 02 NSS units of the college consisting of 200 NSS volunteers have worked hard with single hearted approach to apprehend the newly inserted nation-wide approach 'Swachh Bharat and Swasth Bharat' on 02.10.2014 vide Letter No. D.O.No. F.1-9/2014(CM) received from University Grants Commission 29.09.2014. All sorts of activities including Tree Plantation, waste management, plastic free environment, rain-water harvesting, smoke and drug-free campus have been inculcated.

#### **IV. Infrastructure and Learning Resources**

The institution, being a multi faculty post graduate institution is housed in a magnificent triple storey building. Spread over an area of 7664 sq. mts., the



college boasts of modern and well equipped infrastructure for comfort, convenience and academic pursuits. The building is well maintained with **51** rooms with proper lighting arrangement and ventilation including 23 class rooms, 16 hostel rooms, 03 Computer Science Labs., 2 Fashion Designing labs, 2 Home Science labs, Fine Arts lab, Language lab, Music and Dance room and a big auditorium with seating capacity of 800 students equipped with LCD Projector, hi-tech Conference hall with seating capacity of 150 persons equipped with Interactive Board and Interactive LCD Projector, Mini Hall, air-conditioned Staff room, Visitor's room, 2 General offices and an Accounts office. The institution has very spacious and well maintained canteen, common room for students, Reading room, TV and Video room and Scooter stand for staff and students. The college makes special efforts to integrate technology with teaching learning process. Well equipped three Computer labs with 48 computers, 4 laptops and Internet facility with speed upto 572 Kbps, LCD and Over Head Projectors (OHPs) are available to facilitate computer-aided teaching and enrich the teaching learning experience.

The college has air-conditioned, fully furnished and well equipped library with more than 25990 books, 15 newspapers, 75 journals/periodicals along with internet facility for searching 6000 free e-journals through INFLIBNET facility to facilitate research work by staff and students. The college also provides Book Bank facility. During the last four years, various faculty members and as many as 1781 students of the college got benefitted from the Library's Reader's Club facility and Book Bank facility specially meant for helping the needy and meritorious students.

College playground includes 200 metre track, stadium, fully furnished Gymnasium Hall and equipments for Table Tennis, weight lifting, Badminton, wrestling, Boxing, Chess, Judo, Tai Kamando, Yoga, Kho-Kho, Kabaddi, Shot Put, Discuss Throw, Long Jump, Javelin Throw and High Jump.

The College has a double-storey Hostel located in the College premises itself, with accommodation having all modern facilities. A 45-seater Bus facility is available for staff and students. To ensure uninterrupted power supply, the institution has three generators with the capacity of 125 KVA, 63 KVA and 25 KVA, as a backup for hostel and the college along with 3 Inverters of 3 KVA, 2 KVA and 1000 Watts. There are 05 Submersible Pumps to cater to the needs of the institution in the college campus as well as Sports ground. 26 CCTV Cameras have been installed at prime locations in the campus and hostel to ensure security to staff and students for 24X7 hours.

The college infrastructure is put to optimum use by organizing departmental functions, NSS Camps during autumn break and even on gazetted holidays. College auditorium is used by Khatri Sabha to organize functions, Government agencies for census and conduct of MLA, MC elections, preparation of Ration Cards, Senior Citizens Association, Bharti Vikas Parishad for holding functions and also by Punjab Police for holding their seminars. College ground is used for residents of the town for morning and evening walks and playing games.

## V. Student Support and Progression

Transparent system in publishing the Prospectus, Annual Report and College Magazine 'Avastha' annually which are comprehensive and detailed documents alongwith College Website, is a prominent feature of the institution. The diverse programmes in academics and co-academics as well as sports, cultural and social activities organized by various clubs and societies, NCC and NSS units of the college are well synchronized and reinforced with an effective support system to produce enlightened and self-reliant women as visualized in the vision and mission of the college.

Financial help like fee concession admissible under government rules, scholarships like National Loan Scholarship, Smt. Amar Joshi Stipend, scholarships and stipends to SC/ST, BCs and lower income group students are granted liberally out of Govt. fund, management fund and student aid fund. In last four years and till date, as many as 2626 students have been facilitated to get benefit of the scholarships and financial aid amounting to Rs. 11103885/-.

The institution is providing managerial skills to students through their active participation in various aspects of administration. They all are sensitized to values of responsibility, initiative and decision making. Central Association representing the voice of students acts as a link between the Principal and students. Students are representatives of classes, various clubs and subject societies. In Editorial Board of college magazine 'Avastha', each section has one student editor who assists in editing of that section.

Regarding student progression, the institution is offering post graduation in four subjects namely Hindi, Economics, Sociology and Mathematics and also PG Diploma in Computer Applications alongwith 02 Add-on-Courses and various Crash Courses which facilitate progression of students from one level of education to the next higher level and towards gainful employment.

The college has made giant strides in co-curricular and cultural gamut by achieving outstanding positions at Inter-Zonal and Zonal Youth and Heritage Festivals, State-Level and Inter-College competitions. In last four years, in Inter- Zonal Youth and Heritage Festival, students of our college achieved 01 First position and 02 Third positions, while in Zonal Youth and Heritage Festival students bagged 20 First positions (Individual and Group), 18 Second positions and 19 Third positions over the last 4 years. The institution is going to organize Youth Festival in session 2017-18. In State level/Inter college competitions, students bagged 06 First positions, 05 Second positions, 05 Third positions, 01 Sixth position and 1<sup>st</sup> Runner-up (Miss World Punjaban Contest).

In Sports also, our sports girls brought laurels to the college. During last four years and till date, our college teams of Chess, Table Tennis, Judo, Badminton, Wrestling, Football, Boxing, Athletics and weight-lifting participated in Inter College, Inter University, State and National level competitions and won Gold Medals: 04, Silver Medals: 06, Bronze Medals: 13, Second Position: 01, Third Positions: 03, Fourth Positions: 07, Fifth Positions: 05, Sixth Position: 01 and Seventh Position: 01. Five sports students

were selected for Inter-University Camps and 01 student was selected for North Zone All India Inter- University Competition at Rudrapur (Nainital).

In last four sessions, two NSS Units of the college organized 7 Day's Day Camps and Day-Night Camps. Community development activities, health awareness lectures and free eye and dental checkup camps, sanitation drives have been undertaken during these camps.

During last four years, NCC cadets attended various Pre-RD Camps and Annual Training Camps at various places of Punjab and won Gold Medals: 07, Silver Medals: 16, Bronze Medals: 01, First Positions: 01, Second Positions: 03, Third Positions: 01. Two NCC cadets were awarded Sahara Scholarships of Rs. 12,000/- each. A number of NCC Cadets were selected for Firing Camps at NCC Academy, Ropar.

Students are provided with the services of Grievance Redressal cell and Career Guidance and Counseling Cell. The college magazine 'Avastha' gives platform to the students to express their views and hence develop their thoughts and the writing skills.

#### **VI Governance, Leadership and Management:**

The institution aims at providing value-based and job-oriented education to the students to make them responsible citizens and economically independent. The college alongwith other 06 sister institutions is working in this direction under the dynamic and progressive guidance of A.S. High School Khanna Trust and Management Society, Khanna which constitutes highly cultured and enlightened persons. Our 20 member Management Committee scrutinizes the working of 07 educational institutions through their respective Governing Bodies consisting of 09 members, 02 special invitees and 02 staff representatives. Management encourages the participation of staff in the process of decision making as the institution believes in the principle of collective decision-making. The supportive management provides a host of welfare schemes for teaching and non-teaching staff.

The Principal coordinates between the management, local administration, government agencies and the University. In the beginning of the session, Principal alongwith Dean of Academics, Co-Academics, Dean of Sports, Alumni Association, College Advisory Committee, members of Time Table Committee and Examination Committee evolves strategies for academic growth of the institution. All the decisions are implemented through various administrative and academic committees and the departments. In compliance with NAAC regulations, Internal Quality Assurance Cell (IQAC) has been functioning as a quality sustenance measure since 2005. It keeps a tap on ensuring the achievement of quality policies and plans. It evaluates and reports on the performance of various committees and departments. Suggestions and feedback collected from the students help in taking decisive steps to resolve the grievances. Various constructive steps like new washrooms, seminar hall, extended parking facility and Common room for girls have been an outcome of the valuable student feedback. Apart from this, the alumni association has also been actively involved in upgradation of the institution.

The institution has Student Grievance Redressal and Gender Sensitization Committee against Sexual Harassment which addresses the queries and



grievances raised by the students and their parents and stakeholders and solves them effectively upto their satisfaction. Priority is given by the institution to the faculty empowerment programme for teaching and non-teaching staff which is achieved by facilitating the staff in attending national and international seminars, conferences, workshops and extension lectures. Upgradation of pay scales is done on the basis of performance appraisal reports of teaching and non-teaching staff. The major sources of institutional receipts are fee/funds from students, Grant from State Govt, from UGC, from M.P/M.L.A and donations. Deficit is managed through donations. The college also makes efforts to secure additional funds from various govt. agencies like DST New Delhi and local bodies. The accounts of the institution are regularly audited by the external qualified chartered Accountant. Bursar scrutinizes authentically the bills, vouchers and the cash book. Accountant General Punjab conducts the audit of Govt. grants.

### **VII Innovations and Best Practices**

The institution is highly conscious of its responsibility to the student community, the society, the nation and the environment. In order to sensitize the students about the global environmental issues, the subject of environmental education is taught as a compulsory subject to all the UG students. Every effort is made to conserve energy, water and carbon neutrality.

- Environment conservation Day is celebrated to instill in all a love for nature.
- The college has a healthy practice of heralding its new academic session with 'Havna Yajna' to seek the blessings of the 'Supreme Lord'.
- Our institution efforts to provide a student centric environment conducive for quality education. In this direction, the institution facilitates skill building of the staff for smooth transition from teacher-centered model to student centered model of education.
- In order to fulfill social responsibility of the institution and to foster that spirit in students, a variety of community development programmes are conducted through NCC, NSS, Red Ribbon Club, Red Cross Society, Youth Service Club and 20 subject societies etc. These societies give their hand in conducting awareness lectures also, i.e. the lecture and interactive session on Female Feticide, AIDS, Drug Abuse, Dowry, Environment Pollution, Tree Plantation, Tree Trimming, Manuring, Yoga Awareness, Traffic Rules, Ill-effects of Over-use of mobile phones, Awareness about Govt. medical facilities, Adult Education, Women Education etc. With an aim of sensitizing the young minds caricatures, articles and news printing are displayed on the notice boards of respective departments and library.

To conclude the institution has always been committed to the principle of merging the academic teaching excellence with the cultural enrichment throughout the glorious history of past 42 years. The institution has been especially concerned to the valuable suggestions provided by the NAAC peer team during the First NAAC Accreditation. The history of the institution bears testimony to the fact that it has always been amenable to changes by acclimatizing itself to changing academic milieu and new policies. The institution is seeking Accreditation and Assessment for the record round from

NAAC so that it can assess its curricular and co-curricular pursuits on the basis of feedback provided by the NAAC peer team, designs its course of action and fetch new heights of academic and co-academic excellence.

## SWOC Analysis

### Strengths

1. Magnificent past and dazzling patrimony
2. Job-enriched curriculum-UG with 18 elective subjects, PG (Hindi, Economics, Sociology, Maths.), PGDCA, B.Sc. (Fashion Designing), Add-on-Courses and Crash Courses
3. Vast and hi-tech infrastructure
4. Mass Participation of Students in Co-curricular, cultural and Sports Activities
5. Co-operation with Alumni fraternity
6. Libertarian and friendly management
7. Pocket-friendly fee structure
8. Fully equipped library catering to bibliophiles
9. Protected and shielded atmosphere for girl students
10. Safe lodging and transport facility

### Weaknesses

1. Compromising situation due to rural background of almost half of the student population
2. Un-recruited Govt. sanctioned posts
3. Insufficient financial assistance: a hurdle in tech-savvy environment

### Opportunities

1. Enrolment in various courses is shooting up with every passing session
2. Monetary Backup from State Government, UGC, Affiliating University, Department of Science and Technology, New Delhi, Eminent personalities of Khanna
3. Gearing up of research-oriented vision

### Challenges

1. Introduction of more PG courses, i.e. MA History, MA Punjabi
2. More infrastructural facilities to cater to the needs of increasing number of students
3. To add the ICT and Smart Class facility in teaching-learning process

## Profile of the College

### 1. Name and Address of the College:

Name :	A.S.College for Women (Anglo Sanskrit College for Women)		
Address :	Amloh Road, Khanna		
City : Khanna	Pin : 141401	State : Punjab	
Website :	<a href="http://www.ascwkhanna.com">www.ascwkhanna.com</a>		

### 2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
<b>Principal</b>	Dr. Meenu Sharma	O: 01628-220670 R: 01628-224650	098722-07005	01628-220470	<a href="mailto:meenusharma032@gmail.com">meenusharma032@gmail.com</a>
<b>Vice Principal</b>	Dr. Karuna Arora	O : 01628-220570 R : 09463566064	094635-66064	01628-220470	<a href="mailto:karunaarora@live.com">karunaarora@live.com</a>
<b>Steering committee Co-ordinator</b>	Dr. Rajni Chhabra	O: 01628-220570	098031-10772	01628-220470	<a href="mailto:ganesh.chhabra@gmail.com">ganesh.chhabra@gmail.com</a>

### 3. Status of the 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.

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### 6. Sources of funding:

Government	<input type="checkbox"/>
Grant-in-aid	<input checked="" type="checkbox"/>
Self-financing	<input checked="" type="checkbox"/>
Any other	<input type="checkbox"/>

7. a. Date of establishment of the college: 23/07/ 1973
- b. University to which the college is affiliated/or which governs the college (if it is a constituent college)

Affiliated to Panjab University, Chandigarh

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (if any)
i. 2 (f)	26/07/2004	X
ii. 12 (B)	26/07/2004	X

(Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act enclosed as Annexure-A1)

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

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

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 ☒

b. for its performance by any other governmental agency?

Yes No ☐ ☒

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

Location	Semi-Urban
Campus area in sq.mts.	7664
Built up area in sq.mts.	4449



**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**  
Auditorium (One)  
Seminar Hall (One)
- **Sports facilities**  
√ Play ground (One)  
Swimming pool  
√ Gymnasium (One)
- **Hostel**  
Boys' hostel X  
i. Number of hostels  
ii. Number of inmates  
iii. Facilities (mention available facilities)  
√ Girls' hostel  
i. Number of hostels (One)  
ii. Number of inmates 10  
iii. Facilities (mention available facilities)

Airy & spacious 16 rooms, Almirahs, Box Beds and Study Table in each room, First Aid facility, Inverter, Water Cooler, Water Purifier, Desert Cooler, Air Conditioner, Television with Dish facility, Geyser, Computer facility with Internet, 24-hours Security

- Working women's hostel X  
i. Number of inmates  
ii. Facilities (mention available facilities)
- **√ Residential facilities for teaching and non-teaching staff (give numbers available-cadre wise)**

One-Room set in the Sports Ground for Gardener and Residential facility for female staff in Hostel

- **√ Cafeteria –** One
- **√ Health centre-** (Medical Room -1)  
√ First aid, √ Inpatient, Outpatient, √ Emergency care facility, Ambulance, Health centre staff –  

Qualified Doctor	Full time	<input type="text"/>	Part Time	<input checked="" type="text"/>
Qualified Nurse	Full time	<input type="text"/>	Part Time	<input type="text"/>
- **Facilities like banking** Attached with State Bank of Patiala with ATM and Bank of Maharashtra
- **Post office** X
- **Book shops** X

- ✓ Transport facilities to cater to the needs of students and staff  
One Bus - 45 seater
- Animal house X
- Biological waste disposal X
- ✓ Generator or other facility for management/regulation of electricity and voltage  
3 Generators of 125, 63 & 25 KVA
- ✓ Solid waste management facility Yes
- ✓ Waste water management Yes
- ✓ Water harvesting Yes

**12. Details of programmes offered by the college (Give data for current academic year) :2014-2015**

Programme level	Name of the Programme / Course	Duration	Entry Qualification	Subjects Code	Medium of instruction	Sanctioned / approved student strength	No. of students admitted
<b>Under-Graduate Programmes</b>	Semester System B.A Part I	<b>Three Years</b>	33% marks in aggregate including the marks obtained in the compartment subject and 20% marks in compartment subject.	ENG,PBC, PBI, ENO,HIN, SKT,ECOHM S,POL,FDE,H IS,DAN,CSC, MUI,FCN,PU B,SOC,PED, MAT, ART, FD,E(Hons.)	<b>Hindi, Punjabi &amp; English</b>	Open	919
	Annual System B.A.Part II & B.A.Part III		Passed B.A. PartI/B.A.II Examination or an equivalent examination with corresponding subjects or is placed in Compartment of the Panjab University, Chandigarh				
	B.A.II (Hons.) B.A.III (Hons.)		50% marks in B.A. I English Elective			Open	
	Semester System BCA Part I		Passed 10+2 in any discipline even without having passed mathematics / Statistics as one of the subjects with atleast 50% marks is eligible.	ENG,PBC,MA T,PRC,CSM,CP S,Lab-I, Lab-II	<b>English</b>	40	59
	Annual System BCA Part II		Passed/Placed under compartment in BCA Part I examination of the Panjab University, Chandigarh			40	

<b>Under-Graduate Programmes</b>	Annual System BCA Part III	Passed/Placed under compartment in BCA Part II examination of the Panjab University, Chandigarh	DCN, CGA, INP, DSM, PRO, CL1, CL2		40	
	Semester System B.Com Part I	Aggregate marks in +2 (including marks in compartment Subjects): a)Commerce group: at least 40% marks b) Other groups: 45% marks with 3 subjects or 50% marks with 2 subjects or 55% marks with one subject from the following subjects: Commerce, Accountancy, Economics, Mathematics, Business Organization & Management, Book Keeping & Accountancy. c)Any group(other than Commerce group) including Humanities group with none of the subjects as in (b) above with atleast 60% marks	EBC, PBC, CLL, FAC, BOM, BMS	<b>Hindi, Punjabi &amp; English</b>	77	202
	Annual System B.Com Part II	Passed B.Com I of the Panjab, Kurukshetra, Guru Nanak Dev, Punjabi or Himachal Pardesh Universities with corresponding subjects, or is placed in Compartment in B.Com I Examination of Panjab University only.	FEC, COA, ITL, CLA, BAI, BEC, CAC		77	
	Annual System B.Com Part III	Passed B.Com II of the Panjab, Kurukshetra, Guru Nanak Dev, Punjabi or Himachal Pardesh Universities with corresponding subjects, or is placed in Compartment in B.Com I Examination of Panjab University only	FMG, MAB, IEC, ESB, OPR,E-COM,DTL,		70	
	B.Com II (Hons.)	50% marks in B.ComI				
	B.Com III (Hons.)	Cleared B.Com II (Hons.)				
	Semester System B.Sc I (F.D.)	50% marks in any stream of +2.	BDI, PBC, COF, TRT, BCS, GRL, TSC, FBC		40	36
	Annual System B.Sc II (F.D.)	Passed/Placed under compartment in B.Sc. Fashion Designing Part I examination of the Panjab University,Chd.				
	Annual System B.Sc IIIF.D.*		-			

\*Inspection of B.Sc.III(Fashion Designing) was held on 10-02-2015 & affiliation has been granted for the session 2015-16.

Post Graduate Programmes	Semester System M.A (Hindi)	Two Years	50% marks obtained in Aggregate of Graduation or 45% marks in the Subject of Hindi, as the case may be.	Sem -I HSM, AHK, AGS, BKS, Sem.-II HSK, KHK, AGS, PKS, Sem. III BHV, PMK, HPS, MLA, Sem. IV BHV, PMK, VHP, BAS	Hindi, Punjabi & English		
	Semester System M.A (Economics)		50% marks obtained in Aggregate of Graduation or 45% marks in the Subject of Economics, as the case may be.	Sem.-I MEC, CIE, QTM, HET Sem.-II MEC, CIE, IEC, EPF Sem.-III MEC, EGD, EOA, EOP Sem. IV MEC, EGD, EAG, EMB		60	37
	Semester System M.A ( Sociology)		50% marks obtained in Aggregate of Graduation or 45% marks in the Subject of Sociology, as the case may be.	Sem.-I SOC411, 412, 413, 414 Sem. -II SOC 425, 426, 621, 721 Sem.-III SOC 438, 439, 632, 732, Sem. IV SOC 440, 644, 743, 942		60	60
	Semester System M.Sc. (Maths.)		Passed B.Sc. (Honours, School) /B.A/ B.Sc(Honours) in Mathematics or B.A./B.Sc.(Pass) examination with the subject of Mathematics having either at least 50% marks in the aggregate or 45% marks in the subjects of Mathematics	Sem-I MAT601, 602,603, 604,605 Sem.II RAM,ALG,VA M, COA, NUT Sem-III MAT 617, 618, 661, 675, 678 Sem IV MAT 637, 638, 681, 695, 698		60	47



	Communicative English Certificate Course		Studied English as one of the subjects at +2	Paper A - Communication Skills - I Paper B - Radio, TV, Print Journalism – I	English	40	15
	Computer Based Accounting Certificate Course		Pass Marks 35% marks at +2 level	Paper A - Fundamentals of Computer Accounting Paper B - Tally 6.3		40	40
	Communicative English Diploma Course		50% marks in Certificate Course	Paper A - Wings Trade Paper B – Busy			
	Computer Based Accounting Diploma Course		50% marks in Certificate Course	Paper A - Communication Skill - II Paper B - Radio, TV, Print Journalism – II			
PG Diploma	PGDCA	One Year	Passed Bachelor's Degree under Panjab University, Chd. with at least 50% marks in any discipline or any other examination recognized by the Panjab University, Chandigarh equivalent to any of the above exams.	WAT, PSL, PWP, PRD, PRJ, CND, C/C++	English	30	12
Any Other (Crash Courses)	Spoken English	6 Months	College Students	-	-	Open	
	Computer Application & Internet						
	English to Hindi Translation						
	Fine Arts						
	F.D						

**13. Does the college offer self-financed Programmes?**

If yes, how many?

12

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

Yes	√	No	-	Number	8
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**15. List of departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc).**

Faculty	Departments	UG	PG	Research
Science	1)Mathematics 2) Computer Science & Applications	1)Mathematics 2) Computer Science & Applications	Mathematics	-
Arts & Humanities	1) Political Science 2) Economics 3) Sociology 4) Public Administration 5) Home Science 6) Fine Arts 7) Hindi 8)Sanskrit 9) Fashion Designing 10)Physical Education 11) Classical Dance 12) Music Instrumental	1) Political Science 2) Economics 3) Sociology 4) Public Administration 5) Home Science 6) Fine Arts 7) Hindi 8)Sanskrit 9) Fashion Designing, 10)Physical Education 11) Classical Dance 12) Music Instrumental	1)Hindi 2)Economics 3)Sociology	-
Commerce	Commerce	Commerce	-	-
Any other (specify)	Add on Courses	1) Certificate Course in Communicative English 2)Certificate Course in Computer Based Accounting 3) Diploma in Communicative English 4)Diploma in Computer Based Accounting	PGDCA	-

	Crash Courses	1)Spoken English 2)Computer Application & Internet 3) English to Hindi Translation 4)Fine Arts 5)Fashion Designing		
--	---------------	--	--	--

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

a.	annual system	05
b.	semester system	08
c.	trimester system	X

**17. Number of Programmes with**

a.	Choice Based Credit System	X
b.	Inter/Multidisciplinary Approach	04
c.	Any other (specify and provide details)	X

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

Yes ☐ No ☒

If yes,

a. Year of introduction of the programmes (s) N.A. (dd/mm/yyyy) and number of batches that completed the programme

b. NCTE recognition details (if applicable)  
Notification No.: .....N.A.  
Date: ..... (dd/mm/yyyy)  
Validity: .....

c. Is the institution opting for assessment and accreditation of Teachers 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. (dd/mm/yyyy)

- and number of batches that completed the programme
- b. NCTE recognition details (if applicable)  
 Notification No. : .....N.A.  
 Date: ..... (dd/mm/yyyy)  
 Validity: .....
- c. Is the institution opting for assessment and accreditation of Teachers Education Programme separately?  
 Yes  No ☒

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

Positions	Teaching faculty						Non-teaching staff		Technical Staff	
Sanctioned by the UGC/University/ State Government Recruited	Professor/ Principal		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
	-	1	-	5	-	-	3	-	-	-
Yet to recruit	-	-	-	-	-	-	-	-	-	-
Sanctioned by Management/ Society or other authorized bodies	-	-	-	1	3	40	16	14	-	-
Yet to recruit	-	-	-	-	-	-	-	-	-	-

\*M-Male \* F-Female

**21. Qualification of the teaching staff**

Highest qualification	Professor/Principal		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
Ph.D		01		04	01	03	09
M.Phil	.....	.....	....	02	...	03	05
PG	.....	.....	.....	.....	01	05	06
Temporary teachers							
Ph.D	.....	.....	.....	.....	.....	03	03
M.Phil	.....	.....	.....	.....	.....	11	11
PG	.....	.....	.....	.....	01	21	22
Part-time teachers							
Ph.D	.....	.....	.....	.....	.....	.....	...
M.Phil	.....	.....	.....	.....	.....	.....	...
PG	.....	.....	.....	.....	.....	01	01

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



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

Years	SC/ST	OBC	General	Minority	Others
2013-2014	288	52	1018	44	-
2012-2013	173	18	1075	47	-
2011-2012	146	55	840	148	-
2010-2011	114	30	1063	101	-

24. Details on students enrollment in the college during the current academic year: (2014-2015)

Type of students	UG	PG	M.Phil	Ph.D	Total
Students from the state where the college is located	1216	231	-	-	1447
Students from other states of India	-	-	-	-	-
NRI students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	1216	231	-	-	1447

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

UG  PG

26. Unit Cost of Education

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

(a) Including the salary component

(b) excluding the salary component

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

If yes,

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

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

c) Number of programme offered

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

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

Courses	Teacher –Student Ratio
B.A.	1:35
B.Com	1:43
B.C.A.	1:13
B.Sc.(Fashion Designing)	1:12
M.A. Hindi	1:38
M.A. Economics	1:19

M.A. Sociology	1:30
M.Sc. Mathematics	1:16
PGDCA	1:6

**29. Is the college applying for**

Accreditation: Cycle I ☐ Cycle 2 ☒ Cycle 3 ☐ Cycle 4 ☐  
 Re-Assessment: ☐

**30. Date of accreditation\* (applicable for Cycle 2, Cycle3, Cycle 4 and re-assessment only)**

Cycle 1: 5<sup>th</sup> and 6<sup>th</sup> Nov. 2004 Accreditation Outcome/Result **B<sup>++</sup>**

Cycle 2:N. A. Accreditation Outcome/Result .....

Cycle 3: N.A. Accreditation Outcome/Result .....

\*Copy of Accreditation Certificate and Peer Team Report are enclosed as an Annexure A2(i)-A2(xx)

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

**32. Number of teaching days during the last academic year**  
 (Teaching days means days on which lectures were engaged excluding the examination days)

**33. Date of establishment of Internal Quality Assurance Cell (IQAC)**  
**IQAC:01-08-2005**

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

- i) AQAR 2005-06 submitted to NAAC on 29/06/2006 & resubmitted to NAAC on 09/02/2015
- ii) AQAR 2006-07 submitted to NAAC on 19/10/2007 & resubmitted to NAAC on 09/02/2015
- iii) AQAR 2007-08 submitted to NAAC on 02/04/2009 & resubmitted to NAAC on 09/02/2015
- iv) AQAR 2008-09 submitted to NAAC on 27/02/2010 & resubmitted to NAAC on 09/02/2015
- v) AQAR 2009-10 submitted to NAAC on 02/02/2015 & resubmitted to NAAC on 04/02/2015
- vi) AQAR 2010-11 submitted to NAAC on 04/02/2015
- vii) AQAR 2011-12 submitted to NAAC on 06/02/2015
- viii) AQAR 2012-13 submitted to NAAC on 07/02/2015
- ix) AQAR 2013-14 submitted to NAAC on 09/02/2015

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

X

# Criteria- wise Inputs

## Criterion I: Curricular Aspects

### Contents

- 1.1 Curriculum Planning and Implementation
- 1.2 Academic Flexibility
- 1.3 Curriculum Enrichment
- 1.4 Feedback System

### 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.

##### **Our Vision:**

##### **“Awakened Women-Awakened Nation”**

The vision of “Awakened Women-Awakened Nation” is coupled with the Motto of ‘Satyam Shivam Sundram’. Realizing the pinnacle of Female education, A.S. College for women, Khanna came into being in the year 1973. The vision of the College is the fruition of revived women in order to aim at kindled Nation. The College also envisions mounting the living standard of the rural youth by transmitting quality education to them, which equips them to face not only national but international challenges also. The College also aims at fostering an abiding sense of discipline and a single-minded adherence to work among its students, who are going to be the future of the global village.

##### **Our Mission:**

##### **“Value Based, Job Oriented Education”**

- The college aims at providing value-based education to produce responsible citizens for the nation and to lay stress on Job-oriented Courses to make the girl students economically independent.
- To produce national and international sportspersons.
- To make the students aware of their health, environmental pollution and to guard themselves and their families against Drug addiction, AIDS and Female foeticide.
- To encourage the students to adopt one project of Social Service.
- To organize frequent seminars and workshops to broaden the mental horizons of the teachers and the students.
- To inculcate Cosmopolitan outlook among the students.
- To provide every facility to the teachers and the taught to keep them aware of the latest developments in the field of Information Technology.
- To produce socially, economically, culturally, ethically and politically compatible citizens.

**Objectives of the Institution:** The following objectives are buttoned down by the institution to consummate its vision and missions:

- To serve the socially and financially debilitated sections of the society in Khanna and its surrounding to bring about a transfiguration in the women youth through education.



- To impel the students to realize their hidden talents to the best of their capacity.
- To animate the students towards burning contemporary issues and to handle them in a level-headed manner and work as team by holding seminars and organizing extension lectures.
- To inculcate a sense of empathy among them for the fellow humans,

We convey Vision, Mission and objective of the Institution many influential ways including Monday Morning Assembly, Prospectus and 'Avastha Magazine', College Website ([www.ascwkhanna.com](http://www.ascwkhanna.com)), Display Boards, College functions and Staff meetings.

### **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).**

Division of the session is done by the college advisory committee comprising of faculty members and Principal of the college. Allocation of classes to the teachers and teaching work load is prepared by Heads of various departments and additional faculty is recruited before the classes are initiated. The Time table Committee of the College prepares the time table for different streams and they also divide different classes into sections according to the strength for a particular subject.

- Schedule of work is provided to each student and faculty members at start of academic session. The course is divided into two terms in the semester system i.e. (July-Sept., Oct.-Dec) and in annual system the course is divided into three terms i.e. (July-Sept., Oct.-Dec., Jan. to March)
- The records of the class work, tests and attendances of the students are maintained by the staff members and are monitored by the heads of the Departments and the Principal from time to time.
- Members of the faculty contrive notes and study material to benefit the students with different abilities in order to facilitate their academic success, if needed.
- Acclimations of the classes are made if a teacher is on leave or 'on duty' (like attending meetings, accompanying the students to various competitions).
- Revision of the syllabus is a regular feature of the classroom teaching to produce desirable results.
- Assignments are given to the students, which are regularly monitored by the teachers.
- Library services, with a wide selection of reference books and journals/periodicals are provided to the students.
- The students have access to computers and internet facilities to add to their pedantic resources.
- House Examinations are conducted twice-I<sup>st</sup> term House Exams in September and 2<sup>nd</sup> Term House Exam in December for annual system classes and one house examination in the Mid of semester for semester system classes. In the session to provide complete revision and practice before the final university examinations. Special tests and Special Classes are conducted for the students who do not qualify university condition.

- The students are greeted to bring their feedback and healthy suggestions in order to make the teaching-learning process more smooth and effective
- For the overall evolvement of the students, alongwith formal curriculum, co-curricular and extra- curricular activities are planned and carried out throughout the year.
- The quality of the education imparted to student is monitored and ensured through Internal Quality Assurance Cell (IQAC). Regular feedback obtained from the stakeholders, with respect to the quality of the enrichment programmes are monitored and evaluated by the IQAC and necessary remedial measures are incorporated in the future. Further, the quality of education imparted is periodically evaluated by external agencies like the National Assessment and Accreditation Council (NAAC).

### **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 the support to teachers in following ways:

- The Affiliating University provides Academic Calendar, the entire syllabus, text books and reference books details, pattern of question papers to be set in the University examination, list of practical examination, guidelines for assessments, class tests to be conducted etc., which capacitate the teachers to formulate a schedule to be followed in the academic year
- The University cautions the institution well in time through members in various boards of studies or through correspondence, whenever there is any change in the curriculum design.
- The University endorses a wide range of elective subjects and equally good number of subject combinations to cater to the needs of students having varied intellectual interests and capabilities. The University makes provision of the Research Journal's Publication. The Faculty is geared up to contribute to the Research Journals with their intellectual and creative writing.

Uphold is also provided by the institution for effectively translating the curriculum and improving teaching practices in following ways:-

- The college makes special efforts to integrate technology with teaching learning process. Well equipped 3 Computer labs with 48 computers, 4 laptops and Internet facility with speed upto 572 Kbps, LCD and Over Head Projectors (OHPs) are available to facilitate computer-aided teaching and enrich the teaching learning experience.
- The institution, being a multi faculty post graduate institution is housed in a magnificent triple storey building. Spread over an area of 7664 sq. mts., the college boasts of modern and well equipped infrastructure for comfort, convenience and academic pursuits. The building is well maintained with 51 rooms with proper lighting arrangement and ventilation including 23 class rooms, 16 hostel rooms, 03 Computer Labs., 2 Fashion Designing labs, 2 Home Science labs, Fine Arts lab, Language lab, Music and Dance room and a big auditorium with seating capacity of 800 students equipped

with LCD Projector, hi-tech Conference hall with seating capacity of 150 persons equipped with Interactive Board and Interactive LCD Projector, Mini Hall, air-conditioned Staff room, Visitor's room, 2 General offices and an Accounts office. The institution has very spacious and well maintained canteen, common room for students, Reading room, TV and Video room and Scooter stand for staff and students.

- The college has air conditioned, fully furnished and well equipped library with reading room and Reference Section with more than 25990 books, on all subjects. It subscribes to 15 newspapers, 75 journals/periodicals along with internet facility for free e-journals for the benefits of the students and the staff members. In addition to this, the faculty has access to a wide range of e-learning resources by means of UGC-NLIST programme named Information and Library Network (INFLIBNET)
- Faculty members are given access to internet facility in computer Lab. The college management along with Head of the institution always encourages the teachers to attend seminars, conferences, workshops, refresher courses and orientation courses in other institutions including latest information about the teaching pedagogy, ICT trends, and Duty leave is provided to the staff for this purpose.

**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 college offers a wide range of courses and flexibility to its students regarding the choice of subjects and courses. In the beginning, the college was providing a choice of only 5 elective subjects, but the number of subjects has now swelled up to 18. Besides 2 compulsory subjects (English and Punjabi), the students have the option to select three elective subjects out of 18 subjects which are Elective Punjabi, Hindi, English, Sanskrit, History, Political Science, Economics, Public Administration, Sociology, Home Science, Music (Instrumental), Maths, Fine Arts, Computer Science, Physical Education, Functional English, Fashion Designing and Classical dance.

During the Post accreditation period, in 2003-2004 MA. Hindi was introduced, in 2004-05 M.A. Economics was introduced. Classical Dance was introduced in 2012-2013 as an elective subject, in 2012-13 M.Sc Mathematics and M.A Sociology were introduced, in 2013-14, B.Sc F.D. and 02 Add-on Courses were introduced. At present the college is having total 04 UG Courses (B.A, B.Com, BCA, and B.Sc F.D), 04 PG Courses (Hindi, Economics, Maths and Sociology), 01 PG Diploma and 02 Add-on Courses. Detail of Courses already given in College Profile.

Following procedures have been adopted for effective curriculum delivery and its transactions.

- Being affiliated to Panjab University Chandigarh, the institution follows the norms and curriculum designed by it. Our faculty members, who are in Board of Studies, in the University attend the meetings and give constructive suggestions, whenever needed. The college insures effect the

curriculum delivery by preparing and providing well planned academic calendar and schedule of work at start of the session.

- Following the changes, study materials are modernized and updated and regularly the students are acknowledged about it.
- Current books and Journals are made available in the library for the good of the staff and the students.
- Faculty members are stimulated to use Audio visual techniques the Internet, Interactive Board and Interactive LCD Projectors for making teaching effective and long lasting.
- Eminent persons from other colleges and universities are invited for the extension lectures.

### **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 motivates the various departments to organize trips and tours to industries related to their subjects (printing press, textile industries, food industry, milk processing units etc.), in order to enhance the effective operationalization of the curriculum and to put theory into practice. All these trips are well-planned and prove to be fruitful in their purpose and intent. During last five years industrial visits were organized by various departments.

- In session 2009-10, 02 Industrial visits were organized by department of Home Science and Fashion Designing for Chankya Dairy Products and Subhash Polytec. Ltd. In Gyaspura, Ludhiana.
- In session 2010-11, 02 Industrial visits were organized by the departments of English and Home Science for Danik Bhaskar and Chanakya Dairy Products, Focal Point at Mandi Gobindgarh
- In session 2011-2012, 01 Industrial Visit was organised by Department of Home Science for 'Vardhaman Spinning and General Mills', Ludhiana.

In session 2012-2013 Six educational visit/trips were arranged by various departments.

- A Trip to popular fashion house named "SEO Collection" at Jagroan on 2<sup>nd</sup> Oct, 2012.
- An educational trip of 43 students was organized by Commerce Department on 7<sup>th</sup> Oct, 2012 to 'Paresan Agriculture Works' at Ludhiana.
- An industrial visit to Markfed Jalandhar was organized by Commerce Department on 23 Oct, 2012. 40 Students got an opportunity to learn food processing at Markfed.
- Home Science Department organized a visit of 42 students of B.A.I at Chanakya Dairy Products Ltd. Mandi Gobindgarh on 9.11.2012
- An Educational trip to Dainik Bhaskar, Sirhind was organized by English Department for all the students of Functional English (B.A.I,II and III) and English Hons. (B.A. II Hons III) on 16.11.12.
- A second industrial visit to Markfed, Jalandhar was organized by Commerce Department on 24<sup>th</sup> Nov, 2012.
- In session 2013-2014, 03 Industrial visits were organized by the departments of Commerce, Home Science and Fashion Designing

### **Research Bodies:**

Interactions are carried out with research bodies for carrying out research work, faculty development programmes and for arranging the talks or extension lectures of resource persons. Members of faculty are encouraged to take up membership of professional research bodies and participate in research activities. College Principal is life member of Indian Society of Industrial and Applied Mathematics, Life Member of Journal of National Academy of Mathematics, INDIA and Life Member of Association of Indian College Principals.

### **University:**

Financial Assistance is being provided from time to time by university to hold seminar/conferences. The grant of Rs. 31,000/- from Panjab University Chandigarh for National Conference in Mathematics vide Sanction no. 1898-2929 dated 15-10-2013 was obtained. The University further makes arrangement for Faculty development Programme, Subject experts, Scholarship for meritorious students.

### **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 institution is affiliated to Panjab University, Chandigarh. It does not have autonomous status to formulate its own curriculum. But some of our faculty members have been or are members of Board of studies, faculties, Academic Council and other academic bodies for analyzing the feedback on the curriculum and are conveyed to the university to consider them in their board of study meetings.

Various staff members being part of different Co- Academic bodies and being members of Board of Studies of Under Graduate and Post Graduate Board of Studies and being participants of various Conferences/Workshops have contributed a lot towards the development of the curriculum by the University

These members give their suggestions to improve the quality and division of the syllabus by including the current trends in the syllabus.

(Details of contribution of the institution by staff members of various departments represented on Board of Studies given as Annexure A3)

The mechanism evolved for collecting feedback is the regular meetings of the bodies instituted for this purpose:-

**Students:** Students' feedback is taken from the meetings of central association. Every student is assigned a Tutorial group under the guidance of a teacher and the Central Association of the college comprises of students from all categories like Sports, Academic and Co-academic activities. They assist the college administrator in maintenance of discipline and cleanliness.

**Alumni:** Alumni meets are conducted from time to time to get the evaluative feedback including the issues of Book Bank facility, Scholarships and



infrastructure facilities. Meetings of the Alumni Association were conducted from 15<sup>th</sup> Sept. 2014 to 19<sup>th</sup> Sept. 2014 for the above stated purpose.

**Parents:** Parents are mobile participants in the Institutional activities. A healthy interaction with the parents is facilitated and encouraged from time to time regarding University norms, discipline and curricular and co-curricular activities.

**Academic Peers:** The valuable feedback from Academic Peers is collected informally through interaction with the eminent personalities and resource persons at National Conferences, Seminars, Workshops and the meetings of Board of Studies.

**Community:** The members coming from almost all houses of the Society including, Print and Electronic media, Business Houses, Banks, Schools, Colleges, Universities, Income Tax Departments, Insurance, Police Dept., NGO's, Government Agencies, Music, Dance, Theatre etc. are given Invitation at regular intervals to get the valuable assessment on the curriculum. (Details of feedback from Stakeholders will be presented on the On-Site Visit of the NAAC Peer Team)

**1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes' give details on the process (Needs Assessment, design, development and planning) and the courses for which the curriculum has been developed.**

The institution is affiliated to Panjab University and the syllabus and curriculum is designed and developed by the members of the Board of Studies. The Institution aims at all around grooming of disciples. This grooming is coupled with the quality enhancement with the help of orientation programs. The faculty members, who are part of the Board of Studies, do make effective changes in the curriculum designing and planning. Short term courses other than those offered by the university are designed. Keeping in view the growing demand and relevance of communication skills in English the college offers skill orientation certification in the following courses which are not under the preview of the affiliating university.

- (i) College level crash courses are being run according to curriculum planned by the college.
- (ii) Personality Development: Two-day Personality Development Workshop is organized every year to chisel and refine the overall development and personality of the students and to help them face the challenges of the world when they walk out of the portals of the college.
- (iii) Keeping in view the employability of students at present the college is running 06 Crash Courses named as Crash Course in Spoken English, Crash Course in Computer Application, Crash Courses in Internet and Basic Computers, Crash Course in English to Hindi Translation, Crash Course in Fine Arts, Crash Course in Fashion Designing, Crash Course in Personality Development

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

Value based education and grooming the students as per the current requirements of industry/society are the objectives of the curriculum, for the

achievement of which regular meetings are held involving Principal, and Members of advisory committee.

- It is mandatory for the faculty members to get the copy of latest syllabus for the allocated classes from the library.
- Time table is displayed at the beginning of the session showing the detail of classes allocated to them.
- 1<sup>st</sup> House Test in September and 2<sup>nd</sup> House Test in December are conducted and softcopy of results is prepared. The same is conveyed to the parents through mail.
- 02 to 04 Class tests per month are given to the students by each staff member and marks obtained are recorded and analyzed by the Heads of Departments and Dean Academics. Necessary steps are taken for further improvement.
- Special tests and Special Classes for students who do not qualify the University condition.
- Assignments are given on various topics to both UG and PG students along with mock tests for PG Students only.
- Assessment is based on specific criteria.
- College pass percentage is compared with University pass percentage.
- Tutorials are held regularly to guide and to monitor the progress of the students.
- The institution ensures that the teachers are thorough with the objectives of the curriculum.
- The performance of the faculty regarding the completion of the syllabus and the revision work undertaken is also supervised.
- The University results are reviewed by the Principal and the members of the Management.
- Feedback from students, parents & external examiners for conducting practical exams/viva-voice is taken.

## **1.2 Academic Flexibility**

### **1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development course etc. offered by the institution.**

With the goal of empowering the women and making her economically independent, the following Add on Courses, besides 18 elective subjects in BA, B.Com, BCA & B.SC F.D and 04 PG Courses, and college level courses are being offered by the Institution:-

#### **ADD-ON-COURSES**

- **COMMUNICATIVE ENGLISH**

In the high-tech fast changing job market, proficiency in communication skills is the pre-requisite for job-procurement. A graduate with effective communication tools in his professional kitty will find it easy to get adjusted everywhere, be it a multi-national company, corporate sector or indigenous projects of the nation.

- **COMPUTER BASED ACCOUNTING**

Present era is of modernization and globalization. Computer plays a very vital role in modernization. With the knowledge of Computer Based Accounting every one of us will be able to maintain the accounting records if we want to become an entrepreneur. So knowledge of computerized accounting is not only helpful to the persons to maintain their business records but also helpful to those who want to get job in MNCs or big industries.

The Certificate/diploma/advanced Diploma course is open to regular student of college at any level.

Duration: Each course is of one academic year.

Communicative English Certificate Course	Studied English as one of the subjects at +2 level	Paper-A Communication Skills - I Paper B - Radio, TV, Print Journalism – I	40 seats
Computer Based Accounting Certificate Course	Pass Marks 35% at +2 level	Paper A-Fundamental of Computer Accounting Paper B - Tally 6.3	40 seats
Computer Based Accounting Diploma Course	50% marks in certificate course	Paper A - Wings Trade Paper B – Busy	40 seats
Communicative English Diploma Course	50% marks in certificate course	Paper A – Communication Skills. Paper B - Radio, TV, Print Journalism – II	40 seats

Besides this the college is running 06 Crash Courses at present.

- Programmes like B.Com, B.CA, PGDCA and Post Graduate courses in Hindi, Economics, Sociology and Mathematics have a significant skill component.
- The college offers various options like Fashion Designing, Fine Arts, Music (I), Physical Education, Functional English and Computer Science that are skill developing and employment enhancing subjects. Short term courses in Computer and spoken English are organized for staff and students.

### **1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If ‘yes’ give details.**

As per the rules of the affiliating university, twinning /dual degree is not permitted by the institution. But add-on-courses (Communicative English, E-commerce, Spoken English) and Honours in English and B.Com can be pursued by the students alongwith the regular degrees. Besides this in time to come the college is planning to start Add-on courses in field of Journalism and Management, Bank Management, E-Banking and Yoga.

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

Out of a total of 47 elective subjects being offered by Panjab University,

Chandigarh, our college offers 18 Elective Subjects, 29 Subject combinations. PG Diploma: 01, UG: 04, PG: 04, Career-Oriented Programs: 02.

The elective subjects are offered to encourage inter-disciplinary academic pursuits and to enhance students' competency and job prospects. The institution provides flexibility to the students in making choice of the elective options depending on their interest and requirement

At present affiliating university does not permit to adopt any Choice Based Credit system. The affiliating university does not allow any lateral mobility in the courses, however as allowed by the affiliating university, vertical mobility is provided by the institution by offering the following courses-

- M.A (Eco.), M.A (Hindi), MA (Soc.) & M.Sc (Maths) for moving up from BA.
- PGDCA for movement up from any of the under-graduate courses.
- Diploma and Advanced Diploma Courses as add-on-courses for vertical movement from certificate courses.
- Academic flexibility of Add on Courses in Communicative English & Computer Based Accounting and Crash Courses in terms of time is available for the students to complete their programme of study as per the norms of the affiliating university.
- Flexibility to the students to move from one discipline to another. The College allows a change from one discipline/faculty to another with the time frame of one month. The college permits B.A I students to change elective subjects within the time frame of ten days. Besides that academic flexibility is being adopted in all crash courses being run by the college.
- Students opting for B.A, BCA, B.Sc, and B.Com study English and Punjabi as compulsory subjects. Students who have not studied Punjabi till 10<sup>th</sup> class can opt for History and culture of Punjab in place of Punjabi.

Courses like B.Sc Fashion Designing and Elective subjects like Home Science, Computer Science, Functional English, and Fine Arts are helpful to the students in terms of skills development. Various PG programs offered in the College like PGDCA, Masters in Economics, Hindi and Sociology, Mathematics help the learners to acquire degrees suitable for placements in teaching and other sector. The degrees such as B.Com and BCA open many streams for the students to start their careers. Keeping in view the requirements of the students, study material is updated from time to time and the College Career Cell constantly helps the students with the upcoming placement opportunities. The college also offers Add-on-course in Computer Based Accounting and Communicative English.

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

The institution offers 04 UG Courses- BA, B.Com, BCA and B.Sc (F.D) and 04 PG Courses- M.A Hindi, M.A Economics, MSc Maths, M.A Sociology and 01 PG Diploma and out of these the College offers following self-financed programs-

- Under Graduate Courses :- B.Com, BCA, B.Sc (F.D)

- Post Graduate Courses: - M.A.(Hindi), M.A.(Economics), M.A.(Sociology), M.Sc.(Maths), PGDCA.

The admission is as per the University guidelines. The curriculum and fee structures are also decided by the University. Faculty is qualified as per the University norms. The institution meets the additional expenses from its own resources.

The institution has appointed well qualified, experienced faculty members who possess good subject knowledge. The salary is not a constraint, only the knowledge and quality aspects qualify the faculty members with good salary. The revenue generated through self-financed courses is utilized in strengthening the infrastructure and updating the labs and the library of the college. Appointment of the staff for these self-financed courses is as per UGC/PU norms. In case of non-availability of eligible faculty, qualified teachers are appointed on short-term and long term contracts and are paid handsome salaries.

The fees/funds and other charges received from the students of self financed courses are in accordance with the rules/ decision of the University/ Government/College Governing Body. The list of such programmes and fee structure for the session 2014-2015 is as under:-

**Fee/Fund/Charges of B.A. Classes (I, II & III) & Post Graduate Classes (M.A., M.Sc. I, I for the session 2014-15)**

S.No.	Particulars	B.A	B.Com	M.A/M.Sc.
1	Admission Fee	165	165	165
2	Tuition Fee	756	756	840
3	Retirement Benefits Fund	1500	1500	1500
4	Library Development Fund	250	250	250
5	Students Scholarship Fund (Meritorious Fund)	180	180	180
6	College Sports Fund	300	300	300
7	Library Security Fund (Refundable)	210	210	210
8	College Youth Welfare Fund	110	110	110
9	Prize Distribution Function	100	100	100
10	Seminar /Club/Societies	100	100	100
11	College News & Annual Report	50	50	50
12	Identity/LIBRARY CARD	50	50	50
13	Magazine Charges	150	150	150
14	Medical Charges	100	100	100
15	Environment Education Fee Rs. 20/Pm	240	240	240
16	Student Aid Fund (Poor & Needy) Rs. 25/Pm	300	300	300
17	Amalgamated Fund Rs. 125/Pm	1500	1500	1500
	Sub Total (A)	6061	6061	5905
	University Charges (B)*	467	467	467
	College running & Maintained Charge ** ©	3472	8472	7628
	Total FEE/Charges/Fund (A+B+C)	10,000	15,000	14,000



Following Table shows Charges Per Annum Optional to be realized subject to the provision of facilities-

1	NSS/NCC Fund	20	20	20
2	Student Insurance	100	100	100
3	Gymnasium Charges	50	50	50
4	Internet & Digital Library	150	150	150
5	Generator Fund	200	200	200
6	Computer Fund	1200	1200	-----
7	Revised University Charges Per Annum	380	380	380
8	Pb. Govt. Charges	104	104	104

**Fee/Fund/Charges of BCA Classes (I, II & III) & B.Sc F.D. I & II, PGDCA**

S.No.	Particulars	BCA	B.Sc (F.D)	PGDCA
1	Course/College running & maintainace charge	25700	25700	13940
2	Retirement Benefits Fund	1500	1500	1500
3	NSS/NCC Fund	20	20	20
4	House Examination Charges	300	300	300
5	Identity/Library Card	50	50	50
6	Medical Charges	100	100	100
7	Students Scholarship Fund (Meritorious Fund)	180	180	180
8	College Youth Welfare Fund	110	110	110
9	Amalgamated Fund Rs. 125/pm	1500	1500	1500
10	Students Aid Fund (Poor & Needy) Rs. 25/pm	300	300	300
11	Environment Education Fee Rs 20/pm	240	240	-----
	Total Fee/Fund /Charges of the Course	30000+ University Charges Pupin No. Charges (if any)	30000+University Charges Pupin No. Charges (if any)	30000 University Charges Pupin No. Charges (if any)
12	Crash Courses	Mentioned from time to time depending on strength of the students		

\*University Charges Subject to revision

\*\*May be used for Building Fund dilapadation, Campus Maintaince, Electricity, Water Charges, Unaided Staff/Establishment Fund.

Lab Charges	100/- per month
Honours Fee	50/- per month
Late Fee with the Permission of Principal	500/-
Late Fee with the Permission of Vice-Chancellor	1800/-
Parking Charges Moped	45/- per month
Migration Fee	240/-

The Fee/Funds/Charges are charged in accordance with decision of the University/Govt/College Governing Body/Principal.

Except B.A., all other courses are self-financed (without any aid from state Government) the fee structure is approximately 10% above than that of

regular financed courses to cover the remuneration for the faculty of the self-financed stream.

**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. However the programmes like Fashion Designing, Computer Applications, being offered in the college help the students to acquire useful skills relevant to the regional and global employment markets. The graduates of Fashion Designing get practical knowledge of becoming independent entrepreneurs by opening their own designing centers and boutiques.

To meet the global employment markets needs, the college has IQAC (Internal Quality Assurance Cell) and Career Guidance Cell for framing the additional skill programme for the students. Besides that 06 Crash Courses are being run by the college. Personality Development Workshop is another regular feature of the institution.

During preparation of items for youth & heritage festival, experts are invited and a huge amount is spent on the training of students in dances, music, theatre items. Our own faculty members improve the student’s debate & education skills, knitting, stitching & cooking skills which help them in developing their necessary skills and forge their way into the jobs market or set up their own enterprises. In last four years the college had spent Rs. **904101/-** to enhance the skills of the students during youth festival.

**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 course/combination of their choice” if ‘yes’ how does the institution take advantage for such provision for the benefit of students?**

Yes, the institution does extend the flexibility of combining the face to face and distance mode of education facility being provided by Panjab University Chandigarh, to choose the course/ combination of their choice provided no practical/lab work is included in the curriculum of the course.

- A student of B.A or M.A after qualifying a part of programme as the regular college student may complete the rest of the programme through Distance Mode of Education except students having practical subjects. Similarly a student who has initially undertaken her B.A or M.A Course through Distance Mode of Education can undertake the rest of the programme as regular student.
- Students of B.A, B.Sc., B.Com and BCA, who fail to qualify for their respective Annual/Semester examinations for want of minimum conditions, are allowed to appear as private candidate in the Annual/Semester Examination of B.A Degree conducted by the university.
- Students of B.A who fail to qualify for the Annual Examination for want of minimum attendance of 75% and House Exam condition due to medical or any domestic problem are allowed to appear as private candidates in B.A Annual Examination conducted by the university.

### **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 program and Institution's goals and objectives are integrated?**

The academic programs offered by the University are in line with the institution's goals and objectives. The voice of the institution to fulfill the societal needs and demands is conveyed by the members of the Board of Studies from the institution and the members of faculties.

- Along with academic achievements, the institution encourages creativity, innovation and independent thinking on contemporary topics, debates, group discussions.  
Pedagogical methods with ICT based teaching are followed to uplift the intellectual standards of the students. These activities are arranged by different Societies and Committees of the College. (Details of various Committees given as Annexure A4(i) to A4(v))
- Co-curricular and extra-curricular activities are organized with a focus to develop soft skills among the students.
- To inculcate leadership qualities and making the students aware of their social responsibilities, extension activities like NCC, NSS, Teej, Basant festivals, celebration of important days like Sadbhavana Divas, Sanskrit Divas, Teachers Day, Hindi Divas, Social Justice Day National Integration Day, Food Day, Birthday of Guru Nanak Dev Ji, Republic Day, Independence Day & Mother Language Day are arranged. These activities ensure that the goals & objectives of the institution are met with.
- During the previous years the college has organized many educational tours to various historical places, industries publication houses etc. (Details of Trips and Tours given as Annexure A5(i) to A5(viii))
- Lectures on current affairs are delivered in the class to make the students remain in touch with the changing world.
- Moral Value based lectures in the class rooms.
- Expert lectures in the campus to open new horizons for the students and the staff.
- Adoption of qualitative teaching-learning method
- Seminars, Debates, Workshops on national level are conducted.

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

The teachers, who are the members of the faculty of the Panjab University, attend meetings with the University authorities to submit the demands based on the educational reforms and need for up gradation in the curriculum. The members of the Board of Studies also play an important role in this regard.

National Conferences, seminars, workshops exhibitions & counseling on curriculum are organized which increase the employability options for the students.

- Library is updated with magazines, latest issues of journals, newspapers for dynamic employment market.

- Extension lectures are organized by the career counseling & guidance cell for the outgoing classes, giving them knowledge about various jobs opportunities.

### **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 following measures are taken to ensure the integration of the above mentioned issues:

Gender Issues:-

- The institution being purely a women College does not face explicit gender issues or conflicts, however, the institution has constituted a Grievance Redressal and Gender Sensitization Committee against sexual harassment which conducts gender sensitization programs, such as lectures on Female Foeticide, women safety, health care, physical fitness.
- Issues concerning abuse against women are highly criticized through plays, skits, debates, declamations and activities like essay writing and poster making.

Human Rights:-

- During Monday Morning Assembly Anti Ragging instructions are provided to the students.

Environmental Education:-

- Environment education is a compulsory subject for all the undergraduate Programs as per the guidelines of Pb.Uni. Chandigarh
- Seminar was conducted to highlight importance of Human Rights.
- RTI Act is implemented strictly by the college authorities.

ICT:-

- ICT based courses like B.CA and PGDCA are offered by the college
- Computer Based Accounting as an Add-on Courses is offered in undergraduate classes.
- Students are given intensive coaching in the use of information technology and are given an open access to the latest books and journals
- College website is providing important information to students.

Awareness Programme:-

- Extension lectures are organized to aware the staff and students regarding health hazards of excessive use of mobile phones causes and cures of Breast Cancer, Search for Self etc.

### **1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?**

For holistic development of the students various value-added and enrichment programme are offered by the institution in, formal and informal ways.

Moral and ethical values: -The Monday Morning Assembly presents healthy thoughts from the faculty members to guide them on the righteous path. The Youth Service club motivates the pupils to take part in Social service programs. The Punjabi “Virsa”, which show cases a display of exhibits related with Punjabi Cultural is a commendable effort of the institution to keep the

students grounded to their roots. Community orientation programmes such as Blood Donation Camps, visit to Old Age Homes are organized. Personality development workshop is organized every year. In order to develop the quality of discipline among students, through practice, the faculty members are assigned discipline duties covering the lawns, canteen, verandas and all other places so as to avoid disturbance in studies.

**Employable and life skills:** -Many courses offered in the college such as, Computer Science, Home Science & Commerce stream equip the students for better job opportunities. The college also offers Add on Courses in Communicative English & Computer Based Accounting. Short term course in computers are arranged for staff and students.

**Better career options:** - Career Guidance & Counseling Cell of the college keeps the students well informed regarding better & lucrative career options.

**Community Orientation:** -The institution promotes a number of healthy Community orientation practices. For this, there are 2 NSS Units, which organize an annual 7 Days' Day/Night Camp in addition to many day camps in the college campus or in the slum areas adopted for the same. Adult literacy programs and tree plantation programs are the highlighting features of the college NSS. Interaction with the senior citizens at the old-age home is practiced by the college students to brief them with the sense of isolation among the old and the destitute. NCC unit of the college is also highly dynamic and has made the institution proud several times with the accomplishments of its cadets at statelevel. The College has Red Cross Society under which, annual blood donation camp is organized. The Red Ribbon Club helps the students to know about the deadly disease AIDS, Swine Flu etc. Crashcourses in communicative English help in polishing the speaking skills of the students. The Physical Education Department organizes sports Day which channelizes the energy of the youngsters in a positive way. The Youth Festival Committee brings out the hidden talents of the students and provides a healthy platform to them to exhibit their talents

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

- The different subject societies hold time to time meetings with the students to collect information and feedback from them to enrich the curriculum
- The students are also free to air their views in the tutorial periods
- The Central Association, which is a democratically elected body of the students is highly instrumental in conveying the feedback of the students to the authorities and to bring about corrective measures

On the basis of these suggestions, analysis and far-sighted approach of the Principal and Management, a number of new courses/subjects were introduced given as follows:-

- (i) MA (Sociology) being an important subject of humanities and M.Sc (Maths) have been started on popular demand of stakeholders.
- (ii) In order to increase the employability of the students in Ludhiana, just 50 Km. away from Khanna and a big centre for Apparels, BS.C Fashion Designing was restarted in 2013-2014.
- (iii) B.A. Classical Dance was introduced in 2012-2013 to develop the soft skills among students.

- (iv) Add-on-courses in Communicative English and Computer Based Accounting were introduced in 2013-2014 after receiving feedback from the stakeholders.
- (v) Short term courses in Basic Computer Techniques, internet and spoken English are also helping students a lot and increase their employability in Multimedia corporations.

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

- Regular oral and written class tests are conducted.
- Two House Exams are conducted to monitor the academic progress of the students.
- Feedback is taken from nearby area people, students, staff and alumni.
- In order to adopt the accreditation quality sustenance measure an Internal Quality Assurance Cell came in to existence on 01-08-2005. Learning is a continuous process, the IQAC opts for the plans and programs that aim at the enrichment of the quality assurance of the college.

The IQAC is concerned about the issues including the matters as follows:-

- To bring forth new subjects and courses.
  - Strengthening students with cultural and value oriented education.
  - Opting for innovative teaching and learning process.
  - Infrastructural improvements.
  - Computerization in Administrative works.
  - Industrial visits in order to endorse the vocational training.
  - Social awareness and eco-friendly project enhancement efforts
  - Scholarships for the deserving students.
- (b) The ultimate decision making power lies in the hands of the management. The proposals of IQAC are put into effect only when they are thumb up by the management. Details regarding submission of Annual Quality Assurance Reports submitted to NAAC have already been given in College Profile.

## **1.4 Feedback System**

### **1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?**

The institution is affiliated to Panjab University Chandigarh. So the curriculum and the syllabi are designed by the University under the Senate and Syndicate bodies. The faculty members, who are the members of Board of Studies, take active part in the curriculum designing and planning.

### **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 change/new programmes?**

One of the major concerns of the College is the Feedback from Stakeholders on teachers and students programme evaluation. Quality of education, the interaction between the teachers and the students, the curriculum, the co-curricular activities are some important issues that are discussed and viewed in the feedback.



The College adopts informal mechanism to obtain feedback from students and stakeholders on curriculum. The formal ways are practiced to do so through meetings and discussions, which are further conveyed to the University bodies by the members of Board of Studies of the College. Suggestion Box to obtain feedback from the parents is kept in the Visitor Room.

The student feedback is always very valuable for the growth of the Institute. Students opined that the teachers were sincere in their duties. They lend their hand in solving their personal issues also. The infrastructural facilities with special reference to the hostel facility were found satisfactory. Infact they felt honored to be a part of this reputable Institute.

Every student is assigned a tutorial group under the guidance of a teacher. Tutorial group meetings are held in special period. The students are taught about moral values like discipline, social manners, courtesy, cleanliness and health and traffic rules. The lectures on inter-disciplinary topics like Computer Education, Home Management, Library awareness, Banking, Small Savings and Public Speaking etc. are conducted frequently.

#### **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?)**

The following programme/courses were introduced by the institution during the last four years:-

M.Sc. (Maths)-I	2012-13
M.Sc. (Maths)-II	2013-14
M.A (Soc)-I	2012-13
M.A (Soc)-II	2013-14
B.A.I (Classical Dance)	2012-13
B.A.II (Classical Dance)	2013-14
B.A.III (Classical Dance)	2014-15
B.Sc (F.D)-1	2013-14
B.Sc (F.D)-1I	2014-15
B.Sc (F.D)-III *	2015-16
Certificate Course in Communicative English	2013-14
Certificate Course in Computer Based Accounting	2013-14
Diploma Course in Computer Based Accounting	2014-15
Diploma Course in Communicative English	2014-15

\*(Inspection of B.Sc.III Fashion Designing was held on 10.02.2015 and affiliation has been granted for the session 2015-16.)

These above said new courses were introduced keeping in view the growing interest of the students in the courses and changing trends.

## Criterion II: Teaching-Learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.2 Catering to students diversity

#### 2.3 Teaching-Learning Process

#### 2.4 Teacher Quality

#### 2.5 Evaluation Process and Reforms

#### 2.6 Student performance and learning Outcomes

### 2.1 Student Enrollment and Profile

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

##### Publicity in the Admission Process:

The college ensures publicity through the following procedure:

**College Prospectus:** A comprehensive and detailed document in the form of Prospectus is published every year. All relevant information regarding admission procedure, infrastructure, fee/funds/university charges, scholarships, last date for receipt of applications, various academic and co-academic activities of the college, migration rules, achievements of the students in academics and sports is conveyed through the prospectus.

**Advertisement in Newspapers:** Before the beginning of the new academic session, advertisements regarding admission schedule in all courses are given in all the prominent newspapers of the region at regular intervals so that students can take admission in time.

Pamphlets depicting salient features and strengths of the College are also circulated in these Newspapers to ensure publicity in Admission Process.

**Admission Promotion Programme and Workshops:-** Posters, banners, pamphlets are used as a source of publicizing the date of admission and courses offered by the institution. In the beginning of the year i.e. in the month of January, a definite strategy is prepared for admission promotion. The college improves access to people who otherwise would not take initiative for higher education. Under admission promotion programme, teams of faculty members personally approach the Principals of different schools in the radius of 10 km.

**College Website:-** The college has an official website [www.ascwkhanna.com](http://www.ascwkhanna.com) which is regularly updated. All relevant information regarding admission procedure, fee/funds/university charges, scholarships, last date for receipt of applications, various academic and co-academic activities of the college, migration rules, achievements of the students in academics and sports and all other relevant information is placed on this website. Copy of the prospectus is downloaded on it for the ready reference. A well framed Admission committee consisting of sub-committees of all the courses of the college is formed. The admission process is uploaded on the college Website for convenience of the students. (Details of Last Year Admission Committee enclosed as Annexure A6(i) to A6(iii)).

**Admission Promotion Workshop:-** Admission promotion workshops are organized well in advance in which teachers and students from adjoining areas

are invited to visit the campus and to have a firsthand knowledge about the institution.

Promotional CD has been prepared to give a glimpse into the functioning of A.S. College for Women, Khanna. Achievements of the students are also read out formally by the Principal through college report with LCD Presentation at the annual function.

**Transparent Admission procedure:-**There is absolute transparency in the admission process. A well framed Admission committee consisting of admission sub-committees of all the courses of the college for the smooth and transparent admission process has been framed. As already mentioned the College Prospectus and the College Website brings transparency in Admission Process. As per University rules the admission to B.Com is purely on merit basis and this list is displayed on the notice board to bring transparency.

**2.1.2 Explain in detail the criteria adopted and process of admission. (Example (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.**

On the very first day of admission, Principal holds a meeting to guide the teaching & non-teaching staff of the college to convey all the guidelines of University for admission of the session and about all the admission committees of different courses of the college that have been framed by the Principal. All are advised to verify the relevant documents of the students thoroughly before recommending and putting up the forms of admission and displaying the merit list on the notice board.

Before start of summer vacations, departmental meetings are held to have analysis of admission criteria, choice of subject combinations, drop out analysis etc. to make strategy for admission for the next session.

- The institution abides by the norms and regulations set up by the affiliating university regarding the admission and selection of the students for various courses.

- For B.Com the merit list is displayed on the notice board on pre-announced dates and candidates are called for interview. However, for B.A. and our other PG courses, the principle of first come first serve is followed as the college has limited number of seats as compared to demand of the region. The reservation policy of the govt. is also followed.

- Students with better intellect and brilliance are counseled to go for the elective subjects. Admission committee also reviews the admission process and student profiles annually. During the review the aspects of admission criteria, enrolment trend, choice of subject combinations, demand, ratio, student's quality etc. are thoroughly discussed to devise further strategies.

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

The minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college 2014-15 is given as below:-

S. No.	Course	Minimum percentage of marks	Maximum percentage of marks
1	B.A I	42.22 %	93.40%
2	B.AII	42.37%	86.25%
3	B.AIII	45.56%	79.81%
4	B.Com I	61.00%	93.40%
5	B.Com II	45.27%	68.00%
6	B.Com III	46.60%	76.95%
7	B.C.A.I	55.00%	78.66%
8	B.C.A .II	61.37%	79.00%
9	B.C.A. III	56.68%	73.37%
10	B.Com II Hons	50 %	68%
11	B.Com III Hons.	50%	76.7%
12	M.A. 1 <sup>st</sup> Sem. (Hindi)	46.00 %	73.33%
13	M.A 1 <sup>st</sup> Sem. (Eco.)	52.27%	78.25%
14	M.A 1 <sup>st</sup> Sem. (Soc.)	47.58%	69%
15	M.Sc. Maths 1 <sup>st</sup> Sem.	51.29%	83.50%
16	M.A. 3 <sup>rd</sup> Sem. (Hindi)	50.75%	71%
17	M.A 3 <sup>rd</sup> Sem. (Eco.)	53.5%	71%
18	M.A 3 <sup>rd</sup> Sem. (Soc)	49.75%	66.5%
19	M.Sc. Maths 3 <sup>rd</sup> Sem.	51%	63.8%
20	PGDCA	52.12%	65.25%

**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 institution does have a well defined mechanism in form of the advisory committee and Admission Committee to review the admission process annually. (Details of Admission Committee given in Annexure A6(i) to A6(iii)) Internal Quality Assurance Cell is also an initiative in this regard.

There is a provision for the assemblage of the Heads of the Departments before the admission and at the end of every session. The faculty requirements are full-filled according to the demands of the coming sessions. Appointments are also made accordingly.

The profiles of all the students are reviewed by the members of the admission committee. They are offered counseling regarding choice of subjects and the combinations keeping inview the aptitude and future scope. The academic and the co-academic progress of the students is monitored. The needy and deserving students are awarded scholarships so that the financial hurdle should not come in their way.

The late admission cases that get admission after permission from the vice-chancellor of the University are allowed to attend the extra classes, arranged by the College in recess period (working days) and in Autumn-Winter Break (non-working days) .

This well defined mechanism being adopted in Last four years has helped the College to have a sharp rise in giving opportunities to the students to excel in Academics, Co-Academics and the most important is that they have learnt to channelize their dynamic energy into constructive and positive directions. This attempt, no doubt has gone a long way in improving the overall results of the college.

#### **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.**

Every effort is made to enhance the institution's commitment to accommodate the needs of candidates hailing from diverse groups.

To make higher education accessible to the needy, less privileged learners and sparkling gems of the college in academic and co-academic, numerous scholarships were made available. Besides, this college has liberally granted financial aid to meritorious students, sport persons, financially weak and other needy students out of Government fund, management fund and student aid fund. The details are given as below:-

- **SC/ST and OBC:** There is an endeavor to provide fee-concession to the students belonging to SC/ ST and OBC. There is also a provision to grant scholarships to them by the Punjab Government.
- **Women:** Being committed to promote women education, the College was upgraded from the status of a Girls' wing to full-fledged college. As an initiative, the college has made a provision of serving 2 seats for single girl child in B.Com I. Efforts are made to make the students self-reliant to lead a dignified life in the global world of today.
- **Differently Abled Students:** It is ensured that the classrooms and washrooms are kept on the ground floor for the convenience of the differently-abled students. They are dealt with compassion. At the same time efforts are made to make them confident and self-reliant through constant counseling and guidance. During examination also, special care is taken that ground floor rooms should be allotted to the physically challenged students.
- **Economically Weaker Sections:** Scholarships and fee concessions are allowed by the management for the students belonging to economically weaker sections. Some of the faculty members also provide financial help to the needy students. Books and study material is provided to them from the library and the book bank. The College feels proud to reiterate the generous fee-remittance to the students who apply for fee-concession. For this purpose, special Fee-concession Committee has been framed in the institution.
- **Minority Community:** There is a provision from the Central Government policy for providing scholarships to the pupils belonging to Minority Communities.
- **Sports Students:** The outstanding Sports students are given generous fee-concessions. Free track-suits and cash prizes are also given to the students, who win medals at the University and Inter-University levels.

- **Students good at performing Co-Academic Activities:** The subjects of Music (I), Fine Arts, and Classical Dance have been introduced to promote culture and heritage. The institution has been showing excellent results in the field of music, theatre and dance. Outstanding performers are given scholarships/financial aid, awards and honors.
- The admission policy of the college is taking proper care to follow the reservation guidelines for SC, OBC, Differently-abled and Single-girl child category as being guided by the affiliating University from time to time. The detail of the admission ensuring national commitment to diversity and inclusion in last four years is as below:-

Category	2014-15	2013-14	2012-13	2011-12	Total
SC	327	288	173	148	936
ST	X	x	X	X	X
BC	85	52	18	55	210
Minority	84	39	47	148	318
General	951	1024	1075	838	3888
Total	1447	1402	1313	1189	5351

Besides this, the college has also provided numerous Financial Assistance to SC/ST and OBC, Differently-abled Students, Economically Weaker Sections, Minority Community, Sports Students and Students good at performing arts.

The following table shows the number of students and the amount of scholarship facilitated to the students in last four years:-

S.No.	Scholarship/Financial Aid	No. of Students	Total Amount
1	S.C & B.C. Scholarship @Rs. 5000 per student	1145	Rs.5947277/-
2	Sanskrit Scholarship @ Rs. 4000 per student	134	Rs.536000/-
3	Minority Scholarship @ Rs. 4600 per student	416	Rs.2792766/-
4	Disha Welfare Society Scholarship @ different rates	46	Rs.165800/-
5	Financial Aid out of Govt. Fund/ Student Aid Fund/Management Fund	830	Rs.1409012/-
6	Sports Students	53	Rs.229030/-
7	NCC	02	Rs.24000/-
	<b>TOTAL</b>	<b>2626</b>	<b>Rs.11103885/-</b>

The students are required to submit their applications for the financial assistance as and when required.

Besides this the College Library provides Book Bank Facility which is specially meant for helping the needy and meritorious students. During last four years 1781 students of the college got benefited from the Library's Reader's Club facility and book bank facility.

Information regarding scholarships is printed in the college prospectus and also displayed on the notice boards from time to time.



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

The following Table presents the details of various programmes offered by the institution during last four years-

**No. of students (Course wise)**

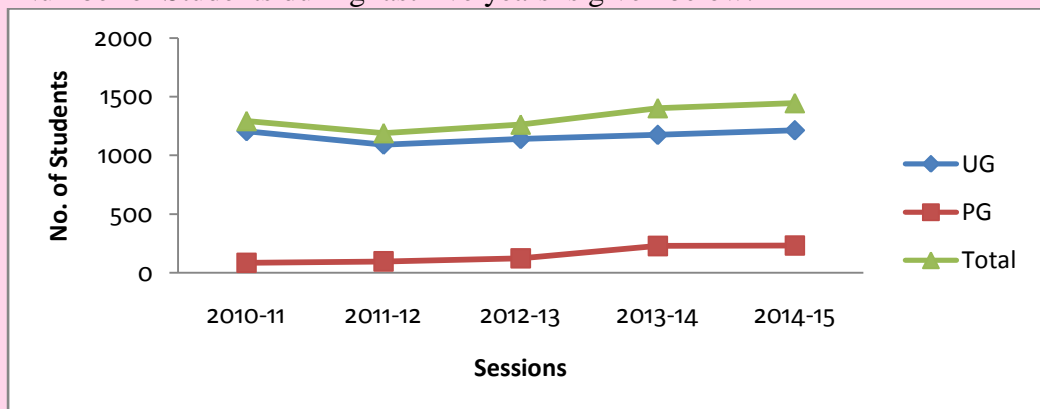
Programmes		Sessions	No. of Applications	No. of Students Admitted	Demand Ratio
UG	B.A.	2014-15	919	919	1:1
		2013-14	908	908	1:1
		2012-13	882	882	1:1
		2011-12	825	825	1:1
		2010-11	95	950	1:1
	B.Com	2014-15	248	202	1:1.09
		2013-14	225	199	1:1.09
		2012-13	208	189	1:1.09
		2011-12	197	197	1:1.09
		2010-11	169	169	1:1.09
	BCA	2014-15	59	59	1:1
		2013-14	59	59	1:1
		2012-13	69	69	1:1
		2011-12	64	64	1:1
		2010-11	74	74	1:1
	B.Sc(Fashion Designing)	2014-15	36	36	1:1
		2013-14	09	09	1:1
		2012-13	-	-	1:1
		2011-12	06	06	1:1
		2010-11	14	14	1:1
PG	M.A.(Hindi)	2014-15	75	75	1:1
		2013-14	74	74	1:1
		2012-13	56	56	1:1
		2011-12	53	53	1:1
		2010-11	39	39	1:1
	M.A.(Economics)	2014-15	37	37	1:1
		2013-14	32	32	1:1
		2012-13	28	28	1:1
		2011-12	32	32	1:1
		2010-11	24	24	1:1
	M.A.(Sociology)	2014-15	60	60	1:1
		2013-14	62	62	1:1
		2012-13	16	16	1:1
	M.Sc.(Maths)	2014-15	47	47	1:1
		2013-14	45	45	1:1
		2012-13	09	09	1:1

	PGDCA	2014-15	12	12	1:1
		2013-14	14	14	1:1
		2012-13	13	13	1:1
		2011-12	12	12	1:1
		2010-11	22	22	1:1
Add on Course		2014-15	57	57	1:1
		2013-14	71	71	1:1

No. of Students in last five years in various Courses is given below:

	2014-15	2013-14	2012-13	2011-12	2010-11
BA	919	908	882	825	950
BCOM	202	199	189	197	169
BCA	59	59	69	64	74
B.Sc (F.D)	36	9	X	6	14
MA (Eco.)	37	32	28	32	24
M.A (Soc.)	60	62	16	X	X
M.A(Hindi)	75	74	56	53	39
M.Sc(Math)	47	45	9	X	X
PGDCA	12	14	13	12	22
<b>Total</b>	<b>1447</b>	<b>1402</b>	<b>1262</b>	<b>1189</b>	<b>1292</b>

Graphical representation of No. of Students in UG, PG Program and Total Number of Students during last five years is given below:-



- The admission in most of the under graduate courses and all the post graduate courses show upward growth, indicating the trust of the students and their parents in our institution.
- The decline in the strength of BCA is in tune with the general decline in the degree in the other institutions of the region as well. The reason might be the increase in interest in other available streams but still we are trying and expecting upward growth in BCA in times to come.
- B.Sc Fashion Designing had to be stopped in 2012-13 due to non availability of Regular Staff. This Course was restarted with w.e.f session 2013-14 and during the Session we have got a very good response in B.Sc Fashion Designing.

## 2.2 Catering to students diversity

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

Comforting and sufficing infrastructure facilities are provided to them so that they should not feel, being disabled is hurdle for them. The institution has given these students all the necessary facilities in term of reservation of seats, fee-concession and other requirements as per the Government/University

- The provision of ground floor classrooms is there for their convenience.
- The administrative, library and teaching staff is directed to give special attention to help them whenever required.
- During house examination as well as University examinations, differently abled students are accommodated on the ground floor only.
- All the Government policies are strictly followed and adhered to in order to provide scholarships to them.
- Time to time counseling is provided to enable them to become self-sufficient in the future.
- The fellow students especially NCC Cadets, NSS volunteers and CA members are motivated to extend helping hand to them.
- Every member of the college is instructed to accommodate such students so that they are not conscious of their disability.

### **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.**

Yes, there is a provision for assessing student's knowledge and skill before the commencements of the program. The strategy includes following steps-

- All the students get hold of the college Prospectus. They are advised to go through the rules and regulations of the college depicted in College Prospectus before filling up the admission forms through which, knowledge is gathered regarding the various skills and talents of the students in academic and co- academic skills.

The faculty goes through the forms submitted by the students thoroughly before admitting them in the courses offered by them.

- If a student is not comfortable with the choice of a subject, there is an option to change the subject within a permissible span of time.
- Tutorial groups are held to inculcate ethical values and to bridge the knowledge gap of the incoming students from different background.
- Students are also encouraged to choose one of the Add- on courses on the basis of their interest. Percentage of marks in the lower examination is taken into consideration to form an assessment of the academic ability of the students, so that the required strategy is framed for best results.
- The institution works on the stratagems of awarding fee concessions, scholarships and awards to the deserving students.

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

The students are familiarized with the working of the college, its rules and regulations and remedial policies offered.

- First few days in the classrooms are devoted to understand the knowledge gap of the students and the syllabus is started from familiar to different topics.
- Introductory lectures are very helpful for the students who have changed their stream and are on way to study a new subject, as in case of students of commerce stream pursuing B.A. degree.
- After being specified slow learners are helped by Dean Academics of the college. Central Association, which is the representative body of the students, serves as a major link between the students, staff and Principal of the College.
- Remedial classes, especially in the subject of Compulsory English are arranged in order to bring up the level of weaker students to the average level.
- The meritorious students are advised to help the weaker students, thereby encouraging the concept of Peer learning.
- In order to increase the English language proficiency, there is a provision for an Add-on-Course in Communicative English.
- The students are encouraged to take up Add- on courses to hone their skills for the job opportunities.
- The brilliant students are given extra attention. They are encouraged to use the library resources to the maximum by reading extra books and journals to keep themselves abreast of the changing global trends.
- Staff members are encouraged to take lecture in the Conference hall equipped with all modern teaching facilities.

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

Grievance Redressal Committee & Gender Sensitization Committee against Sexual Harassment:-Grievance cell helps students to communicate directly with the authorities regarding such issues. The college is committed to spread the awareness of gender equality and oneness of all beings, through lectures, declamation contests, essay writing competitions and poster or slogan writing competitions by Departmental Associations and Club Activities. Movies based on Women empowerment are shown to the students. Lectures on problems relating to women like female foeticide, dowry and violence against women, Breast Cancer, AIDS, Swine Flu are organized to prepare them to face challenges undauntingly.

Environment related issues: - Sensitization of the staff and students towards environmental issues is also one of the major concerns. It is done through the means like student counseling, by holding periodical meetings headed by the Principal, Staff members & the students. NSS and NCC wing of the college plays an important role in reinforcing the need for preserving the environment, promotion of adult education programs and the emphasis on general health and hygiene.

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

The students of today are the future of the Nation. The college pays a special attention to boost the performance of the advanced learners by

providing them with a congenial learning environment and by offering them extra facilities.

- The students having better learning power are picked and given special consideration to achieve higher goals.
- The advanced learners are identified and are encouraged to get university ranks. The College feels proud to announce that the last year **Ms.Alisha of B.A I has brought laurels to the institution by bagging coveted First Position in the University Examination held by Panjab University, Chandigarh.**
- They are provided with Career guidance through the Career Guidance cell of the college.
- The progressive learners are stimulated to join the Readers' Club and are constantly motivated to read extra books and study material available in the library to compete in the international world.
- The meritorious students are awarded and honored in the College Assembly to provide motivation to the fellow students to excel like their brilliant counterparts.
- In order to motivate the students, prizes are given to the toppers of the house examination in the annual prize distribution function to set an example for other students.
- These students are given an opportunity to interact with external resource persons visiting the institution at different occasions.
- The institution identifies special educational needs of conducting class tests and presentations in academic year, which help in evaluating the students.
- When these progressive learners are appearing in their final year examinations, the library staff/teachers keep an eye on admission notices of different institutions and universities and inform them for timely applications for pursuing higher education.

**2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the program duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided) ?**

- At start of the Session General Office is advised to go through the Admission forms and analyze the data regarding the Disadvantaged sections of the Society , Physically Challenged , Slow Learners and economically weaker section of the Society and the data is further thoroughly analyzed by Fee Concession Committee under guidance of College Principal.
- Remedial Classes for the disadvantaged sections of society and slow learners are organized out of College funds and out of UGC grant received for the same
- Special Infrastructure facilities are given to Physical Challenged students.

- Attention is given by Career Counselling incharge to these students suffering from psychological fear or depression and even time table adjustments are also made for such students and for the students coming from remote areas.
- Special Test provision and consolation of 10% lectures by the Principal of the College is also provided to minimize the dropout rate of students from disadvantaged sections of society, physically challenged, slow learners, economically weaker sections, in addition to the fee concessions and scholarships provided to them.

## **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:-Panjab University issues the broad outline of the academic calendar. Academic Calendar of the institution is planned before the beginning of the session according to the Panjab University.

In Annual System, the session is comprised of three terms and in semester system session comprises of two terms. Detail has already been given in 1.1.2. The detailed instructions regarding Members of faculty, Academic calendar, Co-academic calendar, Details of courses with syllabus, Intimation of Tuition fee payment, Intimation of monthly exams and College rules & regulations are printed in the Prospectus of the College.

Teaching Plan:-

- Proper Unitization of the syllabus is done by the Heads of various Departments and formal printed Schedule of Work is distributed among all students and teaching staff members of the College. A well planned schedule is chalked out to facilitate the timely completion of the syllabus and revision.
- The department meetings are held frequently to ensure that the schedule of academic calendar is implemented. The question papers for house examinations based on pre-determined course/syllabus are formed.

#### Evaluation blue print

- A minimum of 75% attendance is required in each course.
- Two house examinations are held for the courses with Annual Examination system and one House Examination is conducted for semester system classes. Evaluation of answer sheets is completed within 7 days and the results are published within 2 weeks of the conduct of the exam.
- Students are evaluated by conducting class tests, monthly tests; the schedule of which is given well in advance to the students.
- Internal assessment of the students is based on the performance of the students in the house exams and class tests.
- Parent-Teacher-Principal meets are held for the benefit of the students as per schedule mentioned in Academic Calendar of the College Prospectus.
- Progress reports are prepared and sent to the parents by post.

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



The IQAC aims at introspecting and assessing the strengths and weaknesses of the college. IQAC monitors the entire academic program through its members. The suggestions made are implemented for the improvement in teaching-learning process. Following points /suggestions have been implemented by IQAC:-

- The IQAC co-ordinator encourages the teaching faculty members to come prepared with the lectures to be delivered in the class room.
- The students are allowed to speak freely so that the actual class room difficulties are noted and rectified by taking immediate and appropriate action.
- The departments are encouraged to develop acquaintance with recent techniques and tools and enrichment programmes like exhibitions and seminars/workshops are also organized for this purpose.
- New Books and Magazines are added in the Library to refresh its stock.
- Power point demonstrations are introduced whenever possible to engage the students more deeply into the subjects.
- System of feedback from students has been further streamlined.
- Teachers are motivated to take up research projects.
- Facilitating support for inter disciplinary programmes, faculty development programmes and research activities.
- Technology up gradation in the department of BCA, Fine Arts, Physical Education and Music has been done.
- The IQAC extends conferences/seminars/extension lectures with Financial Assistance from the university/UGC/ICSSR/DST etc.

### **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?**

Right from the time a student enters the portals of the college she is counseled, motivated, corrected and her energies are channelized in the best possible manner. In order to make learning more student-centric, the following support structures and systems are available for teachers:-

- Before the commencement of the syllabus, students are motivated to create an interest in their subjects.
- In addition, students are taught with the help of charts and models. Students are updated on the latest/recent developments in the relevant subjects, so as to create their curiosity and by developing a healthy habit among them to refer to library and media sources.
- The learning process is made more student-centric with the facilities available in the computer labs along with enriched pedagogical practices.
- The college has a big auditorium and a spacious seminar hall which provides a platform for the students to exchange views, share ideas on current social, economic, political, cultural and literary issues.
- Students are always the center of all the activity in the college. In order to bring out their hidden talents, Talent hunt function is held in the college. On the basis of their outputs, students are further helped to polish their skills and motivated to take part in the Youth Festivals.

- Efforts are made to build the personality of the students in a well-rounded way by coaxing them into play different sports, take part in NCC, NSS and different Club activities.
  - Democratic elections are held every year in the college to form Central Association of the students. This practice instills confidence among the learners.
  - College 'Avastha Magazine' gives the opportunity to promote creativity.
- To develop skills following support structures and systems are available:-
- Library and e-resources are regularly updated.
  - Computer facility with internet is provided to the students and teachers through INFLIBNET providing 6000 e-journals and besides this 75 journals are also subscribed for students and staff of the College.

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

The teachers consistently work hard to nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators. This is done through the following initiatives devised by the faculty:

- Interdisciplinary competitions are organized to chisel the creative minds.
- The college provides open access to educational and life-long learning opportunities by inculcating healthy habits like, discipline, leadership, entrepreneurship, havan etc. thereby contributing to the social, cultural and economic development of our region.
- To develop the creative and Mathematical skills of the students the College holds exhibitions, contests and competitions in respective fields.
- The wall magazine also serves the same purpose of giving an opportunity to the students to exhibit their creative self.
- The students get ample opportunities through the Home Science and Fashion Designing Departments to excel in cooking, dress designing, embroidery, interior designing etc. to promote the participation of students in cultural activities like music, theatre, dances and fine arts.
- The students prepare assignment/projects/presentations and participate in Extensions lectures/seminars/conferences.
- Lifelong learning is ensured by providing moral education to them through the 'Thought of the Day' in the morning assembly etc.
- The college organizes youth festivals, plays, movies etc.
- The Central Association of the college plays an important role in bringing out the leadership qualities among the students.

#### **2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: 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 about the importance of technologies and facilities to be used by the faculty for effective teaching and maximum

efforts are made to provide the latest facilities and equipments. It is housed in a magnificent triple storey building of its own with well equipped spacious playgrounds, sprawling lawns with blooming flowers, Gymnasium hall, Home science labs, Language labs, Computer labs, Fashion Designing lab, Fine arts room, a huge well stocked air-conditioned library and a double storey Hostel with all modern facilities. There are many facilities for the students like very spacious Canteen, Common Room, Reading room, T.V and Video Room, Mini Hall, Computer Labs, Readers' Club, Youth Welfare Club and facility of teaching with Interactive Board and Interactive LCD Projectors. A new Hi-Tech Conference Hall has been built, which is another feather in our cap and construction of Common Room for girls is in full swing. The college has a big Auditorium, where all functions and cultural programmes are organized. The college has air conditioned, fully furnished and well equipped library with Reading Room & Reference Section with more than 25990 books on all subjects. It subscribes to 15 Newspapers, 75 Journals/Periodicals along with internet facility for free e-journals for the benefit of students and the staff members. (Details of Journals/Periodicals enclosed as Annexure A7 (i) to A7(iii)). The college also provides Book Bank facility. Detail has already been given in 2.1.5.

Faculty members are allowed to attend Refresher Courses and General orientation courses organized by the University for brushing up the faculty and make them acquaint with the latest changes in teaching learning procedures. It goes a long way for benefit of the students.

Staff members are motivated to use the following technologies and facilities for effective teaching and giving the best to the students of the Institution.

- The Department of Computer Science has the latest software for advance learning. The faculty members use latest websites for enriching the learning experience of the students.
- The Home Science Laboratories are very well equipped to conduct cooking and stitching practicals.
- In Fashion Designing Department, extensive use of charts and models is made.
- There are two Functional Language Labs – one Manual and another Computer Based Functional English Lab.
- The college library is computerized and well-stocked for the benefit of the teachers and the taught.
- The institution has access to vast resources of e-journals and books that are useful for teaching-learning, educational, counseling, mentoring, assessment and research purposes.
- Movies which are a part of the curriculum are shown to the students. It is more informative for them.

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

- It enhances the knowledge of faculty members and students. Prominent scholars, educationalists and experts are invited to share their views.

- Project works are assigned to the PG students for the exposure of their knowledge and skills.
- Industrial visits and educational trips are organized by the college to give a firsthand knowledge to the students regarding their respective fields.
- Workshops, Seminars and Extension Lectures are arranged. Eminent scholars are invited for such activities to make the students well prepared for the modern competitive world. During last five years and till date the College had organized **139** Workshop/Conference/Guest Lectures/Seminars. (Details of Workshop/Conference/Guest Lectures /Departmental Activities/ Seminars given as Annexure A8(i) to A8(xii)).
- The college stands ahead of its neighboring institutions as the college has the privilege of having various departments laced with the facility of computer and internet. The post graduate students are encouraged to make the most of the internet facility.
- The faculty members regularly attend Refresher courses and orientation programs to update their knowledge and skills. They also participate in seminars and conferences.
- Faculty members have also written Research papers which are published in various reputed national, international and peer journals.
- The 'Call of Participation' communication/e-mails received from other institutions are circulated to the faculty members so that they may prepare and participate in different international/national/regional seminars and workshops.
- The Career Guidance and Placement cell of the college keeps a track of the available job opportunities, recruitment, examinations, admission notice etc. and renders career counselling and professional guidance to students.
- According to the socio-economic spectrum of the students, the final year students are given academic advice to pursue higher studies and other career option.

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

The students are constantly guided and supported by the teachers through the year. A number of students are benefited through this support and guidance. This is done through the following methods:-

#### **Academic Support:-**

- Academic support is provided to the students in the beginning of the session. They are advised to choose the subjects and streams.
- For changing the subject, the teachers as well as the head of the institution provide proper counselling to the students. The choice of the students depends upon her the performance in the lower exam passed as well as in the present class.
- Counseling is provided to the students, whenever they face any personal or psycho-social problem. Sometimes, the parents are also invited to resolve such issues along with the teachers.

- Special emphasis is laid on personal interaction between the students and teachers outside the classroom.
- Students are also motivated to participate in co-curricular activities. They are suggested to consult extra study material.

**Personal and psycho-social support:-**

- Addressing & sorting out their problems by the senior most teacher and Incharge, Central Association.
- Assisting the students financially.

**Guidance services:-**

- Giving them counselling to participate in sports and cultural and co-academics activities at university, state & national and international level.

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

In order to make teaching learning process more interesting, the college faculty keeps on introducing new methods such as:-

- Innovative practices such as group discussions, Power Presentation, use of LCDs, CDs and internet facilities are adopted.
- Students are given assignments on subject related topics.
- The Post Graduate students are also encouraged to prepare presentations and assignments. Quiz contests are arranged to sharpen the learning process of the pupils.
- To enhance the personality and improve the quality of teaching and learning National Conferences are organized from time to time in the College.
- An extensive use of charts, models and samples is used by the faculty of Fashion Designing department.
- To encourage the habit of reading among the students, special prizes are given to those, who visit the library most frequently. The library Readers Club lays a special emphasis on developing the creativity among the students.
- Educational Tours and industrial visits are highly encouraged.
- In order to develop the communicative skills among the learners, debate and declamation contests are organized.
- Live Sketching techniques are used to teach Fine Arts students. Open environment for Live sketching of models, trees and Live Sceneries help the students to understand the use of different mediums like Sketching, Water Colors and Oil Colors.
- A chart showing availability of teachers in their free periods is put on notice board of the department so that students can discuss their individual subject problems.
- Experimental workshops are held for students.

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

The college has air conditioned, fully furnished and well equipped library with Reading Room & Reference Section with more than 25990 books on all subjects. It subscribes to 15 Newspapers, 75 / Journals/Periodicals along with internet facility through INFLIBNET N-List Programme for searching 6000+ e-journals (with back files for 10 years) and 97,000+ e-books. The facility is being widely used by faculty and students for research work. The college also provides Book Bank facility. In last four years, as many as 1781 students of the college got benefited from the Library Reader's Club facility and Book Bank Facility, Book Bank facility is specially meant for helping the needy and meritorious students.

- Library card is issued to the staff members & students. The resources available in the college library are notified to the students through circulars. Any new addition of books/journals or any access to new websites is notified through the Principal.
- The Readers' Club of the library organizes Essay writing and Poster Making contests in order to supplement classroom teaching and learning.
- There is a rich collection of reference Books in the library. Reference service is provided to the teachers.
- Photostat facility is provided to the teachers as well as the students.
- PG students are motivated to visit the Library regularly. Sometimes the teachers take the students to the Library.
- Library is not closed even during holidays, youthfestivals etc.
- The new arrivals are displayed on the library and College notice board for the convenience of the students.

### **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.**

Every care is taken to complete the syllabus in time; hence no such challenges in completing the curriculum within the planned time frame are faced. A complete college calendar for Academics and extracurricular activities is prepared well in advance. Pacing the paucity of times, adjustment of teaching periods for environment education, compulsory qualifying subjects for all the UG programme is another challenge for the time table committee. The institution has to arrange an assigned period according to the time table for this subject. The college plans its activities in such a manner that it does not disturb the routine class room teaching.

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

- Regular meetings are held by Department Heads to monitor teaching learning process & regarding the progress of syllabus.
- Suggestion box is placed in the college visitor room where the parents of students can drop their suggestions and grievances, if any.
- House tests are conducted to evaluate the performance of the students. The teachers use this performance for marking the internal assessment. It also



helps in identifying the weak and the brilliant students. Special tests are held for very weak students. The brilliant students are motivated to get university ranks.

- The results of the house tests are mailed to the parents of the students, so as to familiarize them with the performance of their wards.
- Corrective measures regarding curriculum delivery are taken at the departmental level or in discussion with the head of the institution. Time Table adjustment and work load of the teachers 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.

- The college is always on the search for qualified and competent teachers. For new recruitments in the college, advertisements are put in the newspapers. Scrutiny of the applications is made and merit list is prepared according to the U.G.C/P.U guidelines.
- Recruitment of Regular Teaching Staff member (Aided or Un-Aided) is strictly made as guidelines of UGC/Panjab University, Chandigarh. The College makes a request to the university to appoint a panel of experts for conducting the interview. The interview panel consists of two subject experts deputed by the Panjab University, Principal of the College and the Chairman of the College Management Committee.
- To ensure the Human Resource, (Qualified and Competent teachers) , a Temporary teacher is recruited on short term contract basis for two sessions and then reviewing his or her performance in teaching and other College Academic and Co-Academic activities, she/he is assigned Long Term Contract for three Years. At the time of Accreditation of the College in Session 2004-05, there were only 13 permanent teachers including the Principal besides 30 other Adhoc appointees and two part time teachers. In 2014-15, Total Teaching Staff (including Principal) is 56 out of which Permanent Teaching Faculty: 19 and Faculty on Long/Short Term Contract : 37.(List of Members of Faculty in Session 2014-15 given as Annexure A9(i) to A9(iii))
- By ensuring their active participation in the institutional activities/ goals, we have been quite successful in inculcating a deep sense of belonging and commitment among the temporary faculty. The teachers are given salary in time. A congenial atmosphere is provided to facilitate a healthy work environment.

Table shows Human Resource of the College at present (Session 2014-15) :-

Highest qualification	Professor/Principal		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
Ph.D		01		04	01	03	08
M.Phil	.....	.....	....	02	...	03	05

PG	.....	.....	.....	.....	01	05	06
Temporary teachers							
Ph.D	.....	.....	.....	.....	.....	03	03
M.Phil	.....	.....	.....	.....	.....	11	11
PG	.....	.....	.....	.....	01	21	22
Part-time teachers							
Ph.D	.....	.....	.....	.....	.....	.....	.....
M.Phil	.....	.....	.....	.....	.....	.....	.....
PG	.....	.....	.....	.....	.....	01	01

**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.**

In 2012-13, M.Sc Mathematics, M.A Sociology and Classical Dance were introduced as an elective subject and in 2013-14, B.Sc F.D. and 02 Add-on Courses were introduced. The additional faculty to teach new specialized programmes was recruited on Regular/Contractual basis as per Punjab Govt. and University rules. As there is ban on recruitment of faculty against sanctioned posts since 2004, so staff on long term and short term basis is recruited. The workload is prepared by the Dean Academics and required number of posts are advertised in leading news papers of Khanna and also displayed on college website. The short-listed candidates are called for interview which is taken by experts from University or from other reputed institutions. Selection of the staff is only on merit basis. One retired staff member is appointed for a specific period of time. Staff members with good result record are continued without interview. Courses introduced during last 10 years are as below:-

Session	Course Introduced	No. of Teachers appointed	Regular/ Contract
2012-2013	B.A. Classical Dance	01	Regular
2012-2013	M.Sc. Maths	03	Regular
2012-2013	M.A Sociology	02	Regular
2013-2014	B.Sc I F.D	02	Regular
2013-2014	Certificate Course in Communicative English	01	Adhoc
2013-2014	Certificate Course in Computer Based Accounting	01	Contract
2014-2015	Diploma in Communicative English	01	Contract
2014-2015	Diploma in Computer Based Accounting	01	Contract

**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.**

With the purpose of improving the Teaching-learning process, the institution arranges required faculty training programmes to improve and enable the faculty to make use of different tools and techniques. In this regard

the teaching Aids Cell, Examination Branch, Department of computer science and Central Library pay particular attention in respective spheres. The teaching Aids cell is well equipped with teaching learning equipments like LCD multimedia projector, overhead projector, slide projector, Sony D-SLR camera, Sony DVD, TV: Portable Interactive Board system, Laptop, pc, Internet and other printing and scanning facilities.

a) **Nomination to staff development programmes**

During last four years (2010 to 2013-14), 09 Faculty members attended Workshops, 04 attended General Orientation Course, 01 attended Refresher Course. (Details of staff development programmes given as Annexure A10).

In order to enhance staff development programs during the last four years, the following steps were undertaken:-

<b>Faculty / Staff Development Programmes</b>	<b>Number of faculty benefitted</b>
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	04
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	09
Others	06

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

Time to time meetings are held to discuss the issues including Innovative teaching learning methods/ approaches, Handling new curriculum, Content/Knowledge management, Selection, development and use of enrichment materials, Internal Assessment of the students .

In addition to these other-important aspects like

- The use of proper Audio Visual Aids/multimedia, Teaching learning material development, selection and use are also encouraged.

During the last few years, 04 workshops, 01 conference, 11 Guest Lectures by the experts from other institutions are arranged for the benefits of faculty and students. (Details of Seminars/Extension Lectures/workshops given as Annexure A8(i) to A8(xii))

c) Percentage of faculty

	2013-2014	2012-2013	2011-2012	2010-11
Invited as resource persons in Workshops/Seminars/Conferences organized by external professional agencies	Nil	Nil	Nil	1.92
Participated in external Workshops/Seminars/Conferences recognized by National/International professional bodies	5.08%	12.96%	11.54%	30.76%
Presented papers in Workshops/Seminars/Conferences conducted or recognized by professional agencies	5.08%	9.25%	11.54%	19.23%

During Last Five Years 03 Faculty members attended International Conferences, 15 Faculty members attended National Conferences and 14 attended State Level Conferences. 06 Faculty members presented Papers in International Conferences, 29 Staff members presented Papers at National Conferences.

**Strategies adopted by the institution for enhancing the teacher quality.**

- Workshop and conferences are conducted for intensifying the teacher quality.
- The temporary/Adhoc staff is carried forward in the coming session also.
- In most of the cases, the faculty on contractual basis is offered permanent employment.
- There is a provision of accession in the pay scale of the candidates having good skills and competence.

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

The faculty members are always inspired to pursue M.Phil & Ph.D degrees.

- 1) Teachers are granted leave to attend seminars & workshops.
- 2) College organizes workshops and seminars to recharge the teachers.
- 3) Study tours are organized by respective departments for field study.
- 4) Teachers are facilitated with the computers, latest books and study leave.
- 5) Their time-table are adjusted. Besides this they are exempted from the co-curricular and cultural work of the institution.
- 6) The management is pledged to boost the research or otherwise establish the professional advancement of the faculty.

**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**

- Principal Dr. Meenu Sharma is the Recipient of ‘Rashtriya Gaurav Award’
- Dr. Naina Sharma was awarded with Kabir Samman and a certificate of Honour by Gemini Academy Panipat and Neterheen Jagriti Sangh Punjab respectively on 20-12-2009, 20-01-2010.

#### **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?**

For the endowment of teaching-learning process, the institution introduces various steps for the evaluation of teachers by the students and external peers:-

- The external experts visit the institution at different college occasions and provide their valuable suggestions for improving the teaching learning process.
- The quality of process is also evaluated by different determinants like pass percentage score of students in different subjects, improvement in Teachers qualification use of different teaching learning equipments, participation in faculty enrichment programmes etc.
- Suggestion and feedback collected from the students in formal and informal manner is critically analyzed to take relevant steps in future.
- The Head of different departments provides an evaluative feedback about the other members of faculty.
- Self Appraisal Reports submitted at end of each Academic Session to evaluate the performance.
- The Principal of the college has analysis of their self appraisal reports and puts her remarks on the ACRs of the Teachers. Career Advancement and award of Annual Increments are granted to teaching and non-teaching staff by College Management as per remarks of Principal in ACR's of the Staff.
- Time to time, meetings by the Advisory Council and staff members are held for the betterment of teaching process.

### **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?**

To ensure that the students and the faculty members are aware of the evaluation processes, the institution takes the following measures:-

- The college prospectus contains details regarding examination rules, house tests & internal assessment criteria. All this makes the evaluation process transparent to the students.
- After House Exams answer sheets are shown to the students, and on the basis of that internal assessment is prepared. Results are sent to the parents by post.
- The faculty clearly explains the evaluation and assessment process in the weekly morning Assembly held on every Monday.
- The Examination Committee General Office and Library gives proper information regarding university reforms; guidelines and instructions which are timely update during the academic session.
- Guidance and clarification regarding evaluation process is provided in the class room by the teachers.

- The new faculty members are guided by their heads and other senior faculty members.
- Class tests, assignments, group discussion and interaction session in the class also aware the students with the evaluation process
- Parent-Teacher-Principal meets are held in an informal manner to get their feedback and suggestions.

### **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?**

Major evaluation reforms by the University:-

- Semester System has been introduced in the first year of under graduate classes, Post Graduate Classes.
- The University has successfully implemented the method of table marking to ensure fair evaluation.
- The system of external superintendents and external invigilation staff is another step towards fair conducting of examination.
- If the students are not satisfied with their University results, there is a provision for applying for re-evaluation by the University and students having grievances related to Roll no. not received, any other enquiry related with re-evaluation, result, correction informed or any other examination related issue can report to examination grievances monitoring system (EGMS) launched by University in 2013.
- External examiners are appointed for practical subjects like computer, physical education, Music, Fine Arts Home Science and Fashion Designing and External examinations are appointed for conducting the Viva in commerce. If any candidate who due to some medical ground, court case, or late admission, misses the practical examination should report within ten days from the date of termination of the practical examination. Practical will be conducted with a fee of Rs. 500/- per subject.
- The assessment guidelines were made more precise in the year 2010, the college has to prepare and submit and internal assessment awards and practical examination awards of UG Courses on CDs as per approved format for which the software is provided by the university.
- The university has started computerization of Registration cum-roll number Process in the year 2004-05 for regular students of the college. In this process PUPIN CARD issued to the candidates has to be kept with him as long as he is attached with the university.
- In the year 2009, the university introduced Answer Books with OMR Front Covers and a change in the examination timings. The answer books are distributed at 9.00 /2.00 P.M and 15 minutes time is given in the beginning of each session for the filling of OMR sheet under the instruction and supervision of invigilators. Red stamp pads are used for stamping the answer books which have started from April 2013 onwards.
- The Registration Return CD along with detailed instruction for using the student's registration software is provided to all affiliated colleges in the term of CD-Instruction package.



- As per the new evaluation reforms of university which were introduced in 2008-09, in order to incorporate an element of continuous assessment of students, an internal assessment equal to 10% of the total marks in theory/practical in all subjects/ paper of the UG courses and 20% in case of PG courses has been introduced.
- The university has started awarding computerized degree containing passport size photograph of the candidate in the year 2010.

#### **Evaluation reforms by the Institution:**

- Answer books of the house test are shown to the students after evaluation. The question paper is discussed in detail in the class and their parents are also informed about their performance in House Exams and attendance of Lecture Records after every term.
- The teachers point out the mistakes to the students and encourage them to perform better in future.
- The brilliant students are motivated to bag University positions and remedial classes are held for the weak students.
- Assignments given to the students from time to time are considered for internal assessment.
- For students in sports or other activities, special tests are conducted.
- The HODs guide the junior staff members on the evaluation process.

#### **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?**

- A well planned Academic Calendar is prepared including the details of probable dates of House Exams, submitting of Lecture Statements and submitting of Workload by Staff etc. (Details of Academic Calendar of Session 2014-15 given as Annexure A11(i) to A11(iv)).
- The college has framed an Examination Committee to ensure the effective implementation of the evaluation reforms of the university and those initiated by the institution on its own. Besides this, the college Discipline Committee, the IQAC Committee & the Advisory Committee play an important role to reinforce the proper implementation of evaluation reforms. Training has been given 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.
- The examination committee keenly monitors all components of evaluation process that is advance seating preparation as per date sheet, examination duty charts, conduct of special test, detainee lists and its secret evaluation, arrangements for conduct of annual and supplementary university examination.
- All teaching and non-teaching staff and students are made well aware about changes/reforms made by University through College Prospectus, Notices displayed on Notice Boards and office circular displayed time to time. College Principal and the Head of the Department make sure that the guidelines issued by the university are followed for internal assessment
- All the staff members of General Office have been trained with

Computerized Networking of the Office and all have been provided with Broad Band Internet Connectivity

- The parents whose wards do not qualify the University conditions are informed by post.

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

The following formative and summative assessment approaches are adapted to measure student achievements at curricular and co-curricular levels.

**Formative evaluation approaches:-** Special tests are given to the weak students, in order to evaluate their weak areas. On the basis of house tests, class tests & response in the class room, the advanced learners are recognized and extra attention is paid in order to motivate them for further achievements. The result of both the house tests is mailed to the students.

**Summative evaluation/approaches:-** University examinations are conducted. Internal assessment is calculated on the performance of the students on the basis of their marks in the House tests Class and as well as on the basis of their attendance and regularity.

**Formative evaluation approaches:-** Talent hunt is organized to pick up different talents of the students. Auditions are held for students interested in dramatics, dance, debate, elocution etc. The selected students are further trained to excel in their respective fields.

**Summative evaluation/approaches:-** The trained students are motivated to participate in Inter College Competitions & Youth Festivals.

**Extra-Curricular level:-** Sports trials are conducted to select students for different sports and athletic. Students shortlisted in various sports, athletics events are given extensive coaching so that they can bring laurels to their Alma-mater.

**Summative evaluation approaches:-** Trained students are encouraged to participate in competitions at University, inter-university and national level.

A few examples which have positively impacted the system are:-

It is a matter of great pride that our student **Alisha has stood first in the B.A I examination conducted by Panjab University, Chandigarh in the session 2013-2014.** As many as 132 students have scored 70% and above in 2013-2014. 588 students passed the examination in the first division. The tradition of showing excellent results has been the hall mark of our institution since its very inception.

#### **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.)**

It is one of our prime endeavors to ensure rigor and transparency in the internal assessment. There is a set criterion for making the assessment. Weight age is given to the marks obtained by the students in the house tests, Class test timely completion of assignments and attendance in the class, as laid down by the University.

To maintain transparency, the answer sheets of house exams are shown to the students and the attendance of lectures and marks obtained in house exams are

conveyed through letters to the parents after each of them. Every month the documents showing the attendance of lectures are shown to the students and even got signed from them.

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

- The graduate attributes are well defined in the mission statements of our college. (Details given in 1.1.1)

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

- At the college level, answer sheets of the house examinations are marked properly, mistakes and deficiencies are individually explained by the teachers to the students so that they are able to understand their shortcomings. The question paper is thoroughly discussed. The total is also checked by the students and unmarked question, if any, is marked. It is ensured that the students feel satisfied with the evaluation.
- The university has launched Examination Grievances Monitoring System (EGMS) in 2013 to receive and address examination related grievances of the students like, Roll No. not received, DMC/ degree certificate not received, result related inquiring revaluation result inquiry, fee related inquiring, correction in form, wrong subject, problem in examination form, submission of documents and any other examination related issue.
- At the university level there is a provision for re-evaluation where the answer book is checked by two examiners. Total is checked once again by the special staff on duty for this purpose.

**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?**

Yes, the College has clearly stated learning objectives and outcomes imparting Physical, Mental and Spiritual training to our students so that they acquire enough strength to cope with the Challenges of Life. The College Motto 'Satyam Shivam Sundaram' is adopted to serve as an inspiration to staff and students to inculcate our Vision '**Awakened Women – Awakened Nation**' and our Mission '**Value-Based Job-Oriented Education**' and following mission statements through celebrations of Academic and Co-Academic activities and Days of National and International importance. Besides this the Learning outcomes related to subject knowledge of the Programmes /subjects are stated in the Syllabus or college Website. Hard Copies of the Syllabi are also made available in the College Library. These Syllabi are also handed over to staff and students of the College in the form of Printed schedule of work.

Through all these methods, learning outcomes of the College are clearly stated to staff and students. They are taught the doctrine to strive and seek which is the best in thought, work and deed.

**Our Mission:** The mission statements of the college make the students and the staff aware of the learning outcomes. The details of mission statement have been cited in 1.1.1.

The college aims at providing a value-based education to the students. It is clearly stated in the annual Prospectus of the College, which serves as a guideline for the students and the teachers. The teachers go through the syllabus to be taught by them. Schedule of work is prepared by the teachers both for annual and semester system classes. The details are already mentioned in 1.1.2.

The faculty has an interaction with the University faculty for updating its knowledge.

The mission of the College is to offer Job oriented Education. Due importance is given to the curricular as well as co-curricular activities. The institution aims at hammering national, moral, social values in the students, awareness regarding social issues, universal themes, brother hood, fraternity etc.

**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 college is run by highly experienced and dedicated staff who introduce innovative techniques in order to uplift the performance of the students in curricular as well as co-curricular fields.
- Departmental meetings and House Examinations are conducted to evaluate the performance of the students.
- Personalized attention is given to cope up with the shortcomings of the students.
- Official letters are dispatched to the parents regarding the result of their wards.
- In case the student remains absent for the period more than 7 days the concerned teacher is required to give information to Dean Academics and intimation is sent to the parents.
- There is a tutorial system in the college. It provides a healthy platform to the teachers and the taught to interact freely. Its focus is again on improving the quality of education being given in the college.
- Parent Teacher meets are held, in which the achievements of the students are discussed.

The college has been showing excellent results in university exams since its inception in 1973. The excellent annual results of past session in university examination kept along the glorious tradition as a general past percentage of most of PG and UG classes was 100% or the past percentage of the college was much higher than university pass percentage. Every year a number of students of the college make their alma mater proud by getting first division.

**In session 2013-14 Alisha got 1st position in university in B.A. I.**

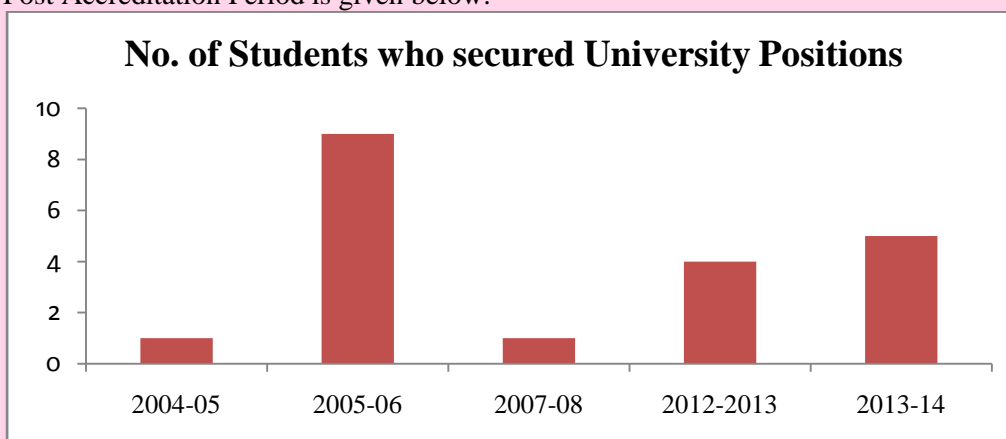
Class wise performance of the students in the last four years:-

Courses		College Pass %			
		2010-11	2011-12	2012-13	2013-14
B.A.	I	85.02	96.62%	89.09	89.78
	II	96.03	94.15	96.94	95.87
	III	95.59	95.62	95.56	98
	Hons.	100	84.61	100	100
B.Com	I	90	91.04	82.85	82.89
	II	89.70	88.33	90.76	96.87
	III	95.25	98.27	100	100
	Hons.	100	98.11	100	96.55
B.C. AIII	I	73.91	86.95	36.36	70.37
	II	95.23	100	89.47	100
	III	100	100	100	100
B. Sc.					
	II	85.71	-	-	100
PGDCA		95	72.72	92.30	81.81
M.A. (Hindi)	I (Annual System)	100	-	-	-
	II (Annual System)	100	100	-	-
	Sem-II	-	100	100	100
	Sem-IV	-	-	100	100
M.A. (Economics)	I (Annual System)	92.85	-	-	-
	II (Annual System)	100	100	-	-
	Sem-II	-	100	100	100
	Sem-IV	-	-	100	100
	Sem-II	-	-	100	100
	Sem-IV	-	-	-	100
	Sem-II	-	-	100	100
	Sem-IV	-	-	-	100
Certificate Courses					
	Communicative English	-	-	-	58.06
	Computer Based Accounting	-	-	-	83.87

Following table shows the top 15 positions holders in University:-

Sessions	No. of Students who secured University top 15 Positions
<b>2004-05</b>	01
<b>2005-06</b>	09
<b>2007-08</b>	01
<b>2012-13</b>	04
<b>2013-14</b>	05

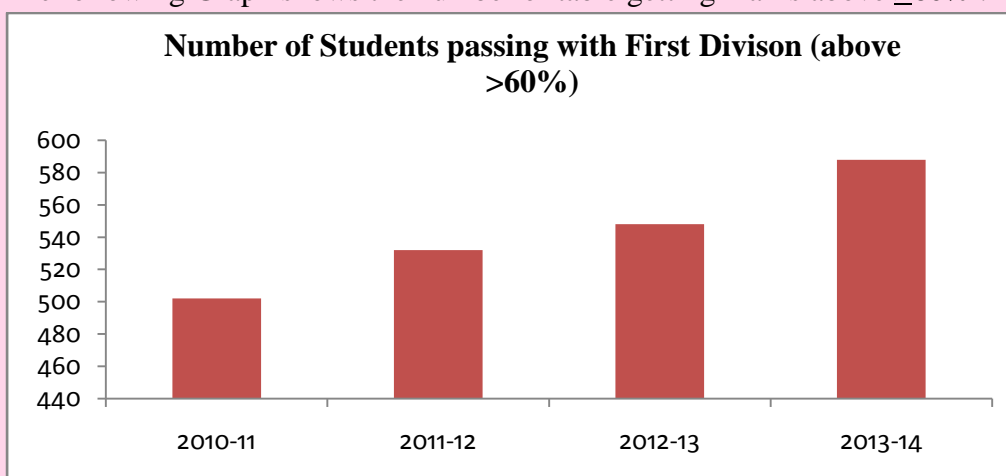
Graphical representation of No. of Students who secured University Positions during Post Accreditation Period is given below:-



The following table shows the number of table getting marks above  $\geq 60\%$  :-

Session	Number of Students passing with First Divison (above $\geq 60\%$ )
<b>2010-11</b>	502
<b>2011-12</b>	532
<b>2012-13</b>	548
<b>2013-14</b>	588

The following Graph shows the number of table getting marks above  $\geq 60\%$  :-



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

The college adopts the following teaching learning and assessment strategies: To enhance the teaching learning process the requirements such as new faculty books, teaching learning equipments, laboratory equipments, software and other infrastructure are timely identified and fulfilled.

- The flexibility is maintained to drive out maximum value from the courses. The personal attention and guidance of the faculty members to the students makes teaching learning more fruitful..



- Class tests, written assignments, oral tests, group discussions form an important part of the teaching strategy.
- Special counseling for slow learners by the respective subject teachers is provided.
- The brilliant students are recognized and motivated to make use of the reference material available in the library.
- OHPs (over head Projectors Slides), Power Point Presentations, Digital Visualizes, Charts, models, interactive boards and projectors are used by faculty members and students to intensify the teaching learning process.
- Various activities like paper presentation, poster making, quizzes, debates, elocution, special day celebrations etc are organized during session endowment of the students learning experiences.

#### **Assessment Strategies:**

- The college follows the rules and regulations of Panjab University regarding assessment. However, certain assessment strategies are adopted by the college to create an environment which encourages learning in an honest and fair manner.

Special tests are arranged for the students who are not able to take the terminal examinations due to medical reasons/clash in tournament dates of sports/youth festival etc.

- In order to acquaint the parents with the progress of their wards, the result of the house tests and any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include is intimated to the parents.
- A.S. College for Women, Khanna caters to the needs of students hailing from rural and semi-urban areas. The aim is to develop a global outlook among the learners. Hence every possible effort is made to expose them to the latest learning methods. This is done by arranging specialized lectures by the college faculty or by guest speakers. Examinations results are sent by post at their residential addresses and parent teacher meeting is organized with a view to improve the result of the students.

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

To enhance the social and economic relevance of the courses offered, the institution takes the following measures:

- Personality development and soft skill development and career guidance and counseling workshops are conducted regularly in the college.
- Conferences/ seminars/ Extension Lecturer/ Workshops organized by different departments help our faculty and students to have interaction with the experts and scholars from various fields.
- For overall development of personality of the students, many extension activities like NCC, NSS are undertaken. It enriches the personality and develops socio-economic awareness.
- The IQAC motorboats the students for higher studies and research.
- The college laboratories and libraries help the students inculcate

innovation by allowing them to explore and experiment innovatively.

The Principal conducts a meeting with the departmental heads after the house examination to analyze the performance of the students. Special attention is given to the students who lag behind in their corresponding course subjects. Weak students are identified and strategies in the form of remedial classes are devised. To overcome the barriers of learning, special counseling sessions, question banks, timely steps to remove the grievances of students and regular motivation for improvement are undertaken. The above average students are provided special coaching to steer them towards the category of special achievers.

The institution provides two vocational subjects like Fashion Designing, and Functional English in B.A, Add-on-course of communicative English, B.SC in Fashion Designing, B.Com with Computer Based Accounting and B.A. with English Hons. and B.Com. with Hons. These courses are introduced to enhance skill development and increase employability among girl students. Besides these, the institution is running 06 crash courses in non-formal mode.

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

A well defined mechanism is adopted by the institution to collect and analyze data on student performance and learning outcomes:-

- Marks of the students in both the House examinations and class tests are recorded in the office at proper proforma.
- College pass percentage is compared with University pass percentage.
- Participation of students in class discussion
- Participation of students in extra-curricular activities

Principal of the College conducts meetings with the Heads of Departments after the House exams to scrutinize the student's performance. After identifying the students, weak in the subjects of English, Economics and Mathematics, Remedial classes are arranged in the college. To overcome the barriers of learning, special counseling sessions, question banks, and regular motivation for improvement are undertaken. Above average students of the college are also provided with special coaching to guide those to bag merit positions. In addition to this, the college has formed IQAC to collect and analyze data on student learning outcomes.

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

The college scrutinizes the achievements of learning outcomes through IQAC and Academic council which ensure the achievement of learning outcomes by:-

- Identify slow and advanced learners and arrangement of Remedial Classes for them
- Conducting house tests and class tests
- Extension lectures are arranged.
- Informal parent-teacher meets are arranged.
- Class discussions are endorsed so that students can be morally strengthened.

- Taking feedback

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

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

- A large number of academic and co-curricular activities are carried out throughout the year for assessing a students' performance.
- The house examination results act as indicators to assess the academic progress of the students.
- The performance of the students in the NCC, NSS and other club activities show the achievement of the students in fields other than the academics.

The institution uses these parameters of achievements to ensure that the learning objectives are in harmony with the goals and objectives of the College.

### Criterion-III Research, Consultancy and Extension

#### Contents

- 3.1 Promotion of Research
- 3.2 Resource Mobilization for Research
  - 3.3 Research Facilities
  - 3.4 Research Publications and Awards
  - 3.5 Consultancy
  - 3.6 Extension Activities and Institutional Responsibility
  - 3.7 Collaborations

#### 3.1 Promotion of Research

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

The college does not have any recognized research centre of the affiliating University or any other agency/organization.

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

Yes, the institution has a Research Promotion Cell to monitor and address the issues of research. The staff is encouraged to cultivate research culture and take up minor and major research projects and pursue M.Phil.andPh.D. It helps to motivate the staff and get access to various established National and International Journals. The members of the Research Promotion Cell are Dr. Meenu Sharma (Principal), Dr. Karuna Arora, Dr. Rajni Chhabra, Dr. Naina Sharma, Dr. Punardeep Singh Aujla and Ms. Rashmi Tarika.

The Committee plans the holding of national seminars/conferences.

Recommendations of the Research Committee are as following:

- To acknowledge the faculty regarding the financial aid that they can pursue for research
- To encourage the staff members to present papers in National-International Conferences and get their papers published in reputed journals

#### Impact of Encouragement

During last 4 years, as many as 5 faculty members have obtained the coveted Ph.D degree, 3 members have registered for doctoral programme and 1 has completed M.Phil, 2 have registered for M.Phil from reputed universities of Punjab. Faculty members have also excelled in the publication works. During last 4 years and till date, 4 Books and 08 Chapters in Books have got published by them.

40 Research papers/Articles/Poems have been published in reputed International/ National Journals with ISBN No. and in newspapers.

Teachers actively participate in seminars, conferences and also present papers. 37 Research papers have been presented at various seminars & conferences.

PG department of Mathematics organized 3-Days' National Conference and 23 faculty members attended National/International Seminars/Conferences and

workshops in October 2013 on the topic “Recent Trends in Algebra and Analysis’ in which 45 papers of high quality were presented by scholarly academicians from all over India.

- INFLIBNET N-LIST Programme has been made available to access 6000+e-Journals (back volume for 10 years and 97,000+e-books). This facility is being widely used by the faculty.
- In 2013-2014, The Institution applied for the grant from UGC, New Delhi for setting up Swami Vivekanand Studies Centre and Dr.Ambedkar Studies Centre under the Scheme ‘Epoch Making Social Thinkers of India’ in College Campus and has got sanctioned the Financial assistance of Rs.1,50,000 for Swami Vivekanand Studies Centre and Rs.1,50,000 for Dr. Ambedkar Studies Centre.

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

The provision for the part time Ph.D. programmes has been designed by the liberal Management and the Principal of the college. Following efforts have been made to facilitate smooth progress and implementation of research in the college.

The college facilitates the faculty with research facilities like Research Journals, INFLIBNET facility and separate computers in computer labs.

All invitations by the colleges regarding the conduct of conferences and seminars are circulated among the staff.

- The institution provides opportunities to the faculty for attending conferences in the form of duty leave, and thus encourages and promotes research culture.
- Faculty are given due recognition for research. Their achievements are published in ‘Annual Report’ of the college and Ph.D. degree awardees are honored in college Convocation.
- Conducts training programmes and extension lectures, interface meetings with eminent intellectuals.
- Faculty members who have opted for research programmes are facilitated by the college regarding the time table so that they can smoothly run their research activities.
- Overhead charges sanctioned by funding agencies like Department of Science and Technology, UGC, New Delhi and Panjab University, Chandigarh have been utilized for enhancing the infrastructural facilities, supply of continuous electricity and water usage for research.

### **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 regular and sincere efforts in developing scientific temper and research culture and aptitude among students. Some of the efforts made are as follows:

- The Teachers share their own specific research interests with the students in order to kindle in them a research aptitude for the future.
- The library staff and the teachers help the students to work out on the research articles and books that may inspire them for research. The students are facilitated in their projects by providing books, journals,

magazines etc. Library subscribes to more than 75 Journals/Periodicals.(List of Journals/Periodicals and Newspapers enclosed as Annexure A7(i) to A7(iii)).

- Assignments, papers presentations and project work are done by the students as it forms a mandatory part of their syllabi. These presentations give students a taste of research work to be opted for in the future.
- National seminars and conferences are organized to provide the students with the opportunity to interact with research.
- Eminent personalities from established institutions are cordially invited for informative session on latest development in their respective fields.

### **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.**

The following faculty has completed their Ph.D/M.Phil in service

S.No.	Name	Ph.D/M.Phil	Subject	Year
1	Dr. Chhinderpal Kaur	Ph.D	Punjabi	2011-2012
2	Dr. Sushma Singla	Ph.D	Home Science	2012-2013
3	Dr. Rajni Chhabra	Ph.D	Economics	2012-2013
4	Dr. Goldy Garg	Ph.D	Commerce	2012-2013
5	Dr. Jyoti Sharma	Ph.D	Punjabi	2012-2013
6	Ms. Ranjit Kaur	M.Phil.	Commerce	2012-2013

**The following faculty members are currently pursuing their Ph.D/M.Phil**

S.No	Name	Ph.D/M.Phil	Subject	Year
1	Ms. Monika Soni	Ph.D	Political Science	2012-2013
2	Ms. Akwinder Kaur	Ph.D	Physical Education	2012-2013
3	Ms. Nidhi Arora	Ph.D	Economics	2013-2014
4	Ms. Jyoti Sood	M.Phil	English	2013-2014
5	Sh. Ravinder Kumar	M.Phil.	Accountant	2013-2014

Faculty is actively engaged in presenting papers in National and International seminars/conferences and is also publishing papers/articles/books.(Details of Achievements of Staff given as Annexure A12(i) to A12 (vii))

### **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.**

To enhance the personality and improve the quality of teaching and learning, the college organizes extension lectures, workshops and seminars from time to time inviting literary icons and legendary personalities from various universities and organizations. Teachers and students are also sent to attend the same at various places to enhance their professional and personal growth.

- **Department of Mathematics :- A 3 Days' National Conference from 23<sup>rd</sup> Oct to 25<sup>th</sup> Oct. 2013** on the topic '**Recent Trends in Algebra and Analysis**' was organized by Mathematics Department with the grant of **Rs.**



**1,06,000/-** from Department of Science and Technology, New Delhi and Panjab University, Chandigarh. The conference had highly encouraging response as 45 papers of high quality from scholarly academicians of reputed institutions were presented and around 300 participants from different parts all over India participated in the conference with great zeal and enthusiasm. During last 5 years, 32 extension lectures/workshops were organized by the Institution. (Details of Seminars/Extension Lectures/Workshops given as Annexure- A8(i) to A8(xii)).

### **3.1.7 Provide details of prioritized research areas and the expertise available with the institution.**

As mentioned in 3.1.1, the institution does not have any recognized research centre but the faculty is engaged in research at individual level. Following table provides the detail of expertise of the faculty.

S.No.	Name	Department	Area of Specialization
1	Dr. Meenu Sharma	Mathematics	Approximation & Fixed Point Theory
2	Dr. Kusum Narula	English	English Romantic Poetry
3	Dr. Karuna Arora	Sanskrit	Sanskrit Literature
4	Dr. Sushma Singla	Home Science	Family Resource Management
5	Dr. Prabhjit Kaur	Punjabi	ਲੋਕ ਯਾਨ
6	Dr. Rajni Chhabra	Economics	Indian Textile Industry
7	Dr. Naina Sharma	Hindi	मध्यकालीन कविता
8	Dr. Goldy Garg	Commerce	Accounting and Finance
9	Dr. Punardeep Singh	Sociology	Urban Sociology
10	Dr. Chhinderpal Kaur	Punjabi	ਪਰਵਾਸੀ ਸਾਹਿਤ
11	Dr. Jyoti Sharma	Punjabi	Modern Poetry
12	Dr. Kusum Bodh	Hindi	Fiction

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

Though the college does not have a research center, but special efforts are made to invite the renowned scholars and researchers to visit the college. They interact with the students in the form of extension lectures/conferences/seminars. During last 5 years, 25 Extension Lectures were organized by the Institution by inviting eminent personalities who are expert in particular areas. (Details of extension lectures/conferences/seminars given as Annexure A8(i) to A8 (xii)).

### **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 cultural on the campus?**

The Sabbatical Leave for research activities has not been availed by any faculty member.

### **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 management makes sincere efforts to conduct national and State level seminars. The eminent personalities are invited for such seminars so that the students of various disciplines get maximum benefit out of it. In addition to this Management is all the time conscious about motivating the faculty for contributing to the International/national level journals with good impact factor and indexed values. The research activities undertaken by the institution open new visions in the field of Research. Many steps have been taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to the community.(Details of Achievements of Staff given as Annexure A12(i) to A12(vii)).

### **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 institution received grants from Punjab University Chandigarh and Department of Science & Technology, New Delhi for organizing National Conference in Oct. 2013. In addition to the grants the over expenditure is borne by the institution itself. In 2013-14, the college got sanctioned the grants from UGC for setting up Dr. Ambedkar Studies Centre and Swami Vivekananda Studies Centre. Detail has already been given in 3.1.2.

#### **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 college doesn't have any provision for seed money to be availed by the faculty for research, but a huge amount of money is spent on purchasing latest books related to research and renewal of journals and periodicals. During last 4 years Rs. 1,70,640/- was spent on renewal of journals and periodicals. INFLIBNET facility was provided to staff in 2013-14 to widen the research aptitude of the staff & students and Rs. 5,000/- was spent on providing this facility.

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

According to the syllabi of the affiliating University, any kind of research project/work is not included at undergraduate and post graduate level, so there are no provisions to support student Research projects at UG levels and PG level. But, still the institution provides for research work in following way.

- Regular up gradation of library with addition of reference books and research journals and periodicals
- The college campus and hostel both are laced with internet facility. INFLIBNET facility is available in the library.
- Provision of Seminar hall/Conference Hall for Power Point Presentation
- Well furnished Computer Labs
- Provision of reprographic facility

#### **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 institute has been conducting various under graduate and post-graduate programmes and in these programs, there is no formal provision for research work. Still honest and sincere efforts are being made to inculcate research aptitude. Faculty is engaged in undertaking interdisciplinary research activities. Examples of successful endeavors are as following:-

- Ms. Rashmi, Department of Mathematics authored a chapter 'Need for Revitalizing Teacher Education' in book Revitalizing Teacher Education for Nation Building, in March, with ISBN No. 2013978-93-80144-320
- Mr. Improsepreet Singh Department of Mathematics authored a chapter 'Issues in Teacher Education need of the Hour' in book Revitalizing Teacher Education for Nation Building, in March with ISBN No.2013978-93-80144-320

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

- Equipments are repaired whenever required.
- Latest books and journals are purchased for updating library at regular intervals and staff & students are made aware of new arrivals.
- Software is purchased specially on being recommended by staff and Students.
- The college makes it sure that the teaching-learning Aids are used at Maximum level for the good of the disciples.
- In the Library there is a book bank facility where the needy students can get the books for the whole year.

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

The college has received financial aid from UGC under various schemes for infrastructural facilities like books, setting of Language Lab and Computer Labs. College has also received financial help from UGC, Department of Science of Technology, Govt. of India and Panjab University, Chandigarh for holding seminars and workshops. Following grants/finances have been received by the institution.

Sr. No.	Source	Name of the Grant	Amount (Rs.)
1	UGC, New Delhi	Conference Hall	7,00,000/-
2	Eminent Personalities of Khanna	College	8,42,735/-
3	U.G.C to establish the Swami Vivekanand Studies Centre and Dr. B.R. Ambedkar Studies Centre No. F.6-1/2012(NFE) dated 30/05/2013 from under 'EPOC Making Social Thinker of India'.		Rs.1,50,000/-
4	Department of Science & Technology, Govt of India vide		Rs.75,000/-

	letter no. SB/SS/194/13-14 for National Conference in Mathematics.		
5	Panjab University, Chandigarh for National Conference in Mathematics vide sanction no. 1898-2929 National Conference in Mathematics in the month of October 2013.		Rs.31,000/-

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

PG department of Mathematics organized 3-Days' National Conference in October 2013 on the topic "Recent Trends in Algebra and Analysis in which 45 papers of high quality were presented by scholarly academicians from all over India. A sum of Rs. 31,000/- was received for this purpose from Panjab University, Chandigarh and Rs. 75,000/- from Department of Science and Technology Government of India.

In 2013-2014, The Institution applied for the grant from UGC, New Delhi for setting up Swami Vivekanand Studies Centre and Dr. Ambedkar Studies Centre under the Scheme 'Epoch Making Social Thinkers of India' in College Campus and has got sanctioned the Financial assistance of Rs.1,50,000 for Swami Vivekanand Studies Centre and Rs.1,50,000 for Dr. Ambedkar Studies Centre.

### **3.3 Research Facilities**

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

The conventional undergraduate students are not required to undertake any research as according to the Panjab University Curriculum it is not a part of their course. But the institution provides the following facilities to inculcate in them the inclination toward research in future.

- Computer Labs with Internet facility
- Fashion Designing Lab with TUCA CAD software.
- Fine Arts lab.
- English Language Lab.
- The college has air conditioned, fully furnished and well equipped library with Reading Room & Reference Section with 25990 books on all subjects till date and 787 Reference Books. It subscribes to 15 Newspapers, 75 Periodicals/Journals along with internet facility in the form of INFLIBNET. The college also provides Book Bank facility. In last four years, as many as 1781 students of the college got benefited from the Library Reader's Club facility and Book Bank Facility. Book Bank facility is specially meant for helping the needy and meritorious students.

**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?**

Though our college, being Post graduate institution is in budding stage, still the college has set up and upgraded advanced Computer labs, Library and English labs at regular intervals. It is all done to enlarge the creative vision and broaden the intellectual horizon of the students.

- The institution has a provision of the research committee for enhancing the research culture.
- Financial resources are well maintained for organizing seminars and conferences.
- The institution gears up the facility to go for the grants under various schemes both from UGC and the affiliating University.
- The UGC grants have been availed for the procurement of the infrastructure.
- Books and Journals are also bought responding to the demand of teachers and students.

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

- Our institution has received a grant of Rs. 75,000/- from Department of Science of Technology New Delhi and Rs. 31,000/- from Panjab University Chandigarh to organized 3- Days National Conference by the Post Graduate Department of Mathematics.
- Our institution has received a grant for setting up Swami Vivekanand Studies Centre and Dr. Ambedkar Studies Centre under the Scheme 'Epoch Making Social Thinkers of India' in College Campus.(Detail regarding the Grant is given in 3.1.2)

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

As such, there are no research facilities outside the campus. But the faculty members visit various libraries on their own to carry out their research work. Students also pay visits outside the college. In the session 2011-2012 the students of B.Sc IIFashion Designing tied up with various industries as trainees. This includes the names of Rose MarieKnitwears Pvt.Ltd. Ludhiana, Malwa Industries Ltd. Machiwar, Shri. Ganesh Dresses, Ludhiana, Adya Brothers Ludhiana.

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

- **Library:** The College has air conditioned, fully furnished and well equipped library with Reading Room & Reference Section. Details are given in 2.3.9
- **Conference Hall:** - The institution owns a well-established seminar hall with a seating capacity of about 150 people. It has been used to organize conferences and seminars etc. Use of interactive board with interactive LCD Projector is beneficial in the smooth conduct of conferences.

- **English Language Lab:** - The language lab laced with Modern Audio-Video aids has been set up in the college.
- **Computer Labs:** - The faculty members have been facilitated with the computer lab decorated with wi-fi facility, Various Softwares like MS Office XP, 2003, Turbo C++, coral-Draw, Linux, Red Hat 7.1, Oracle-9i, Oracle 11G, Tally.EXPR0 has been installed for the research purpose.

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

The collaborative research facilities include Computers with Internet, Printers, Sewing machines etc. Various labs (Computers, English-language, Fine Arts and Fashion Designing) are developed out of funds sanctioned for collaborative research by the funding agency like UGC.

## **3.4 Research Publications and Awards**

### **3.4.1 Highlight the major research achievements of the staff and students contributing to community development.**

Research by Dr. Sushma Singla, Associate Professor in Home Science, on the topic 'Role of Women in Family Finance Management in Urban Punjab' highlights the contribution of Women in family as well as in society. The research brings into light how Middle Income Group category women are economically contributing more than their higher income and lower income group category counterparts. This study brings forth the changing scenario regarding the position of women in society and helps to furnish a healthier psychological frame work regarding a girl child.

The study conducted by Dr. Punardeep Singh Aujla has a great social relevance. India has a high percentage of illiterates and a grater number of aged widows than widowers. The reasons for these are lack of public amenities in villages, orthodox nature of rural folk, age old traditions and Customs and embittered outlook towards women in general. The study brings out the need for the socio-psychological attention to be paid to the elderly persons, especially to the elderly women in rural areas.

### **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?**

Although the college does not publish any research journal but the college is going to publish research papers presented by various participants at National Conference by Maths Department in form of Conference Proceedings (under-publication).

### **3.4.3 Give details of publications by the faculty and students:**

The information regarding the number of papers by faculty in Peer/Non Peer reviewed journals National/International is mentioned below:-



**Publication per faculty:-**

Faculty	Department	Research Papers/Articles published in Journals/Conference Proceedings
Dr. Meenu Sharma Principal	Maths.	<ul style="list-style-type: none"> <li>• A paper titled 'Best Approximately and Fixed Points for Non Convex Sets' published in International Journal of Mathematics Research, pp. 109-114, Vol.VI, 2014.</li> </ul>
Dr. Karuna Arora	Sanskrit	<ul style="list-style-type: none"> <li>• Paper titled 'Education in realm of Upnishads' published in the book 'Spiritualism in Education' by Desh Bhagat University, Mandi Gobindgarh on 28<sup>th</sup> Sept. 2013. ISBN: 978-93-83223-00-8.</li> <li>• Paper titled 'वैदिक साहित्य में नारी के नैतिक आदर्श' published in National Journal 'Vishav Jyoti', June, July 2014 at VVBI and IS Hoshiarpur. ISSN : 0505-7523</li> <li>• Paper titled 'महाकावि कालिदास की कृतियों में चित्रकला के अंगों का वर्णन' published in International Journal 'Punjab' Vol IV, 2014 by ASR Publications, Ferozepur.</li> <li>• Paper titled 'Relevance of Sanskrit Language in Higher Education' published in Conference Proceedings Challenges in Higher Education, in September 2014. ISBN: 978-93-83223-02-2.</li> </ul>
Ms. Puneet Sodhi	English	<ul style="list-style-type: none"> <li>• She has contributed 5 articles in Multimedia Magazine published in Toronto at the address <a href="http://www.sonchirri.com">www.sonchirri.com</a></li> </ul>
Dr. Sushma Singla	Home Science	<ul style="list-style-type: none"> <li>• Paper titled 'Family Financial Management practices of women in Urban Punjab' in Journal of PCMA Vol.1. No. 2, June 2009. ISBN: PP 91-97, 162-171.</li> <li>• Paper titled 'Work-family challenges of women in Urban Punjab' published in International Journal Periodic Research, Vol. II, Issue-III, in February 2014.</li> </ul>
Dr. Rajni Chhabra	Economics	<ul style="list-style-type: none"> <li>• Paper titled "An Analysis of India's Textile Exports" in a peer reviewed National Journal-The Horizon, Vol.VI, Jan. 2015. ISSN: 09755535</li> <li>• Paper titled 'Export Performance of Indian Textile Industry-A Comparative study of Pre-and Post WTO period' in a peer reviewed National Journal, Volume 4, spring, 2014, published by ASR publications, Ferozpur. ISSN: 2319-1430.</li> <li>• Paper titled 'Export Performance and</li> </ul>

		<p>Competitiveness of Indian Textile Industry- Revealed comparative Advantage Analysis' in 'Sui Generis an International Journal of Humanities and Social Sciences', in Vol-III, 2014. ISSN: 2320-9224,</p> <ul style="list-style-type: none"> <li>• Paper titled 'Market Research: Making Better Business Decisions' in International Journal of Business Management of Social Science Vol-III, Issue 5 (II), January 2014, ISSN: 2249-7463.</li> <li>• Paper titled 'Indian Banking Industry' a comparative study of Pre and Post reform period published by GPC, Alour, June 2011, ISBN: 978-81-921593-7-9.</li> </ul>
Ms. Ranjit Kaur	Commerce	<ul style="list-style-type: none"> <li>• Paper titled 'Recent Trends in Banking Sector' published in Conference Proceedings by GPC, Alour, March 2011, ISBN: 978-81-921593-7-9.</li> <li>• Paper titled 'Mutual Fund –A- perspective' published by Guru Nanak National College Doraha, Jan. 2010</li> </ul>
Ms. Monika Soni	Political Science	<ul style="list-style-type: none"> <li>• Paper titled 'Tiny Tots in the Realty World' in Research Journal, The Legal Analyst in 2011-2012.</li> <li>• Paper titled 'Universality of Human Rights' in a reputed research journal in 2011-2012.</li> </ul>
Dr. Goldy Garg	Commerce	<ul style="list-style-type: none"> <li>• Paper titled 'Recent Trends in Banking Sector' published in Conference Proceedings by GPC, Alour, by GPC, Alour, June 2011, ISBN: 978-81-921593-7-9</li> <li>• Paper titled 'Operational Performance of Central Cooperative Banks in Punjab' published in Effective Management-a journal of Ludhiana Management Association.</li> <li>• Paper titled 'Regression Analysis of the Factors influencing profitability of Central Cooperative Banks in Punjab' in Indian Cooperative Review, Vol 51, No. 3, Jan. 2014.</li> <li>• Paper titled 'Productivity performance of Cooperative Banks in Punjab' in Indian Management Studies Journal, Vol 15, No. 2. ISSN: 0974-4355.</li> <li>• Paper titled 'Perception Analysis of Beneficiaries about the Performance of CCBs in Punjab' published in International Journal Periodic Research, Vol II, Issue III, Feb. 2014.</li> </ul>
Ms. Sujata	Economics	<ul style="list-style-type: none"> <li>• Paper titled 'Performance and Evaluation of</li> </ul>

		<p>Institutions to Deal with Black Money' published in the book Black Money in India- Present Status &amp; future Challenges by Desh Bhagat College Bardwal (Dhuri) Feb. 2013. ISBN: 9789380144-375</p> <ul style="list-style-type: none"> <li>• Paper titled 'Role of Banks in MSMEs: Problems and Way Forward' published in the Global Journal of Accounting and Management, July to December 2011. ISSN : 0976-9366</li> <li>• Paper titled 'Globalization and Financial Crises: Causes and Policy Responses' published in 'Indian Journal of New Dimensions' Volume 4, issue 1, Jan to June 2014. ISSN: 22779876.</li> <li>• Paper titled 'Health Economics' published in National Journal 'The Horizon-A Journal of Social Sciences' January 2011. ISSN: 0975-5535</li> <li>• Paper titled 'Leading Role of Financial services in Indian Economy', published in Book sponsored by UGC titled 'Indian-An Emerging Service Economy: Issues and Challenges' under the topic February, 2011</li> <li>• Paper titled 'Existing India China Economics and Trade Relations' published in National Journal Indian Journal of New Dimension, Vol. 5, Issue 1, Jan. to June 2015. ISSN: 22779876</li> </ul>
Ms. Jyoti Sharma	Punjabi	<ul style="list-style-type: none"> <li>• Article titled 'Safeer Kaav Da Roopakark Adyaan' published by Bhasha Vibhag, Patiala in Nov. 2012</li> <li>• Article titled 'Mukat Kaav da Kaav Shastri Adryan' held at Bhasha Vibhag Patiala in November 2013</li> </ul>
Ms. Amanpreet Kaur	Dance	<ul style="list-style-type: none"> <li>• Article titled 'Nritya and Sahitya' published in the Journal 'Nritya Gunjan' at Page no: 184 in the year 2013. ISBN: 978-93-82413-26-4</li> </ul>
Dr. Chhinderpal Kaur	Punjabi	<ul style="list-style-type: none"> <li>• Paper titled ਬਰਤਾਨਵੀ ਸੱਭਿਆਚਾਰ ਅਤੇ ਪੰਜਾਬੀ ਸੱਭਿਆਚਾਰ published in Monthly Magazine Rajneeti Yug, ਸ਼ਹੀਦ-ਏ-ਆਜ਼ਮ ਪ੍ਰੈਸ ਪ੍ਰ. ਲਿਮ ਐਸ.ਸੀ.ਓ-3 ਪਟਿਆਲਾ</li> <li>• Paper titled ਪੰਜਾਬੀ ਸੱਭਿਆਚਾਰ ਵਿੱਚ ਔਰਤਾਂ ਦੀ ਸਥਿਤੀ published in Monthly Magazine Rajneeti Yug, ਸ਼ਹੀਦ-ਏ-ਆਜ਼ਮ ਪ੍ਰੈਸ ਪ੍ਰ. ਲਿਮ ਐਸ.ਸੀ.ਓ-3 ਪਟਿਆਲਾ</li> </ul>
Ms. Chandana Rajput	Home Science	<p>Paper titled 'Designing, Making Paper Patterns and Construction of Casual One-Piece Dresses Using Dart Manipulation' Chandana Rajput,</p>

		'Research Journal of Humanities and social sciences', Volume-3, January –March 2012, Issue-I ISSN:0975-6795
Ms Mandeep Kaur	Sociology	•Paper titled 'Status of Indian Women: A Sociological perspective', Punjabi University, Patiala. ISBN:978-81-302-0207-5
Ms. Monika	Fashion Designing	•Article titled 'CAD in Fashion Industry' in Newspaper 'Women Look' Patiala on 18 <sup>th</sup> June 2012

### **Chapters in Books**

Faculty	Deptt.	Name of Chapter	Name of Book	ISBN/ISSN
Ms. Puneet Sodhi	English	• Ruth Pawar Jhabwala	Book published by Punjabi Uni. Patiala	-
Dr. Sushma Singla	Home Science	• ਪੰਜਾਬ ਦੀਆਂ ਸ਼ਹਿਰੀ ਔਰਤਾਂ ਦਾ ਪਰਵਾਰਕ ਆਮਦਨ ਵਿੱਚ ਯੋਗਦਾਨ	ਪੰਜਾਬ ਦੀ ਆਰਥਿਕਤਾ ਕਾਰਗੁਜ਼ਾਰੀ ਅਤੇ ਚੁਣੌਤੀਆਂ 2010	-
Dr. Naina Sharma	Hindi	• ज्ञान और भाव चेतना की अकंपित शिक्षा • विष को अमृत में बदलती मयतों की गाणी	'डा. अमर सिंह वर्धान-दृष्टि और सृष्टि' 'डा. अमर सिंह वर्धान-दृष्टि और सृष्टि'	978-93-82991-13-7 978-93-82991-13-7
Ms. Rashmi	Maths	• Need for Revitalizing Teacher Education	Revitalizing Teacher Education for Nation Building March, 2013	978-93-80144-320
Mr. Improsepreet Singh	Maths	• Issues in Teacher Education need of the Hour	Revitalizing Teacher Education for Nation Building March, 2013	978-93-80144-320
Ms. Sheliza Latawa	Physical Education	• A Comparative study of the personality Traits of Individual and Team Games Coaches	Futuristic Trends in Physical Education (Vol.1), Jan, 2014	978-93-80144-627
Ms. Neerja Puri	English	• Role of Teachers in	Revitalizing Teacher	978-93-80144-320

		Implementation of Values in Education	Education for Nation Building March, 2013	
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#### Books with ISBN/ISSN with details of Publishers

Department	Department	Title of Books	Publisher	ISBN/ISSN
Dr. Rajni Chhabra	Economics	WTO and Indian Textile Industry	K.G, Publications, Amritsar, year 2014	978-93-84138-14-1
Dr. Jyoti Sharma	Punjabi	<ul style="list-style-type: none"> <li>ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਭਾਸ਼ਾ ਵਿਗਿਆਨ</li> <li>ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਸਹਿਤ ਅਤੇ ਸੱਭਿਆਚਾਰ ਦਰਪਨ</li> <li>ਭਾਸ਼ਾ ਮੰਥਨ</li> </ul>	ਰੂਹੀ ਪ੍ਰਕਾਸ਼ਨ 42 ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਨਗਰ, 2010 ਵਾਰਿਸ਼ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, 2011 ਵਾਰਿਸ਼ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, 2013	978-81-89284-84-8 978-81-7856-285-8 978-81-7856-3725

#### 3.4.4 Provide details of research awards, recognition, incentives given to faculty for receiving recognitions for research contributions by reputed professional bodies and agencies, nationally and internationally.

The following teachers have on their credit the honour of being awarded for their distinguished achievements.

- The Principal of the College Dr. Meenu Sharma was honored “Rashtriya Gaurav Award” by India International Friendship Society on 2<sup>nd</sup> April 2004.
- The Principal was Awarded Major Research Project by UGC, New Delhi with grant of Rs. 5,62,000/- in March, 2007.
- Dr. Naina Sharma was awarded with ‘Kabir Samman’ and a certificate of Honour by ‘Gemini Academy’ Panipat and ‘Neterheen Jagriti Sangh’ Punjab respectively on 20-12-2009, 20-01-2010.

### 3.5 Consultancy

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

The following strategies are adopted for establishing institute-industry interface:-

In order to familiarize the students with the practical facet of their respective fields, educational/industrial visits are planned by the institution. For the same purpose the students of Home Science tied up with the industries outside the college.

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

- Basic Computer Course for the faculty members was arranged by the Computer Department of the College.
- Department of Fashion Designing provides six month crash course for the students.

- The library provides consultancy services in setting up of libraries in educational institutions. In 2010-11, the College Librarian was deputed to establish library of the newly opened A.S. Group of Institutes which is being run by the same management. Our college library is also imparting practical training in libraryship. During last four years, 05 candidates have been given practical training by our library. The next level in consultancy service is taken in through the website and social networking, sincere endeavours are made to develop an interface with the local industry.
- Teachers from various departments are invited as subject experts by different schools of the area.

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

The college motivates the staff members to utilize their specialized knowledge through extension activities which are undertaken by different clubs and societies of the college.

The institution grants duty leave to members of the faculty whenever their services are required by other organizations and deposes 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 institution provides Consultancy Services to the 'neighboring educational institutes, the schools and NGOs also on non-remunerative basis.

#### **Broad Areas and Major Consultancy Services-**

A number of teachers of the institution act as member of the Board of Studies, as paper setters and external examiners. Details are given below:-

1. College Principal Dr. Meenu Sharma is the Member of Academic Council of Panjab University Chandigarh w.e.f. Feb., 2009
2. Dr. Kusum Narula, Associate Professor from Department of English has been elected as Member, Undergraduate Board of Studies in English Panjab University, Chandigarh for the term 2011-2015, She is also elected member of the Faculty of Languages Panjab University Chandigarh for the term of two years i.e. 2010-2012. And as an added member from 2012-2014, she is also in the advisory committee of Panjab University, Chandigarh for the text books of B.A III English Compulsory.
3. Dr. Karuna Arora, Associate Professor from Department of Sanskrit has been elected member of Undergraduate Board of Studies in Sanskrit Panjab University, Chandigarh for the term (01-02-2011 to 31-01-2013). She has been elected Member Undergraduate Board of Studies in Sanskrit for the term March 2011-2013.
4. Dr. Ramna Singla, Associate Professor from Department of Economics has been elected Member Undergraduate Board of Studies in Economics Panjab University Chandigarh for the term (01-02-2011 to 31-01-2013). She has been elected as Member Undergraduate & Post Graduate Board of Studies in Economics Panjab University Chandigarh for the term 2011-2013.
5. Dr. Sushma Singla, Associate Professor from Department of Home Science has been nominated as a member of the Board of Studies in Home



Science for the term 01-04-2013 to 31-03-2015 by the Syndicate of Panjab University, Chandigarh

6. Dr. Prabhjit Kaur, Associate Professor from Department of Punjabi Department has been elected a Member Faculty of Languages, Panjab University Chandigarh for the term of two years i.e.(01-02-2011 to 31-01-2013). She has been elected as a member of the Faculty of Languages Panjab University Chandigarh for the term of two years i.e. 2011-2013.

### **3.6 Extension Activities and Institutional Social Responsibility (ISR)**

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

The College shows concern for the growing participation of students from different societal sections in the pursuit of higher education. Tremendous growth rate has been witnessed by the institution due to various helping aids like reservations, free ships, scholarships specially for SC/BC. The college focuses its attention on the making of the enlightened citizens. The institution does not at all compromise with the moral values. The motivating force behind the working of the institution is the ideal of developing the intellectual, professional and cultural instincts of the disciples to meet the challenges. The college has constituted various Clubs/Cultural/Dramatic/Academic Societies and started a number of community development activities. (Details of Seminar/Cofrences/ Extension Lectures given as Annexure A8(i) to A8(xii))

- Every year the college Red Cross & Red Ribbon club organizes a blood donation camp.
- NCC cadets of the college visit the old age home, Bullepur, Khanna.

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

The institution attempts to force in the civil responsibility in the budding minds through various extension programmes. The guiding force behind such an attempt is the idea to sensitize the young mind for developing in them socially responsible women. Various units like NSS, NCC, Red Cross, Society and Red Ribbon Club organize activities including van mohotsav/environment Awareness campaign edult education, Cleanliness Drive, General Health Awareness in slum areas etc.

- Meditation lectures and health related lectures like are also organized and maximum students join these events.

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

At the time of admission students are given information about goals and objectives of the college in the form of prospectus. The college web site also serves the same purpose. Time to time these goals are emphasised through various college activities.

- We value the opinions and needs of our students.
- One student of each class is nominated as Representative. She communicates students' requirements and problems to the respective teacher/head of department/Principal.

- Suggestion box is placed in visitor room which is accessible to parents. Suggestions are taken from the students in Tutorial periods
- Students have the freedom to approach the Principal during working hours without prior appointment.
- Progress of students is maintained regularly and the performance of the ward is communicated to parents through letters, phone calls & at the Parent Teacher Meeting.
- Parent Teacher meets are organized in informal manner to take feedback from the parents. The parents can directly put forth suggestions and complaints to the head of the institution.

**Parents:-**

- Teacher/Head of Department/Principal interact with guardians regularly.
- They are informed about their ward's academic performance and attendance records through meetings, letters and phone calls.
- Direct interaction of the guardians with the H.o.Ds is also encouraged.
- The Assessment of student's academic performance is maintained regularly and this assessment is carried forward to the parents through letters, calls and informal meets.

**Staff:-**

- We have regular staff meetings to keep the staff updated about changes and developments of the institute.
- Most of the decisions are taken only after consultation with the staff during staff meeting.

**Alumni:-** Alumni Association has been constituted with Professor In-Charge. Dr. Karuna Arora, Dean Academics. The association organizes meetings and has regular formal and informal interactions wherein any alumni is free to give her suggestions.

**Socially Active People:** -Socially active people of the area and people associated with the print media give valuable feedback through management, Principal and the faculty. The comments of eminent educationists and prominent personalities are evaluated and implemented as and when required.

**Management:-** The members of the management share their perception during meetings of the board or during their visits to college.

**Academic Peers:-** They visit the college during extension lectures, seminars, inspections, youth festivals, convocations & 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 & give suggestions & views.

**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 is organizing a good number of outreach programs which connect to the various fields like academic, Social and community service. (Details of Co-Academic Calendar given as Annexure A13(i) to A13(v)).

All these programmes result in the culmination of a culturally enriched society which ultimately leads to the nation building. Various organizations lay their hand in such programmes. Several blood donation camps and Tree Plantation programmes are examples of outreach activities. There is a mass participation of the students in essay writing, quiz, story writing etc. Days having National and international relevance are also celebrated in the college. The expenditures for the same are generally borne by such organizations but over and above if need arise; it is reimbursed by college. The detail of expenditure on extension activities during the last four years is as follows:-

Activity	2010-2011	2011-2012	2012-2013	2013-2014
NSS Camp	Rs. 7216/-	Rs 7004/-	Rs. 30265/-	Rs 29206/-
Extension Lectures/Departmental Activities	Rs. 33740/-	Rs.22604 /-	Rs. 93982/-	Rs.63163/-

### **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 college promotes the participation of students & faculty in NCC, NSS & other extension activities in the following ways:

- At the budding stage i.e. at the time of admission the admission committee makes sincere efforts to set the psychological frame work of the students to opt for the extension activities like NCC, NSS, Red Cross and Red Ribbon related activities.
- The Admission committee keeps check that the students enroll themselves in one or the other activity for sure.
- The college prospectus is a major informatory tool regarding the extension activities.
- The college encourages students to take part in extension activities through notices on the Notice Board., awarding the student volunteers with 'Certificate of Merit' for their extension activities in the morning Assembly.
- In order to impart the human and cultural values to the students the college has two units comprising of 200 volunteers working under the able guidance of programme officers. The NSS Department adopts a particular village at NSS camp, organized every year, and works for the development of that particular area.
- The NCC unit of the college also comes forward and works in collaboration with the other departments and committee of the college to departments and committees of the college to carry out the extension activities. They take part in Tree plantation, Blood donation camps environment awareness programs with tremendous zeal and enthusiasm.
- The institution promotes these extension activities by extending help in the form of funds, refreshment & transport. The achievements of the teachers & students are acclaimed & highlighted in the assembly, college publications & local newspapers. Special incentives & concessions are given to outstanding performances.

### **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 institute has made a conscious effort to gear up social justice in teaching as well as administrative activities. The under privileged communities have been facilitated by the govt. for pursuing higher education and the institution abides by those norms and works accordingly. The Blood Donation camp, regular visits to the orphanage, Old age home at Khanna are a few to name in the category of extension works specially undertaken for the vulnerable sections of society. Differently abled students are given special consideration. The students and faculty have been paying visits to the slums and blind homes at regular intervals, for channelizing the development activities.

### **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.**

The first hand experience at the extension activities clubbed with the guidance of the faculty members make the students committed to social, personal and academic learning. They attain exposure to the burning social issues like gender inequality, eco-friendly measures and self-respect.

- The extension activities become a medium of channelizing the theoretical knowledge which the students have attained through classroom teaching and learning. The extension activities instill skills of team spirit, time management, effective decision making, Public dealing etc in the students.
- The annual blood donation camp organized by Red Cross & Red Ribbon society is another contributing factor to the enrichment of the students.
- Celebration of Sadbhavana Divas, Literacy Day, Hindi Day, Independence Day, Republic day, Major festival celebrations are such extension activities which inculcate a National spirit and love for the cultural enrichment in the students. The extension activities carried out under NSS instill the virtues of selfless services & integrity amongst the students. Special day camps and day & night camps are organized every year in the college. The NSS volunteers render all possible services in these camps.
- By participating in Youth festivals, extra-curricular, the students come out more polished having attributes of team spirit, stress management, communication, peer learning etc.

### **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 been actively connecting with the neighbouring communities, which benefit both the community institution and the host institution.

- During the NSS camp the adopted village collaboratively works for the upliftment of that particular area.

- Across the board, local participations can be seen while conducting programmes like Tree plantation, blood donation etc.
- The institution efforts to make society well aware about burning social problems like female foeticide, dowry system, Corruption, consumer protection, hazards over-use of mobile phones etc.
- The NSS and NCC Unit of the college pay visits to Old Age Homes and Slum areas.
- Blood donation camps are organized annually.
- In NSS camps students work in the adopted village and conduct awareness programme like awareness about traffic rules, regular library campaigns and various medical checkup camps in the college.

### **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 shares harmonious and productive relationship with community institutions. The blood donation camp is conducted in collusion with the established hospitals like, Civil Hospital, Khanna. The NSS and NCC department co-ordinates all its activities under the norms Awareness activities like, Environment Pollution, Effects of pesticides on human life are carried out with the help of NGOs.

- Visit to old age home, blind schools and slum areas.
- Tree Plantation day is celebrated in collaboration with Rotary club, Khanna

### **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.**

- The principal of the institution Dr. Meenu Sharma has been awarded Rashtria Gaurav Award.
- Dr. Naina Sharma was awarded with Kabir Samman and a certificate of Honour by Gemini Academy Panipat and Neterheen Jagriti Sangh Punjab respectively on 20-12-2009, 20-01-2010.
- Many NCC cadets have represented the state at various prestigious events and national integration camps. The cadets have won a number of state level and national level medals and trophies. One cadet named Rupinder Kaur was awarded guard of honour at the annual training camp of NCC at Fathepur Rajputana, Patiala another cadet Iqbal Kaur was also awarded guard of honour at NCC Academy Ropar. Five cadets were selected for pre RDC Camp and five attended DCACT-I,III,III at Ropar. 2 NCC Cadets awarded Sahara Scholarship of Rs. 12000/- each. Many NCC cadets have taken up career in armed forces as officers and have reached high positions. Many NCC and NSS participants have been awarded medals, certificates and cash award for their good performance in extension activities by university, local NGOs, state and central government.

## **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 has interaction with various agencies, organizations, clubs and committees. During last four years the institution has collaboration with Disha Educations Welfare Trust, Khanna, Rotary Club Khanna, Lines Club, Khanna, Inner Wheel Khanna, Municipal Committee, Khanna, Civil Hospital, Khanna, Alumni Association, Village Panchyats, Maharaja Aggarsain Sabha, Khanna, Mohyal Sabha Khanna, Chankya Dairy, State Bank of Patiala, Bank of Maharashtra, Bank of Baroda, Bank of UCO Bank etc. Products.
- Institution received grants from Department of Science and Technology, New Delhi, Panjab University, Chandigarh for organizing National Conference and from UGC, New Delhi for setting up Swami Vivekanand and Dr. Ambedkar Studies Centre. Detail has already been given in 3.1.2.

**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 collaborates with research laboratories, institutions of National importance/industries/etc. for the upgradation of teaching- learning skills. These efforts undertaken by the institutions have a dual effect. On one hand it makes the institution have cordial social relations and on the other, such collaborations bring out positive changes in the institutional output. The details of such collaboration are already given in 3.7.1.

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

Our long association with Industry, local community, leading NGO's and Alumni has always added to our interaction with other community. It has contributed to realization, Creation and upgradation of Academic features students, staff support and infrastructural facilities including ceiling fans, Water Purifiers, Sports goods, scholarships etc. During last four years, 09 Industrial and Educational visits were organized by various departments of the institution.

**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.**

Following Conferences/Extension Lectures/Workshops/Presentations by Departments/ Exhibitions were organized by the various departments during last four sessions:

**Session 2013-2014**

- 3 Days' National Conference was organized by P.G Deptt. Of Mathematics on the Topic "Recent Trends in Algebra and Analysis". This Conference was sponsored by Deptt. Of Science and Technology on 23<sup>rd</sup> Oct 2013 to 25<sup>th</sup> Oct. 2013. A host of distinguished personalities and eminent



scholars participated in this conference. 45 papers of high quality from scholarly academicians of reputed institutions were presented and around 300 participants from different parts all over India participated in the conference with great zeal and enthusiasm. A few named Dr. Prof. Madhu Raka, Dean University Instruction, Department of Mathematics, Panjab University, Chandigarh, Prof. (Dr. T.D. Narang, an Emeritus Fellow (U.G.C) from Guru Nanak Dev University, Amritsar, Mrs. Asha Narang and Dr. P.K. Sharma Associate Professor D.A.V. College, Jalandhar, Dr. Swaranjit Kaur (Associate Professor S.R. Govt. College for Women, Amritsar) S. Harjit Singh (Department of Mathematics, Lyallpur Khalsa College, Jalandhar), Dr. Mehar Chand (Department of Mathematic, Fateh Group of Institution for Women, Rampura), Ms. Harsaha (Assistant Professor of Mathematics, Govt. College Narnaund (Hisar Haryana), Ms. Aradhna Duggal (Department of Mathematics, S.G.G.S. Khalsa College Manipur), Ms. Anju Rani (Lecturer of Mathematics), Ms. Bandhna Bansal (Ramgarhia College, Phagwara) and Sh. Surinder Kumar) P.G Deptt. of Mathematics organized an Extension Lecture in the College on Topic "Modules V/S Vector Spaces". This Lecture was delivered by Dr. P.K Sharma, Associate Prof. D.A.V College Jalandhar on 21<sup>st</sup> Sept. 2013.

- An Extension Lecture on 9<sup>th</sup> Nov. 2013 by Advocate Sh. Munish Khanna.
- A Guest Lecture on the Topic "Career Guidance" was delivered by Dr. Harpreet Singh, Director A.S Group of Institutes on 6<sup>th</sup> March 2014.
- The Workshop on "Personality Development" was organized in the College on 15<sup>th</sup> and 16<sup>th</sup> March 2014. Dr. S.M Kant Director, Center for the Youth and Community Development was the Resource Person.

#### **Session 2012-2013**

- A Guest Lecture on "General Cancer Awareness" was delivered by Dr. Vineet Talwar, a very Senior Medical Oncologist from Rajiv Gandhi Cancer Institute and Research Centre, New Delhi on 23-08-2012.
- Dr. Meenakshi Arora, PCS (allied) Employment Generation and Training officer, Distt. Bureau of Employment Generation and Training Ludhiana, delivered a Lecture on 26-11-2012 to create awareness among the students regarding the procedure of the PCS Exam.
- Dr. Barjinder Singh, Bone Marrow Transplant Specialist and a renowned Oncologist from Indo-American Cancer Centre delivered a Guest Lecture on 'Health Hazards of Over-Use of Mobile Phones' on 02-02-2013.
- Dr. Anil Joshi, Secretary A.S. Collage Khanna delivered an interactive lecture on "Science of the Self" on 04-02-2013.
- In order to enhance all around development of the students, "Personality Development Workshop" was organized in college from 28-01-2013 to 30-01-2013 by Dr. S.M Kant Director, Center for the Youth and Community Development was the Resource Person.
- A Guest Lecture cum Demonstration by Mr. Vinay Sharma on 'Safety while using Gas Cylinder' on 27-08-2012.

### **Session 2011-2012**

- An Extension Lecture on Career Counseling & Guidance Cell was delivered by Dr. Harpreet Singh (Director, A.S. Group of Institution) on 17-01-2012.
- An Extension Lecture on Career Counseling & Guidance Cell was delivered by Dr. Suresh Kumar from Govt. College, Ropar on 21-01-2012.
- An Extension Lecture on Career Counseling & Guidance Cell was delivered by Sh. Tarsem Bahia, Former Principal of A.S. College, Khanna on 24-01-2012.
- An Extension Lecture on Career Counseling & Guidance Cell was delivered by S.Kuldeep Singh (Associate Professor, Guru Nanak National College, Doraha) on 10-03-2012.

### **Session 2010-2011**

- An Extension Lecture was organized by Home Science department on 'Environmental Pollution and Global Warming' delivered by Dr. Gurinder Kaur (Associate Professor from Geography Department of Punjabi University) on 05/03/2011.
- An Extension Lecture was organized by NSS, NCC, Red Cross Society on 'Causes and Cures of Asthma' delivered by Dr. V.K. Aggarwal (Specialist in Chest Diseases) from Cipla Pharmaceutical Company.
- Extension seminar on 'Breast Feeding' was organized by Home Science Department on 5/8/10 delivered by Dr. Baljit Kaur Principal Kular college of Nursing, Kishangarh.
- Demonstration on 'Salad Cutting and Decoration' on 19/8/10 organised by Home Science Department by a professional person.
- Seminars was organized by NSS and Red Cross Society in association with Rotary club on 'Female Foeticide' on 29/11/2010
- A talk on 'How to face an Interview' was organized by English Department on 25/02/2011, delivered by Ms. Deepti, Ms. Monika, Ms. Priya from Swami Vivekanand institution banur.
- A talk on 'Career Guidance and Counselling' delivered by Sh. Sukhwinder Singh Cheema, lecturer of Economics, Doraha College of Education, Doraha on 2/11/2010.

### **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-**

The institution is collaborating for the benefit of students and faculty members. It has established linkages which have helped in the creation and upgradation of academic facilities of the Institution in the following way:-

**Faculty exchange and Professional development-**Our staff members attend various workshops, National & International Conferences and Seminars in other institutions and write Research Papers for the development of Professional and Specialized Knowledge. The faculty members from the department of Economics, Commerce, Hindi and Home Science have attended General Orientation Programmes & Refresher Course organized by Academic Staff College Panjab University, Chandigarh.

**Extension Services-**NSS, NCC, Red Ribbon Club have arranged various talks by the doctors which have inculcated spirit of Social Service among the students. Various educational trips are arranged by different departments of the college.

**Internship-**As mentioned in 3.3.4 our students of B.Sc Fashion Designing complete their internship under the able guidance of reputed industries.

**Consultancy-**As mentioned in 3.5.2 and 3.5.4 our institution provides valuable consultancy services to various outside industries and institution.

**Introduction of New Courses-**The College achieved a special status by starting Post Graduation in Hindi in the session 2003-2004, in Economics in 2004-05. The College also started Post Graduation Courses in Sociology and Mathematics in 2012-2013 along with B.Sc F.D. which was restarted in 2013-2014.

**Students Exchange-**The Students of our college participate in various Inter College Competitions being held at the neighbouring institutions. (Details of Achievements in Inter College Competitions given as Annexure A18(i) to A18(ii)).

## Criterion IV: Infrastructure and Learning Resources

### Contents

#### 4.1 Physical Facilities

#### 4.2 Library as a Learning Resource

#### 4.3 IT Infrastructure

#### 4.4 Maintenance of Campus Facilities

### 4.1 Physical Facilities

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

The institution has a well-defined policy for creating and enhancing the infrastructure to facilitate quality education and effective teaching-learning process.

Proposals prepared before the start of financial year are discussed in meetings with working members of Management, College Advisory Committee, Purchase Committee, Maintenance of College Building and infrastructure Committee. There is a consistent effort towards modernizing the teaching technologies involving purchase of computers, internet connection (broadband), equipments for labs. Library and other learning resources are made more easily accessible and special care is taken for the up gradation of the same.

The policy regarding the infrastructural enhancement goes through various stages while channelization. At first stage, the infrastructural requirements are determined. These requirements are in accordance with the introduction of new subjects/courses, students' feedback and the increasing strength of the students. At second stage, the required changes are enlisted on priority basis and availability of funds. At third and final stage, the purchase and supply of the infrastructure is made on Quotation basis. The quotations are invited from different suppliers to make a comparative study. After thorough analysis the most economical and the best quality options are chosen to ensure the proper utilization of grants and funds. At the end of every academic session, there is a provision for Stock-checking. It makes sure that all the infrastructural amenities are utilized at the fullest and also maintained properly.

#### 4.1.2 Detail the facilities available for Curricular and Co-curricular and Sports activities.

The college has all the required infrastructural facilities like Seminar Hall, Class Rooms and well-equipped labs. Besides this, it has separate block for Administration having well equipped and fully air conditioned General Office and Accounts Office and also fully furnished staff room for the faculty members. The college has an outdoor sports ground for sports activities and a medical room for the medical treatment of staff and students. Three well established Computer labs add to the latest infrastructural propensity of the college. There is an arrangement of enormous classrooms with proper lightening, airing and ventilation facility. Common room is built to facilitate the students. College canteen is another feather in the college cap which

makes arrangements for healthy and hygienic food. There is a hostel facility for girls students.

S.No	Infrastructure/Facility/Equipment	No.	
	<b>(I) Rooms and Labs</b>		
1	Class Rooms	23	
2	Students Common Room	01	
3	Conference Hall with seating capacity of 150 persons	01	
4	Auditorium	01	
5	Green Room	01	
6	Medical Room	01	
7	Principal Office	01	
8	Principal's Retiring Room	01	
9	Kitchen for Guests	01	
10	Fully furnished Visitors Room	01	
11	General Office –I	01	
12	General Office –II	01	
13	Fully A.C. Account Office	01	
14	Fully furnished And A.C. General Staff Room	01	
15	Departmental Staff Room	01	
16	General Library	01	
17	Reading Room(Library)	01	
18	Stack Room (library)	02	
19	Store Rooms	04	
20	Electrician Room	01	
21	Canteen and Hostel Mess	01	
22	Hostel	01	
23	Peons Room	01	
24	Computer Labs	03	
25	Fashion Designing Labs	02	
26	Fine Arts Lab	01	
27	Language Lab	01	
28	Music Instrument Lab	01	
29	Dance Lab	01	
30	Home Science Labs	02	
31	Cycle Shed	02	
32	Washroom for student	10	
33	Sports Stadium	01	
34	Gymnasium Hall	01	
35	Play Ground		
36	Servant Quarter	(i) Bed Room	2 1
		(ii) Kitchen	1

		(iii) Store	
37	Student changing room	basement	1
38	Wash rooms	04	
39	Store (Sports)	01	
40	Motor Room	01	
41	Old Canteen	01	
42	Generator Room	01	
<b>S.No</b>	<b>(II) ICT (Information and Communication Technology)</b>	<b>No.</b>	
1	Computer	101	
2	Lap top	04	
3	LCD Projector	07	
4	Overhead Projectors (OHP)	02	
5	Visualizes	02	
6	Interactive Projectors/Interactive Screen	01	
7	Printer	16	
8	Scanners with Printer	02	
9	Printer with Fax and Scanner	01	
10	Scanner	01	
11	Zerox	03	
12	Internet Connections (2014-15)	15	
<b>S.No</b>	<b>(III) Electrical Gadgets/Equipments Infrastructure</b>	<b>No.</b>	
1	Televisions/LCD's/LED's	06	
2	CD Player	02	
3	Digital Cameras	01	
4	Video Cameras	01	
5	CCTV Cameras	26	
6	DVR	02	
7	DVR Box	01	
8	Microwave	01	
9	Hotcase	03	
10	Audio Player	03	
11	Refrigerator	04	
12	Water Dispenser	02	
13	Water Purifier/RO System	06	
14	Water Cooler	07	
15	Inverters	04	
16	Submersible Pumps/Motors	07	
17	Generator Sets	03	
18	Geysers	03	
19	Ceiling Fans	293	
20	AC	18	



21	VCR	01
22	Sound System	01
23	Amplifier	02
24	Mike	06
25	Speaker	06
26	Wall Fan	13
27	Pedestal Fan	01
25	Deseret Cooler	06
26	Room Heater	13
27	Curtain Motor	01
<b>S.No</b>	<b>(IV) Furniture</b>	<b>No.</b>
1	Conference Table	3
2	Conference Lecture Stand	2
3	Almirah	127
4	Office Table	11
5	Center Table	9
6	Essay Chair (wooden)	16
7	Desk/Benches	736
8	Lecture Stand	26
9	Dining Table Without Chair	04
10	Jute Matt	16
11	Plastic Chairs	678
12	Single Box Bed in Hostel	12
13	Single Bed	01
14	Mattresses	09
15	Study Table in Hostel	08
16	Lockers for Staff	49
17	Canteen Table	25
18	Canteen Chair	64
19	Conference Table	3
20	Conference Lecture Stand	2
21	Black Iron Chairs	12
22	Lawn Benches	06
23	Iron Box	01
<b>S.No</b>	<b>(v) Other Items</b>	<b>No.</b>
1	White Board	18
2	Lawn Movers	03
3	Water Tank	05
4	52 Seated Bus	01
5	Fire extinguisher	08
6	Portable Green Board	02
7	Gym Equipments in Hostel	03

<b>Departmental Infrastructure/Facility/Equipment</b>		
<b>Fashion Designing Lab</b>	<b>Functional Lab</b>	<b>Fine Arts Lab</b>
Dummies -10	T.V cabinet -01	Drapery-9, Donkeys-23
Menniquines-04	Headphones in students cabin -15	Essels-15
French Curve- 2 sets	Headphones in Teacher's -01	Lamp-01
Leg Curve Scale-6 pieces	Tape recorder – 01	Pallette table -01
L. Shaped Scale -6 pieces	Chalk Board -02	Pedastals-05
Seam Reaper -10	Projector - 01	Still Life Objects -24
Scissors -07	Vacuum Cleaner – 01	Charkha-01
Scales -12	Audio Cassettes - 02	Tools for Clay Modling -1 set
Set Square -01 pare	Table - 01	Pallets-10
Stools-25	<b>Home Science Lab</b>	Wooden Panal-01
Thread Cutter-7	Cutting Scissors-06	<b>Dance Lab</b>
Tables (Cutting and drafting)-04	Cooker-07	Tabla-03 pair
Tracing wheel -05	Cutlery set-01	Harmonium-04
Overlooking Machine -01	Chopping board- 05	Nagma peti-01
Sun Star Sewing Machine -02	Egg Beater-05	Electronic Tabla- 01
Juki Sewing Machine -02	Electric Press-10	Electronic Nagma-01
Umberlla Sewing Machine-05	Food Processor-01	Electronic tanpura-01
Swing Machines (Treadle and motor )-11	Gas Stove-07	Manual tanpura-01
Usha Janome (Stitch Magic Sewing Machine) -02	Grill Baking Oven-01	Ghungru- 20 pair
Usha Janome (Allure Sewing Machine) - 01	Gas Cylinder-06	Manjiras-56 pairs
Machine Cover – 11	Gas Regulator-06	C.D. Player-01
Iron Table – 4	Gas tandoor-02	Speakers-02

Burner – 02	Hand Blander-03	Stereo player-01
Digital Electric Weight Machine -01	Iron Tava -06	Color–mike-02
Test Tube – 100	Idly stand -01	Mirrors-04
Test Tube Stand – 01	Ice Pots -02	Wooden almirah -01
Test Tube Holder – 15	Icing Gun -01	Dresses-40
Student Microscope - 01	Masher -07	Classical dresses-02
Weighing Jars-06	Mixer -01	Chownki -03
Zeal Thermometer – 01	Machine (Sewing) -45	<b>Music Department</b>
Computer with Tucka Cade, Corel Draw, Photoshop and internet-01	Table Mat Set -01	Tabla-03 pair
Knitting Machine – 01	Measuring cup -02	Table (Right) Chattie-1 (with bag)
Hanger Stand – 01	Measuring spoon set-01	Harmonium-04
Wall Hangers -04	Oven(cake) -02	Electronic Tanpura-01
Iron – 06	Over head Projector -01	Swar Mandal-01
	Patty Maker -04	Electric Keyboard – 01
	Super Electric Toaster – 01	Sitar's-19
	Steam Holder – 06	Dhol-2, Dholki-2
	Solar Cooker – 02	Nagara-2 (with two dandiya (sticks)
	Unbreakable Dinner Set – 02	Tumba-1, Tumbi-2
	Weighing Machines – 02	Chimta-06, Manjire-02, Been-03, Flutes-10
	White Bed Sheets – 18	Dhad-04, Algozas-02, Tuver (varg)-1
	Washing Machine -01	Dhal stand-01, Sitar Box-7,
		Sound System-01
		Khanjri-04, Sup-03, Kato-02, Dhaf (dhetti)-04

**Figure 4.1 Layout of College- Ground Floor**



Figure 4.2 Layout of College- First Floor

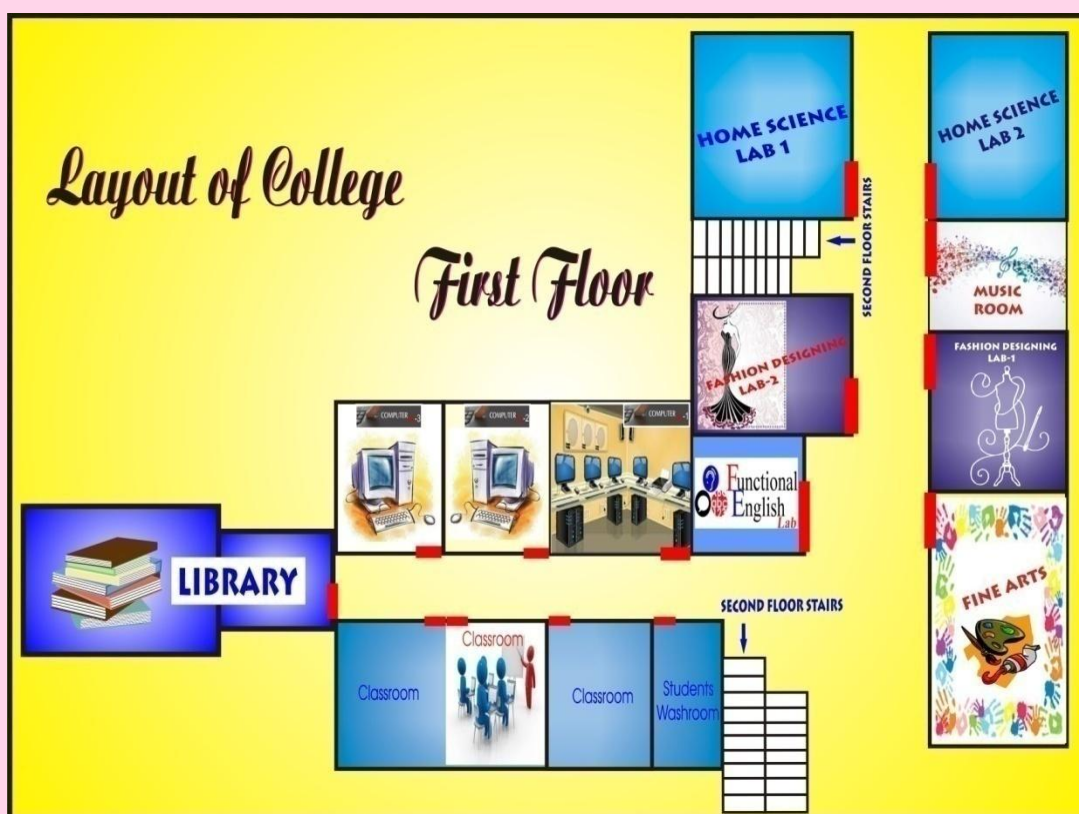


Figure 4.3 Layout of College- Second Floor

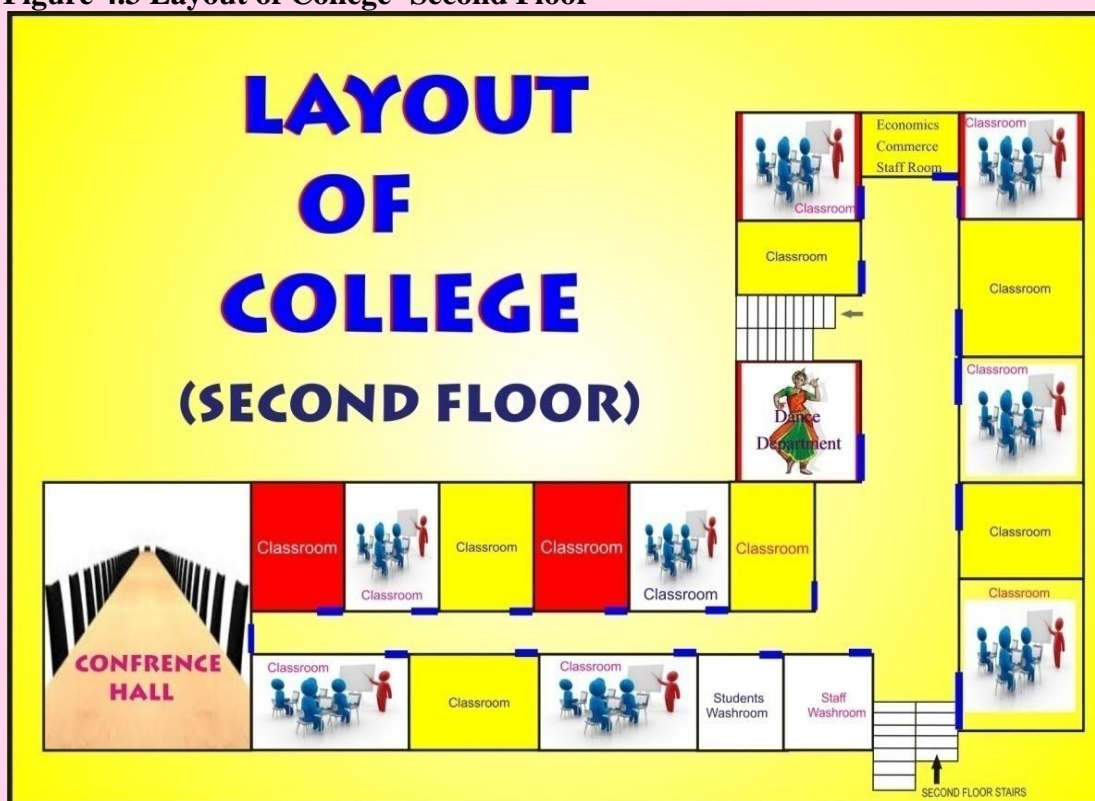
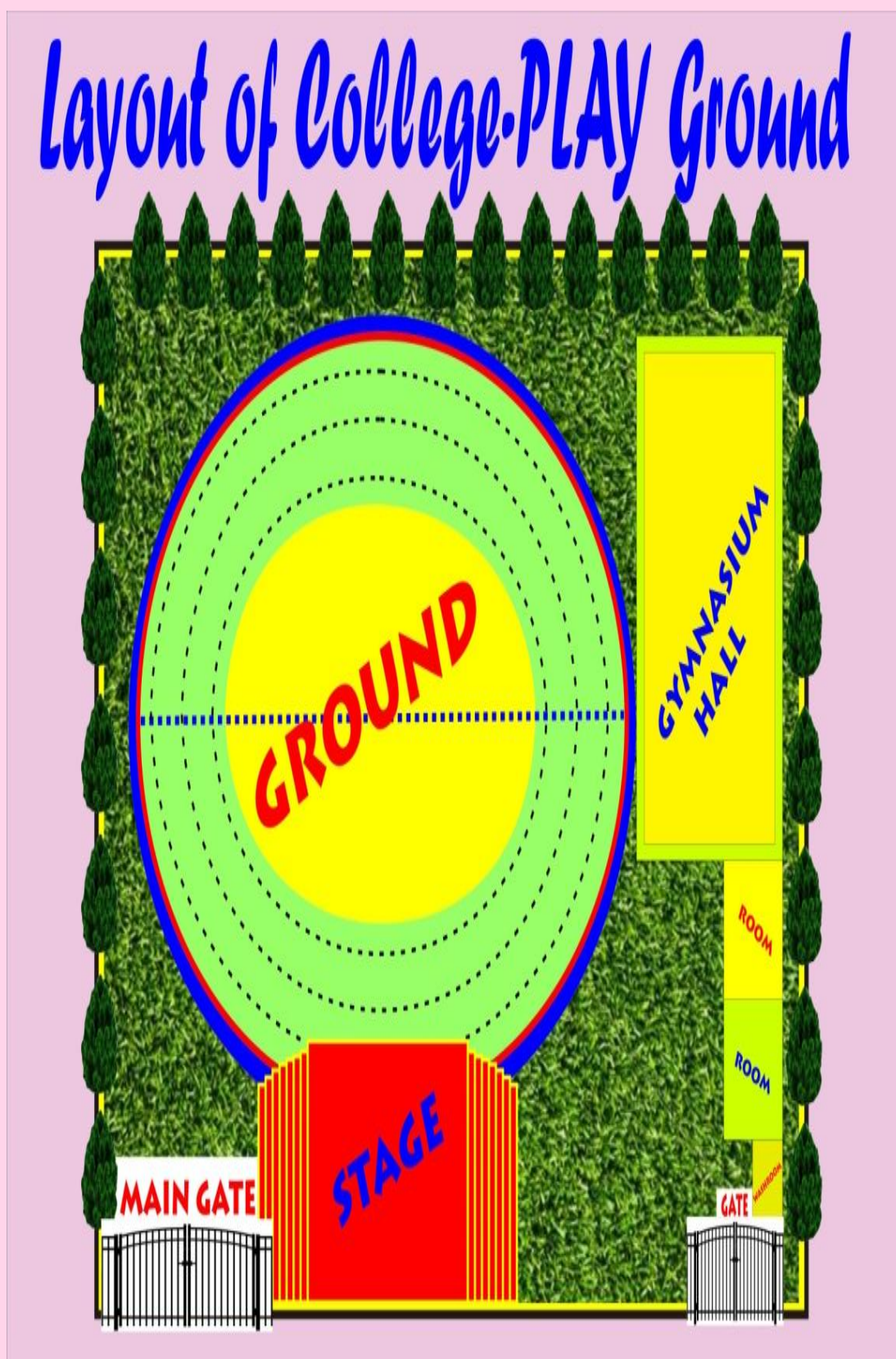




Figure 4.4 Layout of College- Play Ground





The infrastructural dimensions are given below:-

For Master Plan:

S. No.	Building	No. of Rooms	Area(Sq.Ft.)
<b>1.</b>	<b><u>Block A</u></b>		
	1) Class Rooms	Big – 03, Small – 20	33x28, 26x27
	2)Library	Stack Room -02, Reading Room – 01 Store Room - 01	40x24,24x20 12x24, 12x09
	3) Store Rooms	04	13x27
	4)Computer Labs	03	17x24
	5)Computer Staff Room	01	10x24
	6)Language(Functional English) Lab	01	24x30
	7)Music Room	01	15x28
	8)Fine Arts Lab	01	30x28
	9)Home Sci. Lab	02	40x28
	10)F.D. Lab	01	10x28
	11)Medical Room	01	15x18
	12)Staff Rooms	Big – 01, Small -02	34x17, 12x18
<b>2.</b>	<b><u>Block B</u></b>		
	i.)Auditorium	01	108x50
	ii.)Conference Hall	01	50x45
	iii.)Hostel Rooms	16	12x22
	iv.)Canteen and Hostel Mess	01	58x60
<b>3.</b>	<b><u>Block – CAdmn. Block</u></b>		
	i.)Principal's Room	01	20x17
	ii)General Office	01	26x17
	iii.)Supdt. Office	01	17x17
	iv.)Accountant's Room	01	16x17
	v.)Guest Room	01	25x17
	vi) Retiring Room	01	8x8
	vii)General Office II	01	8x10

## **B) Infrastructural facilities for extracurricular activities and Sports**

### **Sports:-**

College has well established and cultivated playground for providing indoor and outdoor games facilities. The talented and propitious sports women are honoured at Annual Athletic Meet of the college. Fee concessions are given to the participants who participate in National/International competitions. Besides this regular refreshment, sports kit, conveyance etc. are provided to the participating students.

### **Outdoor and Indoor games:-**

The college has well maintained playground for the following games:

**Indoor games:** - The college has well structured sports room with the following equipments: Table Tennis, Weight Lifting, Yoga, Badminton, Wrestling, Boxing, Chess, Judo & Tai Kamando

**Outdoor games:-** Kho-Kho, Kabaddi, 200 mts Track, Shot put, Discus throw, Long jump, javelin throw, high Jump, long races & short races.

**List of sports equipments**

Game	Equipments	Game	Equipments
Table Tennis	Net -01, Bat -03 Table- 02	Vollyball	Balls -02, Net -01
Judo	Mats- 12, Kit -02	Ball Badminton	Rackets -05, Balls -04
Chess	Chess Board -02 Chess Mat -01	Lawn Tennis	Bats -04, Ball -02 box Kit bag -01, Net -01
Carom Board	Board -02	Basket Ball	Balls -01
Badminton	Rackets- 04, Net -01 Pole -01	Hockey	Sticks -29
Yoga	Jal nets- 09	Wrestling	Balls -10, Costume - 06, Wrest -11, Shoes H (pair)
Footbal	Balls -01	Boxing	Kit -04, Boxing, Gloves – 06 pairs
Kho-Kho	Pole -02 (pains)	Teakmando	Chest Guard -02 (p) Head Guard -02 (P) Skin Guard -02 (p) Gloves -02 (p), Dresses -04
Softball Discuss throw(01), Discuss throw(01), Shot put(01), Relay Batton(01), Mashal(01)	Glove- 01, Net - 01, Bag -01, Balls -10, Slugge-r 02	Athletics Bar -01 High Stand -01, Jump, Javlien Throw(01), Hammerthrow(01)	Starting (03), Block (06), VictoryStand (01), Pole (01), Drum Sticks Pair (01)

NSS and Cultural activities 01 NSS Room, with all amenities, 01 Auditorium with Green Room, 01 Conference Hall, Music, Dance, Fine Arts, Fashion Designing, Home Sience Rooms are used for cultural activities

**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 (Enclosed the Master Plan of the Institution/Campus and indicate the existing physical infrastructure and the future planned expansions if any)**

The college has enormous infrastructure. The optimal utilization of this infrastructure is done in following ways:-

- Government agencies use the College Auditorium for census and conduct of MLA, MC elections, preparation of Rashion Cards. It is used by the Senior Citizens Association, Bhartiya Vikas Parishad and Khatri Sabha to hold their function. Police Department also uses the college hall for holding their seminars.
- Panjab University uses our infrastructure for conducting University Examination along with the competitive exams conducted by out side agencies.
- Computer labs are used to run the non-formal courses in I.T i.e Certificate Course in Computer Applications, Crash Course in Internet, during vacations and for add on Course in CBA during recess period.
- Fashion designing labs are utilized for Diploma in Fashion Designing, Add on course in Fashion Designing in vacations and during recess period.
- NCC and NSS activities are organized during vacations. The college campus and hostel building is utilized by the campers.
- Several professional and Competitive exams (JET two to three times) organized by outside agencies are held in the college
- For effective use of infrastructure, the college ground remains open for the residents of the town during morning and evening (from 5:30 a.m. to 8 a.m. and from 5:00 p.m to 9:00 p.m) for walking, for doing exercises, meditation extra. There is no entry fee and monthly fee for the use of ground.
- College Conference Hall is used during exams, Departmental activities.

Detail of session wise facilities developed/augmented during last four years is as follows:-

<b>Future Plan: 2010-2011</b>	<b>Execution of the Plan: 2010-11</b>
1. Completion of Hostel Building 2. Completion of Multi Purpose Hall in Sports Ground, Competition of New Stadium 3. Addition of new classrooms. 4.Beautification of the College Campus. 5. Additions of more books in the library. 6. Installation of more water coolers. 7. Construction of Conference Hall.	1.The Hostel building is completed. 2. Construction of Multi Purpose Hall in Sports Ground, Construction of New Stadium is under progress. 3. One Sports Room is constructed. 4. Beautification of the College Campus. 5 Total 1382 Text Books, 50 Reference Books and 78 Journals /Periodicals are added in library. 6. 01 Water Purifier is installed.
<b>Future Plan : 2011-2012</b>	<b>Execution of the Plan</b>
Completion of Multi Purpose Hall in Sports Ground, Completion of New Stadium.	1.A Stadium has been constructed in the College Sports Ground and Multipurpose Hall is under construction.

2. Addition of new classrooms. 3.Beautification of the College Campus. 4. Additions of more books in the library. 5. Construction of Conference Hall. 6.New moped stand for Students 7. Renovation of Auditorium. 8. Installation of more water coolers.	2.One Medical Room is Constructed 3. Beautification of the College Campus is going on. 4. In Session 2011-12 1578 Text Books, 43 Reference Books and 07 Journals/Periodicals are added in library and 78 Journals/periodicals were renewed. 5. Construction of Conference Hall is in full swing.
<b>Future Plan: 2012-2013</b>	<b>Execution of the Plan: 2012-13</b>
1.Completion of Multi Purpose Hall in Sports ground. 2.Completion of conference Hall in the college. 3.Beautification of the college campus. 4.Addition of more books and journals in the library. 5.Installation of more water coolers 6.Renovation of Auditorium 7.Purchase of new Furniture for Class Rooms. 8.Construction of Indoor Stadium in Sports ground after receiving the grant from UGC, New Delhi. 9.Addition of new classroom	1.Multi Purpose Hall in Sports Ground is completed. 2.The Construction of Conference Hall has been completed to add to the impressive infrastructure of the College and Construction of stair case at the back side of the Hostel is in full swing. 3.Beautification of the College Campus is a continuous process. 4.In session 2012-2013 787 Text Books, 20 Reference Books were purchased and 85 existing journals/Periodicals were renewed. 5. 02 Water Coolers and 01 R.O System has been installed. 6. New Flooring Tiles on Stage are fixed. 7.New Furniture for Class Rooms has been purchased
<b>Future Plan: 2013-2014</b>	<b>Execution of the Plan 2013-2014</b>
1.Construction of Common Room for Girls out of MP LAD Scheme Grant Received. 2.To upgrade the teaching learning to setup smart class rooms. 3.To set up Swami Vivekanand Studies Centre in College Campus out of Grant Sanctioned by UGC New Delhi. 4. To set up Dr. Ambedkar Studies Centre in College Campus out of Grant sanctioned by U.G.C. New Delhi. 5. Expansion of College Library 6. Arrangement for Separate Rooms for the Heads of department 7. Construction of Separate Post Graduate Block 8. Purchase of Land for College Campus.	1. The construction of Common Room for the girl's students is in full swings. 2. Grant has been sanctioned by UGC, New Delhi for upgrading the teaching learning to setup smart class rooms. 3. Grant has been sanctioned by UGC, New Delhi for setting up Swami Vivekanand Studies Centre in College Campus. 4. Grant has been sanctioned by UGC, New Delhi for setting up Dr. B.R. Ambedkar Studies Centre in College Campus. 5. In 2013-2014, 892 Text Books, 06 Reference Books were added in library and existing 75 Journals/Periodicals were renewed.

8. Construction of Indoor Sports Stadium out of U.G.C. Grant, New Delhi to be received.	
<b>Future plan: 2014-2015 and 2015-2016.</b>	
<p>1. Purchase of Land for College Campus.</p> <p>2. To undertake all the necessary steps required for timely accreditation of the College by NAAC in accordance with the UGC Regulation for mandatory assessment &amp; accreditation by NAAC.</p> <p>3. To construct at least four classrooms to accommodate the enhancing enrolment of College Students in different Streams.</p> <p>4. To arrange the Wi-Fi facility in the College.</p> <p>5. Expansion of College Library.</p> <p>6. To apply for affiliation of two Post Graduate Courses i.e. M.A in Punjabi and M.A in History and two Under Graduate Courses B.Sc(Non-Medical) and B.Sc(Medical).</p> <p>7. Construction of Indoor Sports Stadium out of U.G.C Grant, New Delhi to be received.</p> <p>8. To extend previously started Career Oriented Programmes i.e. Communicative English and Computer Based Accounting from Certificate level to Diploma level and procure the relevant books and equipments for the same.</p> <p>9. The College has submitted the XII Plan Proposal to G.C/RUSA, New Delhi for Financial Assistance regarding General Development and other Scheme to continue the Ongoing renovation work including the construction, surface paint-work, furniture repair, electrification and water supply etc. We are hopeful to receive an early response from UGC/RUSA.</p> <p>10. To participate in different items in Cultural and Heritage festival organized the Zonal University and Inter University Level.</p> <p>11. To organize and participate in Co-Academic Activities such as NCC, NSS, Talent Hunt Events, Declamation Contests, Paper Presentation Contest, Debates, Essay Writing Competitions, Community Service public awareness meets, Annual Athletic Meets and to commemorate days of special importance etc.</p> <p>12. To motivate participation in Seminars /Workshops/Conferences/Extension Lectures, publish books and articles, provide research guidance, pursue research projects and develop linkage professionals societies, clubs, NGO's and Alumni Association.</p> <p>13. To participate in different sports competitions/champions at Inter College University Level. To upgrade the teaching learning by setting up smart class rooms</p>	

Detail of amount spent during last four years:

S.N	Infrastructure	2010-11	2011-12	2012-13	2013-14
<b>Equipments</b>					
1.	Air conditioners	Rs.38,800/-	Rs.64,200/-	Rs.63,800/-	Rs.71100/-
2.	Sports/Equipments/ Matts	Rs.11261/-	-	-	-
3.	Water Purifier	Rs.111215/-	-	Rs.97463/-	-
4.	Almirah	Rs.36400/-	Rs.76588/-	-	Rs.34199/-
5.	Refrigerator	-	Rs.16990/-	-	-
6.	Microwave	-	Rs.9450/-	-	-
7.	DVD Player	-	Rs.3990/-	-	-

8.	Heater	-	Rs.3500/-	-	-
9.	EPBX Exchange	-	-	-	Rs.29959/-
10.	Generator	-	-	Rs.720998/-	Rs.32973/-
11.	Invertors	-	-	Rs.180826/-	-
12.	Water Coolers	-	Rs.2635/-	Rs.89980/-	Rs.44990/-
13.	Photostat Machine	-	-	Rs.54070/-	-
14.	LCD/LED	-	Rs.45456/-	Rs.359000/-	-
15.	Sony Digital Camera	-	-	Rs.23740/-	-
16.	Sony Handy Cam	-	-	Rs.16550/-	-
17.	Writing Boards	-	-	Rs.120504/-	-
18.	Drill and Cutter Machine	-	-	-	Rs.10400/-
19.	Fashion Designing Equipment	-	-	-	Rs.37057/-
20.	Home Science Equipments	Rs.2798/-	-	Rs.92028/-	Rs.12832/-
21.	Music Equipments/music cassettes	Rs.32880/-	Rs.9870/-	Rs.90200/-	-
<b>Building/Infrastructure</b>					
1.	Building	Rs.1,25,1065/-	Rs.32,829/-	Rs.473311/-	Rs.389575/-
2.	Flouring of Parking	Rs.43,707,1.57/-	-	-	-
3.	Development of Play Ground and Construction of Stadium	Rs.3,374,710/-	Rs.27,412/-	-	-
4.	Hostel	Rs.765756.40/-	-	Rs.43644/-	-
5.	Conference Hall	-	Rs.12,34,796	Rs.548522/-	-
6.	Canteen		Rs.20550/-		
<b>ICT</b>					
1.	Computers/Printers	Rs.42900/-	Rs.378355/-	Rs.859633/-	-
2.	Laptop	Rs.29500/-	-	Rs.60448/-	-
3.	Computer Repair	Rs.40333/-	Rs. 30590/-	Rs.50768/-	Rs. 32075/-
4.	Interactive Projector	-	Rs.157875/-	-	-
5.	Interactive White Board	-	Rs.68250/-	-	-
6.	Computer RAM	-	Rs.15750/-	-	-
7.	Battery and UPS Maintaing	-	Rs.16101/-	-	-
8.	UPS	-	-	Rs.54128/-	-
9.	Internet Facility	-	-	Rs.45177/-	-
10.	CCTV Cameras	-	-	Rs.92697/-	Rs.46540/-
11.	OHP Visulizers	-	-	Rs.150000/-	-
12.	Projectors	-	-	Rs.320173/-	-
13.	Softwares	-	-	Rs.604720/-	Rs.8802/-
<b>OTHERS</b>					
1.	Furniture	Rs.414861/-	Rs.60300	Rs.130396/-	Rs.135315/-



2.	Classical Dance Room	Rs.33262/-	-	-	-
3.	Electricity Fitting	Rs.89042/-	Rs.13929/-	Rs.44976/-	Rs.55218/-
4.	Fashion Designing Lab	Rs.104304/-	Rs.26136/-	-	-
5.	Aluminum Partition	Rs.23999/-	-	-	-
6.	Gardening	Rs.4581/-	Rs. 5730/-	Rs. 4645/-	Rs.2455/-
7.	Chairs	-	Rs.32840/-	-	-
8.	Youth Festival	Rs.146158/-	Rs.225155/-	Rs.277652/-	Rs.263528/-
9.	General Functions	Rs.32240/-	Rs.20104/-	Rs.86982/-	Rs.62663/-
10.	White Wash	Rs.133706/-	Rs.120669/-	Rs.203326/-	Rs.176590/-
11.	Language Lab	-	-	Rs.25995/-	-
12.	Student Welfare	Rs.132860/-	Rs.248498/-	Rs.13491/-	Rs. 14389/-
13.	Staff Welfare	Rs.4697/-	Rs.4797/-	Rs.5551/-	Rs. 5521/-
14.	Class IV Welfare	Rs.22142/-	Rs.20195/-	Rs.31425/-	Rs. 26310/-
15.	LibraryBooks	Rs.387213/-	Rs.444646/-	Rs.200243/-	Rs.252787/-
16.	General Repair	Rs.54789/-	Rs.67558/-	Rs.92934/-	Rs.75659/-
17.	Matts	Rs.35000/-	Rs.17398/-	-	-
18.	Electricity Charges	Rs. 197790/-	Rs. 252308/-	Rs. 363580/-	Rs. 562463/-
19.	Diesel for Generator	Rs. 132714/-	Rs. 82881/-	Rs. 162188/-	Rs. 70536/-
20.	Advertisement	Rs. 114547/-	Rs. 99544/-	Rs. 124760/-	Rs. 99288/-
21.	Games & Sports Expenditure	Rs.99625/-	Rs. 183479/-	Rs.129619/-	Rs.234887/-
22.	PhotostatExpenditure		Rs. 1773/-	Rs.19516/-	Rs.16529/-
23.	Establishment	Rs. 16172378/-	Rs. 20062258/-	Rs.28018222/-	Rs.25207545/-
24.	Printing & Stationary	Rs. 57042/-	Rs. 82365/-	Rs. 107402/-	Rs.158066/-

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

Currently, the college has no such student on roll, however the institution makes sure that the disabled students do not find any hurdle during their stay in the college. Class rooms are provided to such students on the ground floor. Moreover, the staff members have a supportive attitude towards such students while conducting the examination, special care and attention is paid to the comfort of these students.

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

**Hostel Facility** – It is situated within the precincts of the college and elaborate arrangements have been made in the hostel to provide academically conducive, safe secure and above all economically affordable accommodation with homely environment.

Facilities in Hostel

• Airy and spacious 16 rooms and 10 inmates	• Almirahs, Box Beds and Study Table in each room	• Inverter
• First Aid facility	• Water Cooler	• Water Purifier

• Desert Cooler	• Air Conditioner	• Television with Dish facility
• Geyser	• Gym and Yoga center	• Computer facility with Internet
• Security System with 26 CCTV Camers		

#### **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?**

- The institution makes every effort to provide best health and hygiene facilities to the students. Medical Room has been set up in the campus with first-aid facilities. In case of emergency, the medical help is made available by shifting the patient to the nearby AMAN Hospital by the College van.
- During NSS Camps, Medical Checkup camps are organized.

There is a provision for the ESI Scheme of the Government for most of the staff members. Medical alimony is reimbursed to some of the staff members.

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

In order to adopt the accreditation quality sustenance measure an internal Quality Assurance Cell came in to existence on 01-08-2005. Learning is a continuous process, the IQAC opts for the plans and programs that aim at the enrichment of the quality assurance of the college.

The IQAC is concerned about the issues including the matters as follows:-

- To bring forth new subjects and courses.
- Strengthening students with cultural and value oriented education and Scholarships for deserving students.
- Opting for innovative teaching and learning process.
- Infrastructural improvements and computerization in Administrative works.
- Industrial visits and social awareness project enhancement.

(b) The ultimate decision making power lies in the hands of the management. The proposals of IQAC are put into effect only when they are thumbed up by the management. Detail regarding submission of Annual Quality Assurance Reports is already given in College Profile.

**Grievance Redressal unit:** Women Grievance Redressal Unit makes every effort to ensure that the girls feel at home. The cell resolves common problems of girl students and also takes up individual cases of sexual harassment, if any. Ragging in the hostels is totally disallowed, and any adventure in this respect is punishable. The Unit processes all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.

Grievance Redressal unit & Gender Sensitization Committee against Sexual Harassment for the Session 2014-15 comprises the members named: Dr.

Meenu Sharma(Chairperson), Dr. Naina Sharma, Dr. Rajni Chhabra, Ms. Arpana Kapoor, Ms.Sujata, Ms. Neerja Sharma

Career Counseling and Guidance Committee and Placement Unit: Students' Counseling and Career Guidance Cell takes care of the well being, welfare and personal development of the girls. The college has an active career guidance cell. It organizes various seminar, workshop and coaching programs very frequently. The career guidance cell prepares the students for written test,interview and various career options while they are in the colleg, particularly in the final year. The cell keeps contact with them even after they have left the college and short-term courses are organized for preparing them for various tests and interviews. The placement cell works in collaboration with Career and Guidance Cell. The main aim is to inculcate a sense of responsibility among students to be placed in higher positions. The cell functions as a vital organ to bridge the gap between companies and students with a focus on employability. The main motive of this cell is to identify leading companies in various fields and to motivate and train the students for succeeding in the interviews in collaboration with the Career Guidance and Counseling Cell and various other faculties. The committee for the Session 2014-15 comprises of Dr. Meenu Sharma (Chairperson), Dr. Rajni Chhabra, Dr. Naina Sharma, Ms. Garima Tandon, Sh. Jeet Singh Kainth.

Health Centre: Medical Room with First aid facility. Medical emergencies are met with lighting speed. For this purpose College Van is at the disposal for 24 hours.

Canteen, recreational spaces for staff and students:

Canteen/Hostel Mess: There is a well maintained and airy Canteen for the students and staff members. The college canteen committee supervise the quality of food and rates of various eatables..The proper menu of food for the hostlers is also prepared.

Facilities for staff: There is a well furnished staff room with two ACs, a water purifier, individual lockers and a hotcase.

Safe drinking water facility: The facility of water coolers with Aquaguard system and RO is available in the all buildings of the college, at every floor.

Auditorium: The college owns an Auditorium with seating capacity of 800 students latest audio-video facility Its huge stage is used as a space for rehearsals. It is constantly used for academic functions, National Conference, Cultural Programs. It is also used for conducting house exams, supplementary and annual exams.

Conference Hall: Conference Hall is equipped with LCD Projector and Latest Audio System with seating capacity of 150 persons.

#### **4.2Library as a Learning Resource**

##### **4.2.1.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, students/user friendly?**

Yes, the College has a Library Advisory Committee, which consists of the following members for the Session 2014-15-

Dr. Meenu Sharma (Chairperson)

Sh. Jeet Singh Kainth

Dr. Karuna Arora  
 Dr. Rajni Chhabra  
 Dr. Naina Sharma  
 Ms. Ranjit Kaur  
 Ms. Savita Khanna  
 Ms. Arpana Kapoor  
 Ms. Kavita Sharma  
 Ms. Navdeep  
 Ms. Deepti Gupta  
 Ms. Vaneeta Tiwari

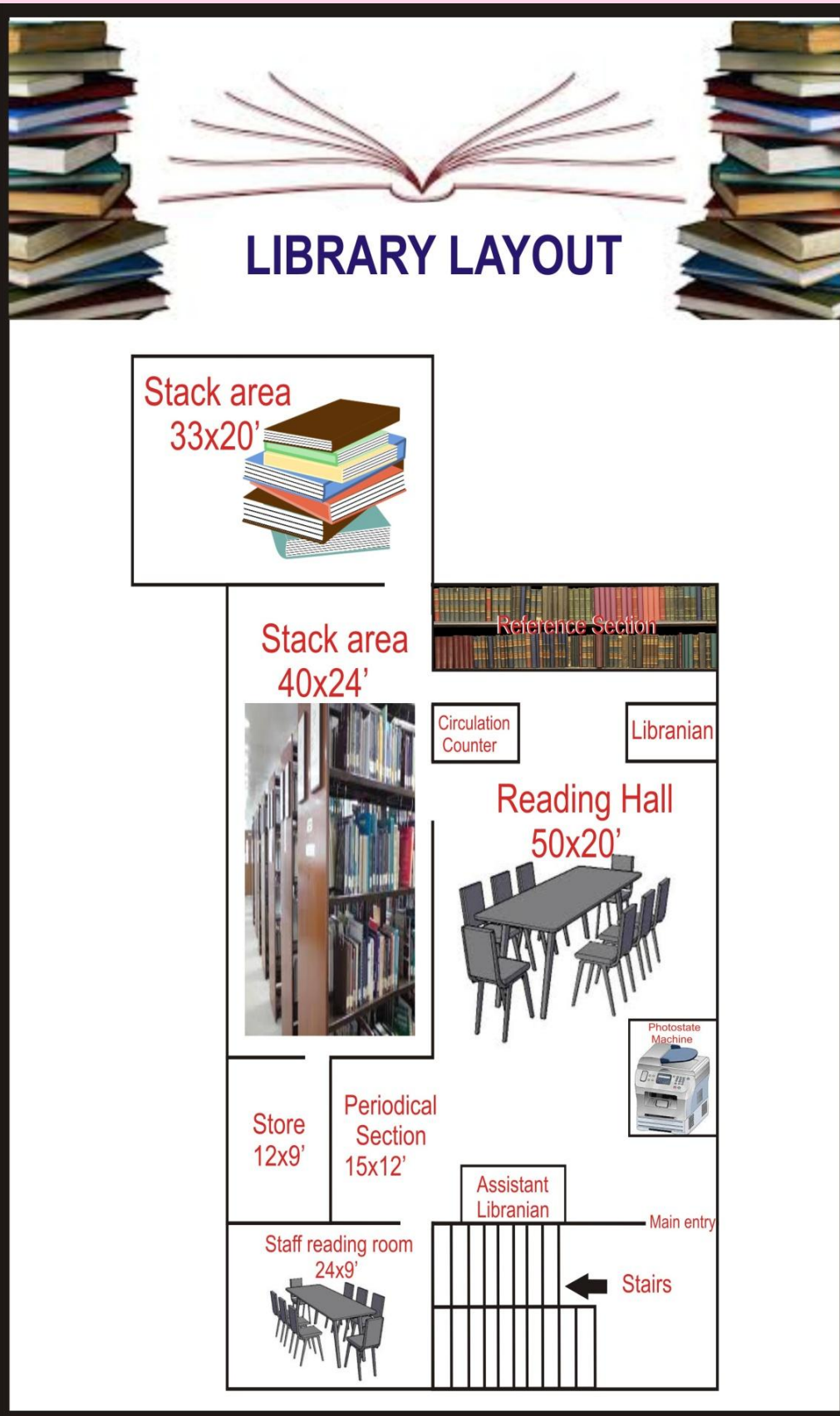
The Library Advisory committee plays a vital role in the smooth functioning and development of the College Library-

1. Our College Library has an Open Access System. Readers are free to choose the books and periodicals of their choice.
2. Fully air-conditioned Library facilitates the students with compatible, agreeable and comfortable atmosphere.
3. The Library advisory committee recommends the purchase of latest books and journals for the staff and students. It also listens to the problems of readers and helps in finding their solutions.
4. Our library staff is very cordial and gives personal attention to fulfill the academic needs of the readers.
5. In the beginning of the session Library orientation is given to the students about the use of library.
6. The attendance record of various readers and regular visitors with maximum attendance is maintained and are given academic prizes.
7. The library has formed a Readers Club to promote reading and writing skills. The writing skills of the students are judged and the winners are given awards to motivate them.

With the conscientious efforts of the Library Advisory Committee and members of Library Staff, the Library has been virtually transformed into an Academic hub of the college, INFLIBNET facility has been made available for staff.

#### **4.2.2 Provide details of the following**

Total Area of the Library (in Sq. Mts.)	296.92 sq m
Total seating Capacity	100
Working Hours(on working days, on holidays, before examination days, during examination days, during vacation)	9:00 to 4:00 p.m. (on working days, before examination days, and examination days, vacation) 9:00 am to 4:00 pm. On Sunday and gazetted othe Library remains Closed.
Lay out of the library(individual reding carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)	The Layout of the College Library is attached herewith.



**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.**

Books and Journals are purchased through recommendations from the staff and students which are scrutinized and sanction of the principal is obtained keeping in view the funds available. Some times teams of teachers are sent to the publishing houses and Book Fairs to make on the spot purchases. Books are also received through donations. The detail of books and journals received in the library during last four years is as under:

Library Holdings	2010-11		2011-12		2012-13		2013-14	
	No.	Total Cost	No.	Total Cost	No.	Total Cost	No.	Total Cost
<b>Text Books</b>	1382	Rs.298258/-	1578	Rs.309723/-	787	Rs.165341/-	898	Rs.197182/-
<b>Reference Books</b>	50	Rs.55785/-	43	Rs.71654/-	20	Rs.3595/-	6	Rs.5406/-
<b>Journals/ Periodicals</b>	78	Rs.26365	85	Rs.63269	76	Rs.31107/-	75	Rs. 49899/-
<b>e-resources/CDs/ DVDs</b>	13	Rs. 6805	-	-	9	Rs. 200/-	4	Rs. 300/-
<b>INFLIBNET</b>							INFLIBNET access to more than 6000+ e-journals and 97000+ e-books	

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

OPAC	No such tool is deployed
Electronic Resource Management package for e-journals	The College subscribes to N-List scheme of INFLIBNET
Federated searching tools to search articles in multiple databases	No such tool is deployed
Library Website	College website covers Library
In-House/Remote Access to e-publications	Yes, INFLIBNET access to more than 6000+ e-journals and 97000+ e-books



Library Automation	Yes, through Adventa Rapid
Total number of computers for public access	01
Total number of printers for public access	01
Internet Bandwidth/speed	512 kbps
Institutional Repository	No such tool is deployed
Content management system for e-learning	No such tool is deployed
Participation in Resource sharing network/ consortia (like in flibnet)	Yes, INFLIBNET access

#### 4.2.5 Provide details on the following items:

Average number of Walk-ins	200-250
Average number of books issued/returned	70-100
Ratio of library books to students enrolled	18:1
Average number of books added during last three years	1110
Number of Information Literacy training organized	As per the need of the users
Details of “weeding out” of books and other material	The process Very old Text books, out of syllabus being generally discarded by the readers are kept separately

#### 4.2.6 Give detail of the specialized services provided by the library

<b>Manuscripts</b>	<b>No</b>
Reference, Reprography, Download, Printing	Yes
ILL(Inter Library Loan Service)	No
Information Deployment and Notification	Yes
Reading list / Bibliography compilation	Yes
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.

1. Fully air conditioned library with separate reading room with 20 seats for members of staff in addition to the reading hall with 60 seats for students and separate area for PG students.
2. The library has adopted Open Access system and INFLIBNET
3. Latest university syllabuses and old university examination question papers are made available to staff and students for their guidance.
4. Overnight book loan facility is also available for readers.
5. New set of books is provided to the university position holders and book bank facility for the desterving students.

6. Photostat facility for both staff and students is available.
7. Facility to search study material and printouts are also provided to them.
8. Students are provided the facility of Property Counter.

**Special Features:-**Our College library is also imparting practical training in library ship. During last four years 05 candidates have been given practical training by our library.

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

We provide Library support and services to visually and physically impaired persons through library staff. Circulation of study material is done as per their convenience.

#### **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?)**

Yes, feedback is received from staff and students and through suggestion box installed outside the library. Suggestions received through suggestion box and conveyed verbally are considered by the Library Advisory Committee and necessary measures are taken to make desired improvements in the functioning of the library.

### **4.3 IT Infrastructure**

#### **4.3.1 Gove 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)

S.No.	Laboratories Name	Computers with Configuration	Total Number of Computers
1	Computer Labs	DELL-OPTIPLEX 3010, Processor-13-3320 ,PG@3.30GHZ, RAM-2GB, Hard Disk-500 GB, Monitor – 19”, Keyboard-104 Keys, Muse-Optical	21
		Dell-Vostro, <a href="#">Processor-i5-2400CPU@3.10 GHZ</a> , RAM-2GB, Harddisk-500 GB Monitor-19”, Keyboard-104 Keys Mouse-optical	05
		ZENITH, Processor-Pentium(R)E2180@2GHZ, RAM-1GB, Harddisk-80 GB Monitor – 17”, Keyboard-104 Keys, Mouse-Serial Port	22
2	General Office I	DELL-OPTIPLEX 3010, Processor-13-3320, <a href="#">PG@3.30GHZ</a> , RAM-2GB, Hard Disk-500 GB, Monitor – 19”, Keyboard-104 Keys, Muse-Optical	06
		ZENITH,Processor-Pentium(R)E2180@ 2GHZ, RAM-1GB, Harddisk-80 GB	02

		Monitor – 17”, Keyboard-104 Keys, Mouse-Serial Port	
3	General Office II	DELL-OPTIPLEX 3010, Processor-13-3320, <a href="#">PG@3.30GHZ</a> , RAM-2GB, Hard Disk-500 GB, Monitor – 19”, Keyboard-104 Keys, Muse-Optical	02
		Dell-Vostro, <a href="#">Processor-i5-2400CPU @ 3.10GHZ</a> , RAM-2GB, Harddisk-500 GB Monitor-19”, Keyboard-104 Keys Mouse-optical	01
4	Account Office	DELL-OPTIPLEX 3010, Processor-13-3320, <a href="#">CPG@3.30GHZ</a> , RAM-2GB,Hard Disk-500 GB, Monitor – 19”, Keyboard-104 Keys, Muse-Optical	01
		Dell-Vostro, <a href="#">Processor-i5-2400CPU@3.10GHZ</a> , RAM-2GB, Harddisk-500 GB Monitor-19”, Keyboard-104 Keys Mouse-optical	01
5	Principal Office	Dell-Vostro, <a href="#">Processor-i5-2400CPU@3.0GHZ</a> , RAM-2GB, Harddisk-500 GB Monitor-19”, Keyboard-104 Keys Mouse-optical	01
6	Hostel	Dell-Vostro, <a href="#">Processor-i5-2400CPU@3.10GHZ</a> , RAM-2GB, Harddisk-500 GB Monitor-19”, Keyboard-104 Keys Mouse-optical	01
7	Library	Quantum Pentium, Intel( R ) Pentium( R ) 4CPU2.40GHz, Monitor – 17”, Keyboard-104 Keys, Mouse-Serial Port	01
		Compaq , Intel( R ) Pentium( R ) 4CPU2.40GHz, Monitor – 17”, Keyboard-104 Keys, Mouse-Serial Port	02

Computer-Student Ratio-BCA-I -1:26, BCA-II-1:13, BCA-III-1:18, PGDCA-1:12, B.Sc.(FD)-1:29, B.AI-1:21, B.AII-1:12, B.AIII-1:13

Standalone facility (Printers) Yes  
LAN facility No  
Licensed softwares Yes  
Licensed softwares

Turbo C ++	Win Proxy	Tally ERP Multiuser 01
Fortran	Linux Red Hat 7.1	Oracle 11 G user each 02
Nortan Antivirus	Window 98	Line Red Hat Client 05
Window NT Server	Lotus 98	Linux Red Hat Media 01
Corel Draw	Oracle 9i	Office STD 2013 SNGL OLR NL ACDMC MSEM 7094 (10)

Web Design Studio	Win 7 Starter 0 EM paper Li win 8	Adobe Photoshop 01
MS-Visual studio Net	Anti Virus 2004	Ms-Office XP
Msoffic2003		

Number of nodes/computers with internet facility 21 Nodes

Any other- 07LCDProjectors, 01 Interactive Projector with Interactive Board, 02 Visualisers

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

- We possess an internet facility speed up to 572 kbps.
- Capacious Lecture Rooms and Conference Hall spiked with facilities like LCD, OHP, Visualizer etc.
- Fully air conditioned Library with internet facility, photocopier and a collection of reputed journals.
- Teaching with visual-aid in Computer Lab.

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

- High-speed Broadband and efficient handling in college.
- Technology industry generating products

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

A total amount of Rs. 3,037,390/- has been spent during last from four years (2010-2014) for ICT Upgradation, Procurement, & maintenance.

Items	2010-11	2011-12	2012-13	2013-14
Computer & Accessories	Rs. 72400/-	Rs. 65082/-	Rs. 1582256/-	Rs.46540/-
Software	Nil	Nil	Rs.604728/-	Rs. 8802/-

#### **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?**

- Computer Labs are fully equipped with Interactive Projector for delivering the lectures and Power point presentation
- Conference Hall is equipped with an Interactive Board, Interactive Projector, LCD, OHP, Visualizer. These facilities are used for Conferences, Seminars, Extension Lectures, departmental activities etc.
- There is an another Interactive projector which is installed in the college Auditorium for presenting the various major college functions coverage.
- Additional mobile projector is used by various departments whenever required.

#### **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 facilitators for the teacher.**

- Library avails the facility of annual subscription Of INFLIBNET.
- Conference Hall/ Auditorium/ Computer Labs are equipped with ICT resources for the extensive use of holding various academic activities.
- Lectures/ Workshops and Personality development courses are held under the use of ICT recourses.
- Teachers facilitate the students and direct them through the various online sources of learning.

**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?**

The college has not yet deliberated this aspect.

**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)?**

The Advisory Committee in collaboration with other committees like Building Committee, Purchase Committee and the Local Managing Committee ensures the optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities. The Heads of Departments prepare the proposals as per the requirements of their respective departments.

**Details of budget allocated during last four years**

	2010-2011	2011-2012	2012-2013	2013-2014
Building	Rs.60,00,000/-	Rs.20,00,000/-	Rs.30,00,000/-	Rs.30,00,000/-
Furniture	Rs.10,00,00/-	Rs.1,80,000/-	Rs.2,50,000/-	Rs.3,00,000/-
Equipment	Rs.5,00,000/-	Rs.5,00,000/-	Rs.6,00,000/-	Rs.6,00,000/-
Computers/ Projectors/Printers/ Visulizers	Rs.2,00,000/-	Rs.8,00,000/-	Rs.15,00,000/-	Rs.2,00,000/-
Vehicles	-	-	Rs.10,00,000/-	Rs.15,00,000/-
Library Books	Rs.5,00,000/-	Rs.6,00,000/-	Rs.5,00,000/-	Rs.4,00,000/-
Repair	Rs.10,00,00/-	Rs.10,00,000/-	Rs.15,0,000/-	Rs.2,00,000/-
Any other	Rs.7,00,000/-	Rs.8,00,000/-	Rs.8,50,000/-	Rs.14,00,000/-

**Details of budget spent during last four years**

	2010-2011	2011-2012	2012-2013	2013-2014
Building	Rs.5828602.97/-	Rs.1315587/-	Rs.1065477/-	Rs.389575/-
Furniture	Rs.414861/-	Rs.60300/-	Rs.130396/-	Rs.135315/-
Equipment	Rs.23354/-	Rs.232679/-	Rs.1909159/-	Rs.273510/-
Computers/ Projectors/Printers/ Visulizers	Rs.67000/-	Rs.650820/-	Rs.2186976/-	Rs.55342/-
Vehicles	-	-	Rs.1000000/-	Rs.1500000/-
Library Books/ E- Resourses	Rs.387213/-	Rs.444646/-	Rs.200243/-	Rs.252787/-
Repair	Rs.95122/-	Rs.114249/-	Rs.143702/-	Rs.107734/-
Any other	Rs.1754554/-	Rs.21978812/-	Rs.29662187/-	Rs.27017865/-

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

The college has a well trained and seasoned team for maintenance of the infrastructure and full-fledged team to maintain and repair the infrastructural facilities and equipment. There is a committee framed for the maintenance of college building and infrastructure comprising of seven members from teaching and Nonteaching staff. A separate committee works for the beautification of the campus.

- The college has permanent electrician, painter, plumber and carpenter on contract for repairing infrastructure.
- The regular service of the bus is got done once in a year or on Km. basis.
- Electric equipments like Generators are serviced as per hours of scheduled run.
- During the last nine years the lawns have been relaid with grass and about 800 plants and shrubs have been planted.
- The college has the credit of having the well established stadium.
- The College areas, Class rooms and labs are cleaned up and dusting is done every day early in the morning. A Separate store room is available in the library where outdated books are stored. Private binders are hired for the maintenance of old and worn out books

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

For the proper functioning of the computers, Anti Virus software is installed and updated regularly, the batteries of UPS equipment are replaced at time to time. The urgently required technical assistance for minor repairs is available in the institution itself But the major electing equipments are serviced when required.

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

The major steps taken for location, upkeep and maintenance of sensitive equipment are given below:

- There is deployment of an electrician for location, upkeep and maintenance of sensitive equipments.
- There is installation of voltage stabilizers and transformers for equipment to control voltage fluctuations and UPS System have been installed in Labs, General Offices, and Accountant Office etc.
- Equipments are installed at befitting and preserved places.
- There are 05 Submersible pumps that are installed to ensure the uninterrupted water supply. Water tanks are regularly cleaned to provide clean water. Keeping in view the noise pollution, the silent generator is installed by Kirloskar and the College has two generators set 25, 63,125kv for uninterrupted power supply. In addition to this Invertors/UPS facilities are provided in specific areas. Water coolers with purifiers are placed to provide fresh and clean water.



## Criterion V: Student Support and Progression

### Contents

#### 5.1 Student Mentoring and Support

#### 5.2 Student Progression

#### 5.3 Student Participation and Activities

### 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?

In order to ensure transparency in its practices and making the important information available to the students and the parents, the institution publishes its updated Prospectus, Annual Report and College Magazine annually. The following information is provided through these documents.

**Prospectus:** An updated and a comprehensive document in the form of prospectus is published by the institution annually. It provides information regarding the vision, mission, procedure of admission, admission rules, migration rules, eligibility conditions of UG, PG, Diploma and Add-on courses. College rules and regulation regarding general assembly, college uniform and attendance of lectures, House examinations, leave rules, rules for payment of college dues, withdrawal of names and library rules are also mentioned in prospectus. It also gives information about facilities provided by the institution like scholarships, stipends, fee concession for students belonging to scheduled caste and backward classes, lower income groups, riot victims, minority, bus facility, remedial classes, special classes, special test, canteen facility and Hostel facility. Academic and co-Academic calendar given in prospectus gives information about Admission guidelines start of ongoing and new admission classes, conduct of House Exams., declaration of results etc. It also provides glimpses of college activities, departmental functions, trips and tours of the preceding session and also the photographs of our students who excelled in academics achieving university positions, fee/funds/charges, scholarships and concession, prizes and library rules, fee structure, code of conduct, and academic calendar of the college, Trips & tours for the session, Hostel facility.

**Annual Report and College magazine:** The Annual Report and College Magazine "AVASTHA" are brought out every year. Annual Report carries information regarding curricular and co-curricular activities of the college and College Magazine provides opportunities to the students to improve their writing skills and this helps them in developing their creativity.

**College Website:** It provides important information as given in prospectus and also the information regarding events to be conducted in the college. The college website is [www.ascwkhanna.com](http://www.ascwkhanna.com)

#### **Commitment and Accountability:-**

**Tutorial Group:** -Every student is assigned a Tutorial group under the guidance of a teacher, who is expected to guide each one of her wards.

Details of Tutorials Groups given as Annexure A14(i) to A14(iii))

- Various cultural societies create a platform for the students to promote their skill and talent
- Classes are held for the students, who are weak in English to enhance their academic capability.
- In addition to this, inputs in the form of feedback from the students keep the institution accountable and on the track.
- Student dress code is strictly implemented.
- College has a provision of holding a General Assembly every Monday.- Ragging in our institution is prohibited. Severe disciplinary action is deterred against ragging.

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

Information about the scholarships/ stipends given in the college prospectus is displayed on the notice boards from time to time and also announced in Morning Assembly. Financial help like fee concession and scholarships are given to the meritorious and needy students. Fee concessions and stipeneds are provided to the SC/BC students, students of lower income group, riot victims, minority students and handicapped students. In addition to this, there is a proviosion for the National Loan Scholarship, Smt. Amar Joshi stipeneds and the stipeneds given by different persons and organizations namely the stipeneds given by Alumni Association of the college, Senior Citizen Welfare Council, Khanna, Rotary Club and Disha Educational Welfare Trust, Khanna.As and when scholarships are received from the government and other agencies it is immediately distributed to the students through bank cheque. The detail of financial assistance provided to the students during the last four years is as follows:-

**No. of Students receiving scholarships**

S.R .	Scholarship/Financial Aid	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011	Total
1	S.C & B.C. Scholarship @Rs. 5000 per student	412	339	191	203	144	1145
2	Sanskrit Scholarship @ Rs. 4000 per student	19	26	42	47	X	134
3	Minority Scholarship @ Rs. 4600 per student	84	44	140	148	101	416
4	Disha Welfare Society Scholarship @ different rates	05	20	16	05	07	46
5	Financial Aid out of Govt. Fund/ Student Aid Fund/Management Fund	237	187	235	171	41	830
6	Sports Students	10	13	08	22	10	53
7	NCC	X	X	02	X	X	02
Total		767	629	634	596	303	2626

The following table presents the details of the amount of Scholarship provided to the students during last 5 years-

**Amount of scholarship**

S. R.	Scholarship/Financial Aid	2014-2015	2013-2014	2012-2013	2011-2012	2010-11	Total
1	S.C & B.C. Scholarship @Rs. 5000 per student	Rs.1635000/-	Rs.1695000/-	Rs.1241500/-	Rs.812000/-	Rs.563777/-	Rs.5947277/-
2	Sanskrit Scholarship @ Rs. 4000 per student	Rs.76000/-	Rs.104000/-	Rs.168000/-	Rs.188000/-	X	Rs.536000/-
3	Minority Scholarship @ Rs. 4600 per student	Rs.386400/-	Rs.202400/-	Rs.644000/-	Rs.592000/-	Rs.967966/-	Rs.2792766/-
4	Disha Welfare Society Scholarship @ different rates	Rs.14000/-	Rs.57500/-	Rs.56500/-	Rs.17500/-	Rs.20300/-	Rs.165800/-
5	Financial Aid out of Govt. Fund/ Student Aid Fund/Management Fund	Rs.247652/-	Rs.326460/-	Rs.396175/-	Rs.367521/-	Rs.71204/-	Rs.1409012/-
6	Sports Students	Rs.45000/-	Rs.41000/-	Rs.50230/-	Rs.68600/-	Rs.24200/-	Rs.229030/-
7	NCC	X	x	Rs.24000/-	X	X	Rs.24000/-
	Total	Rs.2404052/-	Rs.2426360/-	Rs.2535405/-	Rs.2045621/-	Rs.1647447/-	Rs.11103885/-

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

Source	No. of Students(Percentage)				
	2010-11	2011-12	2012-13	2013-14	2014-15
Financial Support from Institution (Management and Sports)	51 (3.90%)	193 (16.23%)	243 (18.51%)	200 (14.27%)	247 (17.07%)
Financial Support from State Govt.(SC, BC, Minority)	245 (18.73%)	351 (29.52%)	331 (25.21%)	383 (27.32%)	496 (34.28%)
Financial Support from Central Govt.(NCC)	-	-	2 (0.15%)	-	-

Financial Support from National Agencies and other Societies(Sanskrit Scholarship and Disha Welfare Society)	07 (0.54%)	52 (4.37%)	58 (4.42%)	46 (3.28%)	43 (2.97%)
Total	303 (23.16%)	596 (50.13%)	634 (48.29%)	629 (44.86%)	783 (54.11%)

#### 5.1.4 What are the specific support services/facilities available for Students?

A sincere effort is made by the institution for the participation of students in various competitions- National and International, Cultural and Sports Activities various facilities are provided to them for the same.

##### a) Students from SC/ST, OBC and economically weaker sections

Students from SC/ST, OBC and economically weaker sections are given:

- Fee Concession, payment of fee in easy installments
- Scholarships
- Reservation in admission as per Central Government/University norms
- Special/Remedial Classes are arranged for SC/ST, OBC students.
- Specimen copies of text books are given to needy students.

##### b) Students with physical disabilities

Their classes are arranged only on the ground floor. All other students will assemble in that room so that they need not move from one place to another place. Even during university exams their seats are arranged at the ground floor. Special Stipends are given to handicapped students by the College as well as Punjab Govt. Washrooms for these students are available at the ground floor. Differently abled students are always encouraged on humanitarian grounds to make them feel a part of the group.

##### c) Overseas students

Well-furnished special Air-conditioned rooms are provided in the hostel. The students who wish to go in foreign country and need certificate the college provides them required certificates without any delay. Courses are taught in English medium.

##### d) Students participation in various competitions-National and International

Student who participate in various competitions are provided with:

- Special training by Experts/Coaches/Trainers is arranged for students for their better training and to prepare them for competitions.
- Refreshment is given to students participating in Youth Festival and other competitions.
- Library facility-various journals and magazines are issued to these students on priority basis.
- Computer with net facility is available.
- Bus facility is given to the participants.
- Rent for dresses is borne by the College.

Special Classes are arranged for the participants so that they can clear University Condition

**e) Sports**

- Special coaches are arranged for sport students for their better training and to prepare them for competitions.
- The students are provided with free sport kit and conveyance for participating in various competitions.
- Financial assistance is given to sports students.

**f) Medical assistance to students, Health Center, Health Insurance etc.**

- Medical room is available for the students having first aid facilities.
- College Bus facility is available for 24 hours for hostlers to take the students to hospital during emergency.

**g) organizing coaching classes for competitive exams**

- As such there is no formal mechanism for coaching for competitive examination but a NET-based test is conducted for PG students.
- Guidance is provided by the faculty members regarding Competitive Examination informally.
- Latest books are made available in the library on various competitiveness examinations like B.Ed, UGC-NET, Bank Recruitment (P.O and Clerk), Insurance, Railways, Civil Supply, Taxation, Civil Services Exams etc.
- Information regarding the details of competitive examination is displayed on notice board by Career counselling and Guidance Cell of the college

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

- Add on courses like Communicative English and Computer Based Accounting etc. are offered. In addition to this 06 Crash Courses are being run by the College
- Literary Society of the college provides platform to the students for development of communicative skills like elocution, debates, poetry writing, drama, music, dance etc.
- Personality development workshops are organized for the students.
- B.Sc Fashion Designing, BCA full subjects are offered to the students. B.Com has one compulsory paper 'Entrepreneurship and small scale business' which helps the students in developing their entrepreneurial skills.

**i) Support for "slow learners"**

- Remedial/Special tutorial classes, special assignments and tests, are organized
- Special assignment and test are given

**Exposure of students to other institutions of higher learning / corporate / business houses etc.**

Industrial visits and educational trips are arranged to expose the students to the business environment and to enhance the knowledge of the students. During session 2013-2014, various industrial visits were organized by Home Science Department, Fashion Designing Department and Commerce Department. PG students are accompanied by Staff to participate in National/International Seminars/Conferences and Lectures held at neighboring institutions for their exposure. In October 2013, National Conference was organized by the

Institution and all the Students of Maths Department and many Students from other Departments attended the Conference for 3 days.

#### **Publication of student' magazine**

To inculcate the writing skills amongst the students, the college annually publishes its college magazine "AVASTHA". The students of the college contribute their articles to the magazine very enthusiastically. The college magazine is printed under the supervision of the college Editorial Board. All the major sections of the magazine have staff as well as student editors. The staff helps the students to improve their creative skills.

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

To expose the students to the business environment, industrial visits, visits to Trade fairs at Patiala, Chandigarh, Ludhiana and Jalandhar are arranged.

- Interactions with Bank Manager and other financial corporations are arranged to inspire and enlighten our students.
- For B.Com Students Entrepreneurship is a compulsory paper. In addition to it trips to industries are arranged to develop entrepreneurial skills among the students. Educational visit was arranged for the students of B.Sc Fashion Designing to hosiery industries at Ludhiana where the students gather information about garment manufacturing process including Knitting, Dying, Finishing, the latest equipments & technology used in this process. Following Industrial/Educational Visits were arranged by the Institution:-
- Industrial Visit by Commerce, Home Science to Chankya Dairy Products (Focal Point) at Mandi Gobindgarh.
- Educational Visit by English Department to Dainik Bhaskar, Sirhind.
- Industrial Visit by Home Science and Fashion Designing Department to 'Vardhman Spinning and General Mills', Ludhiana.
- Industrial Visit by Fashion Designing Department to Fashion House 'SEO Collection' at Jagroan.
- Industrial Visit by Commerce Department to 'Markfed' Jalandhar.

**Impact:** Skill enhancement opportunities provided by the institution instill professionalism among the students and equip the students with the potential to open their own business. Our students have been employed in public and private sectors. Our students have ventured out to setup their boutiques etc.

#### **5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**

The institution is committed to mass participation of the students in Co-Curricular and Extra-Curricular activities such as sports, games, quiz competitions, debate and discussions and Youth Fest and other Inter-College competitions. For this purpose the institution has followed the following strategy-

- In the beginning of the Session a well planned Co-Academic Calendar is prepared by the Dean Co-Academic in consultation with Principal and Dean Academic and Dean Sports.



- Students are asked to fill the column in Admission Forms regarding their interest/achievement in Co-Curricular activities in Sports.
- Minor games are organized by the Head, Physical Education Department to select the students for sports.
- Various Clubs and subjects Societies have been formed to encourage the participation of students in extra-curricular and co-curricular activities of the college. 'Talent Search', 'Teej Festival' and Talent Hunt are organized to select the students for different items of Youth Festival. Students are also groomed for participation in cultural activities at Inter College, Zonal and Inter Zonal Youth Festival in different activities.
- Adequate funds are allocated to various activities and the talented performers are polished by expert trainers and accompanists so that they bring laurels to the institution.

Institution provides support to participants in the following manner:-

- House Tests are rescheduled in case the exam date clashes with competitions and tournaments conducted at national, state and university level. They are exempted from House Examinations and are allowed to appear in Special Tests to determine their eligibility for Final Examination.
- Regular refreshment special diet under supervision of canteen committee dresses, sports kit, bus facility is provided to the sports students, Various scholarships are provided to the deserving students. Their achievements are highlighted in the college magazine, prospectus at College Website. They are honored at annual Sports Meet and Prize Distribution Functions.

#### **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/ TOFLE/ GMAT/ Central/State services, Defense, Civil Services, etc.**

As such there is no formal mechanism for coaching for competitive examination but a NET-based test is conducted for PG students. Guidance is provided by the faculty members regarding Competitive Examination Informally. Latest books are made available in the library and INFLIBNET facility is available in the library for staff and students on various competitiveness examinations like B.Ed, UGC-NET, Bank Recruitment (P.O and Clerk), Insurance, Railways, Civil Supply, Taxation, Civil Services Examination etc. Information regarding the details of competitive examination is displayed on notice board by Career counselling and Guidance Cell of the college. College does not have any authorized data regarding number of students appearing and qualifying competitive exams. Every year a Quiz team is prepared for participation in Youth Festival.

- Various interactive sessions with professionals are organized to equip the students with the information regarding interviews and group discussions.
- NCC unit of the college helps the students appearing in 'B' and 'C' certificate exams, which open job opportunities in Defense, Punjab Police and Military hospitals.

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

The institution is committed to provide a supportive and conducive environment to its girl student so that they feel free to discuss their problems with staff and Head of the Institution. The college provides various types of counselling services to the students so that they have a positive and wholesome campus experience.

**Academic counselling:** The admission committee imparts academic counselling at the time of entry into the college regarding the choice of stream and subject combinations.

**Personal counselling:** In the tutorial group teacher attend student personally and try to solve their problem.

**Career counselling :** Career Guidance and Counseling Cell aims at providing the students the information and guidance about various career options. Career counselling begins right at the time of admission through the admission committee. The teachers guide and direct the students regarding the choice of stream/subjects. Seminars, lectures and presentations are other ways of disseminating information among the students and counsel them regarding career options.

**Psycho-social counselling:** On the personal level also, the teachers counsel and try to solve the problems of the students.

### 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)

Yes, the institution has a structured mechanism for career guidance and placements for its students in the form of Admission Committee and Career Counseling and placement Cell.

#### Services provided by admission committee and Career Counseling and Placement Cell:

Personality Development Workshop” was organized from 28-01-2013 to 30-01-2013 where S. Gurminder Singh (M.C) acted as the Chief Guest and Dr. S.M Kant, Director, Center for Youth and Community Development was the Resource person.	Students from various classes attended the Lecture.	About 101 students were benefitted
An extension Lecture on Career Counselling & Guidance cell was delivered by Dr. Harpreet Singh (Director A.S. Group of Institutions) on 06-03-2014 where Principal Dr. Harpreet Singh gave useful thoughts & career options for the students.	Students from B.Com and PG Students attended the Lecture.	About 285 students were benefitted.

### 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.

Yes, the institution has a Students Grievance Redressal Committee and Gender Sensitization Committee against Sexual Harassment. The cell for students functions on the basis of the suggestion / complaints received through the suggestions/ complaint box placed in the campus. This box is opened periodically. The Principal personally takes feedback from the students regarding the syllabus covered, teaching techniques of various teachers and tries to solve their problem if any, whenever required. 26 CCTV cameras are installed at important places to monitor the College activities.

The problems of the students in the Hostel regarding Mess, drinking facility or cleanliness are personally handled by the Principal of the Institution. For the smooth conduct of the hostel, a young active and an affectionate Hostel Warden is appointed who provides guidance and counselling to the students and addresses their grievances. Grievances addressed in the last four years are as following:-

- Prize-winning students were given text book along with general books.
- Problem of students regarding water facility at 2<sup>nd</sup> floor was immediately solved.
- Time-Table of Post-Graduate students was rescheduled and were given a compact time-table, so that they can get sufficient time for self-study at home.
- Problems of students regarding the teaching method of faculty members were given patient hearing and the teacher was consulted and the problem addressed.
- Issue of hygienic food in mess for hostlers was solved by the Institution.

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

Ours is a women institution, therefore we do not face this kind of a problem in the college. 26 CCTV cameras have been installed at strategic points. Students who are members of Central Association are assigned discipline duties in their free lecture for the whole session.

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

Ragging is banned in the college. Anti-Ragging activity is governed by senior staff members of the college. Because of the vigilant staff members no instance of ragging has ever been reported in the college. Rather seniors arrange Fresher's party for the new comers.

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

Since its inception in 1973, the institution is making efforts for the welfare of the students, a number of schemes are provided to the students. (Details given in 5.1.2)

#### **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?**

Yes the institution has Alumni Association which is not formally registered. The college receives feedback from its graduates for improvement

of academics and infrastructure facilities through formal and informal interaction. A meeting of members of Alumni Association committee was held on 9-9-2014 which was attended by the convener of Alumni Association Committee, Dr. Karuna Arora and other senior faculty members. The meetings of all pass outs of all under graduate and post graduate courses during the last five years were held on 15-09-2014 (2013-2014), 16-09-2014 (2012-2013), 17-09-2014 (2011-2012), 18-09-2014 (2010-2011), 19-09-2014 (2009-2010) respectively. Meetings of old members of Alumni Association, toppers, Achievers of Youth Festival and Sports Achievers of all under graduate and post graduate courses during last ten years of the college was held on 20-09-2014. Every teaching and Non Teaching staff member was asked to set at least five members for Alumni Association to be enrolled before 15-09-2014 and these members were invited to attend meeting on 20-09-2014 at 12.00 p.m. in the Conference Hall. The valuable suggestions of Alumni students have been incorporated in major decisions of the institution, i.e. the introduction of P.G. Courses and vocational courses. Teej Festival 2009-10 and 2010-11 was celebrated by the Alumni Association. The association has contributed to the beautification of the campus, donation of Gym cycle, fencing of Sports ground, Boards outside the college, books in book bank for the needy students.

## **5.2 Student Progression**

### **5.2.1 providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.**

The institution has PG Program in four subjects namely Economics, Hindi, Sociology and Mathematics and PG Diploma in Computer Applications.

#### **Session 2013-2014**

Student Progression (Subject wise)	% age
UG to PG	
Hindi	30%
Economics	17%
Maths	33%
Sociology	50%
PGDCA	5%
PG to M.Phil Hindi (as per the information from the students)	20%
PG to Ph.D.	NIL
Employed	
• Campus selection	30%
• Other than campus recruitment (Govt. and Private Teaching)	10%

The institution has the record of those students only who join PG courses in the institution itself. Rests of the students do pursue degrees like M.Phil and Ph.D but as such no authentic record can be obtained as per apparent reasons.

### **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.**

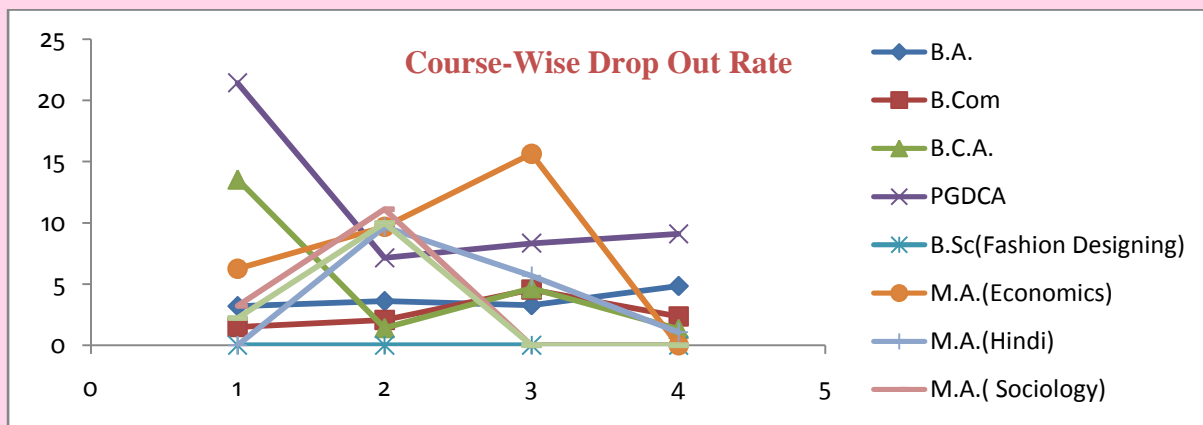
Programme wise college pass percentage, university pass percentage is given below:-

Courses		College Pass% 2010-11	University % 2010-11	College Pass% 2011-12	University % 2011-12	College Pass% 2012-13	University % 2012-13	College Pass% 2013-14	University % 2013-14
<b>B.A.</b>	I	85.02	46.93	96.20	55.59	89.09	49.76	89.78	45.62
	II	95.63	78.42	94.15	67.30	96.94	71.63	95.87	64.94
	III	95.59	60.60	95.62	58.82	95.56	66.89	98	69.20
	Hons.	100	75.85	84.61	73.30	100	75.22	100	81.84
<b>B.Com</b>	I	90	63.75	91.04	63.63	82.85	61.75	82.89	55.56
	II	89.70	72.77	88.33	69.31	90.76	75.93	96.87	74.31
	III	95.25	93.74	98.27	91.71	100	91.31	100	96.66
	Hons.	100	91.95	98.11	88.63	100	89.08	96.55	89.53
<b>B.C.A III</b>	I	73.91	49.04	86.95	43.81	36.36	21.83	70.37	39.55
	II	95.23	-	100	83.12	89.47	59.85	100	81.97
	III	100	89.19	100	89.69	100	89.24	100	85.21
<b>B.Sc. (F.D.)</b>	I	-	-	-	-	-	-	100	-
	II	85.71	77.78	-	-	-	-	100	31.19
	III	100	98.31	100	97.27	-	-	100	45.42
<b>PGDCA</b>		95	63.88	72.72	59.69	92.30	58.24	81.81	64.57
<b>M.A. (Hindi)</b>	I (Annual System)	100	36.50	-	-	-	-	-	-
	II (Annual System)	100	95.88	100	89.99	-	-	-	-
	Sem-I	-	-	100	56.74	-	-	100	58.01
	Sem-II	-	-	100	57.25	100	82.53	100	66.50
	Sem-III	-	-	-	-	-	-	100	81.93
	Sem-IV	-	-	-	-	100	90.88	100	58.72
<b>M.A. (Economics)</b>	I (Annual System)	92.85	46.21	-	-	-	-	-	-
	II (Annual System)	100	82.76	100	67.14	-	-	-	-
	Sem-I	-	-	100	44.46	-	-	100	43.43
	Sem-II	-	-	100	89.99	100	54.99	100	63.06
	Sem-III	-	-	-	-	-	-	100	-
	Sem-IV	-	-	-	-	100	82.85	100	76.50
<b>M.A.(Sociology)</b>	Sem-I	-	-	-	-	-	-	100	66.63
	Sem-II	-	-	-		100	64.59	100	47.29
	Sem-III	-	-	-	-	-	-	100	77.09

	Sem-IV	-	-	-	-	-	-	100	79.52
<b>M.Sc.(Maths)</b>	Sem-I	-	-	-				100	31.19
	Sem-II	-	-	-	-	100	59.28	100	71.82
	Sem-III	-	-	-	-	-	-	100	45.42
	Sem-IV	-	-	-	-	-	-	100	-
<b>Certificate</b>	Communicative English	-	-	-	-	-	-	58.06	-
	Computer Based Accounting	-	-	-	-	-	-	82.14	-

The following table and graph represent the Courses-wise drop-out rate.

Courses-Wise Dropout Rate (%)				
Courses	2013-14	2012-13	2011-12	2010-11
B.A.	3.19	3.6	3.27	4.84
B.Com	1.5	2.07	4.56	2.36
B.C.A.	13.55	1.42	4.68	1.35
PGDCA	21.42	7.14	8.33	9.09
B.Sc(Fashion Designing)-I	0	N.A.	0	0
M.A.(Economics)	6.25	9.67	15.62	0
M.A.(Hindi)	0	9.67	5.66	1.08
M.A.(Sociology)	3.22	11.11	N.A.	N.A.
M.Sc(Mathematics)	2.22	10	N.A.	N.A.

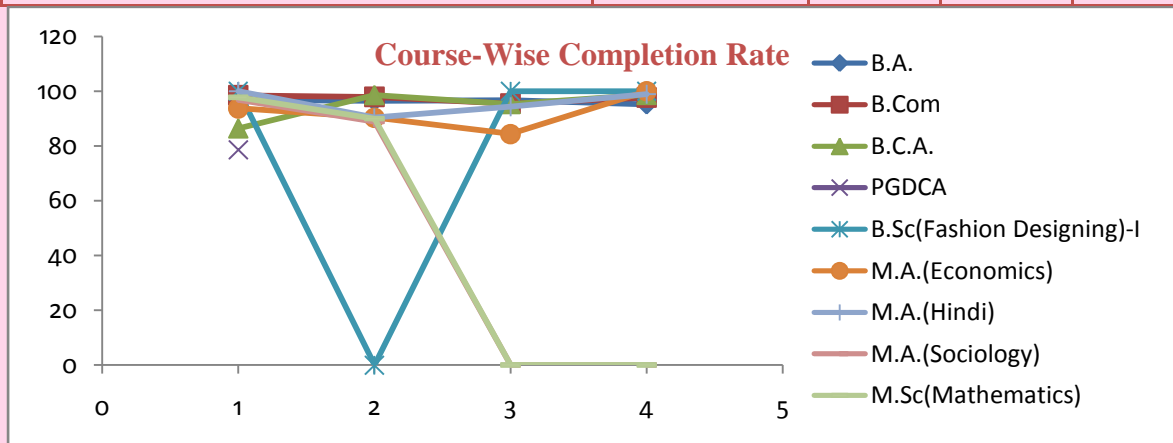


The following table and graph represent the Courses-wise completion rate:-

Courses-Wise Completion Rate (%)				
Courses	2013-14	2012-13	2011-12	2010-11
B.A.	96.81	96.4	96.73	95.16
B.Com	98.5	97.93	95.44	97.64
B.C.A.	86.45	98.58	95.32	98.65



PGDCA	78.55	92.86	91.67	90.91
B.Sc(Fashion Designing)-I	100	N.A.	100	100
M.A.(Economics)	93.75	90.33	84.38	100
M.A.(Hindi)	100	90.33	94.34	98.92
M.A.(Sociology)	96.78	88.89	N.A.	N.A.
M.Sc(Mathematics)	97.78	90	N.A.	N.A.



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

With a view to achieve the twin goals of accelerating progression to higher level of education and employment, the institution has initiated various programs from time to time. The institution has offered PG Programmes in Hindi in 2003-04 and in Economics 2004-05, and in Mathematics and Sociology since 2012-13. The institution gives first preference to old UG students for admission to PG classes and gives the fee concession and provides the employment for our students through Career Counselling and Guidance Cell. Brilliant students are recruited at the institution.

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

- A well chalked out strategy is adopted in teaching learning process. The institution has highly qualified and experienced teaching faculty. Unitization of syllabus is distributed to all the teachers as well as to students so that well defined teaching plan can be ensured.
- Despite these honest efforts, if some students are identified as slow learners or are non serious in studies by nature and are at risk of failure, special coaching classes are arranged for them and their parents are informed about their results. Report cards are sent to their parents after 1<sup>st</sup> house test and 2<sup>nd</sup> house test. Counseling is given to the students who are likely to drop out.
- Special concessions, scholarships and specimen copies of course books are given to needy students. Drop outs due to financial problem are provided liberal financial aid or are allowed to pay their fee in easy installments.
- Change of subject facility is given to the students, but that is allowed for a limited time.

- If a student does not attend the college continuously for seven days, then the information is given to the office and the student is telephonically contacted by the concerned teacher. Parents are persuaded to complete the degrees of their children.

### **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.**

For the all-round development of the students, alongwith academic achievements, sports, games, cultural and other extracurricular activities are properly planned and implemented. The institution through its Dramatic Society, Cultural and heritage society, the sports wing, NCC & NSS Units makes it available to the students. The following range of activities are available to the students:-

#### **For extracurricular activities**

**Sports:-**The college has well maintained playground for outdoor games and indoor games. The college organizes annual sports meet in which the promising sports students of the college are honored. Students participate in Inter College Competition held at Panjab University, Chandigarh.

**Outdoor and Indoor games:** The college has well maintained playground offering facilities for the following games:-

(1)**Indoor games:-** The college has well established sports room with the following equipments: Table Tennis, Weight Lifting, Yoga, Badminton, Wrestling, Boxing, Chess, Judo & Tai Kamando

(2) **Outdoor games:-** Kho-Kho, Kabaddi, 200 mts Track, Shot put, Discus throw, Long jump, javelin throw, high Jump, long races & short races.

**NSS: -** National Service Scheme is adopted by the college to instill the virtues of selfless service, amity and integrity amongst the students. Day and Night camps are arranged in the college.

One day camps are also arranged from time to time. We take pride in the extension activities carried out by our volunteers under NSS. A number of programmes are initiated such as literacy drive, lecture on Health, Hygiene, Yoga awareness, career guidance, Eye check up Camp, Tree Plantation, Traffic Rules awareness, Blood Donation Camp. Beside this NSS department along with social Sciences Department celebrate Independence Day, Republic Day and Sadbhavana Divas in the college.

**NCC: -** An NCC Unit of 53 girl cadets under 4 Punjab Girls BN NCC, Patiala, exists in the college since 2005. The aim of NCC is to impart field training to the cadets, expose them to team work, inculcate spirit of the adventure, endurance, and instill in them the value of discipline, integrity, team spirit and dignity of labour. The students are motivated at the beginning of every academic year to enroll themselves for NCC. Students attend various Annual Training Camps and also the camps for the training of Republic Day Parade going to be held on Republic Day at New Delhi. NCC Cadets also participate in March Past and National Anthem on Independence Day and Republic Day which is celebrated by Sub-Division Khanna. The cadets are groomed under the guidance of a staff member incharge of NCC. They actively participate in

various functions of the college. Chief Guests are escorted by the NCC, Cadets, very efficiently at the major college functions.

**Co- curricular activities:-**To instill the rich tradition and heritage of India, the college promotes various cultural activities. For this, the college has an auditorium (echo proof) and one Conference hall for organizing various cultural programmes throughout the year. Moreover, the Department of Music has the latest music instruments which are used by the students to polish their talent in the latest music. Panjab University organizes inter college competitions in 46 items namely theatre, music, dance, literary, fine arts, quiz and heritage items.

The college provides facility to groom the students by participating in Panjab university Zonal/ Inter –Zonal Level Youth Festival and a wide range of Intra-college and Inter-college cultural and co-curricular activities like Folk Orchestra, Debate, Elocution, Declamation, Music (vocal and instrumental), solo-Dance, group dance, Drama, Creative Writing, Quiz, Skit, Mime, Histrionics and Mimicry, Fine Arts items, Heritage items, Giddha, Group Dance, Skit, Mime, histrionics, Debate, elocution, Creative Writing, Poetry recitation, quiz, Group Bhajan, Group Song, Folk Song, Ladies Traditional Songs, Ghazal, Poster Making, Clay Modeling, Cartooning, Still Life, Landscape and Heritage items like Vaar, Kavishri singing, Luddi, Kinitting, dasuti, Pakhi making and Mehndi Designing etc. Every year students of the college participate in these activities with a lot of zeal and bag a number of prizes.

#### **Departmental Activities:**

A well-defined schedule is prepared by the Dean Co-academics in consultation with the Principal regarding the co-curricular, extracurricular and cultural activities going to be performed by the various departments, clubs and societies and the co-academic calendar is strictly followed by the institution throughout the year.

#### **CO-ACADEMIC CALENDAR 2014-2015**

Month & Year	Activity & Functions	Tentative Dates
<b>July, 2014</b>	Havan	Last Week of July 2014
August, 2014	Enrollment of N.S.S, N.C.C. Youth Service Club, Red Cross, and Red Ribbon Society	1 <sup>st</sup> Week of August,2014
	Formation of Central Association and Discipline Committee	1 <sup>st</sup> Week of August,2014
	One day Educational Trip by Commerce Deptt.	03-08-2014
	One day Educational Trip by Commerce Deptt.	10-08-2014
	Independence day celebration by History/Pol. Sci./ Soci./ Pub. Adm./ Eco. Deptt.	15-08-2014
	One day Educational Trip by Computer Deptt.	17-08-2014
	Sadbhavana Divas by NSS	20-08-2014
	Tree Plantation by NSS, NCC , Red Cross Society	22-08-2014
	One day Educational Trip by Computer Deptt.	24-08-2014

	Sanskrit Divas by Sanskrit Deptt. One day Educational Trip by Music, Dance Deptt. Teej Festival and Talent Hunt by Dramatic and Youth Service Club	30-08-2014 31-08-2014  Last week of August, 2013
September, 2014	Sports Activity by Sport Deptt. Teachers' Day by English Deptt. One day Educational Trip by Home Sc. Deptt. Hindi Divas by Hindi Deptt. One day Educational Trip by Fashion Design. Deptt. One day Educational Trip by Fine Arts Deptt. Social Justice Day celebrated by Soc. Deptt. One day Educational Trip by Pol. Sci. Deptt.	1st week of Sept. 05-09-2014 07-09-2014 13-09-2014 14-09-2014  21-09-2014 25-09-2014 28-09-2013
October, 2014	One day Educational Trip by Punjabi Deptt. Rapid Pace of Domestic Environmental Degradation by Eco. Deptt. National Integration Day by NCC Unit Blood Donation Camp by Red Cross and Red Ribbon Society Maths Awareness Day by Maths Deptt. One day Educational Trip by Maths Deptt. 7 days N.S.S. Camp by N.S.S. Deptt.	05-10-2014 12-10-2014  14-10-2014 17-10-2014 20-10-2014 1st Day of Autumn Break Autumn Break
November, 2014	One day Educational Trip by Hindi Deptt. Food Day By H.Sc. Deptt. Birthday of Guru Nanak Dev Ji by His. Deptt. System Administrator Application Day by Public Administration Deptt. One day Educational Trip by Skt. Deptt. Personality Development Workshop by Youth Service Club One day Educational Trip by History Deptt. Career Guidance and Counselling Lecture Function by Commerce Deptt. One day Edu. Trip by Soc. Deptt. One day Edu. Trip by Eco. Deptt.	02-11-2014 03-11-2014 05-11-2014 08-11-2014  09-11-2014 2nd week of Nov.  16-11-2014 22-11-2014 18-11-2014 23-11-2014 30-11-2014
December, 2014	No Co-academic activity due to Second Term House Examination and Winter vacation One Day Educational Trip by Public Administration Deptt.	1st holiday of winter Break
January, 2015	Lohri function by C.A Republic Day by His./ Soc./Pol Sci/ Public Administration Deptt. Women Empowerment by Pol. Sci. Deptt. Essay Writing Competition by Readers Club E-Waste Activity by Comp. Sci. Deptt. Exhibition by Fine Arts Deptt.	15-1-2015 26-1-2015 20-01-2015 24-1-2015 28-1-2015 30-1-2015 31-1-2015

February, 2015	Mental Ability Test by PG Deptt. & Commerce Deptt. Basant Utsav by Music/Dance/ F.D. Deptt. .Mother Language Day by Punjabi Deptt. Prize Distribution & Annual Convocation Sports Day Group Photos by C.A. Incharge	03-02-2015 On Basant Day,2015 21-02-2015 2nd/3rd week of Feb.,2015 Last week Feb.,2015 Last week Feb.,2014
March, 2015	Farewell Party of Graduate and PG Classes Co-Academic Calendar to be planned	3rd week of March, 2015 3rd week of March, 2015
April-May 2015	No-Co-Academic activity due to University Exams	
May-June 2015	Summer Vacation (tentative)	01-06-15 to 09-07-15

(Details of Co-Academic Calendar for the Years 2013-14, 2012-13 given as Annexure A13(i) to A13(v))

### **Participation in Co-Curricular/Extra Curricular and Cultural Activities**

A Panjab University Zonal Youth & Heritage Festival

Session 2014-15 Venue: Government College for Girls Ludhiana (September 23-26, 2014), Item of Participation and No of Participants: 85

1.	Music Items : No of Participants : 16, Gazal-01, Folk Song-01, Percussion 01, Folk orchestra-12, Folk Instrument- 01,	4	Fine Arts Items : No of Participants: 13 On the Spot Painting-02, Photography-01, Collage making-02, Cartooning-02, Still life-02, Rangoli- 02, Poster making-02
2.	Dance Item : No of Participants: 22 Classical dance-01, Giddha-11, Luddi-10,	5	Theatrical Items : No of Participants: 23 One Act Play-09, Skit-06, Mine-06, Mimicry-01, Histrionics-01,
3	Heritage Items : participants: 20 Long Heik-06, Kavishri-03, Vaar-03, Phulkari-01, Dasuti-01, Pakhi-01, Crochet work-01, Knitting-01, Mehendi designing-01, Kali Singing-02	6	Literary Items : Participants: 13 Poem Recitation-01, Debate-02, Elocution-01, Quiz-03, Creative Writing-06

B State-level (Inter-college) Competitions, Session: 2014-15

Venue	Participation of Item	No. of Participants
A.S. College for Women, Khanna organized by Ved Parchar Mandal, Ludhiana	Vedic Bhashan Pratiyogita	15

C Major College Functions

Sesssion	Event	Date	No. of Participation
2014-15	Havan Yajna	31-07-2014	All Students of the College
	Lohri	15-01-2015	All Students of the College
	Basant Utsav	07-02-2015	Students of B.Sc(F.D), B.A.

(Details of Participation in Co-Curricular Activities and Major functions given as Annexure A15(i) to A15(iv))

**Departmental Activities- Department, Competition/Activity, Date**

Session	Department	Activity Dated on	No. of Participant
2014-15	Commerce	Quiz Contest on 15-11-14	20
	Public Administration	Essay Writing Competition	11
	History	Birthday of Sri Guru Nanak Dev Ji on 05-11-2014	16
	Home Science	World Food Day, Cooking Competitions, Snacks Making, Desert/Pudding Making, salad decoration on 03-11-2014,	25
	Mathematics	Maths Awareness Day on 28-10-2014	28
	Economics	Prevention of Environmental Degradation on 16-10-2014	22
	Sociology	Social Justice Day on 30-09-2014	7
	Hindi	Hindi Diwas, Poetical Recitation on 13-09-2014	25
	English	Teacher's Day on 05-09-2014	16
	Sanskrit	Essay Writing Competitions on 30-08-2014	40
	Home Science.	Rangoli, Mehendi, Pakhi, Dasuti, Knitting, Crochet Work, Bhag/Phulkari on 26-08-2014 ,Cooking Competition on 03-11-2014	25
	Punjabi	Inter Class Punjabi Calligraphy Contest on 05-02-2015	70
	Fine Arts	Two Days Art Exhibition on 30-01-2015 to 31-01-2015	Students of Fine Arts Department
	Political Science	Essay Writing Competition on 20-01-2015	20
	Readers' Club	Essay Writing Competition on 28-01-2015	66

(Details of Participation in Departmental Activities given as Annexure A16(i) to A16(ix))

**B Participation in Sports and Games**

Session	Level Of Participation	Game	No. of Participation
2014-15	National Level	Karate	04
	Punjab University Inter-College Sports	Wrestling	07
		Atheletics	05



	Competitions	Kabaddi	12
		Table-Tennis	05
		Power Lifting	04
		Weight Lifting	06
		Boxing	11
		Karate	05
		Judo	06

#### Participation at Institutional Level:

	Level of Participation		No. of Participants	
	Inter-class Sports Competitions	Minor Games Competitions	Inter-class Sports Competitions	Minor Games Competitions
2014-15	Wrestling	Balloon Fighting	15	32
	Athletics'	Frog Jump	35	48
	Kabaddi	Thread & Needle	35	40
	Table-Tennis	Leg Crossing	06	60
	Taekwondo	Dodge Ball	07	50
	Weight Lifting	-	08	-
	Boxing	-	27	-
	Kho-Kho	-	40	-
	Badminton	-	42	--
	Judo	-	18	

#### Participation of NSS Volunteers

Session	NSS Camp	Venue	Events/Activities	No. of Participants
2014-15 (01-10-14 to 07-10-14)	7 Days' NSS Camp	College Campus  Salaudi Village	Dussheracelebration, cleanliness drive, yoga awarenessAwareness about clean andHealthy environment,Swachh Bharat Abhiyan, Tree plantation, lecture on carrer guidance and awareness, traffic rules, Eye and dental check up camp	100 students and 10 teachers
23-01-2015	7 Days' NSS Day Camp	Railway Station	Swach Bharat Abhiyan	40
26-01-15	7 Days' NSS Day Camp	College Campus	Independence Day	50
26-11-14	7 Days' NSS Day Camp	College Campus	Sadbhavna Diwas,Essay Writing Contest and Poster Making Contest	30

### Participation of NCC Cadets

Session	Venue	Participation
2014-15	ATC at JNV, Fatehpur Rajputana, Patiala from 3 <sup>rd</sup> July to 12 <sup>th</sup> July, 2014	08
	Khanna, 15 <sup>th</sup> Aug., 2014	22
	Pre-RDC Camp at NCC Academy, Ropar from 19 sept 2014 to 28 sept 2014	05
	ATC Camp at NCC Academy, Ropar from 29/9/2014 to 08/10/2014	05
	Pre-RDC Camp at NCC Academy, Ropar from 29/9/2014 to 08/10/2014	05
	NCC Academy, Ropar For Pre-RDC camp from 27/10/2014 to 05/11/2014	05
	Pre-RDC Camp at NCC Academy, Ropar from 6/11/2014 to 15/11/2014	05
	Pre-RDC Camp at NCC Academy, Ropar from 01/12/2014 to 10/12/2014	01

(Details of Participation in Sports, NSS and NCC given as Annexure A17(i) to A17 (v))

#### **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.**

Earnest effort is made to send the teams for all the competitions held at Panjab University zonal and inter zonal youth and heritage festivals by Dr. Prabhjit Kaur Dean Co-Academics and also for other inter-college competitions. And with the efforts of the Management, Principal, staff and students, the institution bagged a number of positions in zonal as well as inter zonal youth and heritage festivals and inter college sports competitions.

#### **A Achievements in Co-curricular and Cultural Activities**

##### **1. Panjab University Inter Zonal Youth & Heritage Festival(2014-15)**

Venue	Achievements
DAV College for Boys, Chandigarh. 30 <sup>th</sup> Oct. to 31 <sup>st</sup> Oct, 2014	Third Position: Folk Instrument

##### **1) Panjab University Zonal Youth and Heritage Festival(2014-2015)**

Venue	Achievements
Govt. College for Girls, Ludhiana. 23 <sup>rd</sup> sept 2013 to 26 <sup>th</sup> sept, 2014	First Position: 02 in Rangoli, Folk Instrument Individual first position: 02 Folk Orchestra, Mime Second Position: 03 Knitting, Still Life, Folk Orchestra Third Position: 05 Crochet, Phulkari, Short Story, Kali, FolkSong, Individual Third Position: 01 Kali

### State Level Competitions( 2014-15)

Venue	Competition name	Achievements
G.P.C., Alour 16 <sup>th</sup> Aug., 2014	Written test based on 'Ram Charit Manas'	First Second Third

(Details of Achievemets of Co-Curricular Activities given as Annexure A18 (i) to A18(iv))

### B Achievements in Sports and Games

#### 1) National Level Sports Tournaments

Session	Venue	Event	Position
2014-15	National Karate Championship at Jaipur	Karate	Bronze Medal-02

#### 2) Panjab University Inter-college Sports Tournaments

Session	Venue	Event	Position
Session: 2014-15	Panjab Uni., Chd.	Wrestling	Bronze Medal
	Amateur Athletic Association, Fatehgarh Sahib	Weight Lifting and Power Lifting	Bronze Medal
	Panjab Uni., Chd.	200m Race	2 <sup>nd</sup> position
	Panjab Uni.,Chd.		3 <sup>rd</sup> position
	Panjab State Karate Championship,Amritsar	100m Race	4 <sup>th</sup> Position
	Boxing Junior State Championship at Bhirpur.	Table-Tennis	Silver Medal-01
	Inter-College Tournament Panjab University, Chandigarh	Boxing	Bronze Medal-03
		Boxing	Gold Medal-03
		Karate	Silver Medal-01
			Bronze Medal-01
		Judo	Silver Medal-02
			Bronze Medal-01

(Details of Achievements in Sports given as Annexure A18(i) to A18(iv))

### Achievements of NCC

Session	Venue	Achievements
2014-15	ATC at JNV, Fatehpur Rajputana, Patiala from 3 <sup>rd</sup> July to 12 <sup>th</sup> July, 2014 Khanna, 15 <sup>th</sup> Aug., 2014  Pre-RDC Camp at NCC Academy, Ropar from 19 sept 2014 to 28 sept 2014	Certificate of Participation to 8 Cadets Gold Medal: Guard of Honour Certificate of Participation to 22 Cadets awarded by ADC, Khanna Certificate of Participation to 05 Cadets Gold Medal: 01 and Silver Medal: 01 in cultural activities
	ATC Camp at NCC Academy, Ropar from 29/9/2014 to 08/10/2014 Pre-RDC Camp at NCC Academy, Ropar from 29/9/2014 to 08/10/2014 NCC Academy, Ropar For Pre-RDC camp from 27/10/2014 to 05/11/2014, Pre-RDC Camp at NCC Academy, Ropar from 6/11/2014 to 15/11/2014, Pre-RDC Camp at NCC Academy, Ropar from 01/12/2014 to 0/12/2014	Certificate of Participation to 05 Cadets Gold Medal: 01 in Gidha Silver Medals: 02 for Guard of Honour Trophy :01 to Camp Senior Certificate of Participation to 05 Cadets Certificate of Participation to 05 Cadets in DCATC-I Certificate of Participation to 05 Cadets in DCATC-II Certificate of Participation to 01 Cadet

(Details of Achievements of NCC cadets given as Annexure A18 (i) to A18(iv))

### **5.3.3 How does the college seek and use data and feedback from its graduates and employees, wall magazines and other material? List the publications/materials brought out by the students during the previous academic session.**

The institution has a firm faith in SWOC analysis. The institution seeks and uses data and feedback from its graduates, their parents and employees to improve upon its weaknesses and build upon its strengths and thereby the growth and development of the institution.

The institution gets a feedback Proforma filled from the pass out graduates and uses the data to improve and upgrade infrastructure.

The institution uses the feedback to improve the teaching learning process, library, canteen, drinking water, facility, toilets and cleanliness.

A complaint/suggestion box has been placed in the college premises for the students and staff of the college. The box is opened periodically. The complaints and suggestion are discussed with the Principal by the teacher incharge of the grievance cell and efforts are made to redress the grievances. The college authorities also try to implement the useful suggestions received.

**5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine and other material?**

In order to develop the writing skills among the students and creativity among them, the college gives a platform to the students in the form of college Magazine 'Avastha' where articles, poems, stories etc. are published which gives a representation to the students. A senior teacher is the Chief Editor and other teachers are appointed as Editors of different sections like English Section, Punjabi Section, Hindi Section, Home Science Section, Commerce Section, Economics & Social Sciences Section, Music, Dance, Sanskrit Section etc, the teacher editors appoint a student editor for each section who encourages the students to contribute articles to the magazine. Students are guided in the Morning Assembly on the skill of writing the articles so that original and research based articles are obtained from staff and the students.

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

To encourage student participation in the development of the institution and to address their grievances, the college has student Central Association which addresses the practical problems being faced by the students and thereby helps to improve the working of the institution.

**Selection:** Election, via secret ballot is held in month of August every year. The elections are held strictly according to the guidelines provided by the affiliating university. The college follows all instructions/procedures in word and spirits. The date of election is decided by college Advisory committee.

**Composition:** The students' Central Association consists of President, Vice President, Secretary, Joint Secretary and class representative from each class. In addition to these, the students who are outstanding in different fields such as Academics, Sports, NCC, NSS, Youth Service, Cultural activities and those who are representatives of Red Cross Society, Red Ribbon Club, Dramatic society and student from editorial Board etc. are nominated as its members.

**Activities:**

- Meetings of the council members with the Principal are held frequently
- The council acts as mediation between the students and the college authorities. The college Central Association provides an excellent feedback on various issues and grievances of the students.
- They help to organize various functions of the college like Lohari celebration, Farewell party, Sports function etc.
- They help to maintain discipline and decorum in the college.
- The functions of various clubs and societies are also executed through the council.

**Funding:**The election of student council and the investiture ceremony both are funded by the college.

**Amount Spent on Central Association during last four years-**

Session	Amount
2010-11	Rs. 3898/-
2011-12	Rs. 2745/-
2012-13	Rs. 2850/-
2013-14	Rs. 34477/-

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

The following academic and administrative bodies have student representatives with them:-

**Central Association:** It comprises the President, Vice President, Secretary, Joint Secretary and representatives from all classes. They help in smooth functioning of the college.

**Elected Members of Clubs and Societies:**The elected members of various clubs and societies help in organizing various activities of their respective club and society.

**Class representatives:** Each class elects a CR through voting who represents the class. The CRs also help in providing feedback and implementation of important decisions concerning their classes.

**Student editors:** Each section of the college magazine has a student editor. The main function of the student editor is to help collect articles from the students and assist in editing the college magazine.

**Library committee:**The library has a student volunteer body which helps readers' access to books and maintain discipline in the library.Amount spent on books in last four years is Rs.12,84,889/-

**IQAC:** In order to adopt the accreditation quality sustenance measure an internal Quality Assurance Cell came into existence on 01-08-2005. Learning is a continuous process, the IQAC opts for the plans and programs that aims at the enrichment of the quality assurance of the college.

The IQAC is concerned about the issues including the matters as follows:-

- To bring forth new subjects and courses.
  - Strengthening students with cultural and value oriented education.
  - Opting for innovative teaching and learning process.
  - Infrastructural improvements.
  - Computerization in Administrative works.
  - Regular Technological upgradation.
  - Industrial visits in order to endorse the vocational training.
  - Social awareness and eco-friendly projects enhancement efforts
  - Scholarships for the deserving students.
- (b) The ultimate decision making power lies in the hands of the management. The proposals of IQAC are put into effect only when they are thumb up by the management. Some of the IQAC decisions which are acclaimed by the management are as follows:-
- Plan as well as execution Session 2010-2011
- Extra classes for the weak students and special coaching for meritorious



students.

- To organize seminars and workshops
- Addition of more books in the library.

#### **Plans by IQAC for session 2014-2015**

- Construction of Separate Post Graduate Block /Administrative Block after demolishing Old Canteen.
  - Arrangement for Separate Rooms for the Heads of Departments.
  - Purchase of Land for College Campus.
  - To undertake all the necessary steps required for timely accreditation of the College by NAAC in accordance with the UGC Regulation for mandatory assessment & accreditation by NAAC.
  - To construct at least four classrooms to accommodate the enhancing enrolment of College Students in different Streams.
  - To arrange the Wi-Fi facility in the College.
  - Expansion of College Library.
  - To apply for affiliation of two Post Graduate Courses i.e. M.A in Punjabi and M.A in History and two Under Graduate Courses B.Sc(Non-Medical) and B.Sc(Medical).
  - Construction of Indoor Sports Stadium out of U.G.C Grant,New Delhi to be received.
  - To extend previously started Career Oriented Programmes i.e. Communicative English and Computer Based Accounting from Certificate level to Diploma level and procure the relevant books and equipments for the same.
  - The College has submitted the XII Plan Proposal to U.G.C/RUSA,New Delhi for Financial Assistance regarding General Development and other Scheme to continue the Ongoing renovation work including the construction ,surface paint-work ,furniture repair ,electrification and water supply etc.We are hopeful to receive an early response from UGC/RUSA.
  - To setup Swami Vivekanand Studies Centre in College Campus and Swami Ambedkar Studies Centre in College Campus out of Grant Sanctioned by U.G.C New Delhi.
  - To organize and participate in Co-Academic Activities such as NCC, NSS,Talent Hunt Events,Declamation Contests,Paper Presentation Contest,Debates,Essay Writing Competitions,Community Service public awareness meets,Annual Athletic Meets and to commemorate days of special importance etc.
  - Motivate participation in Seminars/Workshops/Conferences/Extension Lectures,publish books and articles,provide research guidance,pursue research projects and develop linkage with professional societies, clubs,NGO's and Alumni Association
  - To participate in different sports competitions/championships at Inter College University Level
  - To upgrade the teaching learning process by setting up smart class rooms (Details of Plans and Execution given as Annexure A19(i) to A19(iv))
- (c) The students play vital role in enhancing educational standards. They

actively participate in various procedures of the IQAC. The handout of the alumni of the college cannot be underestimated. An Alumni meet is conducted annually to have a discussion about the campaigns and activities organized throughout the year.

(d) The proposals and plans of IQAC are brought into existence in accordance with the approval of management, principal and the senior staff members of the college. Several Committees like: College Advisory Committee, Library Committee, Grievance Redressal Committee & Gender sensitization Committee against Sexual Harassment, Discipline Committee, Examination Committee, Canteen Committee Refreshment Committee, Time Table Committee, Prospectus Committee, Fee Concession Committee, Editorial Board of the College Magazine 'Avastha', College Web Site Committee, Purchase Committee, Sports Committee, Alumni Association, Career Guidance & Counseling, Trips and Tours Committee, Hostel Committee, NCC Lay their handout in the working of the college. Annual staff meeting is conducted to evaluate the college progress in various academics and co-academics spheres.

Detail regarding submission of Annual Quality Assurance Reports to NAAC is already given in college profile.

#### **5.3.7 How does the institution network and collaborates with the Alumni and former faculty of the institution.**

The institution is in touch with its old students through its Alumni Association. There are four office bearers of the association- President, Vice President, Secretary and Joint Secretary. It occasionally organizes alumni meets. The old students keep visiting the college & interact with the head of the institution & the faculty. Some socially active alumni organize cultural functions, awareness campaigns & extension activities in collaboration with the institution. Some of our alumni give cash awards to outstanding students time to time.

The college also keeps in touch with the retired faculty members. They are invited on major college functions organized in the college. The college also keeps in touch with the Ex- members of Management who give feedback on important issues.

The college keeps in touch with the alumni through its college website which displays all the important events, achievements & activities. The college also keeps a record of its alumni in a register where their addresses are recorded.

## Criterion VI: Governance, Leadership and Management

- 6.1 Institutional Vision and Leadership
- 6.2 Strategy Development and Deployment
- 6.3 Faculty Empowerment Strategies
- 6.4 Financial Management and Resource Mobilization
- 6.5 Internal Quality Assurance System (IQAS)

### 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 institutions distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc?**

#### **Vision:**

The vision of the College is to produce awakened women in order to aim at an awakened Nation. The College also envisions raising the living standard of the rural youth by imparting quality education to them, which equips them to face not only national but international challenges also. The College also aims at fostering an enduring sense of discipline and a single-minded dedication to work among its students, who are going to be the future of the global village.

#### **Mission:**

- The college aims at providing value-based education to produce responsible citizens for the nation and to lay stress on Job-oriented Courses to make the girl students economically independent.
- To produce national and international sportspersons.
- To make the students aware of their health, environmental pollution and to guard themselves and their families against Drug addiction, AIDS and Female foeticide.
- To encourage the students to adopt one project of Social Service.
- To organize frequent seminars and workshops to broaden the mental horizons of the teachers and the students.
- To inculcate Cosmopolitan outlook among the students.
- To provide every facility to the teachers and the taught to keep them aware of the latest developments in the field of Information Technology.
- To produce Socially, Economically, Culturally, Ethically and Politically compatible citizens

#### **Objectives of the Institution:**

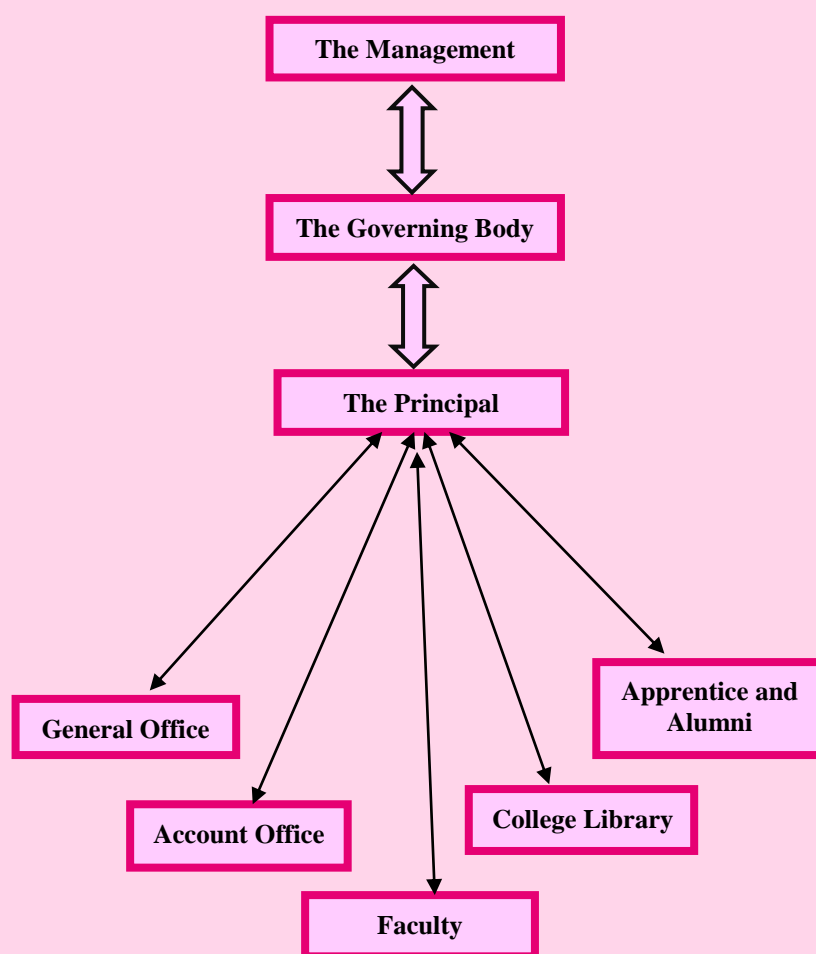
The following objectives are identified by the institution to accomplish its visions and missions:-

- To uplift the women by providing value-based education, so that they become economically independent.
- To serve the socially and financially weaker sections of the society in Khanna and its surrounding areas in order to bring about a positive change in their lifestyles

- To bring about a transformation in the women youth through education, so that they become morally, culturally and spiritually sound citizens with lucrative employment opportunities.
- All of our manifold academic, non-academic, extension and ISR (Institutional Social Responsibility) activities are in consonance with our future vision and are inclined towards accomplishing our Graduate Attributes.
- To motivate the students to realize their hidden talents to the best of their capacity.
- To sensitize the students towards burning contemporary issues and to handle them in a level-headed manner and to encourage the pupils to work as a team.
- To sharpen the leadership qualities in the students and to cultivate healthy leading skills among them by holding seminars and organizing extension lectures for this purpose.
- To inculcate a sense of empathy among them for the fellow humans.

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

The Governing Body of the institution works with progressive attitude aimed at providing value based education. The successful functioning of the institution is an outcome of the mutual efforts of the Governing Body, Principal and the faculty. The institution is marching ahead under dynamic and progressive guidance of A.S. High School Khanna Trust and Management Society, Khanna, registered under Registration of Society Act of 1860, A-25 with Certificate No.32 of 1932-33, which consists of 20 highly cultured, dedicated and enlightened persons. The trust has on its credit the successful functioning of six sister institutions also. A.S. High School Khanna Trust and Management Society, Khanna provides autonomy to each institution by conducting a democratic Governing Body in accordance with the norms of the affiliating university. Every academic session begins with Governing Body meeting conducted by the management. Besides this, the Academic and Co-Academic calendars are prepared before hand for the functioning of the academic and co-academic activities throughout the session. All sorts of issues including infrastructure, funds, channelization of grants, cases of career, the working of institution according to the directives issued by the university, UGC, State/Central government are also under the constant scrutiny of the management. In order to maintain the motto of providing quality education, the top management initiates various corrective measures frequently. There is a regular interaction between the Management, Principal, and faculty, formally and non-formally also. Being the head of the institution and ex-officio member of A.S. High School Khanna Trust and Management Society, Khanna, the College Principal acts a link between the Management, the Governing Body of the institution and the faculty members.



As the head of the institution, the Principal works whole heartedly to implement the quality policies and plans. A number of committees i.e. discipline committee, purchase committee, grievance redressal committee and gender sensitization committee, website committee, hostel committee, prospectus committee, central association etc. have been formulated for the implementation of the policies and plans. Dean Academics, Dean Co-Academics, Dean of Sports, Alumni Association Incharge, members of Time table committee and Examination committee are the most valuable assets of the institution, who help the administrative to plan and implement the policies. (Details of various Committees given as Annexure A4(i) to A4(v))

The Principal often conducts meetings with the teaching and non-teaching staff for sharing policy plans and getting feedback from them. The formation of IQAC is another effort made by the institution for the mutual working of the top management, Principal and faculty in the designing and implementation of its quality policy and plans.

As quality control and check measure, the Top Management receives feedback from general public, students, Parents, eminent personalities, and other stakeholders. All the suggestions are welcomed with large heartedness for better perspectives of the institution.

### **6.1.3 What is the involvement of the leadership in ensuring:**

- **the policy statements and action plans for fulfillment of the stated mission**
- **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **interaction with stakeholders**
- **reinforcing the culture of excellence**
- **champion organizational change**

The leadership designs the future course of action in different domains, keeping in view the academic embellishment, co-curricular, sports, and underpinning of the cultural values etc. The Management functions through its executive which is an elected body. All major policy decisions regarding introduction of new courses, sanction of posts, sanction of pay scales, career advancement/Setup of teaching and non-teaching staff, development of infrastructure, passing of the budget etc. are taken by the Management in consultation with the Principal. The authorities gather information about the various aspects of the college functioning through a number of ways. The Management encourages the participation of the staff in the process of decision-making in institutional functioning. Teaching staff has its two representatives in the college's Governing Body, which is the highest decision making body. The college has different committees comprising of teachers and members of non-teaching staff which play an important role in the planning and implementation of activities in different spheres of the institution in academic, co-academic, sports, and infrastructural field. The interaction between the Principal, the stakeholders, the faculty, the nonteaching staff, the students, and the guardians is central to the policy making. The feedback collected from the stake holders is incorporated in decision making process. The interaction with the neighboring community, NGOs, retired faculty, alumni industry is also an outcome of the skilled leadership. The Principal corresponds with the Governing Body, Government of Punjab and different stake holders. This information regarding the correspondence is further reported to the Management through the Principal.

The leadership is always making tremendous efforts to reinforce the culture of excellence. The management makes liberal provisions for motivating the faculty members to upgrade their skills through orientation, refresher courses, extension lectures and seminars. In order to develop the culture of excellence, the experienced and deserving temporary teachers are considered for the recruitment. Teachers on contractual basis need not to re-appear in the interview in the coming session. Organizational changes are realized under the able guidance of the skilled leadership. The required organizational changes are scheduled by the Principal in the meeting of the Governing Body with the help of the faculty. After the approval, the changes are executed.

### **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 clear-cut and efficient mechanism to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time.

The Principal is the key figure in the institution's link with all external and internal agencies. In this capacity she monitors, implements and evaluates policies and plans. In consultation with the college Management and the college Advisory Committee, she prepares the blueprint for various academic, administrative and co-curricular activities. Time frame and excellence are the watch words for effective implementation. With respect to students, the policy of positive motivation is enforced within permissible rules. Performance of individual teachers, cells, committees, etc. is evaluated through self-appraisal activities convened by each member.

The principal presents the Annual Report at the time of Convocation and Annual Prize Distribution function through which complete information regarding the financial resources generated, expenditure on various projects scholarships provided to the students, grants received under UGC Schemes, student strength, results of the college, sports achievements, cultural activities achievements etc. is provided and the management appreciates the achievements of the college and gives the suggestions.

Regular meetings with the members of college Advisory Committee, Heads of various departments are held to ensure the implementation of the plans and the record of these meetings is properly maintained in a separate register.

In order to estimate the outcome of the Institutional policies, the valuable feedback is obtained from the stakeholders, students, parents, industry and alumni.

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

Management is the supreme decision making body of the college which undertakes strategic decisions regarding academic and co-academic development of the college. The Management and the Principal ensure the growth of academic leadership in the faculty in the following manner:-

- From time to time, meetings are arranged by the President and the Secretary of the college along with other representatives of management to interact with the Principal, staff and students to discuss the ways & means which can upgrade the college. Persuading and propelling the faculty members to upgrade qualifications and be a party to various seminars and conferences.
- Providing flexibility and autonomy to the committee conveners to lead and execute growth plans along with their terms.
- Adopting a flexible and friendly outlook inviting precious views on the important issues concerning discipline, curricular, co-curricular and sports activities.
- Preparing the plan for academic and co-academic activities of the college for the whole session with the help of senior faculty members.
- Distributing the work load among the teaching faculty.
- To embolden the faculty to participate in various academic bodies.
- Introducing the new elective subjects and courses.

- Planning for UGC Grants and the budget for the coming session.
- Planning infrastructure as per the requirement.
- Inviting opinions and advice on critical issues related to students discipline, planning and academic sports and cultural activities.
- Recipients of Ph.D degrees, during the service are honoured at Annual Convocation.
- Eminent scholars are invited from reputed institutions for extension lectures.
- Getting feedback from stakeholders and incorporating the suggestions.
- The faculty decides the internal marks of the student based on the criteria given by the University. The Management doesn't interfere in the freedom of staff when a decision is taken for the students.
- The staff can recommend the best students and represents them to the management and based on that the meritorious students get some financial assistance from the College.
- The Principal advises all the Heads of the Departments to give absolute freedom during the selection of the papers to be taught by the staff while deciding the willingness and specialization so that the students are benefited.

#### **6.1.6 How does the college groom leadership at various levels?**

The college aims at imbibing leadership among the staff and students. Special care is taken for the mass participation of the staff members in all the academic and administrative planning and implementation. It grooms leadership skills in the employees at all levels of their career through a wide range of activities. This is helpful in the alignment of the personal goals of an employee with that of institutional growth. This institution works on the principle of co-operative decision making and fragmentation of authorities.

The management is always encouraging and supporting the involvement of the staff for improvement in efficiency of the institutional process. The involvement of the staff members in different growth oriented institutional activities is brought out by the Management through Principal. Staff members are appointed as a Bursar, Dean Academics, Dean Co-Academics, Dean Sports, Heads of the Departments in order to inculcate a sense of leadership.

Various committee like Building committee, Advisory committee, Discipline Committees, Examination Committee give a platform to the staff members to actively participate in the important activities.

The college promotes leadership skills in the students in the manner as given below:-

- Students are made to play important roles in various college functions, farewell parties and festival celebrations to inculcate leadership skills.
- Workshop on personality development is organized in the college.
- The students act as student editors for the various sections of the college magazine 'Avastha'.
- The Students who excel in academics, co-academics and sports are appointed as Class Representatives.

- The college has Central Association which is elected every year by elections held in the college, where every student of the college has the voting rights. The association plays an important role to bring forth the problems of the students for their solutions.

#### **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 Principal of the college pioneers the decentralized governance system. Fabrication of various bodies and councils and committees are framed to assist Principal in all aspects of the institution. The Head of Departments, Incharges of various committees acquaint the Principal with the execution of institutional activities.

- The IQAC members chalk out plans and identify targets to be achieved during the academic session. It evaluates and reports on the performance of various committees, departments etc.
- The Bursar in collaboration with accounts departments monitors whether the purchase of equipments is done as per the norms of the college.
- Autonomy with reference to student admissions is given to the departments to filter the students based on the merit as per the Government norms in consultation with the convener of Admission Committee. Before releasing the interim list of students selected for admission, the Principal validates the list with regard to compliance with admission norms.
- Autonomy is given to the faculty to devise various pedagogies for the Teaching-Learning process. These are then monitored during the preliminary meetings at the beginning of the session.
- Departments are given the freedom to invite academic experts for their National/State level programmes from any part of the country. The equipments and books to be purchased are decided by the respective departments, though the college allots money for these.
- Independent activities are carried out by various committees of the college for the session.

#### **6.1.8 Does the college promote a culture of participative management? If “yes”, indicate the levels of participative management.**

The college does promote the culture of participative management in a dual process. At one hand the Management actively participates, counsels and cautions the institution in all activities and on the other hand it welcomes the suggestions and options put forth by the representatives of all faculty members.

- The management invites senior faculty members to represent the faculty in the academic meetings where important resolutions are ended. Two faculty members are elected to be in the Governing Body as representatives of staff for a period of three years.
- The IQAC is constituted as per the norms of UGC. This ensures the involvement of teaching, administrative/technical staff, students, management representatives, community representatives, nominees from employer/industrialists and external experts in the decision making process.

- The heads of all the departments and the senior faculty are actively involved in the decision making process ensuring a role for each of the departments.
- The student Council i.e. Central Association President, Vice President, Secretary & Joint Secretary and Class Representative represent the whole student body. They communicate the decisions taken by the Management and the opinion of the Principal to the entire student body.
- The representatives of the student Council suggest solutions to students' problems on Campus and work on issues related to the campus. They function in close association with the class representatives and the management.

## **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?**

In the beginning of each session, a quality policy is prepared by the Management in collaboration with the Principal and the college Advisory Committee. Following its vision and mission statements the institution aims at offering realistic education for the empowerment of women from all the strata of society by promoting academic brilliance, employability and headship with social obligations. The college is guided to empower girls by imparting them education and taking care of their general well being. Consistent steps have been taken to imbibe quality factor to its various units by the college. The tentative plans are designed by the IQAC based on the activities recommended by the various departments for the academic year. The Governing Body permits the proposed plans to be presented before the stakeholders. After this it is put before the teachers, students' representatives and administrators and then placed before the Governing Body for supervision and implementation.

### **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 opts for the extension of its development work which is already in progress. In the academic arena, the college aims at starting many post graduate courses. The prospective growth plans of the institution involves the active participation of teachers, students and members of the Management.

#### **Areas of perspective plan:-**

- Improving result: - One student of the institution bagged 1<sup>st</sup> position in B.A.I examination conducted by Panjab University Chandigarh in 2013-14. The institution endeavors to bring more such laurels.
- Adding new courses: - The College plans to add post graduation courses M.A History, M.A Punjabi, M.Sc. (IT) and under graduate courses BBA and B.Sc. Home Science.
- Improving Infrastructure: - To meet the new challenges and requirement of the future, the college plans to improve infrastructure in term of building, library and physical amenities for students.
- Increasing strength of students: - The higher number of students will reduce the cost of education. So the college aims at increasing the number of enrolments.

- Adding welfare schemes for students and employees.

All the budget estimates are presented in the meetings of the college Governing Body. They are discussed at length and thereafter get approved. The institution makes its plans in accordance with the UGC five year plans. The following table presents the requirements approved by the college planning Board for the XII five year plan which was submitted to the UGC, New Delhi for financial help:-

S.No	Items under Basic Development Grant	Amount Approved by Planning Board (Rs.)
<b>a</b>	Books& Journals	05Lacs
<b>b</b>	Equipment	30 Lacs
<b>c</b>	Instrumentation Maintenance facility	02Lacs
<b>d</b>	Construction/Extension /Renovation of building: Classrooms Staff quarters/Teacher's Hostel Auditorium Cycle Stand/Moped Shed	20Lacs 25Lacs 50Lacs 10Lacs
<b>e</b>	Improvement of existing premises	01Lacs
<b>f</b>	Competence building initiatives in college	02Lacs
<b>g</b>	Cultural Activities	02Lacs
<b>h</b>	Educational Innovation	02Lacs
<b>i</b>	Field Work/Study Tours	02Lacs
<b>j</b>	Extension Activities	01Lacs
<b>k</b>	Improvement of facilities in existing premises- common room and toilet facilities for women	02Lacs
<b>l</b>	Establishment of Day Care Centre in College	02Lacs
<b>m</b>	Human Rights & Duties Education	02Lacs
<b>n</b>	Career and Counseling Cell	02Lacs
<b>o</b>	ICT in Education	02Lacs
	<b>Total</b>	<b>162 Lacs</b>

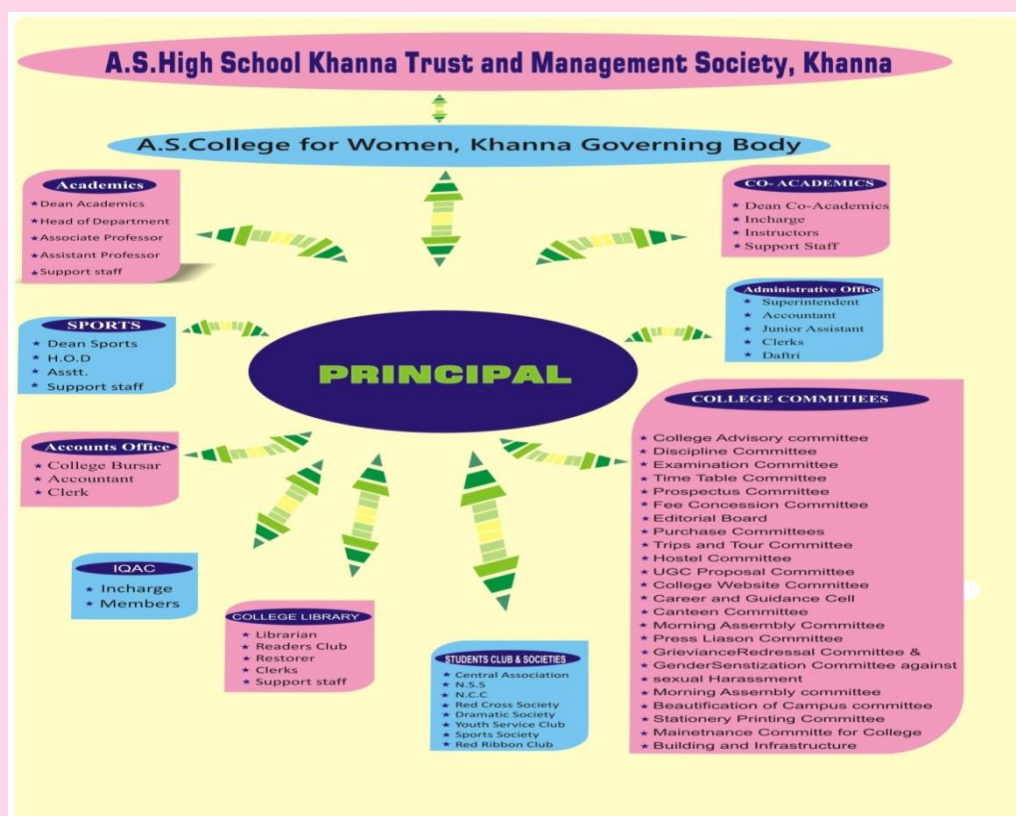
Various committees have been framed for the proper realization of perspective plans. Teachers are always actively involved in the working of institutional plans.

Following the schemes and instructions, the elaborated proposals are chalked out by the expert teachers with the help of faculty members. A specific area is allotted to the individual according to his/her specialization.

### 6.2.3 Describe the internal organizational structure and decision making processes.

The following pictorial graph gives a view of the internal organizational structure and decision making process:-





Collective decision making coupled with individual responsibility is the structural basis of the institution. A.S.High School Khanna Trust and Management Society, Khanna is the ultimate decision making authority. The Governing Body of A.S.College for Women, Khanna is the elected executive body, which has the scrutinizing power over the institution in collaboration with the above stated ultimate decision making authority. As presented in the above pictorial graph, there is an integrated organizational structure working in the institution. Dean Academics, Dean Co-Academics and Dean Sports are in alliance with the Principal. Various committees have been formed as helping hand to the Principal for the smooth functioning of the institutional activities. There is a constant dual flow of information between the Accounts office, Administrative office and the Principal Office. IQAC is another important component functioning in regular intimacy with Head of the institution. The college library is answerable to the Principal for providing library facilities to the students. Students clubs and societies are headed by the experienced senior teachers. They are required to report to the Principal frequently. The Principal has a multiaspected role to perform as there is both upward and downward communication going on within the institution, between the institution and the management constantly.

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

- Teaching and Learning
- Research & Development



- Community engagement
- Human resource management
- Industry interaction

### **Teaching and Learning**

Our major concern is student-centric teaching learning process. So the betterment of the teaching methodology has always been given preeminence.

- Teachers are encouraged to mix the traditional teaching method with different pedagogies like surprise tests, group discussion, debates, tutorials and seminars etc.
- The college owns accomplished faculty members, who actively remain associated with the academic programmes.
- Teachers are encouraged to undertake research work.
- Schedule of Work is prepared for the balanced completion of the Syllabus through out the session.
- Meritorious students are given awards, prizes, scholarships and financial aid.
- Regular upgradation of Library
- The students become aware of the evaluation methods in their class rooms through communication with the teachers. Further the college notice board also displays evaluation information.
- The teachers are provided with full autonomy regarding their choice of seminars, refresher courses, orientation courses to enhance their knowledge.
- Special classes and remedial classes are conducted in the college.

### **Research & Development**

The faculty is very much aware of the growing importance of the research based education. The college encourages the teachers for research work. The college is already having 12 Ph.D teachers. Many teachers of the college are engaged in active research work.

- Due encouragement is provided to the teachers for attending seminars/conferences/workshops.
- They are motivated to take initiatives for the research projects.
- For the advancement and betterment of the staff and the students seminars/conferences workshops are organized by the college.
- Important and valuable guest lectures are delivered by the eminent and well known personalities for the advantage of the staff as well as the students.
- The institution also provides support in terms of laboratories, Computer, Internet, INFLIBNET, photography equipment, library and Xerox facility.

### **Community engagement**

Many cells are actively engaged in community service as the college is well aware of its social accountability and commitment.

- N.C.C. and N.S.S. Units of the college works for the good fortune of the deprived children and women, through its various social initiatives. .
- The Red Cross & Red Ribbon Society is active in the area of holding

blood donation camps.

- Invitation to the eminent personalities of the region during cultural programmes.
- Arrangement of the guest lectures by the renowned doctors and medical practitioners for the medical awareness of the staff and students including Eye Checkup Camp, Lecture on Cancer Awareness, Hazards of over use of Mobile Phones, Importance of Breast Feeding etc.
- Keeping in mind the social responsibility the college allows the use of its auditorium and hall for social activities and govt. affairs.
- Organizing seminars on social issues.
- The passouts in the surrounding towns and villages are counselled by the college team during the admission promotion.

#### **Human resource management**

The institute works with the idea of doing full justice with the deserving candidates and providing them the opportunities for further learning. The faculty and administrative staff members are motivated for the upgradation of their skills that will go long way in the improvement of the institution.

- For the decision regarding the increments and career advancement, self-appraisals, API Performa's and ACR's are used.
- The prescribed norms and procedures are strictly followed while making regular appointment. The selection of contractual/Adhoc staff is also coupled with the advice of the external experts.
- There is a distribution of duties and work load among teaching staff and various committees. Conveners and the Head of the institutions work as the supervising power.
- The office superintendent and the Principal also monitor the performance of duties by the office, which have been assigned to them.
- In order to provide quality education, deserving and competent teachers on contractual/Adhoc basis are reappointed.
- The attendance record of the arrival and departure of the teachers is maintained in a register.
- Career guidance and counseling cell of the college motivates the students. Experts from the industry are invited to the visit the institution to provide career guidance and counseling to them. Industrial visit are organized for the students. Students of B.Sc fashion Designing and Functional English are provided face to face interaction with the reputed business houses and printing press.
- Specific duties have been assigned to class IV employees. Their performance is monitored by the office superintendent, senior teachers and the Principal.

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

The intercommunication between the Management and the Principal is an ongoing process. The feedback is collected from teachers, students and the public regarding the teaching quality, curriculum, co-curricular activities and

so on. The important matters are conversed in the meeting of the managing committee and after thorough discussion, the activities of the institution are channelized. The press and media acts as a sharing link between the institution and the general public.

- The college Management provides an overview of all the activities carried out through the whole academic session, in the form of the publication of Annual Report.
- The College Website is an information window for the students, staff and parents. Prospectus is also a key to the information about the institution.
- Required Bodies and Panjab University are also informed regularly about the college status.
- The valuable feedback from the students, alumni and parents is discussed in the staff meetings and this is further conveyed to the management by the principal.

#### **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 involvement of the staff in improving the effectiveness and efficiency of the institutional processes in the following ways:-

- Two staff members act as staff representatives in the College Governing Body.
- The Principal is privileged with full autonomy for the betterment and welfare of the institution. The involvement of various staff members including teaching and non-teaching in various committees of the college is such an initiative taken by the Principal. Every year at the start of session, a proper plan is framed to form various committees like Admission Committee, Examination Committee, Library Committee, Advisory committee, IQAC etc (Detail of various Committees given as Annexure A4 (i) to A4 (v)).
- In order to improve the effectiveness and efficiency of the staff, timely increments/career advancement/step ups are provided.
- Uniform is provided to the class IV employees annually.
- Strict norms are followed for the provision of retrieval benefits like PF, Leave encashment and Gratuity.
- ESI facility/Medical allowance is provided to the staff following the desired norms.
- On the basis of the performance appraisal, contractual/adhoc staff is reappointed.
- The achievements of the teachers are honoured at the Annual function. 05 Faculty members were honoured at the Annual Prize Distribution function of the college in 2013-14 for the completion of their Ph.D.

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

Out of 68 Resolutions made by the Management Council of our College in the last year, some of the main resolutions passed regarding welfare of the staff, students and the institution are as follows:-

**1) Date of Meeting:** 6.6.2013

**Agenda Item:** Permission to hold UGC and DST Sponsored National Level Conference in the subject of Mathematics in the month of August 2013

**Resolution Passed:** Resolved that permission is hereby granted to hold the UGC and DST Sponsored National Level Conference in the subject of Mathematics in the month of August 2013 or whatever date is finalized by the UGC and DST.

**Status of Implementation:** Duly implemented

**2) Date of Meeting:** 6.6.2013

**Agenda Item:** To utilize the Grant of Rs.14 Lakh sanctioned by the UGC to start two Add on Courses i.e. Communicative English and Computer Based Accounting.

**Resolution Passed:** Resolved that permission is granted for two Add on Courses i.e. Communicative English and Computer Based Accounting and madam Principal is authorized to utilize the grant of Rs.14 Lakh sanctioned by the UGC, New Delhi as per guidelines.

**Status of Implementation:** Duly implemented

**3) Date of Meeting:** 6.6.2013

**Agenda Item:** Permission to grant annual increment of the staff as per details given below:

1 Ravinder Kumar (Jr. Asstt) 04/2013 (Covered)

2 Mala kalia (Clerk), 07/2013 (uncovered)

**Resolution Passed:** As per report of Madam Principal the annual increments were granted to the above mentioned employees.

**Status of Implementation:** Duly implemented

**4) Date of Meeting:** 6.6.2013

**Agenda Item:** Submission of work load for the session 2013-14 and permission to advertise the posts accordingly.

**Resolution Passed:** After discussion it was resolved that the contract of Ms. Kusum Bodh and Contract of S. Jit Singh librarian be extended for further 1 Year i.e. 01.07.2013 to 30.06.2014. It was further resolved that 1 part time post for Hindi be sanctioned to cover up any future requirement (if needed). Work load for the session 2013-14 is approved and the post be advertised accordingly.

**Status of Implementation:** Duly implemented

**5) Date of Meeting:** 6.6.2013

**Agenda Item:** To consider the request of staff members of Computer Department regarding their work load.

**Resolution Passed:** The work load of computer department was discussed in the meeting. It was resolved the work load be distributed among the staff as per Panjab university rules.

**Status of Implementation:** Duly implemented

**6) Date of Meeting:** 6.6.2013

**Agenda Item:** Implementation of Revised grades to the Non Teaching Staff (Covered posts) w.e.f. 1.1.06 instead of 1.8.2010 vide Punjab Govt Letter no. 11/193/2008-03(EDU)1/1558 dated 8.6.2012 and DPI Memo No. 6/17-2006 grant-II (5) dated 21.06.2012

**Resolution Passed:**After discussion it was unanimously resolved that the revised grades in the non Teaching Staff (Coveredposts) w.e.f. 1.1.06 instead of 1.8.2010 vide Punjab Govt Letter no.11/193/2008-03(EDU)1/1558 dated8.6.2012 and DPI Memo No. 6/17-2006 grant-II (5) dated 21.06.2012 be allowed . It was also resolved that the arrear will be paid as and when received from the Punjab Government

**Status of Implementation:** Duly implemented

**7) Date of Meeting:** 6.6.2013

**Agenda Item:**Implementation of Revised grades to the Non Teaching Staff (Uncovered posts) w.e.f. 1.1.06 instead of 1.8.2010.

**Resolution Passed:**After discussion it was unanimously resolved that the revised grades in the non Teaching Staff (Uncovered posts) w.e.f. 1.1.06 instead of 1.8.2010 vide Punjab Govt Letter no. 11/193/2008-03(EDU)1/1558 dated 8.6.2012 and DPI Memo No. 6/17-2006 grant-II (5) dated 21.06.2012 be allowed. It was also resolved that the arrear will be paid as and when received from the Punjab Government

**Status of Implementation:** Duly implemented

**8) Date of Meeting:** 6.6.2013

**Agenda Item:**Request letter of citizens of Khanna regarding the Lighting arrangement in the Play Ground

**Resolutions Passed:**It was resolved that Lighting arrangement in the Play Ground be arranged and sum of Rs. 50000/- was sanctioned for the Lighting arrangement in the Play Ground

**Status of Implementation:** Implementation in progress.

**9) Date of Meeting:** 6.6.2013

**Agenda Item:**To confirm the action taken by the worthy President, General Secretary/ Secretary in the following matters where the permission was granted subject to the approval of the Governing Body:-

- a) Sanction of Wheat Loan to class III and IV employees for the session 2013-14.
- b) Sanction of enhancement of the Dearness Allowance from 65% to 72% to the covered staff vide D.P.I (C) letter No. 6/17-2006 GR (5) dated 01.03.2013.
- c) Sanction of enhancement of the Dearness Allowance from 65% to 72% to the uncovered staff

**Resolution Passed:**

- a) It was resolved that the Wheat Loan be given to class III and IV employees for the session 2013-14 as per previous practice.

- b) It was resolved that the enhancement of the Dearness Allowance from 65% to 72% to the covered staff vide D.P.I ( C) letter No. 6/17-2006 GR (5) dated 01.03.2013 be granted.
- c) It was resolved that the enhancement of the Dearness Allowance from 65% to 72% to the uncovered staff be granted.

**Status of Implementation:** Duly implemented

**10) Date of Meeting:** 6.6.2013

**Agenda Item:** Miscellaneous with the permission of Chair

**Resolutions Passed:**

- a) It was also resolved that DC Rates (Minimum Wages) be implemented to clerks, drivers & other categories.
- b) It was also resolved that the payment of P.F., Death cum gratuity and other benefits be paid to the legal heirs of late Sh Ram Lal as per the affidavits given by the legal heirs except the mother of late Sh Ram Lal who has already submitted an affidavit to the college for relinquishment of her share in favour of Smt. Ram Kali. However an indemnity bond be obtained from Smt. Ram Kali to the effect that she will indemnify the college to the extent of the amount of share of Smt. Jagrani claims her share of payment at any later stage.

**Status of Implementation:** Duly implemented

**11) Date of Meeting:** 15<sup>th</sup> June 2013

**Agenda Item:** Submission of Annual Budget estimates for the period 1.4.2013 to 31.3.2014.

**Resolutions Passed:** The Annual Budget as prepared by the office for the period 1.4.2013 to 31.3.2014 was presented in the meeting. After discussion it was unanimously resolved that Annual Budget be passed.

**Status of Implementation:** Duly implemented

**12) Date of Meeting:** 15.06.2013

**Agenda Item:** Submission of Balance Sheet for the period 1.4.2012 to 31.3.2013.

**Resolution passed:** The Annual Accounts for the period 1.4.2012 to 31.3.2013 audited by the Chartered Accountant was discussed in the meeting. The balance sheet was approved for the same period.

The Summary of the Budget is as under:-

Amt(Rs.)

Recurring Exp. Rs. 4,69,22,000

Income Rs. 3,47,28,000

Deficit Rs. 1,21,94,000

Capital Rs. 1,67,50,000

Total Deficit Rs. 28,94,400

**Status of Implementation:** Duly implemented

**13) Date of Meeting:** 20.06.2013

**Agenda Item:** To seek permission to start the construction of common room for the girls out of MP LAD Scheme received from honorable M.P. S Sukhdev



Singh Libra.

**Resolution passed:** Madam Principal informed the house that 60% amount of MP LAD Scheme that is Rs. 1 Lakh and Eighty Thousand has been received by the office. It was unanimously resolved that the construction work be started with immediate effect. Worthy college Secretary and Madam Principal are authorized for the same.

**Status of Implementation:** Duly implemented

**14) Date of Meeting:**30.06.2013

**Agenda Item:**To approve the Audited accounts for the year 2012-13 and the Annual Budget for the year 2013-14 of A.S. College for Women, Khanna

**Resolution passed:** The General Secretary placed on table the audited accounts of 2012-13 and Annual Budget 2013-14 of A.S.College for Women, Khanna, Anticipated Income Rs.4,69,22,000 and the Proposed expenditure Rs. 3,47,28,000 and Capital expenditure Rs. 1,21,94,000 and total Expenditure 1,67,50,000 and total deficit of Rs. 2,89,44,000. Hon,ble members of theManaging Committee after discussion unanimously approved the Audited Accounts 2012-13 of A.S.College for Women, Khanna and approved the following modified budget anticipated income Rs. 3,49,28,000 and expenditure Rs. 4,70,22,000 and Capitalexpenditure of Rs. 1,67,50,000 and total expenditure of Rs.6,37,72,000, deficit Rs. 2,88,44,000 was unanimously passed.

**Status of Implementation:** Duly implemented

**15) Date of Meeting:**13.11.2013

**Agenda Item:**Appointment of staff on adhoc basis for the following posts as per detail given below:-

S No.	Name of Post	No. of Post	Appl. Rec.
1	Assistant Prof. History	1	2
2.	Assistant Prof. Maths	1/2	3
3.	Assistant Prof. FD	1	1
4.	Hostel Wardencum Clerk	1	2

**Resolution passed:** It was unanimously resolved that as per the recommendation of the Principal of the college, General Secretary and President of the Managing Committee, sanction for the appointment of teachers/employees mentioned in the agenda item be accorded. But the Selection be made up to end of the session.

**Status of Implementation:** Duly implemented

**16)Date of Meeting:**13.11.2013

**Agenda Item:** Permission to release the Provident Fund and death cum gratuity benefits to the legal heirs of Sh. Ram Lal.

**Resolution passed:** It was unanimously advised that as per office note and recommendation by the Principal to the effect that there are total five natural legal heirs of Late Sh. Ram Lal i.e. mother, wife, one minor son, one minor daughter and one major daughter. Mother and Major daughter has already submitted a duly undertaking to the effect that their share may please be given

to his wife. Thus unanimously advised that the share of minors be deposited in the shape of FDR in a nationalized bank with a condition to withdraw the same after attaining the age of major and the share of mother and major daughter be paid to the wife of Late Sh. Ram Lal along with her own share.

**Status of Implementation:** Duly implemented

**17) Date of Meeting:**13.11.2013

**Agenda Item:** Permission for the annual increment of the staff as per detail given below:-

S.No	Name	Designation	Date of Increment
1.	Ms. Vaneeta	Misc Cl	Oct 2013

**Resolution passed:** It was unanimously advised that annual increment of the employee be sanctioned under rules and as per the recommendation of the Principal.

**Status of Implementation:** Duly implemented

**18) Date of Meeting:**13.11.2013

**Agenda Item:** Permission to grant P.F. Loan of Rs. 25,000/- to Ms Vaneeta Tewari, Misc. Clerk out of her P.F. Account

**Resolution passed:** It was unanimously advised that P.F. loan of the employee of the college be sanctioned as per the recommendation of the Principal if the rules and norms of the college so permit.

**Status of Implementation:** Duly implemented

**19) Date of Meeting:**13.11.2013

**Agenda Item:** Permission to release the Provident Fund to Ms. Mohinder Kaur, Lab attendant who retired on 31/7/2013

**Resolution passed:** It was unanimously advised that withdrawal of P.F. of the employee college be sanctioned as per the recommendation of the Principal under rules.

**Status of Implementation:** Duly implemented

**20) Date of Meeting:**02.12.2013

**Agenda Item:** Seeking permission for Annual Increment of the staff as per detail given below:-

S.No	Name	Designation	Date of Increment
1	Mr. Baldev Lal	Peon	Nov,2013
2.	Ms Anita Soni	Clerk Cum Comp. Inst	Dec,2013
3.	Ms Savita Rani	Restorer	Dec 2013
4.	Ms Taranjit Kaur	Clerk	Dec. 2013

**Resolution passed:** It was unanimously resolved that annual increments to the following staff members of non teaching staff be granted on the recommendation of the Principal and under rules.

S.No	Name	Designation	Date of Increment
1	Mr. Baldev Lal	Peon	Nov. 2013
2.	Ms Anita Soni	ClerkCum	Comp. Inst Dec. 2013
3.	Ms Savita Rani	Restorer	Dec. 2013
4.	Ms Taranjit Kaur	Clerk	Dec. 2013

**Status of Implementation:** Duly implemented

**21) Date of Meeting:**30.12.2013

**Agenda Item:** To conduct interview through staff selection committee of Punjab University Chandigarh in the subject of Fashion Designing and Classical Dance before 15/01/2014.

**Resolution passed:** It was unanimously resolved to accord sanction to conduct interview through staff selection committee of Panjab University, Chandigarh in the subject of Fashion Designing and Classical Dance before 15/01/2014 under rules.

**Status of Implementation:** Duly implemented

**22) Date of Meeting:**30.12.2013

**Agenda Item:** Permission to start construction of Common Room for girls out of MP LAD grant recieved w.e.f.27.12.2013

**Resolution passed:** It was unanimously resolved to accord sanction to start construction of Common Room for girls out of MPLAD grant. It was further resolved that the construction work be taken up under the supervision of Sh. Vinod Gupta and Sh. Arun Vashisht the members of the Advisory Committee.

**Status of Implementation:** Duly implemented

**23) Date of Meeting:**30.12.2013

**Agenda Item:** a) Sanction of ADA w.e.f. 01.01.2013 from 72% to 80% to covered staff to be regularized with Dec 2013 pay bill.

**Resolution passed:** It was unanimously resolved to accord sanction of ADA w.e.f. 01.01.2013 from 72% to 80%to the covered staff to beregularized with Dec 2013 paid in jan.2014 under rules as per the past practice.

**Status of Implementation:** Duly implemented

**24) Date of Meeting:**30.12.2013

**Agenda Item:** b) Sanction of ADA w.e.f. 01.01.2013 from 72% to 80% to uncovered staff to be regularized with Dec 2013 pay bill.

**Resolution passed:** As per information given by the Concerned authority of the college the payment of enhanced ADA to uncovered staff is always decided by the Governing Body of the college. Hence this item was not taken up.

**Status of Implementation:** Duly implemented

**25) Date of Meeting:**30.12.2013

**Agenda Item:**To discuss the request letter of clerks Ms. Babita Batra, Ms Rajpal Kaur and Sh. Rahul Sharma for the implementation of D.C. Rates (minimum wages) w.e.f. 01.09.2013.

**Resolution passed:** The item was not taken up for want of proper process note and requisite documentary evidence.

**Status of Implementation:** Duly implemented

**26) Date of Meeting:**30.12.2013

**Agenda Item:** To discuss the request letter of class IV employees for the implementation of D.C. Rates (minimum wages).

**Resolution passed:** Since the matter with regard to the payment of minimum

wages to class IV employees is related to the resolution of Governing Body of the College passed earlier, therefore, it was unanimously resolved to follow the resolution of the Governing Body.

**Status of Implementation:** Duly implemented

**27) Date of Meeting:**17.1.2014

**Agenda Item:** Medical Leave to Ms Navnesh Goyal Assistant Professor of Commerce Department.

**Resolution passed:** Medical Leave to Ms. Navnesh Assistant Prof. in Commerce department was unanimously granted w.e.f. 14.1.2014 to 31.3.2014 on the recommendation of Principal A.S.College for Women, Khanna. It was further resolved that the Principal be authorized to make temporary arrangement for the appointment of a new teacher on purely temporary and contractual basis or assign the requisite periods to the members who are already serving the faculty.

**Status of Implementation:** Duly implemented

**28) Date of Meeting:**28.02.2014

**Agenda Item:** To elect the office bearers of the Managing Committee as provided under rules.

**Resolution passed:** Office bearers of the Managing Committee were elected.

**Status of Implementation:** Duly implemented

**29) Date of Meeting:**02.03.2014

**Agenda Item:**To complete formalities for Bank Operations of A.S. institutions.

**Resolution passed:** It was unanimously resolved that the account of the Institutions be operated by the President or the General Secretary and Secretary of the Concern institutions jointly as per the provisions laid down in the constitution of the trust.

1. Sh Rakesh Goyal C.A. President
2. Sh Vijay Sharma, General Secretary
3. Sh Vikas Mehta, Secretary

**Status of Implementation:** Duly implemented

**30) Date of Meeting:** 11.03.2014

**Agenda Item:** Sanction of regularization of ADA installment w.e.f. January – 2013 i.e. @72% to 80% to Teaching and Non Teaching Staff Uncovered.

**Resolution passed:** After discussion it was resolved to sanction the ADA installment w.e.f. January – 2013 i.e. @72% to 80% to Teaching and Non Teaching Staff Uncovered.

**Status of Implementation:** Duly implemented

**31) Date of Meeting:**11.03.2014

**Agenda Item:** To discuss the continuation of M.Sc Maths

**Resolution passed:** The matter was discussed and it was unanimously resolved to continue M.Sc (Maths) classes in A.S.College for Women, Khanna

**Status of Implementation:** Duly implemented

**32) Date of Meeting:**11.03.2014

**Agenda Item:** Permission to file contempt petition against DPI Colleges (Pb) against Non-reimbursement of CPF/Leave encashment and Gratuity.

**Resolution passed:**It was unanimously resolved that contempt petition against DPI Colleges (Pb) against Non-reimbursement of CPF/Leave encashment and Gratuity in the light of judgment passed by Hon'bleSupreme Court, New Delhi be filed. The Worthy President, Gen. Secretary, College Secretary and College Principal are hereby authorized in this regard.

**Status of Implementation:** Duly implemented

**33) Date of Meeting:**28.03.2014

**Agenda Item:** To Discuss and approve Interim Budget estimates of A.S.College for Women, Khanna

**Resolution passed:** Interim Budget of A.S.College for Women, Khanna from 1.4.2014 to 31.7.2014 was presented by the Gen. Secretary showing total Income Rs.1,62,10,620 and the total expenditure Rs. 2,08,59,000 and Capital expenditure Rs. 1,15,00,000 and total deficit of Rs. 1,61,48,380. After discussion Budget showing Income Rs. 1,64,12,000 and expenditure Rs. 2,09,59,000 and Capital expenditure of Rs.1,15,00,000 and total deficit of Rs.1,60,47,000 was unanimously passed.

**Status of Implementation:** Duly implemented

**34) Date of Meeting:**31.3.2014

**Agenda Item:** Grant of payment of Arrears of ADA installments to teaching & non-teaching staff covered posts as per grant received from DPI(c) as per detail given below:-

S.no	Date of ADA Instlament	Amount
1.	1.1.2010	Rs. 71393
2.	1.7.2010	Rs. 203240
3.	1.1.2011	Rs. 53565
4.	1.7.2011	Rs. 146832
5.	1.1.2012	Rs. 172810

**Resolution passed:** It was unanimously resolved that the payments of above mentioned arrears be made to the teaching and non-teaching staff covered posts as per rules.

**Status of Implementation:** Duly implemented

**35) Date of Meeting:**31.03.2014

**Agenda Item:** Grant of payment of arrears of revision of pay scales under covered posts to Ms. Puneet Sodhi Associate Professor in English amounting Rs. 165730 as per grant received from DPI

**Resolution passed:** It was unanimously resolved that the payment of above arrears be made to Ms. Puneet Sodhi Associate Professor in English amounting Rs. 165730 as per rules.

**Status of Implementation:** Duly implemented

**36) Date of Meeting:**31.03.2014

**Agenda Item:** Grant of payment of Arrears of ADA installments to teaching & non-teaching staff uncovered posts as per detail given below:-

S.no	Dt.of ADA Inst.	Amt.
1.	1.1.2010	44866
2.	1.7.2010	103155
3.	1.1.2011	24694
4.	1.7.2011	56740
5.	1.1.2012	78778

**Resolution passed:** It was unanimously resolved that the payments of above mentioned arrears be made to the teaching and non-teaching staff uncovered posts as per pay parity with the covered staff.

**Status of Implementation:** Duly implemented

**37) Date of Meeting:**31.03.2014

**Agenda Item:** Grant of benefit of 2nd step-up under assured career progression scheme to the following employees as per detail given below:

S.No	Name	Designation	Date
1.	S. Hardev Singh	Jr. Assit	1.7.11
2.	Ms Bimla Tiwari	Misc Cl	31.10.12
3.	Mr. Baldev Lal	Peon	18.11.10
4.	Ms Anita Soni	Com Ins	1.12.12
5.	Ms Savita Rani	Restorer	11.7.11

**Resolution passed:** After discussion it was unanimously resolved that grant of benefit of second step-up under assured career progression scheme to the above mentioned employees be implemented immediately w.e.f their due dates as mentioned above. It was further resolved that in future the case of any employee be put up within one month from the date of implementation.

**Status of Implementation:** Duly implemented

**38) Date of Meeting:**24.04.2014

**Agenda Item:** To form sub committees (Governing bodies) & Selection committees of all the institutions run by A.S. High School Khanna Trust & Management society

**Resolution passed:** Governing body & Selection committee were formed.

**Status of Implementation:** Duly implemented

**39) Date of Meeting:**09.06.2014

**Agenda Item:** Submission of work load for the session 2014-15 & permission to advertise the posts accordingly.

**Resolution passed:** The workload as prepared by the office was discussed in the meeting. It was resolved that the posts be advertised for the session 2014-15.

**Status of Implementation:** Duly implemented

**40) Date of Meeting:**09.06.2014

**Agenda Item:** Sanction of enhancement of Dearness allowance for 80% to 90% to the Covered & Uncovered Staff.



**Resolution passed:**It was resolved that enhancement of Dearness Allowed for 80% to 90% w.e.f.1.7.2013 be implemented to the teaching and non-teaching staff w.e.f 1.6.2014 to the covered & Uncovered staff. The arrears from 1.7.2013 to 31.5.2014 will be paid as and when received from the DPI(c) Punjab, Chandigarh.

**Status of Implementation:** Duly implemented

**41) Date of Meeting:**09.06.2014

**Agenda Item:** Renewal of contract of service of teaching staff who appointed on short term contractual basis from 2/7/2012 to 8/7/2014

**Resolution passed :** It was resolved that the college Principal be asked to submit the recommendation of teaching staff along with their previous year result so that the contracts of teaching staff be renewed as per the recommendation of Madam principal.

**Status of Implementation:** Duly implemented

**42) Date of Meeting:**09.06.2014

**Agenda Item:** Renewal of contract of service of non-teaching staff who appointed on short term contractual basis from 2/7/2012 to 8/7/2014

**Resolution passed :** It was resolved that the college Principal be asked to submit the recommendation of non-teaching staff so that the contracts of non-teaching staff be discussed and decided in light of the recommendation of Madam Principal.

**Status of Implementation:** Duly implemented

**43) Date of Meeting:**09.06.2014

**Agenda Item:** Permission for the step up increment of the following staff after 8 years continuous service as per detail given below:-

S.No	Name	Designation	Period
1.	Sh. Ashok K.	Chowikdar	1/2/13

**Resolution passed :** It was resolved that the step-up increment after 8 years regular services be granted to Sh. AShok Kumar w.e.f. 1.2.2013 and his case be sent to the DPI(C) Punjab Chandigarh for pay verification.

**Status of Implementation:** Duly implemented

**44) Date of Meeting:**09.06.2014

**Agenda Item:**Approval for the appointment of following staff appointed on probation through University Staff Selection Committee on 27/5/2014.

S.No	Name	Designation	Dt.joining
1.	Ms. Rashmi	Assitant Prof.in Maths	28.5.2014
2.	S.Imrosepreet Singh	Assistant Prof. in Maths	28.5.2014
3.	Ms Sonia	Assistant.Prof.in Maths	28.5.2014

**Resolution passed :**The appointment of above mentioned Assistant Professors in Maths on probation (uncovered) w.e.f. 28.5.2014 were noted and approved subject to the approval to be received from the Panjab University Chandigarh.

**Status of Implementation:** Duly implemented

**45) Date of Meeting:**09.06.2014

**Agenda Item:** Request of staff regarding the expenditure for the farewell party of retiring employees to be made out of Managing Committee account of the college extend of Rs. 11000/-.

**Resolution passed :**After discussion it was resolved that on the occasion of the retirement party of the employee the payment of Rs. 11000/- be made out of Managing Committee account

**Status of Implementation:** Duly implemented

**46) Date of Meeting:**09.06.2014

**Agenda Item:**Permission for the construction of 4 classrooms in the college approximately Rs. 1500000/-.

**Resolution passed :**After discussion it was resolved that as per urgent requirement of rooms the permission is hereby granted for the construction of 4 class rooms.

**Status of Implementation:** Implementation in progress

**47) Date of Meeting:**09.06.2014

**Agenda Item:** Permission for the demolishing of old Canteen & Bank Building area which is in a very bad condition and it is quite risky for the college students.

**Resolution passed :** It was also resolved that the tenants occupying its front portion at Amloh Road be requested to discuss the matter with the college secretary and President of the Managing Committee to vacate the premises in their possession. Further it was resolved that the old canteen bank building area and vacated shops be demolished as soon as they vacate the shops and if they do not vacate the possession the legal suite be filed against them.

**Status of Implementation:** Implementation in progress

**48) Date of Meeting:**09.06.2014

**Agenda Item:** Action taken by the Worthy President, General Secretary and College Secretary regarding permission granted for the purchase of (200) -2 seated desks very urgently required for the classrooms of students

**Resolution passed:**It was resolved that the action be approved for the purchase of (200) -2 seated desks very urgently required for the classrooms of students.

**Status of Implementation:** Duly implemented

**49) Date of Meeting:**25.06.2014

**Agenda Item:** Submission of Annual Budget estimates for the period 01.04.2014 to 31.03.2015.

**Resolution passed :**The Annual Budget as prepared by the office for the period 1.4.2014 to 31.3.2015 was presented in the meeting. After discussion it was resolved that Annual Budget be passed.

**Status of Implementation:** Duly implemented

**Date of Meeting:**25.06.2014

**Agenda Item:** Submission of Balance Sheet for the period 01.04.2013 to 31.3.2014.

**Resolution passed :**The Annual Accounts for the period 1.4.2013 to 31.3.2014 audited by the Chartered Accountant were discussed in the meeting. The balance sheet of the budget was thoroughly discussed and it was unanimously approved.

The Summary of the Budget is as under:-

Amt(Rs.)

Recurring Expenses Rs .44762000

Income Rs. 37081000

Deficit Rs 7681000

Capital Exp. Rs. 17050000

Total Deficit Rs. 24731000

**Status of Implementation:** Duly implemented

**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?**

The Calendar of the affiliating to Panjab University, Chandigarh, Offers a provision for autonomy to a college which are mentioned under chapter-VIII(f) given at page 177-178 of Panjab University Calendar Volume I of 2007, stating “The University may with prior concurrence for the UGC confer autonomous status on an affiliated college as a whole or in the case of Postgraduate college on one or more individual department for postgraduate courses."The institution has not deliberated this aspect.

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

The institution has themechanism to analyze the nature of grievances for promoting better stakeholder relationship:-

- There is grievance cell in the college which attends to the quires and grievances raised by the stakeholders and they are solved effectively upto their satisfaction.
- The progress report of the students is forwarded to the parents in the parents-teacher meet, which is a prominent feature of the college. Through this practice the teachers become aware of the problems faced by the students, if any. Further more it gives complete view of their wards performance in the college.
- The performance of the students in the House Examination is reported to parentsthrough post.
- The employees can put forward their issues concerning the service matters to the Management through the Principal.
- Suggestion box is kept in the Visitor Room to get the valuable suggestions from the parents and their suggestions are also welcomed.

**6.2.10 During the last four years, had there been any instances of court**

**cases filed by the against the institute? Provide details on the issues and decisions of the courts on these?**

During the last four years, four court cases had been filed by the institution and no case was filed against the Institution .The detail are given as under:-

Session	CWP No.	Content	Decision
2011-12	CWP No 16166 of 2011.	Case filed against State of Punjab regarding the Payment of CPF to the covered staff	Case disposed off in the favour of College by Hon'ble Punjab and Haryana High Court
2012-13	CWP 12566-c/2014 in RSA No 3195 dated 2012	Regarding the dispute of land adjoining with college	Decision Pending
2013-14	CWP 20238 of 2013	Case filed against State of Punjab regarding release of arrears of Non Teaching Covered Staff w.e.f. 1-1-2006	Case disposed off in favour of Employees by Hon'ble Punjab and Haryana High Court
2014-15	CWP No 17917 of 2014.	Case filed against State of Punjab regarding Payment of Gratuity and leave encashment of covered staff	Case disposed off in favour of College by Hon'ble Punjab and Haryana High Court

**6.2.11 Does the institution have a mechanism for analyzing student feedback on institutional performance? If 'yes' what was the outcome and response of the institution to such an effort?**

Yes, the students' feedback mechanism works in the college. The outgoing students, alumni and parents are the sources of valuable feedback on curriculum and staff members. Suggestion boxes serve as source of getting feedback. The Principal is approached by the students and their grievances are settled at top most priority. Instant action is taken regarding the grievance of discipline, infrastructure and cleanliness. The valuable suggestions are discussed at length in the staff meetings. Various corrective measures are taken to work upon the pitfalls. The suggestions given by the students are incorporated in the development policies including the Infrastructure facility, Library facility, Canteen facility, Transport facility etc. The relevant feed back is further conveyed to the top Management and University through Principal.

**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?**

Priority is given by the institution to the faculty empowerment programme for teaching and non teaching staff as it is believed to have an impact on the development of the institution. Following efforts are made to enhance the professional development of teaching and non teaching staff:-

- In order to upgrade the skills and knowledge, every year they participate in general orientation and refresher courses. In last four years, 05 faculty members participated in such programmes.
- National seminars, workshops, extension lectures and conferences are of great help to the teachers and they are given duty leave to attend such programmes.
- The Research promotion cell encourages the staff to pursue higher studies and upgrade their educational qualifications like M.Phil, Ph.D and Post Doctoral work.
- INFLIBNET, Internet and Computer with Printer facility is available in the College Library.

### **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?**

A very friendly and congenial environment is provided to the faculty members for the effective working. Every individual is motivated to give out his/her the best.

- All the faculty members are given instruction/guidelines regarding the institutional procedures i.e. examination, co-curricular activities, evaluation etc. to upgrade their skills.
- The faculty members are geared up so that they attend the training and skill development programmes conducted by Govt. or University.
- The staff members are inspired to make a run at the research projects.
- Various State and National level seminars are organized throwing a flood of light on the elevation of various teaching fields.
- Library and Xerox facilities are unfolded for the faculty members.
- Two staff members act as faculty representative in the Management committee. Proper implementation UGC grant is supervised by the purchase Committee and Building Committee.
- Many awareness programmers' like Health Issues, Cancer Awareness, Human Rights and use of mobile phones are conducted in the college for the benefit of staff.
- Duty leave is given to the staff to attend seminars/workshops/conferences.
- Irrespective of their years of teaching experience, permission is granted for them to pursue their Ph.D as part time researchers. Service rules are employee friendly.

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

The college uses self appraisal methods, self assessment proformas, prepared as per the guidelines of UGC. They are filled by each and every member of the faculty at the end of the session and the Head of the Institution

validates it and uses it to write their ACR. This exercise makes every individual alert and motivates to upgrade teaching and research.

The results of the students in the University examination, feedback from the students, passouts and parents are some of the measures of the evaluation. The Office Superintendent, in consultation with the Principal assigns the duties to class IV employees, observes the quality of services provided by them and seeks the improvement, if needed. For the valuable decision making in the area of appointment, promotion and career advancement of teachers the institution strictly follows the UGC recommended regulations regarding API based on the performance based appraisal system.

#### **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?**

- Performance appraisal report submitted by staff and validated by the Principal serves as basis for the upgradation of pay scales to the staff. The decision of temporary/contractual staff is also taken on such above stated report.
- The performance appraisal of the staff includes the involvement of the Management also. The working decorum of the staff members are closely scrutinized by the Management members. Annual increments and placement in the grades are realized only when they are up thumbbed up by the Managing Committee. After the appraisal of the faculty, the benefits are extended at the quickest.
- The academic result of the institution is discussed in the meetings conducted by the Management and for the performance appraisal important guidelines are provided to the staff for the betterment of the institution.
- The staff members are applauded in the staff meetings for their specific achievements.
- The commendable achievements of teaching and non teaching staff members are acknowledged in the annual report of college read out at annual Prize Distribution and Convocation.
- The accomplishment of students and staff are recorded in the college Magazine 'Avastha'.

#### **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?**

- Employee's satisfaction makes the working atmosphere creative one. In addition to the handsome salary, various incentives measures have been taken up by Management for teaching and non-teaching staff
- There is a provision of the contributory Provident Fund Scheme.
- On the very day of retirement, the Gratuity and Earned Leaves cheques are provided to the staff member.
- There is a provision for the Maternity Leave for both aided and un-aided staff.
- Medical Leave is provided for the benefit of both aided and unaided staff.



- The staff members who go for attending seminars, workshops are provided duty leave.
- A relaxation in fees is provided to the children of employees. Class IV employees are given financial assistance for the education of their wards.
- Medicines for minor ailments are available in the institution.
- The institution organizes health awareness programmes. Expert talks by doctors and gynecologists (the college being a women's college) are organized to make the staff members aware of various health problems.
- Uniform is given to the Class IV employees. The brief detail of some of the welfare scheme availed by the employees is given in the following Table.

<b>Welfare Scheme</b>	<b>No.of beneficiary Employees 2013-14</b>	<b>2012-13</b>	<b>2011-12</b>	<b>2010-11</b>	<b>2009-10</b>
Wheat Loan	26	13	13	14	13
PF Loan	08	05	05	11	11
Uniform facility- Class IV Employees	18	17	15	13	14

#### **6.3.6 What are the measures taken by the institution for attracting and retaining eminent faculty?**

Desirable working conditions and academic atmosphere are the backbone of the institution. A very congenial atmosphere is maintained in the college for the satisfaction of the staff members. There is continuation of the contractual staff in the next session. Adhoc/contractual staff is placed initially on Short term Contract for 2 years and later on they are placed on Long Term Contract for 3-5 years, depending on their performance in academic and co-academic activities of the College. Faculty members are paid a promising salary keeping in consideration their experience and qualification. Increments are provided on the basis of feedback and appraisal. Retrial benefits are executed recurrently. Teacher's quality is central to the students learning experience and the outcome of the institutional activities. In order to maintain the transparency and adopting an impartial attitude, recruitments are done on the basis of the norms and procedures, designed by the UGC, the Panjab University and the State Govt. The selection of teachers is done on, the merit basis, open advertisement and interview. Interview is conducted by well organized Selection Committees.

### **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 financial resources are mobilized in efficacious and reliable manner. The institution adopts a proper mechanism for the channelization of

financial resources. The annual budget is passed by the governing body. The accounts are frequently monitored by the fully computerized system. All transactions are made through vouchers and collections are accumulated in the Bank. However all the disbursement is done through cheques and bank transfers. Only authorised persons are liable to operate the Bank operations. The institution is liberal, yet follows the strategy of restraint as far as the expenditure is concerned. The Institution has formed a purchase committee and proper procedure for purchases is adopted. Quotations are called for and the prices are compared. All the bills, even for minor purchases are verified by the convener of the purchase committee before submission to the accounts department. All the Grants obtained from different funding agencies is channelized only after getting approval from top management. The auditing of the college accounts is done by the qualified Chartered accountant.

**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.**

There is a frequent audit of the accounts of the institution. Bills, vouchers, cash memos and books are scrutinized by the bursar regularly. The Internal Auditing of the institution accounts is done by the qualified chartered accountant appointed by the A.S. High School Khanna Trust and Management society before 31<sup>st</sup> March annually.

In addition to it, Accountant General Punjab also conducts the audit of Government Grants. The audited report is placed before the Management in the meeting and the qualified remarks given by the auditor is also put before the Management to take decisions.

**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 year and the reserve fund/corpus available with institution, if any.**

The major sources of institutional receipts are fee/funds from students, Grant from State Govt., Grants from U.G.C. Grant from M.P/MLA and donations. We manage the deficit through funds generated from Donations and Crash Courses. The details of the reserve funds/Corpus available is as follows:-

Session	2010-11	2011-12	2012-13	2013-14
Endowment	16,00,000	16,00,000	16,00,000	16,00,000
Corpus fund for Retrial benefits	3686234.95	4566000.95	4743515.95	6450726.95

The details of the audited income and the expenditure statement of academic and Administrative activities of the previous four years are given below:-

A.S.COLLEGE FOR WOMEN, KHANNA (MANAGEMENT ACCOUNT)

BALANCE SHEET AS ON 31-03-2011.

LIABILITIES	AMOUNT(Rs.)	ASSETS	AMOUNT(Rs.)
<b>CAPITAL FUND</b>		<b>FIXED ASSETS</b>	
Balance As on 01-04-10	14,152,995.30	(As per Annexure I)	2,675,457.17
Add: Excess of Income over Expenditure (Mgt. A/c)	480,227.00		
Add: Less Of Expenditure over Income (95% A/c)	290,915.00		
	14,342,307.30		
<b>LIABILITIES AGAINST INVESTMENTS</b>		<b>INVESTMENTS AGAINST LIABILITIES</b>	
a) Provident Fund for Covered Posts under 95%	7,335,150.69	<b>a) PROVIDENT FUND INVESTMENT</b>	
b) Provident Fund for Uncovered Post	1,656,823.45	<b>FOR COVERED POSTS- 95%</b>	
c) College Staff Welfare Fund		State Bank of Patiala S/A	11,889.69
Opening Balance	1,767,434.80	State Bank of Patiala, FDR	2,000.00
Add: Collection during the	1,918,800.15	Provident Fund Loan	973,450.00
	3,686,234.95	Bank of Baroda S/A	2,169,087.00
Less: Gratuity	-	Bank of Baroda	1,427,393.00
d) College Security (Refundable)	268,485.00	Bank of Baroda FDR	2,751,331.00
Late Ms. Agya Johar Poor & Deserving Fund	25,000.00		7,335,150.69
		<b>b) PROVIDENT FUND INVESTMENT</b>	
<b>AMOUNT PAYABLE BY GOVT. FUND TO PRINCIPAL ACCOUNT</b>	4,150,399.50	<b>FOR UNCOVERED</b>	
<b>AMOUNT PAYABLE BY GOVT. FUND TO MANAGEMENT ACCOUNT</b>	4,064,221.80	State Bank of Patiala S/A	521,791.45
<b>AMOUNT PAYABLE BY MANAGEMENT ACCOUNT TO PRINCIPAL ACCOUNT</b>	3,847,070.05	State Bank of Patiala, FDR	167,378.00
<b>SUNDRY PAYABLES</b>		Provident Fund Loan	245,850.00
(As per list)	1,557,536.00	Bank of Baroda (Yatha Shakti A/c)	132,000.00
		Bank of Baroda FDR	377,386.00
		Bank of Baroda S/A	212,418.00
			1,656,823.45
		<b>SECURITIES</b>	
		Electricity	51,276.65
		Telephone	440.00
			51,716.65
		<b>SUNDRY RECEIVABLES &amp; ADVANCES</b>	
		(As per Annexure IV)	3,394,022.00
		<b>CASH &amp; BANK BALANCES</b>	
		(As per Annexure V)	10,414,687.98
		A.S.High School Trust & Management Society	11,341,149.00
		<b>AMOUNT RECEIVABLE BY MANAGEMENT FROM GOVT. FUND</b>	
		(As per Contra)	4,064,221.80
<b>TOTAL(Rs.)</b>	<b>40,933,228.74</b>	<b>TOTAL(Rs.)</b>	<b>40,933,228.74</b>

**AUDITOR'S REPORT**

As per our separate report given of even date.

PLACE : KHANNA.

DATED : 05-06-2011

RAJESH SANJEEV & ASSOCIATES,  
CHARTERED ACCOUNTANTS

R. K. SHARMA  
M.NO.93497

PRESIDENT

PRINCIPAL

FOR :- A. S. COLLEGE FOR WOMEN

G.SECRETARY

SUPERINTENDENT

SECRETARY

ACCOUNTANT

A.S.COLLEGE FOR WOMEN, KHANNA (MANAGEMENT ACCOUNT)

BALANCE SHEET AS ON 31-03-2012.

**RAJESH SANJEEV & ASSOCIATES**  
CHARTERED ACCOUNTANTS  
UP STAIRS BANK OF INDIA BUILDING,  
GURU AMAR DASS MARKET, KHANNA - 141401.  
PHONE NO. 01628-237641, 502941, 98140-02941.

LIABILITIES	AMOUNT(Rs.)	ASSETS	AMOUNT(Rs.)
<b><u>CAPITAL FUND</u></b>		<b><u>FIXED ASSETS</u></b>	
Balance As on 01-04-11	14,342,307.30	(As per Annexure I)	2,482,763.17
Less : Excess of Expenditure over Income (Mgt. A/c)	3,659,824.00		
Less : Excess of Expenditure over Income (95% A/c)	553,377.00		
	10,129,106.30	<b><u>INVESTMENTS AGAINST LIABILITIES</u></b>	
<b><u>LIABILITIES AGAINST INVESTMENTS</u></b>		<b><u>a) PROVIDENT FUND INVESTMENT</u></b>	
a) Provident Fund for Covered Posts under 95%	8,767,834.69	<b><u>FOR COVERED POSTS 95%</u></b>	
b) Provident Fund for Uncovered Post	1,852,373.57	State Bank of Patiala S/A	12,241.69
c) College Staff Welfare Fund		State Bank of Patiala, FDR	2,000.00
Opening Balance	3,686,234.95	Provident Fund Loan	758,600.00
Add : Collection during the	1,749,750.00	Bank of Baroda S/A	2,534,021.00
	5,435,984.95	Bank of Baroda	731,641.00
Less : Gratuity	869,984.00	Bank of Baroda FDR	4,729,331.00
	4,566,000.95		8,767,834.69
d) College Security (Refundable)	244,965.00	<b><u>b) PROVIDENT FUND INVESTMENT</u></b>	
Late Ms. Agya Johar Poor & Deserving Fund	25,000.00	<b><u>FOR UNCOVERED</u></b>	
		State Bank of Patiala S/A	461,607.57
<b><u>AMOUNT PAYABLE BY GOVT. FUND TO PRINCIPAL ACCOUNT</u></b>	3,991,295.50	State Bank of Patiala, FDR	80,137.00
		Provident Fund Loan	247,400.00
<b><u>AMOUNT PAYABLE BY GOVT. FUND TO MANAGEMENT ACCOUNT</u></b>	4,728,047.80	Bank of Baroda (Yatha Shakti A/c)	50,196.00
		Bank of Baroda FDR	447,386.00
<b><u>AMOUNT PAYABLE BY MANAGEMENT ACCOUNT TO PRINCIPAL ACCOUNT</u></b>	4,370,667.05	Bank of Baroda S/A	565,647.00
			1,852,373.57
<b><u>SUNDRY PAYABLES</u></b>		<b><u>SECURITIES</u></b>	
(As per list)	652,358.00	Electricity	51,276.65
		Telephone	440.00
			51,716.65
		<b><u>SUNDRY RECEIVABLES &amp; ADVANCES</u></b>	
		(As per Annexure IV)	3,372,608.00
<b>TOTAL(Rs.)</b>	<b>39,327,648.86</b>	<b><u>CASH &amp; BANK BALANCES</u></b>	
		(As per Annexure V)	4,331,155.98
		A.S.High School Trust & Management Society	12,341,149.00
		A.S Senior Secondary School Khanna	1400000.00
		<b><u>AMOUNT RECEIVABLE BY MANAGEMENT FROM GOVT. FUND</u></b>	
		(As per Contra)	4,728,047.80
		<b>TOTAL(Rs.)</b>	<b>39,327,648.86</b>

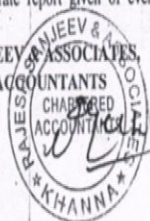
**AUDITOR'S REPORT**

As per our separate report given of even date.

PLACE : KHANNA.

DATED : 07-06-2012

**RAJESH SANJEEV & ASSOCIATES,**  
CHARTERED ACCOUNTANTS  
R. K. SHAHI  
M.NO.93497



PRESIDENT

PRINCIPAL

FOR :- A. S. COLLEGE FOR WOMEN

G.SECRETARY

SUPERINTENDENT

SECRETARY

ACCOUNTANT



## RAJESH SANJEEV &amp; ASSOCIATES

**CHARTERED ACCOUNTANTS**

UP STAIRS BANK OF INDIA BUILDING.

GURU AMAR DASS MARKET, KHANNA - 141401.

PHONE NO. 01628-237641, 502941, 98140-02941.

BALANCE SHEET AS ON 31 -03 -2013.

LIABILITIES	AMOUNT(Rs.)	ASSETS	AMOUNT(Rs.)
<b><u>CAPITAL FUND</u></b>		<b><u>FIXED ASSETS</u></b>	
Balance As on 01 -04 -12	10,129,106.30	(As per Annexure I)	2,556,053.17
Less : Excess of Expenditure over Income (Mgt. A/c)	4,742,075.00		
Less : Excess of Expenditure over Income (95% A/c)	<u>1,118,401.00</u>		
	4,268,630.30	<b><u>INVESTMENTS AGAINST LIABILITIES</u></b>	
<b><u>LIABILITIES AGAINST INVESTMENTS</u></b>		<b><u>a) PROVIDENT FUND INVESTMENT</u></b>	
a) Provident Fund for Covered Posts under 95%	10,096,876.75	<b><u>FOR COVERED POSTS 95%</u></b>	
		State Bank of Patiala S/A	12,203.75
b) Provident Fund for Uncovered Post	2,824,783.57	State Bank of Patiala, FDR	2,000.00
c) College Staff Welfare Fund		Provident Fund Loan	653,300.00
Opening Balance	4,566,000.95	Bank of Baroda S/A	1,302,282.00
Add : Collection during the	<u>2,054,400.00</u>	Bank of Baroda Yatha Shakti	695,180.00
		Bank of Baroda FDR	<u>7,431,911.00</u>
			10,096,876.75
		<b><u>b) PROVIDENT FUND INVESTMENT</u></b>	
		<b><u>FOR UNCOVERED</u></b>	
		State Bank of Patiala S/A	688,036.57
Less : Gratuity	<u>1,876,885.00</u>	State Bank of Patiala, FDR	51,909.00
	4,743,515.95	Provident Fund Loan	288,700.00
d) College Security (Refundable)	269,640.00	Bank of Baroda (Yatha Shakti A/c)	425,060.00
		Bank of Baroda FDR	1,052,386.00
Late Ms Agya Johar Poor & Deserving Fund	25,000.00	Bank of Baroda S/A	<u>318,692.00</u>
			2,824,783.57
<b><u>AMOUNT PAYABLE BY GOVT. FUND TO PRINCIPAL ACCOUNT</u></b>	4,634,550.50	<b><u>SECURITIES</u></b>	
		Electricity	51,276.65
<b><u>AMOUNT PAYABLE BY GOVT. FUND TO MANAGEMENT ACCOUNT</u></b>	5,084,106.80	Telephone	<u>440.00</u>
			51,716.65
<b><u>AMOUNT PAYABLE BY MANAGEMENT ACCOUNT TO PRINCIPAL ACCOUNT</u></b>	6,523,738.05	<b><u>SUNDRY RECEIVABLES &amp; ADVANCES</u></b>	
		(As per Annexure IV)	4,556,623.00
<b><u>SUNDRY PAYABLES</u></b>		<b><u>CASH &amp; BANK BALANCES</u></b>	
(As per list)	3,167,032.00	(As per Annexure V)	3,626,564.98
		A.S.High School Trust & Management Society	10,841,149.00
		A.S. Group of Institutes	1,500,000.00
		A.S Senior Secondary School Khanna	500,000.00
		<b><u>AMOUNT RECEIVABLE BY MANAGEMENT FROM GOVT. FUND</u></b>	
		(As per Contra)	5,084,106.80
<b>TOTAL(Rs.)</b>	<b>41,637,873.92</b>	<b>TOTAL(Rs.)</b>	<b>41,637,873.92</b>

### AUDITOR'S REPORT

As per our separate report given of even date.

PLACE : KHANNA.

DATED : 30-05-2013

RAJESH SANJEY &amp; ASSOCIATES

RAJESH SANJAY & ASSOCIATES  
CHARTERED ACCOUNTANTS

CHARTERED  
ACCOUNTANTS.

R. S. SHAHI

M. No. 93402

**PRESIDENT**

A

FOR :- A. S. COLLEGE FOR WOMEN

G.SECRETARY

A

PRINCIPAL

**SUPERINTENDENT**

SECRETARY

ACCOUNTANT

**A.S.COLLEGE FOR WOMEN, KHANNA (MANAGEMENT ACCOUNT)**

**BALANCE SHEET AS ON 31-03-2014.**

**RAJESH SANJEEV & ASSOCIATES**  
 CHARTERED ACCOUNTANTS  
 UP STAIRS BANK OF INDIA BUILDING,  
 GURU AMAR DASS MARKET, KHANNA - 141401.  
 PHONE NO. 91628-237641, 802841, 98140-92941.

<u>LIABILITIES</u>	AMOUNT(Rs.)	<u>ASSETS</u>	AMOUNT(Rs.)
<b>CAPITAL FUND</b>		<b>FIXED ASSETS</b>	
Balance As on 01-04-13	4268630.30	(As per Annexure I)	2,597,762.17
Less : Excess of Expenditure over Income (Mgt. A/c)	6,540,989.00		
Less : Excess of Expenditure over Income (95% A/c)	<u>450,602.00</u>		
	(2,722,960.70)		
<b>LIABILITIES AGAINST INVESTMENTS</b>		<b>INVESTMENTS AGAINST LIABILITIES</b>	
a) Provident Fund for Covered Posts under 95%	12,179,650.75	a) PROVIDENT FUND INVESTMENT FOR COVERED POSTS 95%	
		State Bank of Patiala S/A	13,093.75
		State Bank of Patiala, FDR	2,000.00
		Provident Fund Loan	667,300.00
		Bank of Baroda S/A	3,304,666.00
		Bank of Baroda Yatha Shakti	844,180.00
		Bank of Baroda FDR	<u>7,348,411.00</u>
	4,095,350.19		12,179,650.75
b) Provident Fund for Uncovered Post			
c) College Staff Welfare Fund		b) PROVIDENT FUND INVESTMENT FOR UNCOVERED	
Opening Balance	4,743,515.95	State Bank of Patiala S/A	766,392.19
Add : Collection during th	<u>2,210,400.00</u>	State Bank of Patiala, FDR	26,765.00
	6,953,915.95	Provident Fund Loan	1,000,100.00
Less : Gratuity	<u>503,189.00</u>	Bank of Baroda (Yatha Shakti A/c)	641,756.00
	6,450,726.95	Bank of Baroda FDR	600,386.00
		Bank of Baroda S/A	<u>1,059,951.00</u>
	294,420.00		4,095,350.19
Late Ms. Agya Johar Poor & Deserving Fund	25,000.00		
		<b>SECURITIES</b>	
<b>AMOUNT PAYABLE BY GOVT. FUND TO PRINCIPAL ACCOUNT</b>	6,565,477.50	Electricity	51,276.65
		Telephone	<u>440.00</u>
			51,716.65
<b>AMOUNT PAYABLE BY GOVT. FUND TO MANAGEMENT ACCOUNT</b>	5,023,385.80	<b>SUNDRY RECEIVABLES &amp; ADVANCES</b>	
		(As per Annexure IV)	5,007,642.00
<b>AMOUNT PAYABLE BY MANAGEMENT ACCOUNT TO PRINCIPAL ACCOUNT</b>	10,656,093.05	<b>CASH &amp; BANK BALANCES</b>	
		(As per Annexure V)	2,839,976.08
<b>SUNDRY PAYABLES</b>		A.S. High School Trust & Management Society	10,841,149.00
(As per list)	903,254.00	A.S. Group of Institutes	1,500,000.00
		A.S. Senior Secondary School Khanna	500,000.00
Cheque Issued but not Presented	1,166,236.00	<b>AMOUNT RECEIVABLE BY MANAGEMENT FROM GOVT. FUND</b>	
		(As per Contra)	5,023,385.80
<b>TOTAL(Rs.)</b>	<u><b>44,636,633.54</b></u>	<b>TOTAL(Rs.)</b>	<u><b>44,636,633.54</b></u>

**AUDITOR'S REPORT**  
 As per our separate report given of even date.

PLACE : KHANNA.      RAJESH SANJEEV & ASSOCIATES, CHARTERED ACCOUNTANTS

DATED : 16-06-2014      R. K. SHAHI M.NO.93497

FOR :- A. S. COLLEGE FOR WOMEN

PRESIDENT

G. SECRETARY

SECRETARY

PRINCIPAL

SUPERINTENDENT

ACCOUNTANT

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

Eminent political leaders and good Samaritans are approached by the institution for the raising of sources.

Source	2010-11 (in Rs.)	2011-12 (in Rs.)	2012-13 (in Rs.)	2013-14 (in Rs.)	Total (in Rs.)
Donations	898458	542895	842735	414190	2698278
Discretionary Grant from Minister/MP's	400000	-	-	180000	580000
Grant in Aid	5693271	5745952	12835885	7114559	31389667
UGC	2400000	350000	3841000	350000	69410000
Fee Fund	13635577	12683851	13768392	16104098.50	56191918.50
Interest/Rent etc.	2707889	1548449	1225719.38	1672561	7154618.38
Misc.	28874	30477	31144.05	136997	227492-05
Total	25764069	20901624	32544875.43	25972405.50	105182973.93



The funds have been used for the purpose they are attained.

## **6.5 Internal Quality Assurance System (IQAS)**

### **6.5.1 Internal Quality Assurance Cell (IQAC)**

- a) Has the institution established an internal Quality Assurance Cell (IQAC)? if 'yes' what is the institutional policy with regard to the quality assurance and how has it contributed in Institutionalizing the Quality assurance processes?**
- b) How many decisions of the IQAC have been approved by the management/authorities for implementation and how many of them were actually implemented?**
- c) Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**
- d) How do students and alumni contribute to the effective functioning of the IQAC?**
- e) How does the IQAC communicate and engage staff from different constituents of the institutions?**

(a) Yes, the institution has established Internal Quality Assurance Cell (IQAC) to adopt the accreditation quality sustenance measure which came into existence on 01-08-2005. Learning is a continuous process, the IQAC opts for the plans and programs that aim at the enrichment of the quality assurance of the college.

The IQAC is concerned about the issues including the matters as follows:-

- To bring forth new subjects and courses.
  - Giving proposal for new posts as per the work-load.
  - Proposal for organizing seminars, workshops, extension lectures and encouraging the staff for undertaking research work.
  - Building/developing collaborations with industry, village panchayats and NGOs.
  - Strengthening students with cultural and value oriented education.
  - Opting for innovative teaching and learning process in addition to traditional teaching methods.
  - Infrastructural improvements in accordance with the introduction of new courses and increasing strength of the institution.
  - Computerization of Administrative Office.
  - Regular Technological upgradation of Computer Labs in form of new softwares and introducing more Broadband Connections.
  - Industrial visits in order to endorse the vocational training.
  - Inculcating a sense of social responsibility.
  - Scholarships for the meritorious and deserving students.
- (b) The ultimate decision making power lies in the hands of the Management. The proposals of IQAC are put into effect only when they are thumbbed up by the Management. Some of the IQAC decisions which are acclaimed by the Management are as follows:-
- 02 P.G. Courses, 01 U.G Course, 02 Certificate Courses, 02 Diploma Courses were introduced under the guidance of IQAC as mentioned in criterion 1.4.3.
  - New furniture for classrooms has been purchased.

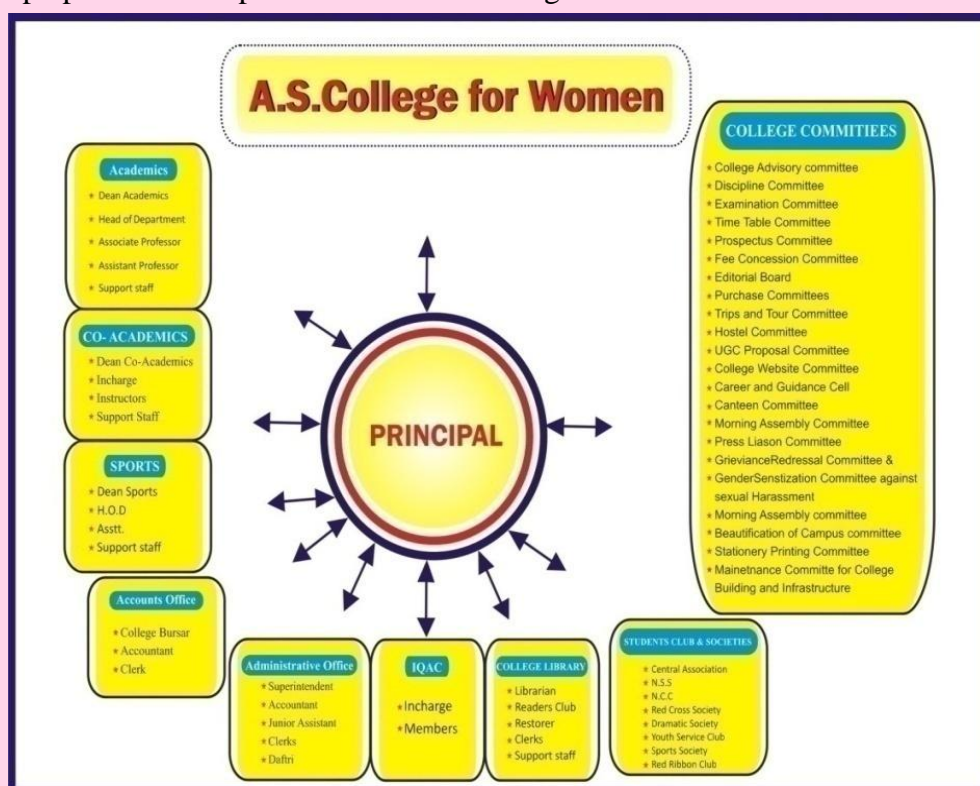
- New flooring tiles on stage of Auditorium were fixed.
  - A Multipurpose Hall and a stadium was constructed in College Sports Hall in 2011-12.
  - A Medical Room was constructed in 2011-12.
  - During last 5 years 4645 books and 119 Reference Books were added in the College Library. 75 Journals were renewed.
  - INFLIBNET facility was added in the Library in 2013-14 which provides access to more than 6000+ e journals and 97000+ e-books.
  - During last five years extra classes for weak students and special coaching for meritorious students has been conducting.
  - The construction of hostel building was completed in 2010-11.
  - Beautification of College Campus is a continuous process, being conducted by IQAC.
  - 02 Water Coolers and 01 R.O system have been installed.
  - Post Graduate Department of Mathematics organized a 3 Days' National Conference on the topic 'Recent Trends in Algebra and Analysis'.
  - It was the result of untiring efforts of the IQAC that the institution received grants for setting up Swami Vivekanand Studies Centre and Dr. B.R. Ambedkar studies Centre in session 2013-14.
- (c) The IQAC of the institution has one external member Prof. (Dr.) A.C Vaid, (Pro-Vice Chancellor, Apeejay STYA University, Gurgaon). Dr. Vaid has been a guiding force to IQAC for introducing new courses at UG and PG level along with the furnishing of teaching learning process. The efficient working of administrative machinery of the college, formation of policies and the monitoring of implementation of policies has also been done under the guidance of Dr. Vaid. Former Principal Mrs. Amar Joshi, has also been actively involved in the upliftment of the College as another member of IQAC. Her valuable suggestions based on life long experience have been instrumental in bringing forth the quality assurance measures.
- (d) There is a mass participation of the Students and Alumni in the effective functioning of IQAC. They are given due consideration while carrying out institutional activities. Add on courses, being run by the college, extension lectures on Health Awareness, Informatory Lecture on burning social issues like Female Foeticide, Lectures on Career Guidance, are some of the efforts made by college keeping in view the valuable suggestions and feedback of students and alumni.
- (e) The IQAC consists of Dean Academics, Dean Co-Academics and members from both teaching and non teaching faculty. The IQAC meetings are conducted six to eight times during the Academic session for the planning and execution of quality enhancing measures to be taken. The approved decisions of meetings are further conveyed to the staff through Heads of the Departments. (Details of IQAC Composition will be presented on the on-site visit of the NAAC Peer Team.)

**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.**

Yes, the institution has an integrated framework for Quality assurance of the academic and administrative activities. The college has adopted an inbuilt quality check system to monitor day to day functioning of the institution. Various units comprising academic, sports cultural and administrative etc. have been established for the quality assurance. Special classes, remedial classes have been designed to improve the Quality education. Various committees help in maintaining the academic instruction and evaluation. Various committees have been designed for the quality assurance. The proposals of the alumni, parents and the students for the betterment of the institution are welcomed and implemented as well.

Daily attendance records of the classes are maintained by the teacher. Teachers are directed to reach the college 15 minutes before his first class of the day. The parents are acknowledged about their wards mid-term progress. Fairness and transparency in the evaluation system is maintained by table marking and showing the scripts to the students, and getting question papers printed form outside ensures secrecy.

All the members of Non-Teaching staff have been assigned duties, which are evaluated by the Superintendent and Principal. The ACR's of the concerned employees also project the assessment of their performance. The duties carried out by the Non-Teaching staff is first scrutinized by the Superintendent and then it is put before the Principal. The following pictorial graph presents the operationalization of integrated framework:-



Adopting an integrated approach, a number of departmental, curricular and co-curricular activities, are carried out collectively during each academic session (Details of Co-Academic Calender given in Annexure A13(i) to A13(v))

**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.**

For the upliftment of the academic and administrative working of the college, training is provided to the teaching and the non-teaching staff.

- The faculty members are cheered, aided and emboldened to attend the refresher courses, orientation programmes and UGC development programmers. Workshops and short term courses for upgrading the teaching skills.
- Joining the IT Revolution, a UGC Resource centre with internet connection and computers has been set up in the college.
- Every department is armed with necessary infrastructure to achieve its targets.
- As the process of learning is never ending, so the college assures that all the staff members are familiar with the latest methods of teaching for quality assurance.

**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 instructional activities?**

A complete and detailed analysis of the house test and university exams is done for the academic audit every year. Better strategies are adopted in order to make improvement in the existing academic structure.

The institution also does its audit in terms of general inspections at the time of introduction of new courses. The inspection committee checks the infrastructure available, the library books, journal, the number of faculty in the department concerned and the success scope of the course. Teachers wise results statements are prepared by the examination branch of the institution. The inputs regarding different academic activities undertaken during the session are collected for different departments/committees. After critical analysis of the same, the Principal of the institution emphasises the need to take on necessary corrective steps and remedial measures for improvement of the institutional activities.

- The audit definitely improves quality of institutional programmes
- New additions are made in the infrastructure and every department keeps on adding equipment, books, journals, software for the benefit of the students.
- Appropriate quality Assurance measures are strictly observed by making new recruitments, granting career advancement and increments, introducing/courses, enrolling students indifferent courses, implementing scholarships and other schemes, purchasing new equipments, books and other gadgets, organizing different seminars and conferences.

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

The Chandigarh Administration and Panjab University, Chandigarh, UGC/DPI and Punjab Govt. act as an external quality assurance agency/regulatory authority. Following steps have been taken for the alignment of the Internal Quality Assurance with the requirement of the external quality assurance agencies/regulatory authorities:-

- The college endures with the University rules, UGC guidelines and DPI instructions.
- University Rules/norms are strictly followed regarding the conduct of examinations and evaluation of results.
- Panjab University (P.U.) Schedule is followed for Practical examinations.
- P.U. Calendar is strictly followed for the work out of academic programme.

#### **6.5.6 What institution 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 scrutinized under the following mechanism adopted by the institution.

##### **Staff Meetings:**

A general staff meeting is conducted to provide an eye view of the important national and international days, celebration of festivals, departmental activities, seminars and activities of various clubs and societies of the College.

##### **Weighing up of students performance:-**

Two house tests and special tests are conducted during the academic session. Assignments are given to the students and they are asked to prepare projects and PPTs'. On the basis of this performance, the students are assessed during the year and internal assessments for each subject are sent to the university.

##### **Endorsement of modern teaching methods:**

Technology has flourished pedagogy and student-teacher interaction. The staff patronizes modern teaching methods by making use of smart classrooms and PowerPoint presentations for delivering lectures.

##### **Feedback from students:**

The student's council conveys the problems of the students to the Principal so that proper measures for student's welfare can be taken in time. Suggestion box is also used to receive student feedback. In view of the feedback from students, newer additions of infrastructural requirements such as blackboards, books, equipments and ICT Aids are made as per need.

##### **Feedback from Parents and Alumni:-**

The college holds Parents-Teacher-Principal Meetings in the months of November and January to inform the parents of their wards performance. Letters are sent through post to the parents of the weak students to apprise them of their ward's performance in the house examinations. Suggestions are welcomed from parents for any improvement.

Feedback is received from the Alumni to share their views on improving

the college infrastructure and methods of teaching.

**Recapitulation of Results:-**

The examination committee timely conducts two House Exams strictly according to the guidelines provided by P.U. Quick evaluation of the answer sheets is done to communicate the result to the students in time.

There is a provision of remedial classes to improve their performance.

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

A certain transparency is brought in the communication of quality assurance policies mechanisms and outcomes. Students are informed about the institutional quality Assurance guidelines through the discipline wise student assemblies and meetings of the student's welfare council held in the beginning of the session. Orientation meetings are conducted so that the newcomers should become aware about the quality assurance mechanism of the institution. Staff meetings, meetings of the managements, presentations of the annual report by the Head of the institution, prospectus, college magazine, college website, press releases advertisements in the leading news papers, educational visits of the students to other institutions, visits of other educational units during functions etc. are the measures that are adopted to communicate the policies to the internal and external stakeholders.



## Criterion VII: Innovations And Best Practices

### 7.1 Environment Consciousness

#### 7.2 Innovations

#### 7.3 Best Practices

### 7.1 Environment Consciousness

#### 7.1.1 Does the institute conduct a Green Audit of its campus and facilities?

The institution is very sensitive to the environment conservation and sincere efforts are made to maintain a green environment in the campus. The institution does not conduct a formal Green Audit of its campus, however, there is a Campus beautification committee specially framed to maintain the lawns, landscaping and plantation in the campus. The National Service Scheme (NSS) and National Cadet Corps (NCC) units provide their valuable inputs by adopting eco-friendly practices like tree-plantation on Van-Mahotsva. Students are motivated to maintain a litter free campus. Leakages and overflows of water tanks are identified and appropriate measures have been taken to prevent wastage of water. Buzzar bell is used to check tank overflows. The use of harsh pesticides and herbicides in the college grounds is avoided. The various institutional facilities such as air conditioners, photocopiers, water purifiers, refrigerators, water colleges, submersible pumps, and lab equipments are regularly examined in term of electronic power consumption, gas consumption and their impact on environmental health.

#### 7.1.2 What are the initiatives taken by the college to make the campus ecofriendly?

**Ecofriendly initiative:-**College's Co-Academic Calendar is framed with several ecofriendly activities which are mentioned in Criterion 5.

#### **Energy Conservation**

- CFLs are used to save energy and to reduce Carbon Dioxide emissions. Students are encouraged to switch off the electric appliances when not in use.
- AC's are attached with power saving regulators and thermostats in order to control the consumption of electricity.
- The students are acquainted with energy conservation concepts through classroom and Morning Assembly lectures.
- The building is constructed in an eco-friendly manner with spacious rooms, ventilators and large windows to ensure free flow of fresh air, maximum natural light and minimum use of artificial light.
- Energy saving fluorescent tubes are used instead of incandescent bulbs.
- In non-reading and non-working areas, reduced lighting (25 watts-40 watts) is used.
- Computers, printers, photocopiers etc. are closed down when not in use and disconnected at the end of the day.
- Electric equipments and gadgets are shut off during non-working hours.
- Doors of all air conditioned rooms are having door closers to avoid wastage of electricity.

- Fitting is done in such a way that ACs are switched off automatically in case of electricity cut.
- Cloppy generator of Kirloskar company is installed to avoid noise pollution and air pollution.

**Use of Renewable Energy:-** The Institution is working to build up infrastructure for the use of Renewable energy

**Water Harvesting:** The spacious lawns serve as natural rain harvesting systems. In the playground, rain water percolates through the soil.

**Check Dam construction:-**The Institution has proper and well built sewerage system for the Disposal of Rain Water.

**Hazardous waste Management:-**The paper waste of Examination Branch, General office, Library and other Departments is sold for recycling of the same. Old damaged furniture items are repaired for reuse of manufacturing of other items of furniture.

**E-waste management:**

- Instead of dumping the e-waste material, the college makes it sure that the E-components are properly stored.
- Various Departmental activities are organized on the topic of e-waste management.
- After their life time e-waste are sold as scrap to the local vendor.

**Effects for Carbon Neutrality**

Following initiatives have been taken for carbon neutrality:

- Students are made to use electricity in conservative way so that the motto of “save electricity” can be imbibed in them.
- We engross the habit of tree plantation among the students and motive them to save the greenery.
- Many a times, notices for circulation among the staff are accepted hand-written so as to save cartridges and carbon usage.
- Every effort is made to save paper and stationery.
- Colored printing in most of the cases is avoided.
- General office, Account office, Library are fully computerized.
- The institute has installed three generator sets of 125 KVA, 63 kVA and 25 KVA, which are serviced regularly.

**Plantation:**

- The institute has 3 lush green lawns having about 200 ornamental and shady plants.
- A committee has been formed which maintains lawns and landscaping works constantly to keep the surroundings green and aesthetically attractive.
- Tree plantation program is organized by the NSS and NCC units of the college (detail already given in 5.3.1) to sequester CO<sub>2</sub> in the atmosphere.

**Cleanliness:**

- There is a properly framed committee for ensuring cleanliness of the campus. All the concerned members are committed to ensure proper cleanliness in the campus.

## **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.**

Innovative methods are adopted by the institution keeping pace with the changing times. It keeps introducing new mechanisms for the improvement of its functioning.

#### **Use of ICT:**

- To improve the teaching learning process and to update the knowledge, Computer with internet facility is provided with 9 (BSNL) Broadband Connections.
- Customized software's have been developed and are being used for the efficient functioning of General office and Accounts offices. These softwares have made it easy for the offices to maintain their records.
- Power point presentations are a regular feature for Post graduate classes and also for under graduate class students like B.Com and BCA students.
- College has INFLIBNET facility in the Library to explore the e-journals.
- The college has its own website with the address : [www.ascwkhanna.com](http://www.ascwkhanna.com)

#### **Special Cells:**

- Special cells like Career guidance and counseling cell, Grievance Redressal and Gender Sensitization committee against sexual harassment have been formed for the welfare of the students. The career-counseling cell of the college provides valuable information to the students regarding lucrative careers and future studies.
- New clubs, like the Red-ribbon club have been initiated in order to increase awareness about AIDS.

#### **Academic Innovations:**

- Remedial classes are arranged in the college for the students who are weak in the subject of English, Economics and Mathematics.
- Coaching is also provided to S.C/S.T, B.C students without any payment of fee.
- Special classes are held in autumn break and winter break for those students who fall shortage of lectures as per university rules.
- Admission promotion workshops through power point presentation have been successfully introduced to encourage students from nearby schools to choose our college for pursuing higher education.

#### **Faculty Development Programme:**

- A Short term course for the faculty members is organized by the Computer department of the college to equip them with Computer and Internet Techniques. The faculty members are given training in the use of LCD Interactive Projector.
- Along with adopting innovative teaching pedagogies, the faculty members are also encouraged to attend seminars/conferences/ workshops/training programs and other faculty programs organized by the University and other institutions. During the last four years, many teachers have attended international and national conferences/seminars/workshops etc.

- The Institution too organizes expert/extension lectures to enrich the faculty. The Department of Mathematics organized National Conference in October 2013. During the last four years, 30 such lectures were organized.

#### **Student welfare Programmes:**

- Two day Personality Development workshop is organized annually for the last two sessions, which involve about 100 students.
- Students belonging to weaker sections of the society are provided with fee-concessions and free books from the library Book-bank.
- Day/Night NSS camps have been introduced for the last three sessions. The students actively take part in socially useful events in these camps.

#### **Security System:**

- 26 CCTV cameras, covering the entire college campus, hostel and sports ground has been installed for centralized surveillance and better functioning.
- Gate keeper is on duty at the gate for 24X7 hours.

#### **Income Generation:**

- Funds are generated by selling scrap and old newspapers etc. at the end of the year.

### **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.**

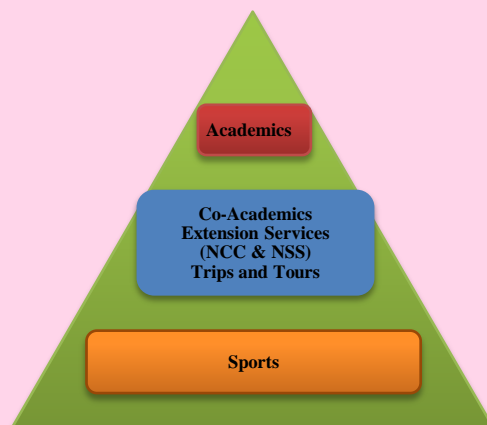
#### **Best Practice-I**

##### **Title of the Practice**

**Meticulously Planned Curriculum for Complete Personality Development (Maintaining a Balance between Curricular and Co-curricular Aspects) – ACSET Approach**

**Goal:** The institution aims at twin goals of enrichment of Curriculum thereby providing skill-based job-oriented courses in this globalised era to make the girl students economically independent and also at holistic development of the students to make them socially responsible citizens.

**Context:** The College, affiliated to Panjab University, Chandigarh adopts five-fold approach including academic enrichment, co-academic activities, sports, extension services and trips and tours to important historical places.



The institution offers education in 04 Undergraduate Courses, 05 Post graduate Courses and two Add On Courses, Besides this, at present the college is running 06 Crash Courses. Every year students of the college participate in these activities with a lot of zeal and bagged a number of prizes.

Alongwith curricular activities, Co-curricular, cultural and sports activities are meticulously planned to enhance the effectiveness of formal curriculum, impart additional skill, inculcate moral and civil values and sensitize the youth towards social and environmental issues. Students participate in Inter College sports competitions held at Panjab University, Chandigarh. The college organizes annual sports meet in which the promising sports students of the college are honoured. Extension services are being provided in the form of NCC and NSS.

**The Practice:** The Academic schedule is a well planned mix bag of co-curricular and cultural activities. Special emphasis is placed on adopting student-centric teaching pedagogy. Unitization of the syllabus has to be strictly followed by the teaching staff. Methods like assignments, audio-visual aids, question-answer sessions, class tests, snap tests, case studies, net surfing, workshops are incorporated in teaching-learning process, as these all are based on the mass participation of the students. Weekly/monthly tests are held in the classes as a matter of routine. Well equipped 3 Computer labs, enriched library with INFLIBNET facility, Book Bank facility, Library Reader's Club facility add to the enriched teaching learning process. Alongwith curricular, Co-academic activities are also gaining big heights. NCC and NSS units have initiated a number of programmes such as literacy drive, lecture on Health, Hygiene, Yoga awareness, career guidance, Eye check up Camp, Tree Plantation, Traffic Rules awareness, Blood Donation Camp. Beside this NSS department along with Social Sciences Department celebrate Independence Day, Republic Day and Sadhbavana Divas in the college. NSS units of the college arrange Day and Night camps in the college. The students are motivated at the beginning of every academic year to enroll themselves for NCC. Students attend various Annual Training Camps and also the camps for the training of Republic Day Parade going to be held at Republic Day at New Delhi. NCC Cadets also participate in March Past and National Anthem on Independence Day and Republic Day which is celebrated by Sub-Division Khanna. In the last four years and till date, 62 trips were organized.

**Evidence of Success:** The College has made giant strides in academic, curricular, co-curricular and cultural activities. During the last 4 years, various faculty members and as many as 1781 students of the college got benefitted from the Library Reader's Club facility and Book Bank facility. The College had a whopping scorecard in the academic arena during the last four academic sessions i.e. 2010-2011, 2011-12, 2012-13 and 2013-14. In 2013-2014 **Ms. Alisha of B.A I has brought laurels to the institution by bagging coveted First Position in the University Examination held by Panjab University, Chandigarh.** Besides this, the institution has a glorious past record of bagging 04 First positions, 02 Second, 03 Third, 04 Fifth, 02 Sixth, 02 Ninth and 01 Seventh, Eighth, Tenth and Fourteenth Positions respectively in Panjab

University Examinations during the post accreditation period. Under the expert guidance of the Management and the Principal and co-ordinated efforts of the teachers, the excellent annual results of the last four sessions in University Examinations, kept aloft the glorious tradition as the general pass percentage of M.A. (Hindi) M.A. (Eco), M.A. (Soc), M.Sc. (Maths), B.Com III, B.C.A. III, B.Com. III Hons.B.C.A III Hons.and B.AIII Hons.was 100% that of B.AII and B.A III was more than 95% and pass percentage of the college was much higher than University pass percentage. As many as 2170 students of the college made their alma-mater proud by getting first divisions and out of this, 549 students of the college scored 70% and 08 students got above 80% marks in university examination.

The institution has shown excellent performance in co-curricular and cultural and Sports activities. The details are given in 5.3. In Sports also, our sports girls brought laurels to the college. During last four years and till date, our college teams have won medals at various competitions. The details are given in 5.3. In last four sessions, two NSS Units of the college organized 7 Day's Day Camps and Day-Night Camps. During last four years, NCC cadets attended various Pre-RD Camps and Annual Training Camps at various places of Punjab and won Gold Medals. Two NCC cadets were awarded Sahara Scholarships of Rs. 12,000/- each.

**Problems Encountered & Resources Required:**Compromising situation due to rural background of almost half of the student populationUn-recruited Govt. sanctioned posts, insufficient financial assistance: a hurdle in tech-savvy environment and starting new courses, more transport facility to bring more and more girl students from the nearby villages, early permission from the university to start new courses

### **Best Practice-II**

#### **Title of the Practice:**

#### **Value-based Education**

**Goal:**The institutionstrives at providing value-based moral education to the students. The aim of this practice is to blend outward success with inward growth. The Purpose of education is defeated if it does not succeed in producing harmonized and balanced individuals who are well-equipped in a rounded way to face the challenges of the growing demands of this era of globalization. Hence, every effort is made to keep this goal in sight and to endorse it practically.

**The Context:**Once the students step out into the vast world outside, they are faced with life situations outside the world of books and journals. To keep them firmly grounded to their roots so that they are not confounded by the complexities of the world, providing value-based education becomes an essentiality which cannot be undermined.

#### **The Practice:**

**Hawan-Yajna Performance:** Each new academic session begins with the performance of sacred ceremony of Hawan-Yajna to invoke the blessings of the Almighty.It is the ritual of the institution to arrange Hawan-Yajna ceremony with the goal of energizing and protecting the inner self and environment. The Management, Principal, staff members and all the students of the college take part in it with utmost reverence and devotion.



**Monday Morning Assembly:** Holding assembly, every Monday Morning is a regular feature, which brings a collective consciousness of the institution. Assembly always begins with a prayer sung in a chorus by the teachers and the taught. Thought of the week is presented by the members of the faculty to reinforce some moral or ethical idea. Thought of the week serves as intellectual boost up for the students. Important announcements are also conveyed to the students by the assembly in charges. In this way, the morning assembly serves as a healthy platform for the exchange of ethical concepts for the inculcation of desirable values much needed in the materialistic world of today to prevent moral deterioration.

**Celebration of National Days:** The college follows the healthy tradition of celebrating all the important National days such as the Independence Day, Republic Day, Gandhi Jayanti and the Teachers Day in various forms, such as by holding declamation contests, poster making competitions, creative writing or through the lectures from guest speakers.

**“Saada Virsa” or the Punjabi Culture Display:** In order to preserve the diminishing culture of our traditionally rich state Punjab, the college has displayed various items from our rich heritage in the form of old utensils, jewellery, costumes, embroidery, coins, furniture pieces, musical instruments etc. in a beautiful and artistic manner. Even the tradition of folklores and folk singing has been kept alive. The annual participation of the college students in the Youth and Cultural Heritage Festivals is also a step in the way of preserving the Punjabi culture. Local festivals like “Lohri” and “Basant” are celebrated with a traditional fervour and taste.

**Awareness of Secularism:** India has been declared a secular state by its written constitution. During the freedom struggle, secularism was the most widely emerging principle but in Post Independence era of commercialization the people are becoming money minded the principles of unity, equality, brotherhood and secularism are losing its hold. So In order to make the students aware and taught them the value of oneness and equality of all human beings, the “Quami Ekta Week” is observed in the Institution.

**Blood Donation Camps:** Blood donation is a life saver. The Red Cross society of our college works devotedly to raise funds for the Red Cross and encourages maximum number of students to donate blood. It is a pleasure to reiterate that many members from our management, staff and a large number of students donate blood for a noble cause. Blood Donation camp provides a platform to the students to come forward for social cause and serve as a connecting link between the volunteers and the society.

**Personality Development Workshop:** A two days personality development workshop is organized every year to enhance the overall personality of the students. This workshop is well attended and received by the students. Special care is taken for imbibing the characteristics of a well groomed personality.

**Job Oriented Education:** The versatile curriculum offers a wide range of Job-Oriented and Skill based courses which provide the option to match aptitude and interest with the subject of their choice.

**Evidence of Success:** It is said that sincere efforts do yield results. The college is reputed for providing Value-based Job-oriented education in the area. Parents prefer this institution for their daughters as they appreciate the

emphasis laid on the promotion of ethical values. It is heartening to see successive generations choosing our institution. The positive feedback from parents is our motivation and evidence of the success of our effort.

**Problems Encountered and Resources Required:** We, at A.S. College for Women Khanna believe that there is no problem that does not have a solution, if tackled wisely. The only problem in the implementation of this very practice is the arrangement of funds, which is borne by the institution.

**Contact Details**

Name of the Principal	: Dr. Meenu Sharma
Name of the institution	: A.S. College for Women, Khanna
City	: Khanna
Pin-code	: 141401
Accredited status	: B++
Work Phone	: 01628 220570
E-mail	: ascollegeforwomen@gmail.com
Cell-phone	:098722-07005

# Evaluative Report of the Departments

## Department of English

- 1 Name of the department **English**
- 2 Year of Establishment **1973**
- 3 Names of Programmes Courses offered (UG, PG, Masters; Integrated Ph.D., etc.) **UG**
- 4 Name of interdisciplinary courses and the departments/units involved **Nil**
- 5 Annual/semester/choice based Credit system (programme wise) **B.A I (Semester), B.A II, III (Annual)**
- 6 Participation of the department in the courses offered by other departments **Nil**
- 7 Courses in collaboration with other universities or industries, foreign institutions, etc **Nil**
- 8 Details of courses/programmes discontinued (if any) with reasons : **(B.A I Functional English and B.A II Hons. due to inadequate number of students)**
- 9 Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	-----	-----
<b>Associate Professors</b>	1	1
<b>Assistant Professors</b>	6	6

- 10 Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
<b>Ms. Puneet Sodhi</b>	<b>M.A., B.Ed, M.Phil</b>	<b>Associate Professor</b>	<b>Indian Writers</b>	<b>23 years</b>	<b>Nil</b>
<b>Ms. Savita Khanna</b>	<b>M.A., M.Phil</b>	<b>Assistant Professor</b>	<b>Fiction</b>	<b>21 years</b>	<b>Nil</b>
<b>Ms. Neerja Puri</b>	<b>M.A., M.Phil</b>	<b>Assistant Professor</b>	<b>Indian Writers</b>	<b>12 years</b>	<b>Nil</b>
<b>Ms. Jyoti Sood</b>	<b>M.A., doing M.Phil</b>	<b>Assistant Professor</b>	<b>Fiction</b>	<b>5 years</b>	<b>Nil</b>
<b>Ms. Navdeep Kaur</b>	<b>M.A., B.Ed</b>	<b>Assistant Professor</b>	<b>-</b>	<b>1 year</b>	<b>Nil</b>
<b>Ms. Amanpreet</b>	<b>M.A.</b>	<b>Assistant</b>	<b>-</b>	<b>1 year</b>	<b>Nil</b>

<b>Kaur</b>		<b>Professor</b>			
<b>Ms. Apeksha Kapoor</b>	<b>M.A.</b>	<b>Assistant Professor</b>	<b>-</b>	<b>1 year</b>	<b>Nil</b>

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

12 Percentage of lectures delivered And practical classes handled (program wise) by temporary faculty

<b>B.A I (General English)</b>	<b>100 %</b>
<b>B.A II (General English)</b>	<b>80 %</b>
<b>B.A III (General English)</b>	<b>80%</b>
<b>B.A I (Elective English)</b>	<b>100%</b>
<b>B.A II (Elective English)</b>	<b>Nil</b>
<b>B.A III (Elective English)</b>	<b>Nil</b>
<b>B.A III (Hons)</b>	<b>100%</b>
<b>B.Com I</b>	<b>100%</b>
<b>B.Sc I</b>	<b>100%</b>
<b>B.C.A I</b>	<b>100%</b>

13 Student -Teacher Ratio (programme wise):

<b>B.A I (General English)</b>	<b>66:1</b>
<b>B.A II (General English)</b>	<b>59:1</b>
<b>B.A III (General English)</b>	<b>60:1</b>
<b>B.A I (Elective English)</b>	<b>60:1</b>
<b>B.A II (Elective English)</b>	<b>31:1</b>
<b>B.A III (Elective English)</b>	<b>46:1</b>
<b>B.A III (Hons)</b>	<b>13:1</b>
<b>B.Com I</b>	<b>77:1</b>
<b>B.Sc I</b>	<b>29:1</b>
<b>B.C.AI</b>	<b>27:1</b>

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

15 Qualifications of teaching faculty with DSc/ D.Litt/Ph.D/M.Phil/PG **M.Phil-3, PG-4**

16 Number of faculty with ongoing projects from

a) National b) International funding agencies and grants received: **Nil**

17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**

18 Research Centre /facility recognized by the University: **Nil**

19 Publications :  
Publication per faculty

<b>Ms. Puneet Sodhi</b>	She has contributed 5 articles in Multimedia Magazine published in Toronto at the address <a href="http://www.sonchirri.com">www.sonchirri.com</a>
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- Number of papers published in peer reviewed journals (national/international )by faculty and students
- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc)
- Monographs
- Chapter in Books

Name	Chapter Name	Book
Ms. Neerja Puri	Role of Teachers in implementation of values in Education	Revitalizing teacher education for nation building

- Books Edited
  - Books with ISBN/ISSN numbers with details of publishers
  - Citation index
  - SNIP
  - SJR
  - Impact factor
  - H-index
- 20 Areas of consultancy and income generated : **Nil**
- 21 Faculty as members in : **Nil**
- a) National Committee b) International Committees c) Editorial Boards.
- 22 Student Projects : **Nil**
- a) Percentage of students who have done in-house projects including inter departmental/programme
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies
- 23 Awards/Recognitions received by faculty and students: **Nil**
- 24 List of eminent academicians and scientists/visits to the department:

Name of the visitor	Institution	Date of visit
Ms. Deepti	Swami vivakenand Institution, Banur	25-02-2011
Ms. Monika		
Ms. Priya		

- 25 Seminars/Conferences/Workshops organized & the source of funding **Nil**
- a) National b)International

26 Student profile programme/ course wise : **2013-2014**

Name of the Course/ programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A I (General	333	333	X	333	67.23%



English)					
B.A II (General English)	291	291	X	291	76.63%
B.A III (General English)	250	250	X	250	88%
B.A I (Elective English)	43	43	X	43	97.61%
B.A II (Elective English)	49	49	X	49	93.87%
B.A III (Elective English)	51	51	X	51	100 %
B.A III (Hons)	10	10	X	10	100 %
B.Com I	76	76	X	76	76.31%
B.Sc I	07	07	X	07	100%
B.C.AI	27	27	X	27	70.37%
Functional English-I	13	13	X	13	100 %
Functional English-II	13	1	X	13	98.71%
Functional EnglishIII	7	7	X	7	100 %

\*M=Male      \*F= Female

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	100%	0%	0%
B.Com	100%	0%	0%
B.Sc	100%	0%	0%
B.CA	100%	0%	0%

28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc? :

**There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams**

29 Student progression :

**The College does not have PG Department in English. Hence there is no concrete way to keep a track of Student Progression.**

Student progression	Against enrolled	%
UG to PG	-----	

<b>PG to M.Phil</b>	-----
<b>PG to Ph.D</b>	-----
<b>Ph.D. to Post-Doctoral</b>	-----
<b>Employed</b> • <b>Campus selection</b> • <b>Other than campus recruitment</b>	-----
<b>Entrepreneurship/Self-employed</b>	-----

30 Details of Infrastructural facilities

- a) Library : **4058 Books**  
b) Internet facilities for Staff & Students: **Yes**  
c) ICT facility : **Nil**  
d) Laboratories : **Nil**

31. Number of students receiving financial assistance from college, university, government or other agencies

**The detail of the students receiving financial assistance from college, university, government or other agencies has been provided in point 2.1.5 of criterion 2.**

32 Details on student enrichment programmes (special lectures /workshops/ seminar) with external experts

<b>Name of the visitor</b>	<b>Institution</b>	<b>Date of visit</b>
<b>Ms. Deepti</b>	Swami vivakenand Institution, Banur	25-02-2011
<b>Ms. Monika</b>		
<b>Ms. Priya</b>		

**The Department has arranged annual trips (detail below)**

<b>Date</b>	<b>Places Visit</b>
<b>09-02-2011</b>	<b>Dainik Bhaskar, Sirhind</b>
<b>16-11-2012</b>	<b>Dainik Bhaskar</b>
<b>08-10-2013</b>	<b>Dainik Bhaskar</b>

33. Teaching methods adopted to improve student learning: **Lecture Method, Discussion Method, Written Method, Practical Training, Brain Storming Sessions**

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

35. SWOC analysis of the department and Future Plans

**Strengths:-**

- (i) The English Department of the college comprises of highly dedicated and committed faculty members. They work with the belief that English being a global language must be promoted.

- (i) Provision of Remedial Classes under UGC scheme to improve the pass percentage of B.A. Classes.
- (ii) Add-on-courses and Crash Courses in communicative English have been introduced to polish the communicative skills of the students.
- (iii) Provision of B.A. (Functional English) for the students who wish to excel in the area of mass communication and journalism.
- (iv) Vocational visits to the publication houses add to the practical knowledge of the students.
- (v) Infrastructural facilities like language lab, Audio-Visual aids,
- (vi) Provision of English Literary society to promote the creative skills of the fellow students.

#### **Weaknesses:-**

Majority of the students of the college come from semi-urban and rural areas. They study English as a Second language. The teachers of English face a problem dealing with students with diverse language capabilities.

#### **Opportunities:-**

- (i) Addition of journals and e-journals to the library.
- (ii) To gearup the creative and critical endeavours of the students as well as the faculty.

#### **Challenges:-**

- (i) Being a women college, we have to compete with co-education institutions.
- (ii) To cover-up the gap between the urban and rural students.
- (iii) To groom up the students and upgrade their communicative skills.

#### **Future Plan:-**

Work Hard on Bright students to get more university positions.

## Department of Sanskrit

- 1 Name of the Department : **Sanskrit**
- 2 Year of Establishment: **July 1973**
- 3 Names of Programmes Courses offered (UG, PG, M.Phil, P.h.D., Integrated Masters; Integrated Ph.D., etc.)  
**UG Sanskrit**
- 4 Name of interdisciplinary courses and the departments/units involved  
**Nil**
- 5 Annual/semester/choice based Credit system (programme wise)  
**B.A I (Sem), B.A II & B.A.III (Annual System)**
- 6 Participation of the department in the courses offered by other departments : **Nil**
- 7 Courses in collaboration with other universities or industries, foreign institutions, etc: **Nil**
- 8 Details of courses/programmes discontinued (if any) with reasons  
**Nil**
- 9 Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	X	X
<b>Associate Professors</b>	1	1

- 10 Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
<b>Dr. Karuna Arora</b>	<b>M.A, M.Phil, Ph.D</b>	<b>Associate Professor</b>	<b>Literature</b>	<b>28 years</b>	<b>---</b>

- 11 List of senior visiting faculty : **Nil**
- 12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **Nil**
- 13 Student -Teacher Ratio (programme wise):

<b>B.A.I</b>	<b>18:1</b>
<b>B.A.II</b>	<b>11:1</b>
<b>B.A.III</b>	<b>17:1</b>

- 14 Number of academic support staff (technical) and administrative staff; sanctioned and filled **Nil**
- 15 Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PG

**M.A. M.Phil, Ph.D -01**

- 16 Number of faculty with ongoing projects from  
 b) National b) International funding agencies and grants received  
**Nil**
- 17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc.  
 and total grants received : **Nil**
- 18 Research Centre /facility recognized by the University : **Nil**
- 19 Publications :
- \* Publication per faculty **02**

Dr. Karuna Arora	<ul style="list-style-type: none"> <li>An Article on the topic 'वैदिक साहित्य में नारी के नैतिक आदर्श' published in National Journal 'विश्व ज्योति'</li> <li>An Article on the topic 'महाकवि कालिदास की कृतियों में चित्रकला के अंगों का वर्णन' published in International peer Journal 'Punjab'</li> </ul>
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- \* Number of papers published in peer reviewed: **Nil**  
 journals (national/international )by faculty and students :  
 \* Number of publications listed in International Database **Nil**  
 (For Eg: Web of Science, Scopus, Humanities  
 International Complete, Dare Database-International **Nil**  
 Social Sciences Directory, EBSCO host, etc)  
 \* Monographs  
 \* Chapter in Books  
 \* Books Edited  
 \* Books with ISBN/ISSN numbers with details of publishers  
 \*Citation index  
 \*SNIP  
 \*SJR  
 \*Impact factor  
 \*H-index
- 20 Areas of consultancy and income generated : **Nil**
- 21 Faculty as members in  
 a) National Committee b) International Committees c) Editorial  
 Boards....

Name	Institution	Period
Board of Study	Panjab University, Chandigarh	2011-2013

- 22 Student Projects : **Nil**  
 a) Percentage of students who have done in-house projects including  
 inter departmental/programme  
 b) Percentage of students placed for projects in organizations outside  
 the institution i.e. in Research laboratories/Industry/other agencies
- 23 Awards/Recognitions received by faculty and students

134 students received Sanskrit Merit Scholarship from Rasthriya Sanskrit Sansthan in worth Rs. 5,36,000 from session 2009-2010 on words.

(ii) In 2012-2013 and 2013-2014 (four students awarded in Shlokochara and Declamation contest.

24 List of eminent academicians and scientists/visits to the department:  
**Nil**

25 Seminars/Conferences/Workshops organized & the source of funding  
**Nil**

a)National

b)International

26 Student profile programme/ course wise: **2013-2014**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
<b>BAI</b>	<b>12</b>	<b>12</b>	<b>X</b>	<b>12</b>	<b>100 %</b>
<b>BAII</b>	<b>17</b>	<b>17</b>	<b>X</b>	<b>17</b>	<b>100 %</b>
<b>BAIII</b>	<b>20</b>	<b>20</b>	<b>X</b>	<b>20</b>	<b>95 %</b>

\*M=Male

\*F= Female

27 Diversity of students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
<b>B.AI</b>	<b>100</b>	<b>Nil</b>	<b>Nil</b>
<b>B.A II</b>	<b>100</b>	<b>Nil</b>	<b>Nil</b>
<b>B.A III</b>	<b>100</b>	<b>Nil</b>	<b>Nil</b>

28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?

There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams.

29 Student progression :Since the college does not have PG program in Sanskrit, it is not possible to trace the progression from UG to PG.

Student progression	Against % enrolled
<b>UG to PG</b>	
<b>PG to M.Phil</b>	
<b>PG to Ph.D</b>	
<b>Ph.D. to Post-Doctoral</b>	
<b>Employed</b>	
• <b>Campus selection</b>	



• Other than campus recruitment	
Entrepreneurship/Self-employed	

30. Details of Infrastructural facilities  
a) Library : **640 Books**  
b) Internet facilities for Staff & Students : **Yes**  
c) ICT facility : **Nil**  
d) Laboratories : **Nil**
31. Number of students receiving financial assistance from college, university, government or other agencies : **Every year a good number of students receive Sanskrit Merit Scholarship from Rasthriya Sanskrit Sansthan.**
32. Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts :
- | Date       | Visit Place |
|------------|-------------|
| 18-08-2013 | Ludhiana    |
| 09-11-2014 | Patiala     |
33. Teaching methods adopted to improve student learning  
**Lecture Method, Regular Class tests, Group discussion.**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Nil**
35. SWOC analysis of the department and Future Plans  
**Strengths:**  
(i) Commendable results in Sanskrit  
(ii) Highly qualified, experienced and dedicated faculty  
**Weaknesses:**  
(i) Less employability of the subject.  
(ii) Problem of admission in B.Ed with sanskrit is losing interest of the students in the subject.  
**Challenges:-**  
To gear up the enrolment as students coming from rural background hesitate to opt the subject as Punjabi is their mother tongue.  
**Future Plan:-**  
(i) Lack of employment & Problem of admission in B.Ed with combination of Sanskrit is losing interest of Students in this subject.  
(ii) Planning to conduct extension lectures to create interest of students in the subject.

## Department of Hindi

- 1 Name of the department : **Hindi**
- 2 Year of Establishment: **1973**
- 3 Names of Programmes Courses offered (UG, PG, M.Phil, P.h.D., Integrated Masters; Integrated Ph.D., etc.)  
**UG -1973, PG- 2003**
- 4 Name of interdisciplinary courses and the departments/units involved  
**Nil**
- 5 Annual/semester/choice based Credit system (programme wise)  
**B.A I, & MA I, II (Sem), B.A II & B.AIII(Annual System)**
- 6 Participation of the department in the courses offered by other departments : **Nil**
- 7 Courses in collaboration with other universities or industries, foreign institutions, etc : **Nil**
- 8 Details of courses/programmes discontinued (if any) with reasons: **Nil**
- 9 Number of teaching posts

	Sanctioned	Filled
<b>Professors</b>	X	X
<b>Associate Professors</b>	X	X
<b>Assistant Professors</b>	3	3

- 10 Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specializaiton	No. of Years of Experie nce	No. of Ph.D students guided for the last 4 years
<b>Dr. Naina Sharma</b>	<b>M.A Ph.D</b>	<b>Assistant Professor</b>	<b>Poetry Medieval period</b>	<b>16 years</b>	<b>---</b>
<b>Dr. Kusum Bodh</b>	<b>M.A, M.Phil, Ph.D</b>	<b>Assistant Professor</b>	<b>Fiction</b>	<b>38 years</b>	<b>---</b>
<b>Ms. Tamanna Sharma</b>	<b>M.A, M.Phil</b>	<b>Assistant Professor</b>	<b>Prose</b>	<b>7 years</b>	<b>----</b>

- 11 List of senior visiting faculty : **Nil**
- 12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **Nil**
- 13 Student -Teacher Ratio (programme wise):

<b>B.A I</b>	<b>48:1</b>
<b>B.AII</b>	<b>69:1</b>
<b>B.A III</b>	<b>64:1</b>

<b>M.AI</b>	<b>33:1</b>
<b>M.A II</b>	<b>42:1</b>

- 14 Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
- 15 Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PG **M.Phil-2, Ph.D-2**
- 16 Number of faculty with ongoing projects from  
a) National b) International funding agencies and grants received : **Nil**
- 17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
- 18 Research Centre /facility recognized by the University :**Nil**

- 19 Publications :
- \* Publication per faculty:
  - \* Number of papers published in peer reviewed journals (national/international )by faculty and students :
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities : International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc)
  - \* Monographs :
  - \* Chapter in Books :

Dr. Naina Sharma	Hindi	<ul style="list-style-type: none"> <li>• ज्ञान और भाव चेतना की अकंपित शिखा</li> <li>• विष को अमृत में बदलती भक्तों की वाणी</li> </ul>	'डा. अमर सिंह वर्धान-दृष्टि और सृष्टि'  'डा. अमर सिंह वर्धान-दृष्टि और सृष्टि'	978-93-82991-13-7  978-93-82991-13-7
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- \* Books Edited :
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \*Citation index :
  - \*SNIP :
  - \*SJR :
  - \*Impact factor :
  - \*H-index :
- 20 Areas of consultancy and income generated : **Nil**
- 21 Faculty as members in :
- a) National Committee b) International Committees c) Editorial Boards....
- (1) Dr. Naina Sharma as faculty editor in Annual Magazine 'Jawan Tarang' by Youth Welfare Department Panjab University, Chandigarh

(2) She is also Editor of Hindi Section of College Magazine Avastha.

- 22 Student Projects : **Nil**
- a) Percentage of students who have done in-house projects including inter departmental/programme
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies
- 23 Awards/Recognitions received by faculty and students:  
Dr. Naina Sharma was awarded with 'Kabir Samman' and a certificate of Honour by 'Gemini Academy' Panipat and 'Neterheen Jagriti Sangh' Punjab respectively on 20-12-2009, 20-01-2010. List of eminent academicians and scientists/visits to the department.
- 24 Seminars/Conferences/Workshops organized & the source of funding  
**Nil**
- a) National b) International :
- 26) Student profile programme/ course wise : **2013-2014**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
<b>B.AI</b>	84	84	X	84	95.125
<b>B.A II</b>	68	68	X	68	92.64%
<b>B.AIII</b>	61	61	X	61	100 %
<b>M.A I (I, II Sem)</b>	42	42	X	42	100 %
<b>M.A III, IV (Sem)</b>	31	31	X	31	100 %

\*M=Male \*F= Female

- 27 Diversity of students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
<b>B.A</b>	<b>100</b>	<b>Nil</b>	<b>Nil</b>
<b>M.A</b>	<b>100</b>	<b>Nil</b>	<b>Nil</b>

- 28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc ?:  
**Three students passed (NET) as per the information of the students.**

- 29 Student progression:

Student progression	Against % enrolled	
<b>UG to PG</b>	50%	
<b>PG to M.Phil</b>	30%	As per the information of the students.
<b>PG to Ph.D</b>	20%	

<b>Ph.D. to Post-Doctoral</b>	-----
<b>Employed</b> • <b>Campus selection</b> • <b>Other than campus recruitment</b>	Govt. and Private Teaching Department as per the information of the students
<b>Entrepreneurship/Self-employed</b>	-----

30. Details of Infrastructural facilities  
a) Library : **5008 Books with INFLIBNET facility**  
b) Internet facilities for Staff & Students: yes  
c) ICT facility : **No**  
d) Laboratories : **No**
31. Number of students receiving financial assistance from college, university, government or other agencies : **The detail of the students receiving financial assistance from college, university, government or other agencies has been provided in point 2.1.5 of criterion 2.**
32. Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts : **Nil**
33. Teaching methods adopted to improve student learning  
**Lecture Method, Regular Class tests, Teacher student discussion, Group discussion, giving assignments**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:  
**A No. of students participated in activities of NCC & NSS**
35. SWOC analysis of the department and Future Plans

#### **Strengths:-**

- (i) Three highly qualified, dedicated and experienced faculty members, having motherly love for the students.
- (ii) Research oriented vision of staff as well as students.
- (iii) Commendable university results.

#### **Weakness:-**

- (i) A good dispatch of publishing is required for the students, from rural background, having Punjabi as their mother tongue.

#### **Opportunities:-**

- (i) To set up research centre in the subject of Hindi as to provide platform to the students who want to go further for M.Phil and Ph.D in Hindi.

#### **Future Plan:-**

- (i) Plan various extension lectures in near future.

#### **Challenges:-**

- (i) To motivate the students to opt for P.G course in Hindi.

## Department of Punjabi

- 1 Name of the department : **Punjabi**
- 2 Year of Establishment : **July 1973**
- 3 Names of Programmes/Courses offered (UG, PG, M.Phil, P.h.D., Integrated Masters; Integrated Ph.D., etc.): **UG**
- 4 Name of interdisciplinary courses and the departments/units involved  
**Nil**
- 5 Annual/semester/choice based Creditsystem (programme wise)  
**B.A I (Semester), B.A II & B.AIII (Annual System)**
- 6 Participation of the department in the courses offered by other departments : **Nil**
- 7 Courses in collaboration with other universities or industries, foreign institutions, etc : **Nil**
- 8 Details of courses/programmes discontinued (if any) with reasons: **Nil**

- 9 Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	X	X
<b>Associate Professors</b>	2	2
<b>Assistant Professors</b>	3	3

- 10 Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
<b>Ms. Arvinder Kaur</b>	<b>M.A, M.Phil</b>	<b>Associate Professor</b>	<b>Punjabi Fiction</b>	<b>32 years</b>	<b>-</b>
<b>Dr. Prabhjit Kaur</b>	<b>M.A, Ph.D</b>	<b>Associate Professor</b>	<b>Punjabi Folk-Lore</b>	<b>25 years</b>	<b>-</b>
<b>Dr. Chhinderpal Kaur</b>	<b>M.A, Ph.D</b>	<b>Assistant Professor</b>	<b>Punjabi Folk-Lore</b>	<b>9 years</b>	<b>-</b>
<b>Dr. Jyoti Sharma</b>	<b>M.A, Ph.D</b>	<b>Assistant Professor</b>	<b>Punjabi Poetry</b>	<b>7 years</b>	<b>-</b>
<b>Ms. Rajinder Kaur</b>	<b>M.A, M.Phil</b>	<b>Assistant Professor</b>	<b>Punjabi Poetry</b>	<b>3 years</b>	<b>-</b>

- 11 List of senior visiting faculty : **Nil**
- 12 Percentage of lectures delivered and practical classes handled



(Programmewise) by temporary faculty:

<b>B.A I (Pbc)</b>	<b>100%</b>
<b>B.A I (Pbi)</b>	<b>50%</b>
<b>B.Sc I(F.D) (Pbc.)</b>	<b>100 %</b>
<b>B.Com I (Pbc)</b>	<b>100 %</b>
<b>B.CA I (Pbc)</b>	<b>100%</b>
<b>B.A II (Pbc)</b>	<b>50 %</b>
<b>B.AII (Pbi)</b>	<b>50</b>
<b>B.A III (Pbc)</b>	<b>50</b>
<b>B.A III (Pbi.)</b>	<b>Nil</b>

13 Student -Teacher Ratio (programme wise):

<b>B.AI (Pbc)</b>	<b>82:1</b>
<b>Pbi</b>	<b>71:1</b>
<b>BAII (Pbc)</b>	<b>73:1</b>
<b>Pbi</b>	<b>70:1</b>
<b>BAIII (Pbc)</b>	<b>75:1</b>
<b>Pbi</b>	<b>72:1</b>
<b>B.Com I (Pbc)</b>	<b>77:1</b>
<b>BCA I (Pbc)</b>	<b>27:1</b>
<b>B.Sc (F.D)</b>	<b>29:1</b>

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

15 Qualifications of teaching faculty with DSc/ D.Litt/Ph.D/M.Phil/PG **Ph.D-3, M.Phil-2**

16 Number of faculty with ongoing projects from

a) National b) International funding agencies and grants receive  
**Nil**

17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : **Nil**

18 Research Centre /facility recognized by the University : **Nil**

19 Publications :

\* Publication per faculty:

Dr. Chhinderpal Kaur	<ul style="list-style-type: none"> <li>Paper titled ਬਰਤਾਨਵੀ ਸੱਭਿਆਚਾਰ ਅਤੇ ਪੰਜਾਬੀ ਸੱਭਿਆਚਾਰ published in Monthly Magazine Rajneeti Yug, ਸ਼ਹੀਦ-ਏ-ਆਜ਼ਮ ਪ੍ਰੈਸ ਪ੍ਰ. ਲਿਮ ਐਸ.ਸੀ.ਓ-3 ਪਟਿਆਲਾ</li> <li>Paper titled ਪੰਜਾਬੀ ਸੱਭਿਆਚਾਰ ਵਿੱਚ ਔਰਤਾਂ ਦੀ ਸਥਿਤੀ published in Monthly Magazine Rajneeti Yug, ਸ਼ਹੀਦ-ਏ-ਆਜ਼ਮ ਪ੍ਰੈਸ ਪ੍ਰ. ਲਿਮ ਐਸ.ਸੀ.ਓ-3 ਪਟਿਆਲਾ</li> </ul>
Dr. Jyoti Sharma	<ul style="list-style-type: none"> <li>Article titled 'Safeer Kaav Da Roopakark Adyaan' published by Bhasha Vibhag, Patiala in Nov. 2012</li> <li>Article titled 'Mukat Kaav da Kaav Shastri Adryan' held at Bhasha Vibhag Patiala in November 2013</li> </ul>

\* Number of papers published in peer reviewed

Journals (national/international )by faculty and students :

\* Number of publications listed in International Database

(For Eg: Web of Science, Scopus and Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc)

\* Monographs

\* Chapter in Books

\* Books Edited

\* Books with ISBN<sup>v</sup>/ISSN numbers with details of publishers:

Dr. Jyoti Sharma	• ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਭਾਸ਼ਾ ਵਿਗਿਆਨ	ਰੂਹੀ ਪ੍ਰਕਾਸ਼ਨ 42 ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਨਗਰ, 2010	978-81-89284-84-8
	• ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਸਹਿਤ ਅਤੇ ਸੱਭਿਆਚਾਰ ਦਰਪਨ	ਵਾਰਿਸ਼ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, 2011	978-81-7856-285-8
	• ਭਾਸ਼ਾ ਮੰਬਨ	ਵਾਰਿਸ਼ ਸ਼ਾਹ ਫਾਊਂਡੇਸ਼ਨ, 2013	978-81-7856-3725

\*Citation index

\*SNIP

\*SJR

\*Impact factor

\*H-index

20 Areas of consultancy and income generated : Nil

21 Faculty as members in

a) National Committee b) International Committees c) Editorial Boards....

Name	Institution	Period
Faculty of Languages	Panjab University, Chandigarh	2011-2013

22 Student Projects : Nil

a) Percentage of students who have done in-house projects including inter departmental/programme.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies

23. Awards/Recognitions received by faculty and students :Nil

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

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

a) National b) International

26 Student profile programme/ course wise: 2013-2014

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
<b>BAI (Pbc)</b>	358	358	X	358	88.58%
<b>BA I (Pbi)</b>	164	164	X	164	99.5%
<b>B.Sc (F.D) I (Pbc)</b>	9	9	X	9	100 %
<b>B.Com I</b>	76	76	X	76	100 %
<b>B.C.A I</b>	30	30	X	30	100 %
<b>B.A II (Pbc)</b>	297	297	X	297	95.18%
<b>B.A II (Pbi)</b>	132	132	X	132	100%
<b>B.A III (Pbc)</b>	253	253	X	253	98%
<b>B.A III (Pbi)</b>	90	90	X	90	100%

\*M=Male\*F= Female✓

27 Diversity of students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
<b>BAI (Pbc)</b>	<b>100 %</b>	<b>X</b>	<b>X</b>
<b>BA I (Pbi)</b>	<b>100 %</b>	<b>X</b>	<b>X</b>
<b>B.Sc (F.D) I (Pbc)</b>	<b>100 %</b>	<b>X</b>	<b>X</b>
<b>B.Com I</b>	<b>100 %</b>	<b>X</b>	<b>X</b>
<b>B.C.A I</b>	<b>100 %</b>	<b>X</b>	<b>X</b>
<b>B.A II (Pbc)</b>	<b>100 %</b>	<b>X</b>	<b>X</b>
<b>B.A II (Pbi)</b>	<b>100 %</b>	<b>X</b>	<b>X</b>
<b>B.A III (Pbc)</b>	<b>100 %</b>	<b>X</b>	<b>X</b>
<b>B.A III (Pbi)</b>	<b>100 %</b>	<b>X</b>	<b>X</b>

28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc ? :

**There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams**

29 Student progression :Since the College does not have PG program, hence there is no accurate way to keep a track of the student's progression from UG to PG.

Student progression	Against % enrolled
<b>UG to PG</b>	
<b>PG to M.Phil</b>	
<b>PG to Ph.D</b>	

<b>Ph.D. to Post-Doctoral</b>	
<b>Employed</b> • Campus selection • Other than campus recruitment	
<b>Entrepreneurship/Self-employed</b>	

**Note:- We don't have PG Department in Punjabi there is no means to check the record.**

30 Details of Infrastructural facilities

- a)Library : **3129 Books with INFLIBNET facility**  
b)Internet facilities for Staff & Students: **Yes**  
c)ICT facility : **Nil**  
d)Laboratories: **Nil**

31. Number of students receiving financial assistance from college, university, government or other agencies :  
**The detail of the students receiving financial assistance from college, university, government or other agencies has been provided in point 2.1.5 of criterion 2.**

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

<b>Date</b>	<b>Visit Place</b>
<b>04-03-2012</b>	Virasat-E-Khalsa, Aanadpur Sahip
<b>22-10-2012</b>	Craft Mela, Patiala

33. Teaching methods adopted to improve student learning  
**Lecture Method, Regular Class tests, Group discussion.**

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

35. SWOC analysis of the department and Future Plans

**Strength :-**

- 1) Since its inception in 1973, the Pbi department of the college has been actively involved in promoting the mother tongue.
- 2) The Department consists of 5 well qualified, highly experienced, expert faculty members dedicated to promote the teaching learning of the subject.
- 3) It aims at developing creative writing through literary competitions to create interest in reading and writing of Punjabi Literature & Culture.
- 4) To make students prepare to take up Punjabi Literature in M.A Punjabi & Punjabi Journalism in future.

- 5) Under expert guidance of dean co-academic, Dr. Prabhjit Kaur, Associate Professor in Pbi, students participate in zonal and interzonal youth and heritage festivals and have brought laurels to the institution.

**Opportunities:-**

- 1) Punjab, being a mother tongue, invites more number of enrolment.
- 2) Better perspective for introducing P.G. in Punjabi, as we have a handsome number of students, opting for Pbi as elective subject.

**Challenges:-**

- 1) To get sanction for introducing M.A (Pbi) from affiliating university in near future.

**Future Plan:-**

- 1) Planning of exhibitions for promoting Punjabi culture and heritage.

### Department of Economics

- 1 Name of the department : **Economics**
- 2 Year of Establishment: **UG-1973, PG-2004-05**
- 3 Names of Programmes/Courses offered (UG, PG,; M.Phil, P.h.D., IntegratedMasters; Integrated Ph.D., etc.) **UG, PG**
- 4 Name of interdisciplinary courses and the departments/units involved **Commerce**
- 5 Annual/semester/choice based Credit system (programme wise) : **B.A I, M.A I & MA.II (Sem), B.A II & B.AIII (Annual System)**
- 6 Participation of the department in the courses offered by other Departments.  
**B.Com Ist Sem. (MicroEconomics, B.Com II (Business Economic, Banking & Insurance), B.Com III (Indian Economy)**
- 7 Courses in collaboration with other universities or industries, foreign institutions, etc : **Nil**
- 8 Details of courses/programmes discontinued (if any) with reasons : **Nil**
- 9 Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	X	X
<b>Associate Professors</b>	1(On leave)	X
<b>Assistant Professors</b>	4	4

- 10 Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specializaiton	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
<b>Dr. Ramna Singla (on leave)</b>	<b>M. A(Eco.) Ph.D</b>	<b>Associate Professor</b>	<b>Mathematical Economics</b>	<b>27 years</b>	<b>---</b>
<b>Dr. Rajni Chhabra</b>	<b>M.A (Eco.), UGC-NET, Ph.D</b>	<b>Assistant Professor</b>	<b>Development Economics</b>	<b>12 years</b>	<b>---</b>
<b>Ms. Sujata</b>	<b>M.A (Eco.) M.Phil</b>	<b>Assistant Professor</b>	<b>Micro Economics</b>	<b>7 years</b>	<b>---</b>
<b>Ms. Nidhi Arora</b>	<b>M.A (Eco.)</b>	<b>Assistant Professor</b>	<b>Micro Economics</b>	<b>5 years</b>	<b>---</b>
<b>Ms. Bandana Joshi</b>	<b>M.A (Eco.)</b>	<b>Assistant Professor</b>	<b>Agricultural Economics</b>	<b>2 years</b>	<b>---</b>

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



12 Percentage of lectures delivered and practical classes handled  
(Programmewise) by temporary faculty: 75%

13 Student -Teacher Ratio (programme wise):

<b>B.AI</b>	<b>70:1</b>
<b>B.AII</b>	50:1
<b>B.AIII</b>	58:1
<b>MA.I (Eco.)</b>	20:1
<b>M.A II (Eco.)</b>	17:1

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

15 Qualifications of teaching faculty with DSc/ D.Litt/Ph.D/M.Phil/PG  
**Ph.D-2, M.Phil-1 & PG-2**

16 Number of faculty with ongoing projects from

a) National b) International funding agencies and grants received  
**Nil**

1. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc.  
and total grants received : **Nil**

2. Research Centre /facility recognized by the University : **No**

3. Publications :

\* Publication per faculty : **Nil**

\* Number of papers published in peer reviewed

Journals (national/international) by faculty and students: **Two International & Five National**

Dr. Rajni Chhabra	<ul style="list-style-type: none"> <li>• Paper titled "An Analysis of India's Textile Exports" in a peer reviewed National Journal-The Horizon, Vol.VI, Jan. 2015. ISSN: 09755535</li> <li>• Paper titled 'Export Performance of Indian Textile Industry-A Comparative study of Pre-and Post WTO period' in a peer reviewed National Journal, Volume 4, spring, 2014, published by ASR publications, Ferozpur. ISSN: 2319-1430.</li> <li>• Paper titled 'Export Performance and Competitiveness of Indian Textile Industry-Revealed comparative Advantage Analysis' in 'Sui Generis an International Journal of Humanities and Social Sciences', in Vol-III, 2014. ISSN: 2320-9224,</li> <li>• Paper titled 'Market Research: Making Better Business Decisions' in International Journal of Business Management of Social Science Vol-III, Issue 5 (II), January 2014, ISSN: 2249-7463.</li> <li>• Paper titled 'Indian Banking Industry' a comparative study of Pre and Post reform period published by GPC, Alour, June 2011, ISBN: 978-81-921593-7-9.</li> </ul>
Ms. Sujata	<ul style="list-style-type: none"> <li>• Paper titled 'Performance and Evaluation of Institutions</li> </ul>

	<p>to Deal with black Money’ published in the book Black money in India-Present Status &amp; future Challenges by Desh Bhagat College Bardwal (Dhuri) Feb. 2013.ISBN: 9789380144-375</p> <p>•Paper titled ‘Role of Banks in MSMEs: Problems and Way Forward’ published in the Global Journal of Accounting and Management, July to December 2011. ISSN : 0976-9366</p> <p>•Paper titled ‘Globalization and Financial Crises: Causes and Policy Responses’ published in ‘Indian Journal of New Dimensions’ Volume 4, issue 1, Jan to June 2014. ISSN: 22779876.</p> <p>•Paper titled ‘Health Economics’ published in National Journal ‘The Horizon-A Journal of Social Sciences’ January 2011. ISSN: 0975-5535</p> <p>•Paper titled ‘Leading Role of Financial services in Indian Economy’, published in Book sponsored by UGC titled ‘Indian Emerging Service Economy: Issues and Challenges’ under the topic February, 2011</p> <p>•Paper titled ‘Existing India China Economics and Trade Relations’ published in National Journal Indian Journal of New Dimension, Vol. 5, Issue 1 on Jan to June 2015. ISSN: 22779876</p>
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\* Number of publications listed in International Database  
(For Eg: Web of Science, Scopus, and Humanities : **Nil**  
International Complete, Dare Database-International  
Social Sciences Directory, EBSCO host, etc)

\* Monographs : -

\* Chapter in Books -

\* Books Edited : -

\* Books with ISBN/ISSN numbers with details of publishers:

Dr.Rajni Chhabra authored a Book titled “WTO and Indian Textile Industry”  
published K.G. Publications, Amritsar Year  
2014 ISBN No. 978-93-84138-14-1

\*Citation index : -

\*SNIP : -

\*SJR : Nil

\*Impact factor : Nil

\*H-index : Nil

4. Areas of consultancy and income generated : Nil

5. Faculty as members in : Nil

a) National Committee b) International Committees c) Editorial  
Boards....

22. Student Projects : Nil

- a) Percentage of students who have done in-house projects including inter departmental/programme
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies
23. Awards/Recognitions received by faculty and students : Nil
24. List of eminent academicians and scientists/visits to the department: Nil
25. Seminars/Conferences/Workshops organized & the source of funding
- a) National : One
- b) International : Nil
- 26 Student profile programme/ course wise: 2013-2014

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.Com I	101	76	X	76	82.89 %
B.Com II	64	64	X	64	96.87%
B.Com III	57	57	X	57	100 %

\*M=Male \*F= Female

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	100	Nil	Nil
MA	100	Nil	Nil
B.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. :

**One student of MA Economics cleared Teacher Eligibility Test in 2012.**

29 Student progression:

Student progression	Against % enrolled
UG to PG	17 %
PG to M.Phil	-----
PG to Ph.D	-----
Ph.D. to Post-Doctoral	-----
Employed • Campus selection • Other than campus recruitment	-----
Entrepreneurship/Self-employed	-----

30. Details of Infrastructural facilities
- Library : **Open shelf library facility in main library, Book Bank facility, 1581 Books**
  - Internet facilities for Staff & Students: **One lecture a week in computer lab for students of MA Economics**
  - ICT facility : **No**
  - Laboratories : **No**
31. Number of students receiving financial assistance from college, university, government or other agencies :  
**The detail of the students receiving financial assistance from college, university, government or other agencies has been provided in point 2.1.5 of criterion 2.**
32. Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts :  
**Presentations on the topic ‘Poverty alleviation’ and ‘Environmental Degradation’ and ‘Sustainable Development’ in 2013-2014 & 2014-2015 by students of MA Economics and faculty members.**

**Trip:-**

Date	Visit Place
22-11-2009	<b>Amritsar</b>
14-10-2012	<b>Ferozepur (Hussaini Wala Border)</b>
22-09-2013	<b>Ludhiana</b>

33. Teaching methods adopted to improve the student learning : **Seminars, Discussions, Collaborative work, Inductive and Deductive method, Analytical Methods, Brain Storming Sessions**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **A large number of students participated in activities of NCC & NSS**
35. SWOT analysis of the department and Future Plans

**Strengths :-**

- Department consists of 4 qualified dedicated experienced and mutually co-operative faculty with research oriented aptitude.
- Oriented aptitude heading towards the higher education, the department has been running M.A. (Economics) efficiently since 2004-05.
- UGC-Net based test is conducted for P.G. students of economics to familiarize the student with the NET Examination.
- Internet facility is available for the students in the computer lab of the college.

**Weakness:-**

- Less use of ICT, in teaching learning process due to lack of smart class room facility.

**Opportunities :-**

- (i) Strength can be increased.
- (ii) Access to e-journals to promote the research vision among the P.G. Students.

**Future Plans:-**

- (i) Planning to conduct extension lectures to create interest of students in the subject

### Department of Home Science

1. Name of the department : **Home Science**
2. Year of Establishment: **July 1987**
3. Names of Programmes/ Courses offered (UG, PG, M.Phil, P.h.D., Integrated Masters; Integrated Ph.D., etc.) **UG- B.A I, II, III**
4. Name of interdisciplinary courses and the departments/units involved  
**Nil**
5. Annual/semester/choice based Credit System (programme wise)  
**B.A I (Sem), B.A II & B.AIII (Annual System)**
6. Participation of the department in the courses offered by other Departments : **Nil**
7. Courses in collaboration with other universities or industries, foreign institutions, etc : **Nil**
8. Details of courses/programmes discontinued (if any) with reasons :  
**No, all are functioning**
9. Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	X	X
<b>Associate Professors</b>	1	1
<b>Assistant Professors</b>	X	1(Adhoc)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specializaiton	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
Dr. Sushma Singla	M.Sc., Ph.D	Associate Prof.	Family Resource Management	19 years 7 sessions	---
Ms.Chandana Rajput	M.Sc	Assistant Prof.	Clothing & Textiles	6 sessions	----

11. List of senior visiting faculty : **Nil**
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty:**Theory 33% Pr. 50%**
13. Student -Teacher Ratio (programme wise):

B.AI	61:1
B.AII	49:1
B.AIII	30:1

14. Number of academic support staff (technical)and administrative staff; sanctioned and filled: **01 Filled -None**



15 Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PG:  
**Ph.D -01, M.SC I**

16 Number of faculty with ongoing projects from

a) National 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:**No**

19 Publications :

\* Publication per faculty

Dr. Sushma Singla	<ul style="list-style-type: none"> <li>Paper titled 'Family Financial Management practices of women in Urban Punjab' in Journal of PCMA Vol.1. No. 2, June 2009. ISBN: PP 91-97, 162-171.</li> <li>Paper titled 'Work-family challenges of women in Urban Punjab' published in International Journal Periodic Research, Vol. II, Issue-III, in February 2014.</li> </ul>
Ms. Chandana Rajput	Paper titled 'Designing, Making Paper Patterns and Construction of Casual One-Piece Dresses Using Dart Manipulation' Chandana Rajput, 'Research Journal of Humanities and social sciences', Volume-3, January –March 2012, Issue-I ISSN:0975-6795

\* Number of papers published in peer reviewed:

journals (national/international )by faculty and students :

\* Number of publications listed in International Database :Nil

(For Eg: Web of Science, Scopus, Humanities

International Complete, Dare Database-International :Nil

Social Sciences Directory, EBSCO host, etc)

\* Monographs

\* Chapter in Books :

Dr. Sushma Singla	<ul style="list-style-type: none"> <li>ਪੰਜਾਬ ਦੀਆਂ ਸ਼ਹਿਰੀ ਔਰਤਾਂ ਦਾ ਪਰਵਾਰਕ ਆਮਦਨ ਵਿੱਚ ਯੋਗਦਾਨ</li> </ul>	ਪੰਜਾਬ ਦੀ ਆਰਥਿਕਤਾ ਅਤੇ ਕਾਰਗੁਜ਼ਾਰੀ ਚੁਣੌਤੀਆਂ 2010
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\* Books Edited

\* Books with ISBN/ISSN numbers with details of publishers :Nil

\*Citation index :Nil

\*SNIP :Nil

\*SJR :Nil

\*Impact factor

\*H-index

- 20 Areas of consultancy and income generated : **Nil**  
 21 Faculty as members in: a) National Committee b) International Committees c) Editorial Boards....

**Dr. Sushma Singla**

- (a) Member of UG & PG Board of studies in Home Science Panjab University, Chandigarh for the term 1-04-2013 to 31-3-2015.  
 (b) Member of Editorial/Advisory Board of Asian Resonance (ISSN: 0976-8602) for the period July 2014 to June 2015.  
 (c) Member of Regional Centre committee against sexual harassment at IGNOU Regional Centre Khanna for the year 2012-2014.
- 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/Recognitions received by faculty and students : **(i) Two students won prizes at Zonal Youth Festival Panjab University, Chandigarh 2013-2014**  
**(ii) One student won prize at Inter Zonal Youth festival 2013-2014**
- 24 List of eminent academicians and scientists/visits to the department:

<b>05-03-2011</b>	<b>Lecture Environmental Pollution and Global Warming by Dr. Gurbinder Kaur</b>
<b>27-08-2012</b>	Guest Lecture by Mr. Vijay Sharma on topic Safety While using Gas Cylinder
<b>05-08-2010</b>	Seminar on 'Breast Feeding by Dr. Baljit Kaur

- 25 Seminars/Conferences/Workshops organized & the source of funding  
 a) National b) International **Nil**
- 26 Student profile programme/ course wise: **2013-2014**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
<b>BAI</b>	59	59	X	59	94.73 %
<b>BAII</b>	36	36	X	36	94.87%
<b>BAIII</b>	35	35	X	35	97.22 %

\*M=Male \*F= Female

- 27 Diversity of students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.AI	<b>100</b>	<b>Nil</b>	<b>Nil</b>

B.A II	100	Nil	Nil
B.A III	100	Nil	Nil

- 28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc? :

There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams.

- 29 Student progression :  
**Since the college does not have PG program in Home Science, it is not possible to trace the progression from UG to PG.**

Student progression	Against % enrolled
UG to PG	Nil
PG to M.Phil	-----
PG to Ph.D	-----
Ph.D. to Post-Doctoral	-----
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	Course runs at UG level
Entrepreneurship/Self-employed	50 %

- 30 Details of Infrastructural facilities

- a) Library : **779 Books with INFLIBENT facility**  
b) Internet facilities for Staff & Students: **Yes**  
c) ICT facility : **Nil**  
d) Laboratories : **Yes**

- 31 Number of students receiving financial assistance from college, university, government or other agencies : **The detail of the students receiving financial assistance from college, university, government or other agencies has been provided in point 2.1.5 of criterion 2.**

- 32 Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts : **Special lecture at local level are organized from time to time.**

Date	Visit Place
01-12-2009	Chankya Dairy Products Ltd.
11-01-2010	Chankya Dairy Product Ltd.
06-02-2012	Vardhman Spinning and General Mills Ludhiana
09-11-2012	Chankya Dairy Products Ltd.
16-09-2013	Chankya Dairy Products Ltd.

- 33 Teaching methods adopted to improve student learning:**Method, Regular Class test, Group discussion, Audio Visual Aids, Class Presentation, Quiz etc.**
- 34 Participation in Institutional Social Responsibility (ISR) and Extension activities : **Nil**
35. SWOC analysis of the department and Future Plans

**Strengths**

- 1) Highly experienced and dedicated faculty members.
- 2) Gives training to students to be good home makers, good wives and good mothers.
- 3) Trains students for various inter college Competitions.
- 4) Prepares students for entrepreneurship in Home Science

**Weaknesses**

- 1) Majority of our students belong to poor income strata so cannot bring materials for practice to learn more practically.

**Opportunities**

- 1) Lot of scope for entrepreneurship in Home Science related fields
- 2) Teaching & research jobs after doing post graduation.

**Future Plans**

- 1) To conduct National seminars/Conferences.

## Department of Political Science

- 1 Name of the department : **Political Science**
- 2 Year of Establishment : **1973**
- 3 Names of Programmes Courses offered (UG, PG,;M.Phil, P.h.D., Integrated Masters; Integrated Ph.D., etc.) **UG**
- 4 Name of interdisciplinary courses and the departments/units involved : **Nil**
- 5 Annual/semester/choice based Credit system (programme wise) : **B.A I, (Sem), B.A II & B.AIII(Annual System)**
- 6 Participation of the department in the courses offered by other Departments. : **Nil**
- 7 Courses in collaboration with other universities or industries, Foreign institutions etc : **Nil**
- 8 Details of courses/programmes discontinued (if any) with reasons : **Nil**
- 9 Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	X	X
<b>Associate Professors</b>	X	X
<b>Assistant Professors</b>	1	1

- 10 Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specializaiton	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
Ms. Parul	<b>M.A (Political Science)B.Ed</b>	<b>Assistant Professor</b>	-----	<b>Fresher</b>	---

- 11 List of senior visiting faculty : **Nil**
- 12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **B.AI, II, III (100 %)**
- 13 Student -Teacher Ratio (programme wise):

<b>B.A I</b>	<b>81:1</b>
<b>B.AII</b>	<b>86:1</b>
<b>B.AIII-</b>	<b>50:1</b>

- 14 Number of academic support staff (technical)and administrative staff; sanctioned and filled : **Nil**
- 15 Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PG :**PG**
- 16 Number of faculty with ongoing projects from
  - a) National b) International funding agenciesand grants received: **Nil**

- 17 Departmental projects funded by DST-FIST;  
UGC, DBT, ICSSR, etc. and total grants received: **Nil**
- 18 Research Centre /facility recognized by the University :**Nil**
- 19 Publications : **Nil**  
 \* Publication per faculty  
 \* Number of papers published in peer reviewed  
 Journals (national/international )by faculty and students :  
 \* Number of publications listed in International Database  
 (For Eg: Web of Science, Scopus, and Humanities :  
 International Complete, Dare Database-International  
 Social Sciences Directory, EBSCO host, etc)  
 \* Monographs :  
 \* Chapter in Books :  
 \* Books Edited :  
 \* Books with ISBN/ISSN numbers with details of publishers  
 \*Citation index :  
 \*SNIP :  
 \*SJR :  
 \*Impact factor :  
 \*H-index :
- 20 Areas of consultancy and income generated : **Nil**
- 21 Faculty as members in : **Nil**  
 a) National Committee b) International Committees c)Editorial  
 Boards....
- 22 Student Projects : **Nil**  
 a) Percentage of students who have done in-house projects including  
 inter departmental/programme  
 b) Percentage of students placed for projects in organizations outside  
 the institution i.e. in Research laboratories/Industry/other agencies
- 23 Awards/Recognitions received by faculty and students : **Nil**
- 24 List of eminent academicians and scientists/visits to the department:**Nil**
- 25 Seminars/Conferences/Workshops organized & the source of funding:  
**Nil**  
 a) National :  
 b) International :
- 26 Student profile programme/ course wise: **2013-2014**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.AI	94	94	X	94	100 %
B.AII	98	98	X	98	96.95%
B.AIII	58	58	X	58	100 %

\*M=Male \*F= Female

- 27 Diversity of students:



Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.AI	100%	Nil	Nil
B.AII	100 %	Nil	Nil
B.AIII	100 %	Nil	Nil

- 28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc ? :

**There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams**

- 29 Student progression :

**Since the college does not have PG program in Political Science, it is not possible to trace the progression from UG to PG.**

Student progression	Against % enrolled
UG to PG	-----
PG to M.Phil	-----
PG to Ph.D	-----
Ph.D. to Post-Doctoral	-----
Employed	-----
• Campus selection	
• Other than campus recruitment	
Entrepreneurship/Self-employed	-----

- 30 Details of Infrastructural facilities

- a) Library : **1453 Books, with INFLIBET facility**  
b) Internet facilities for Staff & Students: **yes**  
c) ICT facility : **Nil**  
d) Laboratories : **Nil**

31. Number of students receiving financial assistance from college, university, government or other agencies: **The detail of the students receiving financial assistance from college, university, government or other agencies has been provided in point 2.1.5 of criterion 2.**

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

Date	Visit Place
08-11-2009	Fun City, Chandigarh
10-11-2013	Patiala
24-11-2014	Patiala

33. Teaching methods adopted to improve student learning :  
**Lecture Method, Regular Class tests, Group discussion, Weekly tests**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **A number of students participate in activities of NCC & NSS**

35. SWOC analysis of the department and Future Plans

**Strength:-**

- (i) Dedicated and efficient faculty members.
- (ii) Extension lectures by the eminent personalities.
- (iii) Provides background to the students who aspire for competitive exams.

**Weakness:-**

- (i) Competition with neighbouring professional Institution.
- (ii) Need to arrange more financial resources to organise extension lectures etc.

**Opportunities:-**

- (i) Provides employability to the students
- (ii) Placement facilities in NGO's

**Challenges:-**

- (i) To compete with the private institute offering vocational courses.
- (ii) To attract the students towards the social sciences subjects.

**Future Plan:-**

To conduct interactive extensions lectures and seminars.

### Department of History

- 1 Name of the department : **History**
- 2 Year of Establishment: **1973**
- 3 Names of Programmes Courses offered (UG, PG, M.Phil, P.h.D., Integrated Masters; Integrated Ph.D., etc.) **UG**
- 4 Name of interdisciplinary courses and the departments/units involved  
**Nil**
- 5 Annual/semester/choice based Credit system (programme wise)  
**B.A I (Semester), B.A II & B.AIII (AnnualSystem)**
- 6 Participation of the department in the courses offered by other departments : **Nil**
- 7 Courses in collaboration with other universities or industries, foreign institutions, etc : **Nil**
- 8 Details of courses/programmes discontinued (if any) with reasons :  
**Nil**
- 9 Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
<b>Professors</b>	<b>X</b>	<b>X</b>
<b>Associate Professors</b>	<b>X</b>	<b>X</b>
<b>Assistant Professors</b>	<b>1<sup>1/2</sup></b>	<b>1<sup>1/2</sup></b>

- 10 Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

<b>Name</b>	<b>Qualification</b>	<b>Designation</b>	<b>Specializaiton</b>	<b>No. of Years of Exper ience</b>	<b>No. of Ph.D students guided for the last 4 years</b>
Ms. Hardeep Kaur	<b>M.A (History), B.Ed</b>	<b>Assistant Professor</b>	<b>-</b>	<b>2 years</b>	<b>-</b>
Sh. Jasdeep Singh	<b>M.A (History) B.Ed</b>	<b>Assistant Professor</b>	<b>-</b>	<b>1 Year</b>	<b>-</b>

- 11 List of senior visiting faculty : **Nil**
- 12 Percentage of lectures delivered and practical classes handled (Programmewise) by temporary faculty: **100 %**
- 13 Student -Teacher Ratio (programme wise):

<b>B.AI</b>	<b>88:1</b>
<b>B.A II-</b>	<b>78:1</b>
<b>B.AIII</b>	<b>82:1</b>

- 14 Number of academic support staff (technical)and administrative staff; sanctioned and filled : **Sanctioned 1.5, filled – 1.5**

- 15 Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PD:  
**PG-2**
- 16 Number of faculty with ongoing projects from  
a) National b) International funding agencies and grants received  
**Nil**
- 17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc.  
and total grants received **:Nil**
- 18 Research Centre /facility recognized by the University **:Nil**
- 19 Publications : **: Nil**  
 \* Publication per faculty  
 \* Number of papers published in peer reviewed  
 √journals (national/international )by faculty and students :  
 \* Number of publications listed in International Database  
 (For Eg: Web of Science, Scopus, Humanities  
 International Complete, Dare Database-International  
 Social Sciences Directory, EBSCO host, etc)  
 \* Monographs  
 \* Chapter in Books  
 \* Books Edited  
 \* Books with ISBN/ISSN numbers with details of publishers  
 \*Citation index  
 \*SNIP  
 \*SJR  
 \*Impact factor  
 \*H-index
- 20 Areas of consultancy and income generated : **Nil**
- 21 Faculty as members in : **Nil**  
 a) National Committee b) International Committees  
 c)Editorial Boards....
- 22 Student Projects : **Nil**  
 a) Percentage of students who have done in-house projects including  
 inter departmental/programme  
 b) Percentage of students placed for projects in organizations  
 outside the institution i.e. in Research laboratories/Industry/other  
 agencies
- 23 Awards/Recognitions received by faculty and students **:Nil**
- 24 List of eminent academicians and scientists/visits to the department:  
**Nil**
- 25 Seminars/Conferences/Workshops organized & the source of funding  
**Nil**  
 a) National b) International
- 26) Student profile programme/ course wise: **2013-2014**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
<b>B.A I</b>	198	198		198	88.64%
<b>B.AII</b>	145	145		145	97.94%
<b>B.AIII</b>	148	148		148	94.59%

\*M=Male \*F= Female

27 Diversity of students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.AI	100 %	Nil	Nil
B.AII	100 %	Nil	Nil
B.AIII	100 %	Nil	Nil

28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc ?:

**There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams**

29 Student progression :

**We do not have PG program in History, therefore, there is no means to keep a track of the students going for M. Sc IT, MCA etc.**

Student progression	Against % enrolled
<b>UG to PG</b>	
<b>PG to M.Phil</b>	
<b>PG to Ph.D</b>	
<b>Ph.D. to Post-Doctoral</b>	
<b>Employed</b>	
• Campus selection	
• Other than campus recruitment	
<b>Entrepreneurship/Self-employed</b>	

30 Details of Infrastructural facilities

- a) Library : **1252 Books with INFLIBNET facility**
- b) Internet facilities for Staff & Students : **Yes**
- c) ICT facility : **Nil**
- d) Laboratories : **Nil**

31. Number of students receiving financial assistance from college, university, government or other agencies : **The detail of the students receiving financial assistance from college, university,**

**government or other agencies has been provided in point 2.1.5 of criterion 2.**

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

Date	Visit Place
06-09-2013	Ludhiana

33. Teaching methods adopted to improve student learning :  
**Seminars, Debates, cooperative Teaching, Brain Storming Method, Demonstration Method, Written Methods**

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

**Students take part in NSS & NCC**

35. SWOC analysis of the department and Future Plans

**Strength:-**

- (i) The hardworking teachers who do justice to maintain the curiosity of the pupils in the subject by creating an interesting environment in the class rooms.
- (ii) The department organizes trips and tours to places of historical interest to revive the precious aura related with these places.
- (iii) Department organizes quiz competitions to polish the knowledge of the students.
- (iv) A good number of enrolments are done in history every year.

**Weakness:-**

- (i) Needs to add journals in subject of History to keep the students enlightened.

**Opportunities:-**

- (i) Provides opportunity to the students who wants to opt history as a subjects in B.Ed
- (ii) Helpful to the students who want to appear in competitive exams.

**Challenges :-**

- (i) Needs to add smart class room teaching to make the students have more interest in the subject.

**Future Plan:-**

- (ii) Plans to organize extension lecture in near future.
- (iii) Plans to start P.G in History after getting sanction from the affiliated university
- (iv) To display a collection of coins, stamps etc. available with the help of the students and local residents. Although, it seems to be a small endeavor yet it will go a long way in the future to come.



### Department of Mathematics

- 1 Name of the department : **Mathematics**
- 2 Year of Establishment: **PG-2012-2013, UG – 1999-2000**
- 3 Names of Programmes Courses offered (UG, PG, M.Phil, P.h.D., Integrated Masters; Integrated Ph.D., etc.)  
**UG (B.A with Maths), PG (M.Sc)**
- 4 Name of interdisciplinary courses and the departments/units involved  
**B.C.A. I, II & III**
- 5 Annual/semester/choice based Credit system (programme wise)  
**B.A I, M.Sc (Sem) & B.A II, III(Annual System)**
- 6 Participation of the department in the courses offered by other Departments. : **Nil**
- 7 Courses in collaboration with other universities or industries, Foreign institutions, etc : **Nil**
- 8 Details of courses/programmes discontinued (if any) with reasons :  
**Nil**
- 9 Number of Teaching posts

	Sanctioned	Filled
<b>Professors/Principal</b>	01	01
<b>Associate Professors</b>	X	X
<b>Assistant Professors</b>	5 <sup>1/2</sup>	5 <sup>1/2</sup>

- 10 Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
<b>Dr. Meenu Sharma (Principal)</b>	<b>M.Sc., M.Phil., Ph.D., PGDCA</b>	<b>Principal</b>	<b>Approximation and Fixed Point Theory (Pure Mathematics)</b>	<b>27 years</b>	<b>-</b>
Ms. Rashmi Rani	<b>M.Sc, B.ED, UGC (NET), GATE</b>	<b>Assistant Professor</b>	<b>Pure Mathematics</b>	<b>4 years</b>	<b>---</b>
Sh. Imrosepreet Singh	<b>M.SC, UGC JRF</b>	<b>Assistant Professor</b>	<b>Pure Mathematics</b>	<b>4 years</b>	<b>-----</b>
Ms. Sonia	<b>M.Sc, B.ED, UGC NET</b>	<b>Assistant Professor</b>	<b>Pure Mathematics</b>	<b>4 years</b>	<b>-----</b>
Ms. Achla	<b>M.Sc, B.ED, M.Phil</b>	<b>Assistant Professor</b>	<b>Pure Mathematics</b>	<b>4 years</b>	<b>-----</b>
Ms. Deepti	<b>M.Sc, B.ED</b>	<b>Assistant Professor</b>	<b>Pure Mathematics</b>	<b>4 years</b>	<b>-----</b>

Ms. Deepika	M.Sc, B.ED	Assistant Professor	Pure Mathematics	Fresher	-----
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- 11 List of senior visiting faculty : Nil
- 12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 45 %

- 13 Student -Teacher Ratio (programme wise):

B.A I	29:1
B.A II-	32:1
B.A III	23:1
M.Sc	20:1
M.Sc II	27:1

- 14 Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil
- 15 Qualifications of teaching faculty with DSc/ D.Litt/Ph.D/M.Phil/PG  
M.Sc (NET), B.ED, GATE- 1, M.Sc., JRF -1, M.Sc (NET), B.ED-1, M.Phil, MSc, BED-1, M.Sc, B.ED- 2
- 16 Number of faculty with ongoing projects from  
a)National b) International funding agencies and grants received  
Nil
- 17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : National Conference funded by DST  
Total grant received Rs. 75000/-
- 18 Research Centre /facility recognized by the University :Nil
- 19 Publications  
\* Publication per faculty

Dr. Meenu Sharma Principal	A paper titled 'Best Approximately and Fixed Points for Non Convex Sets' published in International Journal of Mathematics Research, pp. 109-114, Vol.VI, 2014.
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- \* Number of papers published in peer reviewed journals (national/international )by faculty and students : 2 (National) by faculty
- \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities : International Complete, Dare Database-International : Nil Social Sciences Directory, EBSCO host, etc)
- \* Monographs :
- \* Chapter in Books :

Name	Name of Chapter	Name of Book
Rashmi	Need for	Revitalizing Teacher

	Revitalizing Teacher Education	Education for Nation Building
<b>Imrosepreet Singh</b>	Issues in Teacher Education Need of the Hour	Revitalizing Teacher Education for Nation Building

Need for Revitalizing

\* Books Edited :

\* Books with ISBN/ISSN numbers with details of publishers

\*Citation index :

\*SNIP :

\*SJR :

\*Impact factor :

\*H-index :

20 Areas of consultancy and income generated : **Nil**

21 Faculty as members in :

a)National Committee b) International Committees c) Editorial Boards....

<b>Dr. Meenu Sharma Principal</b>	<b>Institution</b>	<b>Period</b>
<b>Member Executive Committee</b>	PUSC, Panjab University Chandigarh	2012-2013
<b>Member</b>	Global Police Station Visitor Week Committee	December 2012
<b>Member</b>	Sub-Division Community Policing Centre, Khanna	2012
<b>Member</b>	Sub-Division Legal Services Committee Khanna	06-11-2013
<b>Member</b>	Megha Lok Adalat	10-05-2014

6 Student Projects : **Nil**

a)Percentage of students who have done in-house projects including inter departmental/programme

b)Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies

7 Awards/Recognitions received by faculty and students :

(i) The Principal of the College Dr. Meenu Sharma was honored "Rashtriya Gaurav Award" by India International Friendship Society on 2<sup>nd</sup> April 2004.

(ii) Awarded as Guest of Honour by Sanskrit College Khanna on Annual Prize Distribution Function-2013 of the College.

(iii)Awarded as Guest of Honour by Punjabi Human Rights Forum on 10-12-2014.

- 24 List of eminent academicians and scientists/visits to the department Seminars/Conferences/Workshops organized & the source of funding

a) National : **National Conference funded by DST in 2013**

b) International

- 8 Student profile programme/ course wise : **2013-2014**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.C.A. I	27	27	X	27	70.37%
B.C.A II	13	13	X	13	100 %
B.C.A. III	16	16	X	16	100 %
B.A I	35	35	X	35	60%
B.A II	29	29	X	29	89.65%
B.A III	26	26	X	26	100 %
M.Sc I Sem	29	29	X	29	100 %
M.Sc III Sem	15	15	X	15	100 %

\*M=Male \*F= Female

- 27 Diversity of students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
M.Sc II	100 %	Nil	Nil
M.Sc I	100 %	Nil	Nil
B.A III	100 %	Nil	Nil
B.A II	100 %	Nil	Nil
B.A I	100 %	Nil	Nil

- 28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc ? : **There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams**

- 29 Student progression:

Student progression	Against % enrolled
UG to PG	33 %
PG to M.Phil	-----
PG to Ph.D	-----
Ph.D. to Post-Doctoral	-----
Employed	-----
• Campus selection	
• Other than campus recruitment	
Entrepreneurship/Self-employed	-----

- 30 Details of Infrastructural facilities

a) Library : **817 Books with INFLIBNET facility**

b) Internet facilities for Staff & Students: **Yes**

c) ICT facility : **No**

d) Laboratories : **No**

31. Number of students receiving financial assistance from college, university, government or other agencies:

**The detail of the students receiving financial assistance from college, university, government or other agencies has been provided in point 2.1.5 of criterion 2.**

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

**National Conference -01, Seminar-01**

Date	Visit Place
03-09-2012	<b>Amritsar</b>
02-10-2012	<b>Ludhiana</b>

33. Teaching methods adopted to improve student learning

**Lecture Method, Regular Class tests, Group discussion, Questioning and brain-storming**

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

35. SWOC analysis of the department and Future Plans.

**Strength:-**

- Gold medalist, highly experienced dedicated, motivating and student ceneric appstitude oriented faculty members.
- Commendable university results.
- Special, Remedial classes for weak students.

**Weakness:-**

- Staff fluctuations

**Opportunities:-**

- Self employment for the students after completing P.G
- Wide Scope for getting appointments in Govt sector after the competition of P.G.
- Students can take up research projects with stipends.

**Challenges:-**

- Faculty has to work hard for convincing the parents of the student regarding the choice of the subject. Math.
- Math being a tough subject requires extra and sincere efforts so the students holding from rural background hesitate tomopt the subject.

**Future Plans:-**

- (i) To arrange more extension lectures in further as is done in the past year.
- (ii) To increase the number of enrolment in P.G (Maths.)

### Department of Public Administration

1. Name of the department : **Public Administration**
2. Year of Establishment : **1999**
3. Names of Programmes Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)  
**UG- Public Administration**
4. Name of interdisciplinary courses and the departments/units involved  
**Nil**
5. Annual/semester/choice based Credit system (programme wise)  
**B.A II, B.A III (Annual)**
6. Participation of the department in the courses offered by other departments : **Nil**
7. Courses in collaboration with other universities or industries, foreign institutions, etc : **Nil**
8. Details of courses/programmes discontinued (if any) with reasons :  
**B.A I due to in adequate number of students**
9. Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	-----	-----
<b>Associate Professors</b>	-----	-----
<b>Assistant Professors</b>	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
Ms. Kavita Sharma	M.A, M.Phil, (Pub.Admn.) M.A. (Pol.Sci.)	Assistant Professor	-----	5 years	Nil

11. List of senior visiting faculty : **Nil**
12. Percentage of lectures delivered and practical classes handled (program wise) by temporary faculty : **100%**
13. Student -Teacher Ratio (programme wise):

<b>B.AII</b>	23:1
<b>B.AIII</b>	<b>28:1</b>

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**
15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PG  
**M.Phil-1**
16. Number of faculty with ongoing projects from



- a) National b) International funding agencies and grants received: **Nil**
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
18. Research Centre /facility recognized by the University **Nil**
19. Publications : **Nil**
- Publication per faculty
  - Number of papers published in peer reviewed journals (national/international )by faculty and students
  - Number of publications listed in International Database (For Eg: Web of Science, Scopus, and Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc)
  - Monographs
  - Chapter in Books
  - Books Edited
  - Books with ISBN/ISSN numbers with details of publishers
  - Citation index
  - SNIP
  - SJR
  - Impact factor
  - H-index
20. Areas of consultancy and income generated : **Nil**
21. Faculty as members in : **Nil**
- a. National Committee b) International Committees
- b. c) Editorial Boards.
22. Student Projects : **Nil**
- a) Percentage of students who have done in-house projects including inter departmental/programme
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies
23. Awards/Recognitions received by faculty and students: **Nil**
24. List of eminent academicians and scientists/visits to the department: **Nil**
25. Seminars/Conferences/Workshops organized & the source of funding **Nil**
- a) National b) International
26. Student profile programme/ course wise : **2013-2014**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
<b>B.A.I</b>	23	23	X	23	88.46%
<b>B.A. II</b>	27	27	X	27	100%
<b>B.A III</b>	14	14	X	14	100 %

\*M=Male \*F= Female

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 Degree	100%	0%	0%

- 28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc? :

**There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams**

- 29 Student progression: **The College does not have PG Department in Public Administration. Hence there is no concrete way to keep a track of Student Progression.**

Student progression	Against % enrolled
UG to PG	
PG to M.Phil	
PG to Ph.D	
Ph.D. to Post-Doctoral	
Employed	
• Campus selection	
• Other than campus recruitment	
Entrepreneurship/Self-employed	

- 30 Details of Infrastructural facilities

- a) Library : **196 Books with INFLIBNET facility**  
b) Internet facilities for Staff & Students : **Yes**  
c) ICT facility : **Nil**  
d) Laboratories : **Nil**

- 31 Number of students receiving financial assistance from college, university, government or other agencies

**The detail of the students receiving financial assistance from college, university, government or other agencies has been provided in point 2.1.5 of criterion 2.**

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

Date	Visit Place
19-02-2012	<b>Chandigarh</b>
25-12-2013	<b>Patiala</b>

33. Teaching methods adopted to improve student learning:

**Lecture Method, Discussion Method, Cooperative Teaching, Brain Storming**

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

35. SWOC analysis of the department and Future Plans

**Strength:-**

- (i) To make the students efficient enough to opt for further P.G. Course in Administration
- (ii) To prepare the students for appearing in competitive exams as P.A. is one of the relevant sub for such exams.

**Weakness :-**

- (i) Lack of interest of the students due to rural background .

**Opportunities:-**

- (i) To plan Quiz Competitions for giving a taste of IAS and IPS, IES, IFS examinations.

**Challenges:-**

- (i) To increase the strength of the Department.

## Department of Sociology

- 1 Name of the department : **Sociology**
- 2 Year of Establishment: **UG-2005,  
PG –2012**
- 3 Names of Programmes Courses offered (UG, PG, : MPhil, P.h.D.,  
Integrated Masters; Integrated Ph.D., etc.) **UG & PG**
- 4 Name of interdisciplinary courses  
and the departments/units involved : **Nil**
- 5 Annual/semester/choice based Credit  
system (programme wise) : **B.A I, MA (Sem)  
& B.A II, III  
(Annual System)**
- 6 Participation of the department in  
the courses offered by other  
departments : **Nil**
- 7 Courses in collaboration with  
other universities or industries,  
foreign institutions, etc : **Nil**
- 8 Details of courses/programmes  
discontinued (if any) with reasons : **Nil**
- 9 Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	X	X
<b>Associate Professors</b>	X	X
<b>Assistant Professors</b>	3	3

- 10 Faculty profile with name, qualification, designation, specialization,  
(D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
Dr. Punardeep Singh Aujla	M.A, M.Phil, Ph.D	Assistant Professor	Urban Sociology	7 years	---
Ms. Mandeep kaur	M.A, M.Phil, NET	Assistant Professor	Social Thought	9 years	-----
Ms. Navjot Kaur	M.A	Assistant Professor	Social Development	3 years	-----

- 11 List of senior visiting faculty : **Nil**
- 12 Percentage of lectures delivered and practical classes handled  
(programme wise) by temporary faculty :

B.A II	105:1
--------	-------

B.A III	<b>89:1</b>
13 Student -Teacher Ratio (programme wise):	
B.A I	61:1
B.A II	<b>105:1</b>
B.A III	<b>94:1</b>
MA I Sem Soc.	<b>19:1</b>
M.A III Sem Soc.	<b>41:1</b>

- 14** Number of academic support staff (technical) and administrative staff; sanctioned and filled : **Nil**
- 15** Qualifications of teaching faculty with DSc/ D.Litt/Ph.D/M.Phil/PG : **M.Phil -1, Ph.D- I, M.A –I**
- 16** Number of faculty with ongoing projects from a)National b) International funding agencies and grants received: **Nil**
- 17** Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
- 18** Research Centre /facility recognized by the University :**Nil**
- 19** Publications :
- \* Publication per faculty :

Ms Mandeep Kaur	•Paper titled ‘Status of Indian Women: A Sociological perspective’, Punjabi University, Patiala. ISBN:978-81-302-0207-5
-----------------	---

- \* Number of papers published in peer reviewed :Nil  
journals (national/international )by faculty and students
- \* Number of publications listed in International Database  
(For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc) : Nil
- \* Monographs : Nil
- \* Chapter in Books : Nil
- \* Books Edited : Nil
- \* Books with ISBN/ISSN numbers with details of publishers : Nil
- \*Citation index : Nil
- \*SNIP : Nil
- \*SJR : Nil
- \*Impact factor: Nil
- \*H-index : Nil
- 20** Areas of consultancy and income generated : **Nil**
- 21** Faculty as members in :  
a)National Committee b) International Committees c) Editorial Boards....
- 22** Student Projects : **Nil**

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/Recognitions received by faculty and students :8<sup>th</sup>

**position in University**

**Examination 2014,M.A Sociology  
2<sup>nd</sup>year (4<sup>th</sup> Sem.)**

24 List of eminent academicians and scientists/visits 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 : **2013-2014**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
<b>B.AI</b>	123	123	X	123	86.4%
<b>B.A II</b>	81	81	X	81	90.12%
<b>B.AIII</b>	106	106	X	106	100 %
<b>M.A 1<sup>st</sup> Sem (Soc)</b>	45	45	X	45	100%
<b>M.A Soc. 3<sup>rd</sup> Sem</b>	15	15	X	15	100%

\*M=Male \*F= Female

27 Diversity of students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
<b>B.AI</b>	<b>100 %</b>	<b>Nil</b>	<b>Nil</b>
<b>B.A II</b>	<b>100 %</b>	<b>Nil</b>	<b>Nil</b>
<b>B.AIII</b>	<b>100 %</b>	<b>Nil</b>	<b>Nil</b>
<b>M.A 1<sup>st</sup> Sem (Soc)</b>	<b>100 %</b>	<b>Nil</b>	<b>Nil</b>
<b>M.A Soc. 3<sup>rd</sup> Sem</b>	<b>100 %</b>	<b>Nil</b>	<b>Nil</b>

28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc ?**:There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams**

29 Student progression:



Student progression	Against % enrolled
<b>UG to PG</b>	50
<b>PG to M.Phil</b>	.....
<b>PG to Ph.D</b>	-----
<b>Ph.D. to Post-Doctoral</b>	-----
Employed • <b>Campus selection</b> • <b>Other than campus recruitment</b>	Govt. & Private teaching
<b>Entrepreneurship/Self-employed</b>	-----

30. Details of Infrastructural facilities  
a) Library : 527 **Books and INFLIBNET facility**  
b) Internet facilities for Staff & Students: **yes**  
c) ICT facility : **No**  
d) Laboratories : **No**
31. Number of students receiving financial assistance from college, university, government or other agencies: **The detail of the students receiving financial assistance from college, university, government or other agencies has been provided in point 2.1.5 of criterion 2.**
32. Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts :

Date	Place Visit
<b>19-02-2012</b>	Chandigarh
<b>14-10-2012</b>	Hussani Wala Border, Ferozpur
<b>02-10-2013</b>	Ludhiana

33. Teaching methods adopted to improve student learning : **Lecture Method, Regular Class tests, Group discussion,**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities : **Nil**
35. SWOC analysis of the department and Future Plans.

#### **Strengths:-**

- Highly qualified, dedicated and competent faculty members.
- A good number of enrolments in the subject.
- Educational trips for the exposure of the students.
- Special emphasis on shaping the career and character of the students.

#### **Weakness:-**

- Needs to add journals and e-journals on this subjects.

#### **Opportunities:-**

- Job opportunities in field of both Public and Private sector.
-

**Challenges:-**

- To keep pace with the increasing number of enrolments in P.G. every year.

**Future Plan:-**

- Plans to arrange extension lectures in near future.

### Department of Fine Arts

- 1 Name of the department : **Fine Arts**
- 2 Year of Establishment: **1998**
- 3 Names of Programmes
- 4 Courses offered (UG, PG, M.Phil, P.h.D., Integrated Masters; Integrated Ph.D., etc.): **UG**
- 5 Name of interdisciplinary courses and the departments/units involved  
**Nil**
- 6 Annual/semester/choice based Creditsystem (programme wise)  
**B.A II & B.AIII(Annual System)**
- 7 Participation of the department in the courses offered by other departments : **Nil**
- 8 Courses in collaboration with other universities or industries, foreign institutions, etc : **Nil**
- 9 Details of courses/programmes discontinued (if any) with reasons :  
**The Class of B.A I was discontinued because of the inadequate number of students.**
- 10 Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	X	X
<b>Associate Professors</b>	X	X
<b>Assistant Professors</b>	1	1

- 11 Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
Ms. Mandeep Kaur	M.A in Fine Arts, B.ED	Assistant Professor	Drawing & painting, Graphic & miniature	2 years	---

- 12 List of senior visiting faculty : **Nil**
- 13 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :

<b>B.A II</b>	<b>100%</b>
<b>B.AIII</b>	<b>100%</b>

- 14 Student -Teacher Ratio (programme wise):

<b>B.A II</b>	<b>11:1</b>
<b>B.AIII</b>	<b>13:1</b>

- 15 Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**

- 16 Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PG :**PG-1**
- 17 Number of faculty with ongoing projects from  
a) National b) International funding agencies and grants received: **Nil**
- 18 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
- 19 Research Centre /facility recognized by the University :**Nil**
- 20 Publications :
- \* Publication per faculty
  - \* Number of papers published in peer reviewed journals (national/international )by faculty and students : \*
  - Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities : International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc)
  - \* Monographs :
  - \* Chapter in Books :
  - \* Books Edited :
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \*Citation index :
  - \*SNIP :
  - \*SJR :
  - \*Impact factor :
  - \*H-index :
- 21 Areas of consultancy and income generated : **Nil**
- 22 Faculty as members in :  
a) National Committee  
b) International Committees  
c) Editorial Boards
- 22 Student Projects : **Nil**  
a)Percentage of students who have done in-house projects including inter departmental/programme  
b)Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies
- 23 Awards/Recognitions received by faculty and students: **Nil**
- 24 List of eminent academicians and scientists/visits to the department: **Nil**
- 25 Seminars/Conferences/Workshops organized & the source of funding  
a)National b)International**Nil**

26 Student profile programme/ course wise : **2013-2014**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
<b>B.AI</b>	14	14	X	14	100 %
<b>B.A II</b>	15	15	X	15	100 %
<b>B.AIII</b>	16	16	X	16	100 %

\*M=Male \*F= Female

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 II	<b>100</b>	<b>Nil</b>	<b>Nil</b>
B.A III	<b>100</b>	<b>Nil</b>	<b>Nil</b>

28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc ?:

**There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams**

29 Student progression :

**Since the college does not have PG program in Fine Arts, it is not possible to trace the progression from UG to PG.**

Student progression	Against % enrolled
<b>UG to PG</b>	-----
<b>PG to M.Phil</b>	-----
<b>PG to Ph.D</b>	-----
<b>Ph.D. to Post-Doctoral</b>	-----
Employed • Campus selection • Other than campus recruitment	-----
<b>Entrepreneurship/Self-employed</b>	-----

30 Details of Infrastructural facilities

- a) Library : **289 Books with INFLIBENT facility**  
b) Internet facilities for Staff & Students: **Yes**  
c) ICT facility : **No**  
d) Laboratories : **Yes**

- 31 Number of students receiving financial assistance from college, university, government or other agencies :  
**The detail of the students receiving financial assistance from college, university, government or other agencies has been provided in point 2.1.5 of criterion 2.**
- 32 Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts :

Date	Visit Place
01-09-2013	Patiala

- 33 Teaching methods adopted to improve student learning :  
**Lecture Method, Regular Class tests, Regular practical's, Discussion and demonstration method**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:  
**A number of students participate in the activities of NCC &NSS**
35. SWOC analysis of the department and Future Plans.

**Strength :-**

- Faculty with innovative and creative aptitude towards teaching learning process.
- Well equipped lab
- Timely organization of exhibitions to inculcate a creative interest in the students.

**Weakness:-**

- Less number of enrolments because of the experts to be occurred on the practical work in the subjects.

**Opportunities:-**

- Self employment for the girl students.
- Job opportunities in the field of designing.

**Challenges:-**

- To increase the number of enrolments in the subject.
- To convince the students for opting fine arts as they belong to rural areas and they have more liking for other subjects.

**Future Plan:-**

- To work on more exhibitions to be arranged by the department.



### Department of Music Instrument

- 1 Name of the Department : **Music Dept.**
- 2 Year of Establishment: **July 1973**
- 3 Names of Programmes Courses offered (UG, PG, M.Phil, P.h.D., Integrated Masters; Integrated Ph.D., etc.) :  
**UG –Music**
- 4 Name of interdisciplinary courses and the departments/units involved  
**Nil**
- 5 Annual/semester/choice based Credit system (programme wise) :  
**B.A I (Sem), B.A II & B.AIII (Annual System)**
- 9 Participation of the department in the courses offered by other departments : **Nil**
- 10 Courses in collaboration with other universities or industries, foreign institutions, etc : **Nil**
- 11 Details of courses/programmes discontinued (if any) with reasons :  
**Nil**

- 12 Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	X	X
<b>Associate Professors</b>	X	X
<b>Assistant Professors</b>	1	1

- 13 Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

- 14

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
Ms. Neerja Sharma	M.A, M.Phil	Assistant Professor	Sitar	3 years	-
Sh. Gurmeet Singh	Sangeet Bhaskar Tabla	Tabla Player	Tabla	8 years	-

- 15 List of senior visiting faculty : **Nil**
- 16 Percentage of lectures delivered and practical classes handled (programmewise) by temporary faculty : **100%**

17 Student -Teacher Ratio (programme wise):

B.A.I	34:1
B.A. II	<b>08: 1</b>
B.A. III	<b>18:1</b>

18 Number of academic support staff (technical)and administrative staff; sanctioned and filled : **Nil**

19 Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PGM.**A. M.Phil**

20 Number of faculty with ongoing projects from  
a) National b) International funding agencies and grants received**Nil**

21 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : **Nil**

22 Research Centre /facility recognized by the University :**Nil**

23 Publications : **Nil**

\* Publication per faculty

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

\* Number of publications listed in International Database

(For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc)

\* Monographs

\* Chapter in Books

\* Books Edited

\* Books with ISBN/ISSN numbers with details of publishers

\*Citation index

\*SNIP

\*SJR

\*Impact factor

\*H-index

24 Areas of consultancy and income generated : **Nil**

25 Faculty as members in : **Nil**

a) National Committee b) International Committees c) Editorial Boards....

22 Student Projects : **Nil**

a) Percentage of students who have done in-house projects including inter departmental/ programme

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies

23 Awards/Recognitions received by faculty and students :

**a) The students won 5 prizes (One first, one second and three third prizes) in P.U. Zonal Youth Festival held in 2013-14**

**b) One student bagged second prize in Basant Utsav competition held in the college.**

24 List of eminent academicians and scientists/visits to the department:  
**Nil**

25 Seminars/Conferences/Workshops organized & the source of funding -  
**Nil**

a) National b) International

26 Student profile programme/ course wise:**2013-2014**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
<b>BAI</b>	13	13	X	13	92.30%
<b>BAII</b>	19	19	X	19	100%
<b>BAIII</b>	14	14	X	14	100%

\*M=Male \*F= Female

27 Diversity of students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.AI	<b>100</b>	<b>Nil</b>	<b>Nil</b>
B.A II	<b>100</b>	<b>Nil</b>	<b>Nil</b>
B.A III	<b>100</b>	<b>Nil</b>	<b>Nil</b>
At UG level 58	<b>100</b>	<b>Nil</b>	<b>Nil</b>

28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?

**There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams**

29 Student progression: **The college does not have PG program in Music Instrumental, as such there is no means to check the record of student progression.**

Student progression	Against % enrolled
<b>UG to PG</b>	
<b>PG to M.Phil</b>	
<b>PG to Ph.D</b>	
<b>Ph.D. to Post-Doctoral</b>	
<b>Employed</b> • Campus selection • Other than campus recruitment	
<b>Entrepreneurship/Self-employed</b>	

30 Details of Infrastructural facilities

- a) Library : **450 Books with INFLIBENT facility**  
 b) Internet facilities for Staff & Students : **Yes**  
 c) ICT facility : **Nil**  
 d) Laboratories : **Yes**

31. Number of students receiving financial assistance from college, university, government or other agencies :  
**The detail of the students receiving financial assistance from college, university, government or other agencies has been provided in point 2.1.5 of criterion 2.**

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

Date	Visit Place
04-09-2013	Ludhiana

33. Teaching methods adopted to improve student learning  
**Lecture Method, tests, Group discussion, cooperative training, verbal oral method**

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

35. SWOC analysis of the department and Future Plans

**Strengths:-**

- Hard working and dedicated staff is the strength of the Department.
- The outcome of the efforts put by the staff members is evident in the number of awards won by the students in various inter-college competitions held from time to time.
- Infrastructural facilities.

**Opportunities:-**

- World of career options i.e teaching performing artist, event manager, Music direction.

**Weakness:-**

- Needs to add the ICT facility to upgrade the teaching faculty as well as students.

**Challenges:-**

- It is quiet challenging to change the psychological frame work of the parents to get their wards, opt the subject of music instrumental

**Future Plan:-**

- Plans to organize workshops and seminars.

### Department of Classical Dance

- 1 Name of the department : **ClassicalDance**
- 2 Year of Establishment : **2008**
- 3 Names of Programmes Courses offered (UG, PG, M.Phil, P.h.D., Integrated Masters; Integrated Ph.D., etc.): **UG- Dance**
- 4 Name of interdisciplinary courses and the departments/units involved **Nil**
- 5 Annual/semester/choice based Credit system (programme wise) **B.A I (Semester), B.A II & B.AIII (Annual System)**
- 6 Participation of the department in the courses offered by other departments : **Nil**
- 7 Courses in collaboration with other universities or industries, foreign institutions, etc : **Nil**
- 8 Details of courses/programmes discontinued (if any) with reasons : **Nil**
- 9 Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	-----	-----
<b>Associate Professors</b>	-----	-----
<b>Assistant Professors</b>	1	1

- 10 Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
Ms. Naina Sharma	M.A.	Assistant Professor	----	Nil	Nil
Mr. Pardeep Sharma	M.A, M.Phil	Nagma Player	Music Vocal	9 years	Nil

- 11 List of senior visiting faculty : **Nil**
- 12 Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty: **Nil**
- 13 Student -Teacher Ratio (programme wise):

B.A.I	41:1
B.A.II	14:1
B.A.III	25:1

- 14 Number of academic support staff (technical)and administrative staff; sanctioned and filled **Nil**
- 15 Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PG **M.A.**
- 16 Number of faculty with ongoing projects from
  - a) National
  - b) International funding agenciesand grants received

**Nil**

b) Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**

c) Research Centre /facility recognized by the University :**Nil**

d) Publications :-

\* Publication per faculty

\* Number of papers published in peer reviewed

√ journals (national/international) by faculty and students:

\* Number of publications listed in International Database

(For Eg: Web of Science, Scopus, and Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc)

\* Monographs

\* Chapter in Books

\* Books Edited

\* Books with ISBN/ISSN numbers with details of publishers

\* Citation index

\* SNIP

\* SJR

\* Impact factor

\* H-index

20. Areas of consultancy and income generated : **Nil**

21. Faculty as members in : **Nil**

a) National Committee b) International Committees  
c) Editorial Boards.

22. Student Projects : **Nil**

a) Percentage of students who have done in-house projects including inter departmental/programme

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies

23 Awards/Recognitions received by faculty and students:

**Awards won by students:-**

1 Prize won by students of Department of Classical Dance

24 List of eminent academicians and scientists/visits to the department:  
**Nil**

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

a) National b) International **Nil**



26 Student profile programme/ course wise: **2013-2014**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
<b>B.A I</b>	41	41	-	41	94.1%
<b>B.A II</b>	14	14	-	14	96.5 %

\*M=Male \*F= Female

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 Degree (80students)	<b>100%</b>	-----	-----

28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc? :

**There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams**

29 Student progression :

**The college does not have Post Graduate Program in Classical Dance, hence it is hard to obtain this data from the outgoing class.**

Student progression	Against % enrolled
<b>UG to PG</b>	
<b>PG to M.Phil</b>	
<b>PG to Ph.D</b>	
<b>Ph.D. to Post-Doctoral</b>	
<b>Employed</b>	
• Campus selection	
• Other than campus recruitment	
<b>Entrepreneurship/Self-employed</b>	

30 Details of Infrastructural facilities

- Library: **154 Books with INFLIBENT facility**
- Internet facilities for Staff & Students: **Yes**
- ICT facility : **Nil**
- Laboratories : **Yes**

31. Number of students receiving financial assistance from college, university, government or other agencies  
**The detail of the students receiving financial assistance from college, University, government or other agencies has been provided in point 2.1.5 of criterion 2.**
32. Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts : **Nil**
33. Teaching methods adopted to improve student learning  
**Lecture Method, Practical Method, Written Method, Cooperative and activity oriented teaching, Discussions, Regular Tests, visual aids.**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Nil**
35. SWOC analysis of the department and Future Plans

**Strengths:-**

- (i) To open the vocational visitor for the girl students keeping in view the employability, the subject classical dance was introduced in 2009-10.
- (ii) Highly qualified and experienced faculty honoured with state level Awards.

**Weakness:-**

- (i) To convince the parents for opting this particular subject is a hard nut to crack. It results in lack of strength of the students.

**Opportunities :-**

- (i) Short term course can be planned for the students who don't have classical dance as subjects.

**Challenges:-**

- (i) To persuade the students and their parents for opting this subject.

### Department of Physical Education

- 1 Name of the department : **Physical Education**
- 2 Year of Establishment: **1973**
- 3 Names of Programmes Courses offered (UG, PG, M.Phil, P.h.D., Integrated Masters; Integrated Ph.D., etc.)  
**UG –Physical Education**
- 4 Name of interdisciplinary courses and the departments/units involved :  
**Nil**
- 5 Annual/semester/choice based Credit system (programme wise) :  
**B.A I (Semester), B.A II & B.AIII (Annual System)**
- 6 Participation of the department in the courses offered by other departments : **Nil**
- 7 Courses in collaboration with other universities or industries, foreign institutions, etc : **Nil**
- 8 Details of courses/programmes discontinued (if any) with reasons :  
**Nil**
- 9 Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	X	X
<b>Associate Professors</b>	X	X
<b>Assistant Professors</b>	2	2

- 10 Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
Ms. Shelija Latatwa	<b>M.P.ED, M.Phil</b>	<b>Assistant Professor</b>	<b>Gymnastics</b>	<b>7 years</b>	<b>Nil</b>
Ms. Uvika	<b>BP.ED, MP.ED</b>	<b>Assistant Professor</b>	<b>Foot-ball Athletics</b>	<b>1 year 6 months</b>	<b>Nil</b>

- 11 List of senior visiting faculty : **Nil**
- 12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **Theory & Practical B.AI, II,III(100%)**

- 13 Student -Teacher Ratio (programme wise):

B.AI	89:1
B.A II	44:1
B.A III	33:1

- 14 Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Sanctioned-2, Filled-2**

- 15 Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PGPG

- 16 Number of faculty with ongoing projects from  
a) National b) International funding agencies and grants received  
:Nil

- 17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**

- 18 Research Centre /facility recognized by the University :Nil

- 19 Publications : **Nil**

\* Publication per faculty

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

\* Number of publications listed in International Database

(For Eg: Web of Science, Scopus, Humanities

International Complete, Dare Database-International

Social Sciences Directory, EBSCO host, etc)

\* Monographs

\* Chapter in Books

Name	Chapter in Book	Name of Book
Ms. Sheliza Latawa	A Comparative study of the personality, traits of individual and team games coaches	Futuristic Trends in Physical Education (Vol. 1), Jan,2014, ISBN 978-93-80144-627

\* Books Edited

\* Books with ISBN/ISSN numbers with details of publishers:

\*Citation index

\*SNIP

\*SJR

\*Impact factor

\*H-index

- e) Areas of consultancy and income generated : **Nil**

- 21 Faculty as members in : **Nil**

- a) National Committee b) International Committees c) Editorial Boards....
- 22 Student Projects : **Nil**  
 a) Percentage of students who have done in-house projects including inter departmental/programme  
 b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies
- 23 Awards/Recognitions received by faculty and students  
 During last four years and till date, Gold Medals: 04, Silver Medals: 06, Bronze Medals: 13, Second Position: 01, Third Positions: 03, Fourth Positions: 07, Fifth Positions: 05, Sixth Position: 01 and Seventh Position: 01. Five sports students were selected for Inter-University Camps and 01 student was selected for North Zone All India Inter- University Competition at Rudrapur (Nainital).
- 23 List of eminent academicians and scientists/visits to the department:  
**Nil**
- 25 Seminars/Conferences/Workshops organized & the source of funding  
**Nil**  
 a) National b) International
- 26 Student profile programme/ course wise: **2013-2014**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A I	<b>53</b>	<b>53</b>	<b>X</b>	<b>53</b>	<b>96.22 %</b>
B.A II	<b>40</b>	<b>40</b>	<b>X</b>	<b>40</b>	<b>100 %</b>
B.A III	<b>31</b>	<b>31</b>	<b>X</b>	<b>31</b>	<b>100 %</b>

\*M=Male \*F= Female

- 27 Diversity of students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.AI	<b>100 %</b>	<b>Nil</b>	<b>Nil</b>
B.A II	<b>100 %</b>	<b>Nil</b>	<b>Nil</b>
B.AIII	<b>100 %</b>	<b>Nil</b>	<b>Nil</b>

- 28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?  
 There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams

29. Student progression :  
The College does not have Post Graduate Program in Physical Education, hence it is hard to obtain this data from the outgoing class.

Student progression	Against % enrolled
UG to PG	
PG to M.Phil	
PG to Ph.D	
Ph.D. to Post-Doctoral	
Employed	
• Campus selection	
• Other than campus recruitment	
Entrepreneurship/Self-employed	

30. Details of Infrastructural facilities

- a) Library : **348 Books with INFLIBENT facility**  
b) Internet facilities for Staff & Students : **Yes**  
c) ICT facility : **Nil**  
d) Laboratories : **Nil**

31. Number of students receiving financial assistance from college, university, government or other agencies :

**The detail of the students receiving financial assistance from college, university, government or other agencies has been provided in point 2.1.5 of criterion 2.**

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

Date	Visit Place
15-09-2013	Patiala

33. Teaching methods adopted to improve student learning : **Lecture Method, Discussion Method, Demonstration Method, Regular tests.**  
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Nil**  
35. SWOC analysis of the department and Future Plans

#### **Strengths:-**

- (i) The faculty consists of teachers who have won university gold medals, and therefore are the best suited to inspire the sports students to touch new pinnacles of glory.  
(ii) Special scholarship and fee concession to the students to motivate them.



- (iii) Gymnasium for developing physical fitness and general well being.
- (iii) Provision of fee sportskit to the outstanding performances.
- (iv) A number of gold silver and Bronze medals at credit of the department.
- (v) Ample to add on the glory of the institution
- (vi) Infrastrual facilities coaching by the expert trainers for national level competitions.

**Weakness:-**

- (i) Required more infrastructural facilities in addition to the existing one.

**Opportutnities:-**

- (i) Jobs through sports quoter
- (ii) Personality development

**Chellanges:-**

- (i) The only challenge faced by the faculty is the lack of awareness among the parents regarding Physical Education as a rewarding subject.

**Future Plan:-**

- (i) To arrange more sports competitions to inculcate the sportsmanship.
- (ii) To arrange interviews with the eminent sportspersons to motivate the students.

### Department of Computer Science

- 1 Name of the department: **Department of Computer Science & Application**
- 2 Year of Establishment: **B.A (C.Sci.) 1999-2000**  
**BCA (C. App.) 1998-1999**  
**PGDCA - 2002-2003**
- 3 Names of Programmes Courses offered (UG, PG, : M.Phil, P.h.D., Integrated Masters; Integrated Ph.D., etc.) **UG (BCA), PG (PGDCA)**
- 4 Name of interdisciplinary courses and the departments/units involved **B.Sc (F.D)**
- 5 Annual/semester/choice based Credit system (programme wise) : **B.C.A I (Sem), B.C.A II & B.C.A III, PGDCA(Annual System)**
- 6 Participation of the department in the courses offered by other departments : **B.Sc (F.D)**
- 7 Courses in collaboration with other universities or industries, foreign institutions, etc : **Nil**
- 8 Details of courses/programmes discontinued (if any) with reasons : **Nil**
- 9 Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	X	X
<b>Associate Professors</b>	X	X
<b>Assistant Professors</b>	7	7

- 10 Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
Ms. Arpana Kapoor	M.Phil, M.Sc (IT)	H.O.D, Assistant Professor	Oracle, FIT, N/W	6 Years	-
Ms. Puneet Sharma	M.Phil, M.C.A	Assistant Professor	N/W, RDBMs, FIT	8 years	-
Sh. Ajay Vij	B.C.A(Gold Medalist), MCA	Assistant Professor	C,C++, RDBMs, IP & Java	4 years	-
Ms. Richa	MCA	Assistant Professor	D.S, C, C++,	3 Years	-
Ms. Jagjit Kaur	MCA	Assistant Professor	C, C++, FIT, Web, CG	3 years	-

Ms. Garima	MCA	Assistant Professor	C, C++, FIT, Web, CG, CBA	4 years	-
Ms. Khushjeet Kaur	M.Phil, MCA	Assistant Professor	CO, N/W, RDBMs	4 years	-

- 11 List of senior visiting faculty : **Nil**
- 12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:  
**100% (Theory and Practical)**
- 13 Student -Teacher Ratio (programme wise):
- |                |      |
|----------------|------|
| B.C.A-I        | 29:1 |
| BCA-II         | 19:1 |
| BCAIII         | 13:1 |
| PGDCA          | 12:1 |
| BSc.I (F.D)    | 29:1 |
| BA (Com.Sci I) | 21:1 |
| BAII           | 12:1 |
| BA III         | 13:1 |
- 14 Number of academic support staff (technical) and administrative staff; sanctioned and filled : **01**
- 15 Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PG **M.Phil -3, PG - 4**
- 16 Number of faculty with ongoing projects from  
a) National b) International funding agencies and grants received  
:**Nil**
- 17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : **Nil**
- 18 Research Centre /facility recognized by the University: **Nil**
- 19 Publications : : **Nil**
- \* Publication per faculty
  - \* Number of papers published in peer reviewed journals (national/international )by faculty and students :
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc)
  - \* Monographs
  - \* Chapter in Books
  - \* Books Edited
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \*Citation index
  - \*SNIP
  - \*SJR

\*Impact factor

\*H-index

- 19 Areas of consultancy and income generated : **Nil**
- 21 Faculty as members in : **Nil**
- a) National Committee b) International Committees c) Editorial Boards...
- 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 **Nil**
- 23 Awards/Recognitions received by faculty and students : **Nil**
- 24 List of eminent academicians and scientists/visits to the department: **Nil**
- 25 Seminars/Conferences/Workshops organized & the source of funding **Nil**
- a) National b) International
- 26 Student profile programme/ course wise **(2013-14):**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
<b>B.C.A I</b>	27	27	X	27	70.37 %
<b>B.C.A II</b>	13	13	X	13	100 %
<b>B.C.A III</b>	16	16	X	16	100 %
<b>PGDCA</b>	12	12	X	12	81.81%
<b>B.A I (C.Sci)</b>	14	14	X	14	86.66%
<b>B.A II (C.Sci.)</b>	18	18	X	18	94.41%
<b>B.AIII (C.Sci.)</b>	14	14	X	14	100 %
<b>B.Sc (F.D)</b>	7	7	X	7	100 %

\*M=Male \*F= Female

- 27 Diversity of students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.C.A I	<b>100</b>	<b>Nil</b>	<b>Nil</b>
PGDCA	<b>100</b>	<b>Nil</b>	<b>Nil</b>

- 28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc? : **There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams**
- 29 Student progression : **We do not have PG program in Computer Applications; therefore, there is no means to keep a track of the students going for M. Sc IT, MCA etc.**

Student progression	Against % enrolled
UG to PG	4-5% in PGDCA
PG to M.Phil	
PG to Ph.D	
Ph.D. to Post-Doctoral	
Employed	
• Campus selection	
• Other than campus recruitment	
Entrepreneurship/Self-employed	

30 Details of Infrastructural facilities

- a) Library : **679 Books with INFLIBENT facility**  
b) Internet facilities for Staff & Students : **Yes**  
c) ICT facility : **Nil**  
d) Laboratories : **Yes**

31 Number of students receiving financial assistance from college, university, government or other agencies :  
**The detail of the students receiving financial assistance from college, university, government or other agencies has been provided in point 2.1.5 of criterion 2.**

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

Date	Visit Place
30-08-2009	Jalandhar
02-11-2009	Chandigarh
05-09-2010	Jalandhar
18-10-2012	Virasat-E-Khalsa
24-12-2012	Jalandhar
09-08-2013	Ludhiana
28-08-2013	Chandigarh

33. Teaching methods adopted to improve student learning :  
**Lecture Method, Seminars Through Projectors, Practical Methods Regular Class tests, Group Discussion, Collaborative Method, Cooperative Work**

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

35 SWOC analysis of the department and Future Plans

**Strengths:-**

- 1) Gold Medalist experienced energetic enthusiastic & highly motivating teaching faculty.
- 2) Commendable results
- 3) Well equipped computer lab with internet.\
- 4) Provision of LCD Projector to make teaching learning effective.

**Weakness:-**

- 1) Maths, being compulsory subjects dreads the students off from choosing BCA in comparison to social, Sciences.
- 2) The students does not opt for the computer science as they hail from rural background and English medium is a hurdle for them.

**Opportunities:-**

- 1) Placement in Private as well as public sectors.
- 2) Self-employment.

**Challenges:-**

- 1) Competition in IT industry for placement.
- 2) To compete with private institutes offering diverse computer courses.

**Future Plan:-**

- 1) Plans to add more infrastructural facilities.
- 2) Plans to conduct extension lectures on the importance of IT in present day revolutionized world.



### Department of Fashion Designing

- 1 Name of the department : **Fashion Designing**
- 2 Year of Establishment: **2003-2004**
- 3 Names of Programmes Courses offered (UG, PG, M.Phil, P.h.D., Integrated Masters; Integrated Ph.D., etc.) **UG-B.Sc & B.A**
- 4 Name of interdisciplinary courses and the departments/units involved **Nil**
- 5 Annual/semester/choice based Credit system (programme wise) : **B.Sc I (Sem) & B.A II, III & BSc.II(Annual System)**
- 6 Participation of the department in the courses offered by other departments: **Nil**
- 7 Courses in collaboration with other universities or industries, foreign institutions, etc : **Nil**
- 8 Details of courses/programmes discontinued (if any) with reasons : **B.A I (FD) due to lack of strength**
- 9 Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	X	X
<b>Associate Professors</b>	X	X
<b>Assistant Professors</b>	3	3

- 10 Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
Ms. Harinder Kaur	M.Phil (Textiles), M.Sc (F.T) 2 years, Diploma F.D	Assistant Professor	Illustration and garment construction	5 years	---
Ms. Anamika	M.Sc (F.D)	Assistant Professor	Illustration and TRT	1 year	-----
Ms. Monika	M.Sc (F.T)	Assistant Professor	Pattern making & cad	10 years 1 month	-----

- 11 List of senior visiting faculty : **Nil**
- 12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : **100 %**
- 13 Student -Teacher Ratio (programme wise):

<b>BA.I</b>	<b>X</b>
<b>B.AII</b>	19:1

<b>B.AIII</b>	13:1
<b>B.Sc I (F.D)</b>	29:1
<b>B.SC II (FD)</b>	7:1

- 14 Number of academic support staff (technical)and administrative staff; sanctioned and filled: **Nil**
- 15 Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PG :**M.Phil -1, PG-2**
- 16 Number of faculty with ongoing projects from  
a) National b) International funding agencies and grants received  
**Nil**
- 17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: **Nil**
- 18 Research Centre /facility recognized by the University :**Nil**
- 19 Publications : Nil  
\* Publication per faculty :

Ms. Monika	<b>Article titled ‘CAD in Fashion Industry’ in Newspaper ‘Women Look’ Patiala on 18<sup>th</sup> June 2012</b>
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- \* Number of papers published in peer reviewed journals (national/international )by faculty and students
- \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc) : Nil
- \* Monographs : Nil
- \* Chapter in Books : Nil
- \* Books Edited : Nil
- \* Books with ISBN/ISSN numbers with details of publishers : Nil
- \*Citation index : Nil
- \*SNIP : Nil
- \*SJR : Nil
- \*Impact factor : Nil
- \*H-index : Nil
- 20 Areas of consultancy and income generated : Nil
- 21 Faculty as members in :  
a)National Committee b) International Committees c) Editorial Boards....
- 22 Student Projects : Nil  
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/Recognitions received by faculty and students : Nil
- 24 List of eminent academicians and scientists/visits to the department: Nil
- 25 Seminars/Conferences/Workshops organized & the source of funding Nil
- a)National b)International
- 26 Student profile programme/ course wise : **2013-2014**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
<b>B.A I</b>	24	22	X	22	92.30%
<b>B.A II</b>	15	14	X	14	93.33%
<b>B.A III</b>	11	11	X	11	100%
<b>B.Sc I</b>	7	7	X	7	100 %

\*M=Male \*F= Female

- 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 (F.D) Ist	<b>95.55%</b>	<b>4.45%</b>	<b>Nil</b>

- 28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc ?:

**There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams**

- 29 Student progression :

**Since the college does not have PG program in Fashion Designing, it is not possible to trace the progression from UG to PG.**

Student progression	Against % enrolled
<b>UG to PG</b>	.....
<b>PG to M.Phil</b>	.....
<b>PG to Ph.D</b>	-----
<b>Ph.D. to Post-Doctoral</b>	-----
Employed	.....
<ul style="list-style-type: none"> <li>• <b>Campus selection</b></li> <li>• <b>Other than campus recruitment</b></li> </ul>	

<b>Entrepreneurship/Self-employed</b>	-----
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30. Details of Infrastructural facilities  
a) Library : **358Books with INFLIBNET facility**  
b) Internet facilities for Staff & Students:**Yes**  
c) ICT facility : **No**  
d) Laboratories : **Yes**
31. Number of students receiving financial assistance from college, university, government or other agencies:  
**The detail of the students receiving financial assistance from college, university, government or other agencies has been provided in point 2.1.5 of criterion 2.**
32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts

Date	Visit Place
12-02-2010	Suraj Kund
22-02-2010	Subhash Poly Tech. Ltd.
16-02-2012	Vardhna Spiring and General Mill
02-10-2010	SEO Collection Jagroan
03-08-2013	Starlight Hoisery

33. Teaching methods adopted to improve student learning :  
**Lecture Method, Regular Class tests, Group discussion, PPTs, Workshops. Demonstrations**
34. Participation in Institutional Social Responsibility (ISR) and Extension activitie  
**Five students attended NSS camp**
35. SWOC analysis of the department and Future Plans.

**Strength:-**

- (i) Highly devoted faculty members to guide the students.
- (ii) Well equipped lab with latest automatic sewing machines, dummies, printing machines, designing softwares like coral draw, photoshop
- (iii) Educational trips.
- (iv) Providing Training to the students for practical work.

**Weakness:-**

- (i) Most of the students belong to low income class that's why unable to get practical material

**Opportunities:-**

- (i) Jobs in textile industries
- (ii) Students can open their own Fashion houses.
- (iii) Freelancing opportunities are available.
- (iv) Students can settle abroad

**Challenges:-**

- (i) Fewer students opt for this subject because of lack of awareness.
- (ii) Financial constraints are another reason for the weaker strength of the subject.

**Future Plans:-**

- (i) To conduct seminars, guest lectures and workshops.
- (ii) To increase more journals and magazines in the library.
- (iii) To add more equipment in the lab.

## Department of Commerce

- 1 Name of the department: **Commerce**
- 2 Year of Establishment: **B.Com 1999-2000**  
**B.Com (Hons) 2008-2009**  
**Add on Course (CBA)**
- 3 Names of Programmes Courses offered (UG, PG, M.Phil, P.h.D., Integrated Masters; Integrated Ph.D., etc.) :  
**B.Com, B.Com (Hons), Add on Course (CBA)**
- 4 Name of interdisciplinary courses and the departments/units involved  
**Economics, English, Punjabi**
- 5 Annual/semester/choice based Credit system (programme wise) :  
**B.COM I(Sem), B.Com II, III(Annual System)BCOM (Hons) Annual System Add on Course (CBA) Annual System**
- 6 Participation of the department in the courses offered by other departments : **Nil**
- 7 Courses in collaboration with other universities or industries, foreign institutions, etc : **Nil**
- 8 Details of courses/programmes discontinued (if any) with reasons :  
**Nil**
- 9 Number of Teaching posts

	Sanctioned	Filled
<b>Professors</b>	X	X
<b>Associate Professors</b>	X	X
<b>Assistant Professors</b>	2	2

- 10 Faculty profile with name, qualification, designation, specialization, (D.Sc/D. Litt./Ph.D/M.Phil. etc.)

Name	Qualification	Designation	Specializaiton	No. of Years of Experience	No. of Ph.D students guided for the last 4 years
Ms. Ranjit Kaur	M.Com, M.Phil, UGC (NET)	Assistant Professor	Accounting & Finance	12 years	---
Dr. Goldy Garg	M.Com, M.A (Eco.), Ph.D, UGC (NET)	Assistant Professor	Accounting & Finance	9 years	---
Ms. Chanda Sagar	M.Com, B.Ed	Assistant Professor	Marketing	Fresher	---
Ms. Nikita	M.Com, MBA, CS (pursuing)	Assistant Professor	Finance	3 years	



- 11 List of senior visiting faculty : **Nil**
- 12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty **Temporary**

<b>B.Com I</b>	<b>57.14%</b>
<b>B.Com II</b>	66.67%
<b>B.Com III</b>	33.33%
<b>B.Com II (Hons)</b>	100%
<b>B.Com III (Hons)</b>	100%
<b>Add on course (CBA)</b>	100%

- 13 Student -Teacher Ratio (programme wise):

<b>B.Com I</b>	<b>77:1</b>
<b>B.Com II</b>	62:1
<b>B.Com III</b>	63:1
<b>B.Com II (Hons)</b>	44:1
<b>B.Com III (Hons)</b>	29:1
<b>Add on course (CBA)</b>	40:1

- 14 Number of academic support staff (technical) and administrative staff; sanctioned and filled : **Nil**
- 15 Qualifications of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PG : **Ph.D-1, M.Phil-1 & PG-2**
- 16 Number of faculty with ongoing projects from  
a) National 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 :**No**
- 19 Publications :  
\* Publication per faculty :

Ms. Ranjit Kaur	<ul style="list-style-type: none"> <li>•Paper titled 'Recent Trends in Banking Sector' published in Conference Proceedings by GPC, Alour, March 2011, ISBN: 978-81-921593-7-9.</li> <li>•Paper titled 'Mutual Fund –A- perspective' published by Guru Nanak National College Doraha, Jan. 2010</li> </ul>
Dr. Goldy Garg	<ul style="list-style-type: none"> <li>•Paper titled 'Recent Trends in Banking Sector' published in Conference Proceedings by GPC, Alour, by GPC, Alour, June 2011, ISBN: 978-81-921593-7-9</li> <li>•Paper titled 'Operational Performance of Central Cooperative Banks in Punjab'</li> </ul>

	<p>published in Effective Management a journal of Ludhiana Management Association.</p> <p>•Paper titled ‘Regression Analysis of the Factors influencing profitability of Central Cooperative Banks in Punjab’ in Indian Cooperative Review, Vol 51, No. 3, Jan. 2014.</p> <p>•Paper titled ‘Productivity performance of Cooperative Banks in Punjab’ in Indian management studies Journal, Vol 15, No. 2. ISSN: 0974-4355.</p> <p>•Paper titled ‘Perception Analysis of Beneficiaries about the Performance of CCBs in Punjab’ published in International Journal Periodic Research, Vol II, Issue III, Feb. 2014.</p>
--	--

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

**Dr. Goldy Garg :4 Research Paper**

\* Number of publications listed in International Database  
(For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc)

\* Monographs :

\* Chapter in Books :**Ms. Ranjit Kaur: 4 Papers**  
**Dr. Goldy Garg: 4 Papers**

\* Books Edited

\* Books with ISBN/ISSN numbers with details of publishers:

\*Citation index

\*SNIP

\*SJR

\*Impact factor

\*H-index

- 20 Areas of consultancy and income generated : **Nil**
- 21 Faculty as members in : **Nil**
  - a) National Committee b) International Committees c) Editorial Boards....
- 22 Student Projects
  - a) Percentage of students who have done in-house projects including inter departmental/programme
  - b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies
- 23 Awards/Recognitions received by faculty and students : **Nil**
- 24 List of eminent academicians and scientists/visits to the department:  
**Nil**

25 Seminars/Conferences/Workshops organized & the source of funding -  
Nil

a) National :

b)International:

26 Student profile programme/ course wise: **2013-2014**

Name of the Course/ programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
<b>B.Com I</b>	101	76	X	76	82.89 %
<b>B.Com II</b>	64	64	X	64	96.87%
<b>B.Com III</b>	57	57	X	57	100 %
<b>B.Com II (Hons)</b>	44	44	X	44	R.A
<b>B.Com III (Hons)</b>	29	29	X	29	96.55%
<b>Add on Course (CBA)</b>	40	34	X	34	R.A

\*M=Male \*F= Female

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 I	100	Nil	Nil
B.Com II	100	Nil	Nil
B.Com III	100	Nil	Nil
B.COM II, III (Hons)	100	Nil	Nil
Add on Course (CBA)	100	Nil	Nil

28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc ?:

**There is no accurate record of the students who have cleared these exams, though many of our students are on competitive posts after clearing exams**

29 Student progression :

**Since the college does not have PG program in Commerce, it is not possible to trace the progression from UG to PG.**

Student progression	Against % enrolled
<b>UG to PG</b>	.....
<b>PG to M.Phil</b>	-----
<b>PG to Ph.D</b>	-----
<b>Ph.D. to Post-Doctoral</b>	-----
Employed	-----
• Campus selection	
• Other than campus	

<b>recruitment</b>	
<b>Entrepreneurship/Self-employed</b>	-----

30. Details of Infrastructural facilities
- a) Library : **655 Books With INFLIBENT facility**
- b) Internet facilities for Staff & Students: **Yes**
- c) ICT facility : **No**
- d) Laboratories : **No**
31. Number of students receiving financial assistance from college, university, government or other agencies : **The detail of the students receiving financial assistance from college, university, government or other agencies has been provided in point 2.1.5 of criterion 2.**

<b>Year</b>	<b>B.Com I</b>	<b>B.Com II</b>	<b>B.Com II</b>
<b>2013-2014</b>	13 (forms filled)	6	9
<b>2012-2013</b>	9	4	5

**Note :** As on line forms filled from 2013-2014 and cheque deposited directly into students account. Total amount of **Rs. 97164** scholarship is received for session 2012-2013

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

<b>11-11-2009</b>	<b>Hussani Wala Border</b>
<b>05-09-2010</b>	Mata Chantpurni
<b>06-02-2011</b>	Mata Naina Deiv, Anandpur Sahib
<b>13-02-2011</b>	Amritsar
<b>10-11-2011</b>	Jalandhar
<b>09-09-2012</b>	Hussaini Wala Border
<b>07-10-2012</b>	Paresan Agri Culture Works Ltd.
<b>23-10-2012</b>	Markfed, Jalandhar
<b>24-11-2012</b>	Chandigarh
<b>25-11-2012</b>	Chandigarh
<b>04-08-2013</b>	Chandigarh
<b>11-08-2013</b>	Ludhiana
<b>25-08-2013</b>	Chandigarh.

33. Teaching methods adopted to improve student learning :  
student learning  
**Lecture Method, Regular Class tests, Teacher student discussion, Group discussion, giving assignments, presentation and quiz contest.**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

**A No. of students participated in activities of NSS & Blood donation camp.**

35. SWOC analysis of the department and Future Plans

**Strengths:-**

- The department has a dedicated and hardworking staff always aiming to guide the students to achieve excellence.
- Add-on-course on Computer Based Accounting (CBA)
- Remedial classes for the weak students.

**Weaknesses:-**

- Most of the students belong to the rural areas, as such they lack sound foundation to pursue the technical subject of commerce.

**Opportunities:-**

- Different opportunities are available to B.Com Students in the area of Finance, Marketing, Banking, Insurance, Management etc.
- The students can opt for various professional courses like that of C.A, C.S, ICWA etc.
- Self employment for the students.

**Challenges:-**

- Co-education in other colleges which lures the students.
- Coming up of private institutes offering same courses at lower cost.

### Post Accreditation Initiatives

For the first time NAAC accreditation was held on 5<sup>th</sup>&6<sup>th</sup> November, 2014. Keeping in mind all the recommendations made by the Peer Team, the college has made great efforts towards academic excellence and also put on its great efforts to create an atmosphere for the overall personality development of the students. To improve the quality of the education, strong measures have been undertaken by the college during the last ten years are given below:-

S.No.	Recommendations	Compliance of the Recommendations
1	The role of the faculty by and large reflects its involvement and commitment. This continuous to enthuse the serious students to excel in their studies and co-curricular activities and work hard to perform better. But majority of the teachers being Adhoc appointees, an exercise requires to be undertaken to fill up all sustainable teaching posts on regular basis so that greater accountability could be built into the teaching learning process. Contractual teaching may be resorted to only wherever it is absolutely of contingent nature and for coping with mid session needs.	To maintain the greater accountability in to teaching learning process teachers are now not being relieved in the preparatory and most of the teachers have been appointed on contract basis for a period of maximum two to three years. The college at present has 6 grant-in-aid permanent teachers, 9 permanent unaided and 35 working on contractual basis. The financial burden of paying salaries to all the unaided contractual and temporary teachers falls on the management. 2 teachers in Commerce Department, 3 in Math Department, 2 in Sociology Department, 2 in Fashion Designing Department, 1 in Hindi Department, 1 Political Science, 1 Fine Arts, 1 Classical Dance and 1 in Economics Department have been appointed on regular basis. Full fee Concession is given to the meritorious students who excel in studies, sports and co-curricular activities.
2	There is an apparent need to expand computer literacy and related courses on a part-time basis which enhance the skills and employment potential of the students.	Crash Courses are being arranged by Computer Science Department for all the willing students to expand the computer literacy and also to enhance the skills and employment potential of the students.
3	The library being the hub of	The college has fully air-

	all academic activities of teachers and students requires to be computerized for quick reference, retrieval and issue of books. It also requires to be substantially strengthened with a significant addition of books and journals in all the subjects particularly in Music, Home Science, Fine Arts, Sanskrit, Economics and Fashion Designing. Daily display of important news through a wall magazine outside the library may be made routine activity for the general information of the students.	conditioned computerized library 5760 text books, 172 reference books, 13 journals and 15 newspapers have been added in the last five years. INFLIBNET list programme is also added to access more than 6000+e-journals and 97000+e-books that is being widely used by faculty and students for research work.
4	Science classes may be introduced with modern subjects such as Bio-informatics, Bio-Physics, Industrial Chemistry, Polymers, Plastics, Information technology, Ceramics, Human biology, Radio-therapy, Diathermy, Technician education etc. M.Com courses with a focus on market driven needs be examined to be introduced.	Various plans can be adopted to introduce Post Graduation in History and Punjabi to keep the strength of the students in our mind.
5	Linkages with industry in and around Khanna be explored by Commerce Dept.	Almost, every year commerce Department of A.S. College Women had planned industrial visit at different industries to aware the students about the practical aspect of various subjects. Students had visited Chankya Dairy Products, Focal Point, MGG, Panesar Agriculture works, Ludhiana and also visited Markfed canaries Jalandhar and Markfed Chandigarh.
6	With the progressive depletion of support from the Government, further possibilities may be explored by the college management to	Two add-on Courses as communicative English (Certificate Diploma Course) and Computer based Accounting have been introduced since 2013-2015



	introduce short-time and part-time new courses which may generate the much needed income in addition to creating new avenues for the students' placements and employability.	and 2014-2015 respectively, to generate income and for the better placement of the students.
7	UGC assistance as is admissible to a college may be sought for all projects and programs through better information and liaison. Regular availability of this grant be ensured through proper and timely utilization of grant already released and submission of utilization certificates to the UGC.	The grant received from UGC is being proper utilized and the report of such grants is being sent to the UGC time to time
8	The drop-out rate being high requires a careful analysis and follow-up action so as to retain the students in the college and to minimize wastage of human and financial resources.	Due to financial problem some students want leave the college. In this regard an action plan has been prepared by the institution to collect the fee in installments by giving financial help out of college account and from so many other agencies. From the college library out of Book Bank for the whole year books being issued to the students. For weak students special classes have been arranged for them to study more.
9	NSS unit should be more actively involved in socially relevant activities and campaigns such as on drug abuse, poverty alleviation measures, health and hygiene in rural and slum settings. Propagation of environmental awareness, human rights and duties should be the avowed theme of their involvement.	N.S.S Unit of our college is always actively involved in social welfare activities. This unit is sincerely <u>dedicated</u> towards the cleanliness and total hygienic environment not in the college campus but also in all surroundings of total area. To focus upon the Swatch Bhart Abhiyan' many camps were organized by N.S.S Volunteers in the slum areas and near by local areas of Khanna. During camps all the students are awakened by carrier guidance. So that they can successfully and positively

		<p>approach towards then forthcoming periods of future life. Detailed information regarding traffic rules are provided to the students so that they can easily abide by traffic rules and help in avoiding any chaos. All the youngsters of the college are awakened from time to time about 'Drug-Addiction' so that they can keep themselves away from such a deadly addiction in society. Many camps have been organized to make the students alert about their good health. They have been total about eye and Dental Check Up, Water purification Dengu, Swine – flu etc. During camp days All the NSS Volunteers have visited old-age home and taught to the old people So that they can be able to read and write how to put them assignation &amp; how-I handle then mobiles. They also visited Kusht-Aashram to give the Financial help to them. 'National Unity Day' how also been celebrated in the college campus by N.S.S Volunteers and al are made awakened about communal Harmony during the celebration and communal Harmony Week' Much focus is given by this Unit regarding the Green surroundings so many 'saplings' are planted in this college campus and near by areas to have Green environment alround.</p>
<b>10</b>	NCC may be introduced in the college to offer an avenue to the girls for their participation in the national defense services.	To develop qualities of character, courage, comradeship, discipline, leadership, secular outlook, spirit of adventure and sportsmanship and the ideals of selfless service among the youth to make them useful citizens.
<b>11</b>	Regular follow up action on the analysis of teachers' self-	Most of the faculty members involved in the process of

	appraisal may be of each session for the benefit of the teachers and the institution and for enhancing commitment, quality and discipline in the college.	publication and presentation of papers through various conference, seminars and journals.
<b>12</b>	Alumni association may be involved in all such activities of the college which are vision-linked and progressive in nature through more meetings so that those who go out from the college are able to lean back and contribute to the college to the best of their abilities and affordability after they settle down in life.	Various meetings of the members of Alumni Association are held so that they can provide their contribution to the college as best as possible.
<b>13</b>	Guidance through bridge courses in communication skills in English may be provided to instill the much-needed confidence in students who are otherwise deficient in this regard. Better utilization of language laboratory can also be assured through this.	Personality development workshop are being organized in the college campus in order to increase this communication skills and to prepare those students to face interviews confidently. Add-on-Course in Communicative English has also been started in the college to promote the communicative skills in students.
<b>14</b>	New add-on market friendly courses of regional relevance and in consonance with the emerging occupational patterns and as per market survey be examined to be introduced to augment resources.	---
<b>15</b>	More discussion on such live issues as women's rights and civic responsibilities may be organized to inculcate a concern about duties and rights among the students.	More discussions on live issues are being held in the college in order to make the students recognize their duties and right such as women empowerment day, social justice day, Awareness Day.
<b>16</b>	Internet in research which is an integral complement of teaching, needs to be encouraged. This alone ensures quality in teaching despite all physical and	Internet facility is available in library and Computer Labs for all the faculty members and students as well. Research orientation have been attended by many staff members time to time. UGC

	<p>resource limitations of an institution. Research orientation may be encouraged among the teachers in the college. Teachers should undertake minor or major research projects in areas of their own interest and specialization with assistance from such funding agencies as UGC, DBT, ICHR, ICSSR, etc. There could be better research between the college faculty and the university faculty in different subjects. The management may also encourage this through some monetary provision in the college budget which could enable the faculty to participate in national seminars and workshops.</p>	<p>sponsored National Seminars and Conferences have also being attended as well as papers are being presented by so many faculty members. The college also organizes such kind of seminars of conferences time to time.</p>
<b>17</b>	<p>Teaching methods be made more technology enabled and students-friendly with greater help of OHPs and other affordable teaching aids.</p>	<p>Different departments utilize OHPs, LCD and visualized Interactive Projectors with Screen in order to make their teaching more comfortable and understandable for the students.</p>
<b>18</b>	<p>Computer Applications department should enrich and extend its teaching inputs to promote greater employability of its students. It should Fashion Designing and promote its through computer aided designs with the help of computers. The department should acquire latest hardware and software that could be of use in the departments of Commerce, Fine Arts, Fashion Designing and Home Science.</p>	<ul style="list-style-type: none"> <li>• Computer Department of the college extend its teaching inputs to promote greater employability of its students.</li> <li>• Basic Computer Course for the faculty members was arranged by Computer Department</li> <li>• The department has acquired latest hardware and software that could be of use in the departments of Commerce, Fashion Designing etc. They provide labs with net facility to such departments with latest computers and highly skilled teachers.</li> <li>• Extra classes of internet, Basis &amp; networking for all the interested students of the college which is</li> </ul>

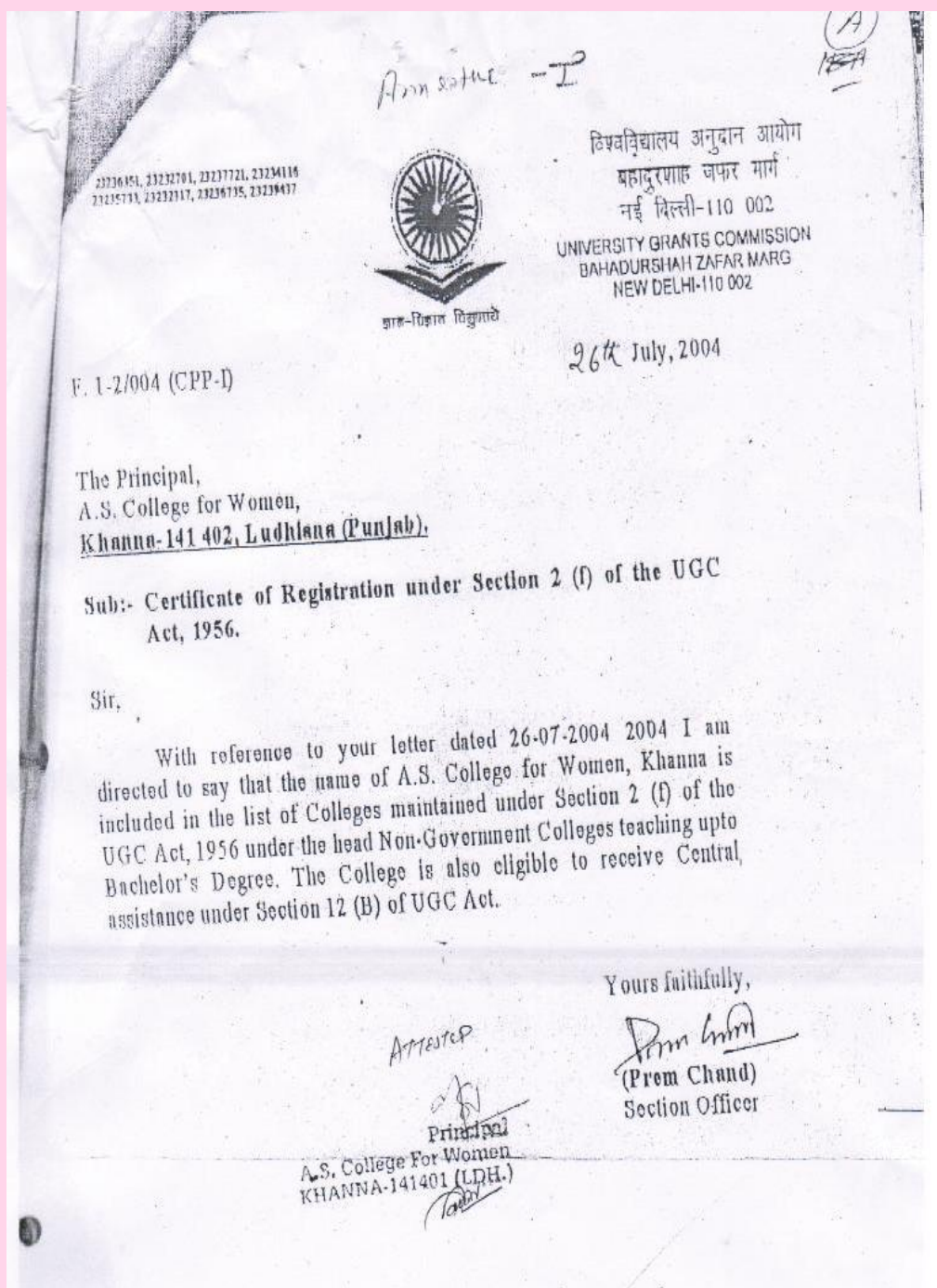
		very beneficial for them.
<b>19</b>	General lectures particularly on value education, human rights and ethics by distinguished personas from other institutions may be organized more frequently to provide for the much-needed exposure to the teachers and students of the college. More interactive seminars and academic workshops on topics of contemporary issues may be organized to give teachers a platform to exchange their views and know the latest in their respective fields.	The college organizes value-based lectures from time to time in order to inculcate a deep sense of responsibility among the teachers and the taught. The motto of the college also advocates the same doctrine. Emphasis is laid not only upon the theory but also on practical aspects.
<b>21</b>	Interdepartmental initiatives may be undertaken to launch short term hobby courses and classes for part-time students and for additional resource mobilization.	There is a special provision for conducting Hobby Classes for the benefit of the students so that they may be able to channelize their energy in a positive manner. For this purpose hobby classes are held to improve Fine Arts Skills, Spoken English, Singing and Fashion Designing.
<b>22</b>	Despite the availability of limited land on the campus a scheme of commercial cultivation of flowers, cacti, worm-culture etc may be taken up so as to augment the resources of the college while at the same time creating hobby-interests among the students.	Tree plantation day is being celebrated by N.S.S, N.C.C and Red Cross Society in order to create interest among the students.
<b>23</b>	Fine Arts, Home Science and Fashion Designing Departments may organize regular exhibitions and other activities to augment resources and to address the students around to enable them to know the relevance of the courses and facilities available in the college. This would also promote a spirit of	<ul style="list-style-type: none"> <li>Exhibitions are organized every year where students exhibit their talent and articles prepared by them during the session. These exhibitions encourage students to prepare the best for the next time.</li> <li>Educational tours are organized regularly to enhance the knowledge of students about latest advancements related to the subjects.</li> </ul>

	<p>participation and collegiality besides better understanding and fraternity among all.</p>	<ul style="list-style-type: none"> <li>• Various inter class &amp; inter college competitions are organized to inculcate the spirit of competition among students.</li> <li>• Extension lectures are arranged from time to time on relevant topics to update the knowledge of students.</li> <li>• Every year Fashion Designing department organizes annual fashion show to enhance the talent and creativity among the students and give them a new platform.</li> <li>• The department organizes workshops&amp; visits to textile industries &amp; fashion houses.</li> </ul>
24	<p>A vision committee may be constituted by the college to workout a perspective plan for the introductions of new add-on, vocational and innovative courses in the colleges. The committee may consist of a few local notables, representatives of alumni, teachers and the principal to work out its financial and other requirements.</p>	<p>A vision committee is duly constituted to workout for the introduction of new add-on, vocational and innovation course in the college. In the year 2013-14,two Add-on courses i.e.Communcative English &amp; Computer Based Accounting were introduced.</p>

# ANNEXURE



**Annexure A I**



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NAAC for Quality and Excellence in Higher Education

***Peer Team Report***  
***on***  
***Institutional Accreditation***  
***of***  
**A.S. College for Women**  
**KHANNA – 141 401**  
**District Ludhiana (Punjab)**

**5<sup>th</sup> – 6<sup>th</sup> November, 2004**

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NAAC Peer Team Report on A.S. College, Khanna – 141 401 (Punjab)

(1)

Annexure A 2(ii)

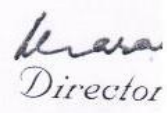




### Annexure A2(iii)

Quality Profile			
Name of the Institution : Anglo Sanskrit College for Women			
Place : Amloh Road, Khanna, Dist. Ludhiana, Punjab			
Criterion	Criterion Score (Ci)	Weightage (Wi)	Criterion X Weightage (Ci X Wi)
I. Curricular Design and Planning	82	10	820
II. Curriculum Transaction and Evaluation	79	40	3160
III. Research, Development and Extension	65	05	325
IV. Infrastructure and Learning Resources	91	15	1365
V. Student Support and Progression	75	10	750
VI. Organisation and Management	92	10	920
	90	10	900
		100	$\Sigma C_i W_i = 8240$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{8240}{100} = 82.40$$

  
 Director

EC/35/001

## Annexure A2(iv)

NAAC for Quality and Excellence in Higher Education

### ***Peer Team Report on Institutional Accreditation of***

**A.S.College for Women**

**Khanna- 141 401**

**District Ludhiana ( Punjab)**

### **SECTION - I**

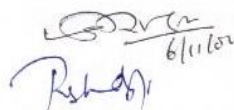
#### ***Introduction***

Keeping in view the objective of providing exclusive higher education facilities to the girls in the rural and semi-urban area around Khanna town, A.S. High School Trust and Management Society, Khanna upgraded the Girls' Wing in the local A.S.College, in July 1973 into a full fledged Undergraduate Arts College for Women, on Amloh Raod, close to the local bus stand. Making a humble beginning with an enrolment of 473 students, now it has 1182 students on its rolls in the faculties of Arts and Commerce. The College has an impressive building which has the Principal's office, twenty class rooms, library, Home Science laboratories, Fashion Designing, Fine Arts and Music Work rooms, auditorium, mini hall, six departmental staff rooms, common room, gymnasium, administrative office, audio-visual room and lawns - all spread over a total campus area of 4.54 acres. The college has seventeen teaching departments. It also offers three vocational courses besides B.C.A, PGDCA, M.A (Hindi) and M.A (Economics). The college has forty five teachers including the Principal out of whom only twelve are regular while others are either ad hoc appointees or are part time teachers.

It is affiliated to Panjab University, Chandigarh and it follows annual system in its admissions, teaching and examination schedule as per its guidelines and norms. The college stands included in the list of colleges maintained by the UGC under sections 2(f) and under Section 12 B of its Act of 1956.

NAAC Peer Team Report on A.S. College, Khanna – 141 401 (Punjab)

(2)



## Annexure A2(v)

### NAAC for Quality and Excellence in Higher Education

The college prepared its Self-Study Report in December, 2003 and volunteered to be assessed by the National Assessment and Accreditation Council (NAAC), Bangalore, which constituted a Peer Team comprising Prof. B.P. Bhatnagar, former Vice Chancellor, Rajasthan Vidyapeeth University, as Chairman, Dr.(Mrs) Shyama Sharma, former Principal, Vaish Mahila Mahavidyalaya, Rohtak as Member and Prof K.K. Bajaj, former Dean of Colleges-cum-Director, College Development Council, Himachal Pradesh University, Shimla, as Member Coordinator, to visit the college and validate the Self-Study Report.

Before visiting the college, Prof Bhatnagar, Chairman of the Peer Team, held an in-house meeting at the place of stay of the members, at 7.30 PM on 4<sup>th</sup> November, 2004 at Khanna to discuss and exchange notes on the Self-Study Report submitted by the college vis-à-vis evaluation framework and formulate procedure and modalities to be followed for its validation during the visit to the college

The team visited the college on 5<sup>th</sup> and 6<sup>th</sup> November, 2004 and was given a detailed presentation on its academic, co-curricular highlights and other activities by the Principal. After interacting with her, the members of the team went round the campus of the college and visited all the departments and discussed various academic inputs and amenities available with the concerned teachers. The members of the Team also visited the class rooms, Home Science and Fashion Designing laboratories, Fine Arts work place, Music class room, library and computer center set up to cater to the needs of BCA and PGDCA students. The NAAC Team also went round the campus and sought information on teaching, student support services and other infrastructural facilities. After interacting with the Principal, teachers, students, non-teaching staff, parents and old students of the college and after verifying the relevant documents and records referred to in the Self-Study Report, the Peer Team submits the following report, based on seven criteria laid down by the National Assessment and Accreditation Council.

NAAC Peer Team Report on A.S. College, Khanna – 141 401 (Punjab)

(3)



## Annexure A2(vi)

NAAC for Quality and Excellence in Higher Education

### SECTION 2

#### CRITERION-WISE ANALYSIS

##### *Criterion – I: Curricular aspects*

As a college affiliated to Panjab University, subjects and combinations being followed are those which have been approved by the University and for which the college has been given affiliation. In the faculty of Arts, in addition to the two compulsory subjects (English and Punjabi) students have the option to choose three more subjects out of the available seventeen elective subjects such as English, Punjabi, Hindi, Sanskrit, Economics, Political Science, Sociology, History, Mathematics, Home Science, Physical Education, Public Administration, Fine Arts, Music and vocational subjects such as Fashion Designing, Functional English and Computer Applications. In the faculty of Commerce course options, as are permissible under the university norms and as are possible in view the institutional constraints, are available to the students. Post-Graduate teaching for PGDCA and M.A. in Hindi and Economics, is also offered.

The syllabi in different subjects are as prescribed by the university and as such the teachers cannot make any changes in these. Only a few of them (only one teacher each in the subjects of English and Sanskrit) are members of Boards of Studies in some subjects and decision making bodies of the university and as such they are not completely in a position to provide any direct inputs. The Principal of the college is a member of the Academic Council of the University.

The college follows annual system in all its undergraduate courses for which the examinations are conducted by Panjab University, Chandigarh, for award of degrees to successful candidates.

NAAC Peer Team Report on A.S. College, Khanna – 141 401 (Punjab)

(4)





## Annexure A2(vii)

### NAAC for Quality and Excellence in Higher Education

The college does not refuse admission to any candidate if she fulfills the minimum required eligibility criterion of passing the qualifying examination. There is no pre-entry counseling as such. However, the Principal and the teachers give guidance to the students at the time of admission to make them confident and self-dependent in the college.

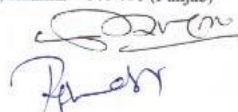
#### *Criterion – II : Teaching, Learning and Evaluation*

Following an open door admission policy, the college tries to bring its students from the socio-economically disadvantaged milieu to the academic mainstream and attempts to develop closer student-teacher interaction and communication. The inputs include their motivation and monitoring in the classrooms to help them overcome their deficiencies. There is no formal system for the identification and coaching of advanced or backward learners. However, the teachers offer due guidance and devote time to the needs of the deserving students who are otherwise weak in studies through remedial coaching. Class tests are also held for this purpose. The college has stated that it held classes for 203 teaching days in 2002-2003 including admission and examination days. But it is seen from the scrutiny of the attendance registers that the overall attendance of the students in classes has been for about one hundred and eighty days. Teaching is done generally in the conventional manner yet in some of the departments use of OHPs and other audio-visual aids is there besides the display of charts and models in practical classes. Quiz programs and class discussion also contribute to the quality of teaching.

There are only thirteen permanent teachers including the Principal besides thirty other ad hoc appointees and two part-time teachers. The college has a support staff of twelve persons in the office. Being a grant-in-aid college regular recruitment and appointment to teaching positions is done under a procedure laid down by the Panjab University/DPI (Colleges) Punjab and as per qualifications laid down by the UGC and through the properly constituted selection committees consisting of members of the Management, the Principal, nominees of the Vice-Chancellor and the DPI (Punjab). Anticipating the additional teaching workload, temporary appointments are also made by the college

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Management and the Principal. However, to overcome shortage of qualified faculty due to procedural delays, the Principal also makes appointment of faculty for stipulated time period for guest faculty but this method is not resorted to regularly.

Elective subjects are taught in Punjabi and Hindi. Though there is no unitization of lessons yet to complete the syllabi in good time before the examinations the teachers plan their teaching inputs and schedule their delivery in a time frame of three well defined terms. House Examinations are held weekly / monthly and in September and December. The answer books are shown to the students regularly.

Teacher- learner ratio being low and manageable and percentage of classes taught by full-time faculty (including ad hoc appointees) being 94.59 % in many subjects, personal contact with the students is maintained for interaction and better learning possibilities. Teachers can attend Refresher Courses conducted by Academic Staff Colleges for their eligibility to earn selection grade. The Principal on the basis of results and other norms of conduct writes ACRs. The college has introduced the method of teachers' self-appraisal, and students' feedback and interaction with parents and old students.

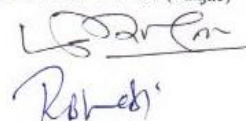
Eligibility of students to take their university examinations is linked to their attendance to the extent of 75 % in each subject. To follow this norm, regular information about shortage of lectures is displayed on the notice board and the students and their parents are kept informed. The overall examination results of the college in almost every subject over the past three years have been commendable.

***Criterion – III : Research, Consultancy and Extension***

The entire focus of the college being on teaching only so as to bring the students to mainstream academic excellence there is no distinct endeavor to undertake research by the faculty even when seven of its teachers are PhDs and five others are M.Phil degree holders. The teachers cannot guide research as they are not permitted to do so under the

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university rules. Four of its departments are single faculty departments apparently due to low enrolments in them. Because of institutional constraints, there is small consultancy initiative or involvement on the part of the faculty at the local level particularly in the field of computer applications.

However, there are some initiatives on the part of the faculty to involve the students in the NSS activities to undertake community services such as health and hygiene, improved sanitation, AIDS, national integration, environmental issues, blood donation, career guidance, art of living, women empowerment and gender issues etc in the slum area of Model town and other rural areas around the college. The college has one NSS unit. This functions under the guidance of a Program officer of the college to organize NSS activities. Through the voluntary help and involvement of its students the campus is kept clean and green. Women cell has also be set up.

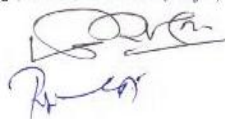
The college has an impressive record of achievements in cultural activities particularly in the organization of the recently held Zonal Cultural Youth Festival wherein its students did remarkably well and bagged a number of prizes and in the field of sports particularly in tug of war where two of its students have been selected for participation in the even to be held in Taiwan. Karate and Table Tennis are the other events in which its students have excelled in inter-college and inter varsity levels.

*Criterion –IV : Infrastructure and Learning Resources.*

The physical facilities of the college have been developed in phases. The college has an impressive building which accommodates the Principal's office, departmental staff rooms, common room, class rooms, laboratories, library, computer centre, mini hall, auditorium, administrative office, canteen, spacious grounds etc. It has facilities for indoor games such as Table-Tennis, carom and chess. It has a large playground with a well laid out 200 meter athletic track.

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### NAAC for Quality and Excellence in Higher Education

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The college Library has 16841 books out of which 690 books were added in 2003-2004. Information on these catalogued and classified books has been computerized. The library is getting fifty five magazines and journals besides a twelve newspapers. All of them are in Punjabi, Hindi and English. The library is open on all working days from 9 a.m. to 4 p.m. It follows an open access system for its students. There is a book bank available for free issue of books for the session to the deserving poor students. Books are issued to students for duration of fourteen days. The Library has a spacious reading room with an area of 140 Sq Mtrs.

The college has twenty two computers which are being used for BCA, PGDCA and other computer-related awareness and teaching programs besides being put to use for administrative, library and accounts work.

To ensure continuous power supply to the campus, the college has a new generator of 70 KVA capacity installed.

The college does not offer hostel facilities. It has water coolers and water purifies for its students. It also offers medical care through a part-time visiting doctor with a room allocated for the purpose.

#### ***Criterion –V : Student Support and Progression***

The government and the college management have provided substantial financial support to three hundred twenty two students in the session 2003-2004 in the shape of fee concessions, merit scholarships and freeships belonging to SC/STs, OBCs and other categories. In the years 2001-2002 and 2002-2003 as many as 314 and 302 students were given these concessions. The financial aid to students under different schemes of the government and management is highly encouraging in bridging social disparities.

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### NAAC for Quality and Excellence in Higher Education

Since the college offers only two Post-Graduate courses in Hindi and Economics, there is limited vertical academic mobility available to its students. It does not offer any formal vocational guidance or training as such. The dropout rate is high as many students are unable to cope with the content requirement of courses along with other socio-economic compulsions. The college publishes its updated prospectus every year for the information and guidance of students. It also publishes the college magazine to give expression to the creative thinking and talent of its students. Students' feedback on institutional support and teaching has been introduced from the previous session. Its analysis is being utilized to improve the system and have midcourse corrections in the teaching learning continuum.

#### *Criterion –VI : Organization and Management*

The college has good internal coordination, and works through a number of committees set up every year in the process of democratic and decentralized management. This offers a fine example of participative management and sharing of responsibility from top to bottom. This is reflected in cultural and co-curricular activities which need to be further diversified and encouraged. The unit cost of education is Rs. 9973.40 (including salary) and Rs 470.47 (excluding salary). There is no formal grievance redressal cell but most of the complaints are settled by the Principal, staff and the management amicably. However the Principal of the college is an Hon'ble member of the local Lok Adalat.

There is commendable understanding and endorsement of actions relevant to the academic activities and initiatives of the college by the management of the college which meets every month to overview the interests and requirements of the college.

The college has shown a budget of Rs. 1,13,64,500/- for 2003-2004 out of which Rs. 1,06,63,000/- was to be spent on salaries. The revenue from tuition fee etc is only Rs 26,15,000/- which is very low. Obviously it does not contribute any substantial amount. The fees have not been revised during the last three years. Grant-in-aid towards payment

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### NAAC for Quality and Excellence in Higher Education

of salaries against covered posts and disbursement of scholarships to students is released by the state government and rest is the liability of the college management to meet from its own resources.

The college has made a commendable effort in raising additional resources through donations particularly from the local MP and the MLA, release of a souvenir, alumni association, self-financing courses, organization of a fete etc to the extent of Rs 47,97,450/- to tide over financial stringency being experienced by it.

The college was sanctioned IX Plan UGC developmental assistance to the extent of Rs 7,35,000/- out of which it received Rs 6,95,000/-. Besides this the college received Rupees three lac for the vocational course on Functional English in the IX Plan. There is also regular government audit and a chartered accountant to audit the accounts of the college.

It has received a letter from the U.G.C, in April, 2003 vide which it has been conveyed the allotment of Rs 8,32,320/- for the X Plan period. The college has since received Rs 3,74,544/-. The college has also received a grant of Rs 67,275/- for its computer centre. Additionally it has also received Rs 3,00,000/- for the introduction of a vocational course on Fashion Designing.

The staff is offered such loans as are permissible under the government norms and procedures for private college.

#### ***Criterion –VII : Healthy Practices***

Every year the college commences its session with “Havan Yajna” and dedicates its activities to its avowed mission of promoting the cause of women education, human values and promotion of quality education. The teacher–student relations in the college are very cordial. Accessibility of the teachers to students in all subjects is a contributory

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### NAAC for Quality and Excellence in Higher Education

factor. Overall, a harmonious environment among various sections of the college is noticeable. The Principal, faculty, non-teaching staff and students have contributed to the neat and beautiful maintenance of the campus.

The students are given prizes for making maximum use of the library through their attendance. There is no menace of ragging and use of unfair means in the college.

In order to encourage students in all activities the college holds annually prize distribution functions. It also holds lectures by the spiritual / intellectual persons.

Home Science laboratories and class room inputs are addressing the local needs of its students. Fashion Designing course combines the contemporary and the traditional designs to blend the tastes and requirements of the rural and the urban milieu. Language Laboratory is an attempt to improve the phonetic performance and skills of the students in the Functional English course. Fine Arts studio is a commendable workplace to allow expression to the creative urge of the students besides learning the basics of Art as a subject.

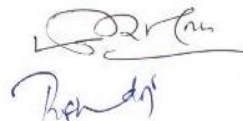
The college has a composite Central Students Association consisting of twenty five members of whom thirteen are elected members while twelve other are nominated on the basis of their academic merit. This is a democratic body of students which helps the college in maintenance of discipline, organization of its activities and promotes understanding and amity among the students and the college authorities.

There is regular annual stock-checking of articles in the college and damaged articles and furniture are got repaired.

The non-teaching staff is cooperative and efficient in their work. They help the Principal in providing smooth and effective administration.

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### NAAC for Quality and Excellence in Higher Education

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The services of the college NSS unit are utilized to create awareness among the students about the values of social service, community development and civic responsibilities. Special lectures are arranged on various topics like AIDS awareness, environmental pollution, population control etc. to make them aware of contemporary social problems and persisting social evils.

The uninterrupted power supply through 8 KVA and 76 KV generators on the campus ensures regularity of classes and laboratory work.

The college evinces keen interest in the preservation of Punjabi culture and heritage through collection of traditional articles and artifacts of Punjab under its Punjabi department through its window called "Virsa". This also contributes significantly to the enrichment of the cultural profile of the college as well and enables its students to stay informed and attached to their cultural moorings, heritage and conventional way of life.

The college has its own website which is quite informative and useful. It has inter-departmental connectivity to stay in touch throughout.

The college has an Extension Counter of State Bank of Patiala on its campus.

### *Overall Analysis*

The Peer team carefully went through the Self-Study Report and after its visit to various departments for interaction with teachers and others and after taking into account academic and other physical facilities in the college in serving the cause of quality higher education with a focus on the girl students of the area, has arrived at the following overall analysis:

The college which is now more than three decades old has an impressive infrastructure spread over an area of 4.54 acres of land, protected from encroachment by a wall. The

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## Annexure-A2(xv)

### NAAC for Quality and Excellence in Higher Education

college setting and its location, abetting the Khanna Amloh state highway, has considerable ambience as a place for good learning. The Management displays distinct social concern and interest in the development of the college through its meaningful participation in providing resources and manpower whenever and wherever needed.

The workload of the teachers is as per norms and stipulations of the UGC and the University. But there is an alarming presence of temporary teachers in the college. It is explained in the context of non-availability of sanctioned posts and grant-in-aid from the state government. This uncertainty in profession tells upon the health of academic commitment and impairs quality.

The different departments of the college such as of Home Science, Fine Arts, Fashion Designing, Commerce, Economics and Computers could combine to offer common interdisciplinary hobby courses such as on painting, interior decoration, computer aided designs, flower arrangements, dietetic studies, health care, cooking, e-commerce, inventory management, insurance procedures, BPO, balance sheet making etc.

Besides the above, the computer facilities could be put in LAN and extended to the reach all departments, laboratories, canteen etc for all teachers and students.

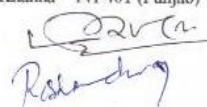
### *Suggestions*

The Peer Team makes the following suggestions:

- The role of the faculty by and large reflects its involvement and commitment. This continues to enthuse the serious students to excel in their studies and co-curricular activities and work hard to perform better. But majority of the teachers being ad hoc appointees, an exercise requires to be undertaken to fill up all sustainable teaching posts on regular basis so that greater accountability could be

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## Annexure-A2(xvi)

### NAAC for Quality and Excellence in Higher Education

built into the teaching learning process. Contractual teaching may be resorted to only wherever it is absolutely of contingent nature and for coping with mid-session needs.

- There is an apparent need to expand computer literacy and related courses on a part-time basis which enhance the skills and employment potential of the students.
- The library being the hub of all academic activities of teachers and students requires to be computerized for quick reference, retrieval and issue of books. It also requires to be substantially strengthened with a significant addition of books and journals in all the subjects particularly in Music, Home Science, Fine Arts, Sanskrit, Economics and Fashion Designing. Daily display of important news through a wall magazine outside the library may be made a routine activity for the general information of the students.
- Science classes may be introduced with modern subjects such as Bio-informatics, Bio-Physics, Industrial Chemistry, Polymers, Plastics, Information technology, Ceramics, Human biology, Radio-therapy, Diathermy, Technician education etc. M.Com courses with a focus on market driven needs be examined to be introduced.
- Linkages with industry in and around Khanna be explored by Commerce Dept.
- With the progressive depletion of support from the Government, further possibilities may be explored by the college management to introduce short-time and part-time new courses which may generate the much needed income in addition to creating new avenues for the students' placements and employability.

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- UGC assistance as is admissible to a college may be sought for all projects and programs through better information and liaison. Regular availability of this grant be ensured through proper and timely utilization of grant already released and submission of utilization certificates to the UGC.
- The drop-out rate being high requires a careful analysis and follow-up action so as to retain the students in the college and to minimize wastage of human and financial resources.
- NSS unit should be more actively involved in socially relevant activities and campaigns such as on drug abuse, poverty alleviation measures, health and hygiene in rural and slum settings. Propagation of environmental awareness, human rights and duties should be the avowed theme of their involvement.
- NCC may be introduced in the college to offer an avenue to the girls for their participation in the national defense services.
- Regular follow up action on the analysis of teachers' self-appraisal may be undertaken along with students' views on their teachers' performance, at the end of each session for the benefit of the teachers and the institution and for enhancing commitment, quality and discipline in the college.
- Alumni association may be involved in all such activities of the college which are vision-linked and progressive in nature through more meetings so that those who go out from the college are able to lean back and contribute to the college to the best of their abilities and affordability after they settle down in life.
- Guidance through bridge courses in communication skills in English may be provided to instill the much-needed confidence in students who are otherwise

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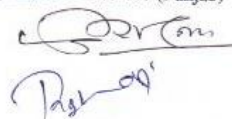
### NAAC for Quality and Excellence in Higher Education

deficient in this regard. Better utilization of language laboratory can also be assured through this.

- New add-on market friendly courses of regional relevance and in consonance with the emerging occupational patterns and as per market survey be examined to be introduced to augment resources.
- More discussions on such live issues as women's rights and civic responsibilities may be organized to inculcate a concern about duties and rights among the students.
- Interest in research which is an integral complement of teaching, needs to be encouraged. This alone ensures quality in teaching despite all physical and resource limitations of an institution. Research orientation may be encouraged among the teachers in the college. Teachers should undertake minor or major research projects in areas of their own interest and specialization with assistance from such funding agencies as UGC, DBT, ICHR, ICSSR, etc. There could be better research liaison between the college faculty and the university faculty in different subjects. The management may also encourage this through some monetary provision in the college budget which could enable the faculty to participate in national seminars and workshops.
- Teaching methods be made more technology enabled and student-friendly with greater help of OHPs and other affordable teaching aids.
- Computer Applications department should enrich and extend its teaching inputs to promote greater employability of its students. It should liaise with the department of Fashion Design and promote it through computer aided designs with the help of computers. The department should acquire latest hardware and software that

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## Annexure-A2(xix)

### NAAC for Quality and Excellence in Higher Education

could be of use in the departments of Commerce, Fine Arts, Fashion Design and Home Science.

- General lectures particularly on value education, human rights and ethics by distinguished persons from other institutions may be organized more frequently to provide for the much-needed exposure to the teachers and students of the college. More interactive seminars and academic workshops on topics of contemporary issues may be organized to give teachers a platform to exchange their views and know the latest in their respective fields.
- Interdepartmental initiatives may be undertaken to launch short term hobby courses and classes for part-time students and for additional resource mobilization.
- Despite the availability of limited land on the campus a scheme of commercial cultivation of flowers, cacti, worm-culture etc may be taken up so as to augment the resources of the college while at the same time creating hobby-interests among the students.
- Fine Arts, Home Science and Fashion Designing Departments may organize regular exhibitions and other activities to augment resources and to address the students around to enable them to know the relevance of the courses and facilities available in the college. This would also promote a spirit of participation and collegiality besides better understanding and fraternity among all.
- A vision committee may be constituted by the college to workout a perspective plan for the introduction of new add-on, vocational and innovative courses in the colleges. The committee may consist of a few local notables, representatives of alumni, teachers and the principal to work out its financial and other requirements.

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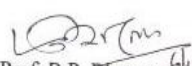


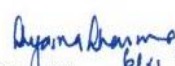
## Annexure-A2(xx)


### NAAC for Quality and Excellence in Higher Education

The Peer Team thanks the Principal, teachers, students, non-teaching staff, alumni and parents for their cooperation, courtesy and interaction and college authorities for making all necessary arrangements which facilitated the entire work to be completed in a smooth manner within the prescribed time frame. The team puts on record its deep sense of appreciation and gratitude to the Management of the college for their courtesy and support offered to the team.

Signatures of the Peer Team

  
(Prof. B.P. Bhatnagar) 6/11/04  
Chairman  
November 6, 2004

  
Dr(Mrs) (Shyama Sharma) 6/11/04  
Member

  
(Prof. K.K. Bajaj) 6/11/04  
Member Coordinator

I have gone through the report and I agree with it.

November 6, 2004

  
(Rekha Bhardwaj) Principal  
Principal  
A.S. College For Women  
KHANNA

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### Annexure A3

#### Contribution of Staff in Curricular Development

- **Dr. Meenu Sharma, Principal**
  1. Life Member of Indian Society of Industrial and Applied Mathematics
  2. Life Member of Journal of National Academy of Mathematics, INDIA
  3. Life Member of Association of Indian College Principals
  4. Member of Academic Council of Panjab University, Chandigarh w.e.f. Feb., 2009
  5. Member of Executive Committee of PUSC, Panjab University , Chandigarh for the session 2012-13
- **Dr. Kusum Narula** Associate Professor from Deptt. of English has been elected member, Undergraduate Board of Studies in English P. U. Chandigarh for the term (01- 02-2011 to 31-01-2013) and also for the term 2013-15. She has also been elected member of the Faculty of Languages Panjab University Chandigarh for the term of two years i.e.(01-02-2011 to 31-01-2013). She was also elected as Added Member by Faculty of Languages Punjab University Chandigarh for the term Feb 2013-15. She is in the advisory Committee of Panjab University, Chandigarh for Text Books of B.A III English Compulsory.
- **Dr. Karuna Arora** Associate Professor from Deptt. of Sanskrit has been elected member, Undergraduate Board of Studies in English Panjab University, Chandigarh for the term (01- 02-2011 to 31-01-2013).
- **Dr. Ramna Singla** Associate Professor from Department of Economics has been elected Member Undergraduate Board and Post Graduate Board of Studies in Economics Panjab University Chandigarh for the term (01-02-2011 to 31-01-2013)
- **Dr. Sushma Singla** Associate Professor from Deptt. of Home Science has been nominated as a member of the Board of Studies in Home Science for the term 01-04-2013 to 31-03-2015 by the Syndicate of Panjab University, Chandigarh.
- **Dr. Prabhjit Kaur** Associate Professor from Deptt. of Punjabi has been elected a Member Faculty of Languages Panjab University Chandigarh for the term of two years i.e.(01-02-2011 to 31-01-2013).

#### **Annexure A4 (i)**

##### **VARIOUS COMMITTEES OF THE COLLEGE SESSION: 2014-2015**

- |   |   |
|---|---|
| 1. Dean Academics   | Dr. Karuna Arora  |
| 2. Dean Co-Academics  | Dr. Prabhjit Kaur   |
| 3. Dean Sports  | Ms. Arvinder Kaur   |
| 4. Bursar   | Dr. Karuna Arora  |
| 5. College Advisory Committee   | Dr. Karuna Arora, Ms. Arvinder Kaur, Dr. Sushma Singla, Dr. Naina Sharma, Ms. Ranjit Kaur, Dr. Rajni Chhabra, Ms. Rashmi, Sh. Rajinder Singla (O.S), Sh. Ravinder Kumar (Accountant)  |
| 6. Library Committee  | Sh. Jeet Singh Kainth, Dr. Karuna Arora, Dr. Naina Sharma, Ms. Ranjit Kaur, Dr. Rajni Chhabra, Ms. Vineeta Tiwari, Ms. Savita Khanna, Ms. Navdeep, Ms. Deepti Gupta, Ms. Arpana Kapoor, Ms. Kavita Sharma   |
| 7. Grievance Redressal Committee & Gender sensitization Committee against Sexual Harassment | Dr. Naina Sharma, Dr. Rajni Chhabra, Ms. Arpana Kapoor, Ms. Sujata, Ms. Neerja Sharma   |
| 8. Discipline Committee   | Dr. Karuna Arora, Ms. Arvinder Kaur, Ms. Puneet Sodhi, Dr. Sushma Singla, Dr. Prabhjit Kaur, Dr. Naina Sharma, Ms. Ranjit Kaur, Dr. Goldy Garg, Dr. Rajni Chhabra, S. Imrosepreet Singh, Dr. Purneet Singh Aujla, Ms. Rupinder Kaur, Ms. Richa, Ms. Jagjit Kaur, Ms. Achla, Ms. Amanpreet |
| 9. Examination Committee  | Dr. Jyoti Sharma, Sh. Pardeep Sharma  |
| 10. Canteen Committee/ Refreshment Committee  | Dr. Karuna Arora, Dr. Prabhjit Kaur, Dr. Naina Sharma, Ms. Ranjit Kaur, Dr. Goldy Garg, Ms. Mandeep Kaur, Ms. Neerja Puri, Ms. Tamanna Sharma, Ms. Jyoti Sood, Ms. Apeksha, Ms. Bandana Rishi, Sh. Rajinder Singla (O.S), Ms. Anita Soni, Ms. Taranjeet Kaur, Ms. Vineeta Tiwari          |
| 11. Time Table Committee  | Dr. Karuna Arora, Dr. Prabhjit Kaur, Ms. Ranjit Kaur, Dr. Goldy Garg, Ms. Arpana, Ms. Achla   |

#### **Annexure A4 (ii)**

12. Central Association Dr. Sushma Singla (Incharge), Dr. Rajni Chhabra (Co-Incharge), Dr. Naina Sharma,  
Ms. Ranjit Kaur, Dr. Goldy Garg,  
Dr. Chhinderpal
13. Prospectus Committee Ms. Puneet Sodhi, Ms. Savita Khanna,  
Sh. Ajay Vij, Ms. Puneet Sharma, Ms.  
Chandana Rajput, Sh. Ravinder Kumar  
(Accountant), Ms. Rajpal Kaur
14. Fee Concession Committee Dr. Meenu Sharma (Chairperson)  
Dr. Karuna Arora, Dr. Prabhjit Kaur,  
Dr. Naina Sharma, Ms. Amanpreet Kaur  
(Dance), Sh. Ajay Vij, Ms. Mandeep (Fine  
Arts) Sh. Rajinder Singla (O.S.),  
Sh. Ravinder Kumar (Accountant),  
Ms. Mala Kalia, Ms. Babita Batra
15. Editorial Board of the College Magazine 'Avastha'
- |                                 |  |
|---------------------------------|--|
| Patron                          | Dr. Meenu Sharma   |
| Editor-in -Chief                | Ms. Puneet Sodhi   |
| Sanskrit Section                | Dr. Karuna Arora   |
| Home Sci. and F.D. Section      | Dr. Sushma Singla  |
| Punjabi and Fine Arts Section   | Dr. Prabhjit Kaur  |
| Hindi Section                   | Dr. Naina Sharma   |
| Commerce Section                | Ms. Ranjit Kaur  |
| Economics & Social Sci. Section | Dr. Rajni Chhabra  |
| Dance and Music Section         | Ms. Amanpreet Kaur   |
| English Section                 | Ms. Jyoti Sood   |
| Annual Report Writing Team      | Ms. Puneet Sodhi, Ms. Jyoti Sood,<br>Ms. Puneet Sharma, Sh. Ajay Vij, Ms.<br>Khushjeet, Sh. Ravinder Kumar, Ms.<br>Rajpal Kaur |
- Photograph Incharge Ms. Rajpal Kaur
16. College Web Site Committee Ms. Savita Khanna, Sh. Ajay Vij  
Ms. Puneet Sharma, Ms. Nishima,  
Sh. Ravinder Kumar, Ms. Rajpal Kaur
17. Purchase Committee
- (i) Purchase Committee for the Purchase of Building Material:
- Dr. Karuna Arora, Ms. Ranjit Kaur  
Ms. Garima Tondon, Sh. Rajinder  
Singla  
Sh. Ravinder Kumar, S. Hardev Singh

### **Annexure A4 (iii)**

#### **(ii) Purchase Committee for the Purchase of library Books:**

Dr. Karuna Arora, Dr. Prabhjit Kaur  
Dr. Naina Sharma ,Ms. Amanpreet Kaur  
Ms. Ranjit Kaur,Sh. Rajinder Singla  
S. Jit Singh Kainth

#### **(iii) Purchase Committee for the Purchase of Furniture:**

Dr. Prabhjit Kaur,Sh. Rajinder Singla  
Sh. Ravinder Kumar, S. Hardev Singh  
Ms. Taranjeet Kaur, Mr. Gurmeet Singh  
Mr. Rahul Sharma

#### **(iv) Purchase Committee for the Purchase of Electronics & Electricals:**

Dr. Karuna Arora, Dr. Goldy Garg  
Ms. Chandana Rajput ,Sh. Rajinder  
Singla  
Sh. Ravinder Kumar, S. Hardev Singh  
Ms. Taranjeet Kaur ,Mr. Gurmeet Singh  
Mr. Rahul Sharma

#### **(v) Purchase Committee for UGC:**

Dr. Karuna Arora,Dr. Naina Sharma  
Dr. Rajni Chhabra,S. Imrosepreet Singh  
Ms. Sonia Rani, Sh. Rajinder Singla  
Sh. Ravinder Kumar

#### **18. Committee for the UGC Proposals:**

Dr. Karuna Arora ,Ms. Puneet Sodhi  
Dr. Rajni Chhabra ,Ms. Ranjit Kaur  
Ms. Mandeep Kaur ,Ms. Jyoti Sood  
Sh. Rajinder Singla, Sh. Ravinder  
Kumar

#### **19. Sports Committee**

Dr. Meenu Sharma, Ms. Arvinder  
Kaur(Dean), Ms. Ranjit Kaur,  
Dr. Rajni Chhabra,Ms. Rashmi,  
Ms. Shelija Latawa, Ms. Uvika,  
Ms. Jasmeet, Ms. Anamika, Sh. Rajinder  
Singla, Sh. Ravinder Kumar

#### **20. Reader Club**

Dr. Naina Sharma, Dr. Jyoti Sharma,  
Ms. Neerja Puri, Sh. Jeet SinghKainth

#### **21. Alumni Association**

Dr. Karuna Arora, Ms. Arvinder  
Kaur, Dr. Sushma Singla, Dr. Prabhjit  
Kaur, Ms.Puneet Sodhi, Ms. Vaneeta  
Tiwari, Ms, Savita Khanna, Sh.Pardeep

#### **22. Career Guidance & Counseling**

Dr. Rajni Chhabra, Dr. Naina Sharma,  
Ms. Garima Tandon, Sh. Jeet Singh  
Kainth

#### Annexure A4 (iv)

23. Trips and Tours Committee	Ms. Ranjit Kaur, Sh. Ravinder Kumar, Ms. Rajpal, Mr. Kapil Jain
24. Hostel Committee	Ms. Jyoti Sood, Ms. Taranjeet Kaur, Ms. Suman, Sh. Rajinder Singla
25. NCC	Ms. Mandeep
26. NSS	Ms. Ranjit Kaur, Dr. Goldy Garg, Sh. Ravinder Kumar
<b>27. Cultural/Dramatic/Academic Societies</b>	
English Literary Society	Ms. Puneet Sodhi
Sanskrit Parishad	Dr. Karuna Arora
Punjabi Sahit Sabha	Ms. Arvinder Kaur
Home Sci. Society	Dr. Sushma Singla
Hindi Parishad	Dr. Naina Sharma
Pol. Sci. Society	Vacant
Commerce Society	Ms. Ranjit Kaur
Economics Society	Dr. Rajni Chhabra
Maths Society	Ms. Rashmi
Dance Society	Ms. Amanpreet Kaur
Sociology Society	Dr. Punerdeep Singh Aujla
Music Society	Ms. Neerja Sharma
Fine Arts Society	Ms. Mandeep Kaur
Fashion Designing Society	Ms. Harinder Kaur
Public Administration Society	Ms. Kavita Sharma
Computer Science Society	Ms. Arpana
History Society	Ms. Hardeep Kaur
Red Cross Society & Red Ribbon Club	Dr. Chhinderpal
Dramatic Society	Dr. Prabhjit Kaur
Youth Service Club	Dr. Prabhjit Kaur
Sports Society	Ms. Shelija Latawa
28. Incharge Tutorials	Dr. Naina Sharma
29. Morning Assembly Committee	Dr. Karuna Arora, Dr. Prabhjit Kaur, Dr. Naina, Dr. Chhinderpal
30. Maintenance of College Building and Infrastructure	S. Imrosepreet Singh, r.Punerdeep Singh Aujla, Sh. Rajinder Singla (O.S), S. Hardev Singh, Sh. Jeet Singh Kainth, Sh. Gurmeet Nagpal,
Sh. Pardeep	
31. Beautification of Campus	Ms. Puneet Sharma, Ms. Anamika, Ms. Chandana Rajput
32. Press Liaison Committee	Ms. Puneet Sodhi, Ms. Arvinder Kaur, Dr. Naina Sharma,

#### **Annexure A4 (v)**

	Sh. Ajay Vij, Sh. Ravinder Kumar, S. Hardev Singh, Ms. Anita Soni, Ms. Mala Kalia, Ms. Taranjeet Kaur, Mr. Kapil Jain
33. Stationery Printing	Dr. Karuna Arora, Sh. Rajinder Singla (O.S), Ms. Taranjeet Kaur, Ms. Babita Batra
34. Scholarships Committee	Dr. Karuna Arora, Dr. Rajni Chhabra. Ms. Rashmi, Sh. Rajinder Singla (O.S), zSh. Ravinder Kumar, Ms. Mala Kalia
35. Internal Quality Assurance Cell	Dr. Karuna Arora (Incharge)

## **Annexure A5 (i)**

### **Trip & Tours**

#### **SESSION: 2009-2010**

Every year, educational and recreational trips & tours are organized to widen the mental horizons of students:-

- On 08-08-2009 one day educational visit to the Exhibition held at Model Town, Ludhiana was organized by Fashion Designing Department of the College. About 30 studnets accompanied the trip. Students were imparted knowledge about traditional Embroideries, Clothing of different age groups, Printing of different accessories of waste material.
- One day educational trip to Jalandhar was organized by Computer Department of the college on 30-08-2009. 47 Studnets along with three teachers visited Devi Talab Mandir, Wonderland, Haveli and MC. Donald. The trip was full of enjoyment and excitement for all.
- One day educational trip to Hussaini Wala Border was organized by Commerce Department of the college on 01-11-2009. Student were shown Nanaksar Gurdwara, Fun Island, Anglo Sikh War Memorial Musseum, Sher Shah Suri Dargah and Hussaini Wala Boarder. All the students enjoyed the trip as it added to their knowledge.
- An educational trip to Chandigarh was organized by Computer Department of the college on 02-11-2009. About 42 studnets along with 3 teachers joined the trip and they visited many places as Mansa Devi Mandir, National Craft Mela, Fun City, I.T. Part and Mc-Donald.
- Political Science and Public Administration Department of the college organized a one day trip to Chandigarh on 08-01-2009. As many as 50 studnets along with two teachers visited 'Fun City Smusement Part', Nadha Sahib Gurudwara, Sagar Ratna Haveli and Sohana Gurudwara. A movie 'Ajab Prem Ki Gazab Kahani' was also shown to the students at 'Fun Republic, Manimajra.
- A Historical-cum religions trip to Shri Amritsar Sahib was organized by Hindi & Economics Department of the college eon 22-11-2009 About 50 students visited Shri Harminder Sahib, Durgayana Mandir, Shri Vaishno Devi Mandir and Jaliawala Bagh.
- An educational trip to Chanakya Dairy Products Ltd. Mandi Gobindgarh was organized by Home Science Departmetn on 01-12-2009. About forty students joined this trip. Students were imparted practical knowledge regarding the
- working of production process and packing of milk products under strict hygienic conditions.
- A one day trip to Suraj Kund was organized by the teachers of Fashion Designing Department on 12<sup>th</sup> Feb,2010. As may as 13 students accompanied their parts of the contries like Egypt, Bhutan and Afghanistan. They saw their



### **Annexure A5 (ii)**

traditional embroideries, Apparels, Accessories, Ornaments, Paintings, Furniture's, Folk Dance & Songs. Mrs. Harinder Kaur, Ms. Payal and Mr. Gurmeet guided the students. It was an educative & interesting experience.

- The teachers and students of Fashion Designing department, A.S. College for Women, Khanna went to an Industrial Visit (Subhash Polytec. Ltd) in Gyaspura on dated 22<sup>nd</sup> Feb, 2010. The students have gained information about garments manufacturing process including cutting, Stitching, Finishing etc. They also saw latest equipments and technology which used in these process. Mrs. Pratiba Thapa, Mrs. Harinder Kaur, Ms. Gurpreet Kaur guided the students of all B.A. & B.Sc Fashion Designing. It was an educative and interesting experience.

### **SESSION: 2010-2011**

- A one day educational trip to Jalandhar was organized by Computer Department of the college on 05-09-2010. About 35 students alongwith three teachers joined the trip. Students visited Devi Talab Mandir, Wonderland, Haveli, 'Ansal Plaza' and 'Waves'. The trip was full of enjoyment and excitement for all.
- Commerce Dept. organized a one-day trip to Chintpurni and Jwala Ji on 05-09-2010. A group of 50 students under supervision of three teachers accompanied the trip. Students also visited Bombay Picnic spot and enjoyed rides there. The trip enriched the moral and spiritual values of the students.
- A group of nearly 40 students of Home Science Dept. was taken to "Chanakya Dairy Products Ltd." a unit of Supermilk Plant, Mandi Gobindgarh on 12-11-2010. Students were imparted practical knowledge regarding various techniques of milk processing like Pasteurization, making of butter, ghee, curd, paneer and skimmed milk powder and packing of milk products under strict hygienic conditions.
- A one day religious trip to Naina Devi and Anandpur Sahib was organized by the college authority on 06-02-2011 about 50 students alongwith 3 teachers visited Naina Devi Temple, Anandpur Sahib Gurudwara and Kiratpur Sahib Gurudwara.
- English Department of the college organized a visit to "Danik Bhaskar", Sirhind for all the students of Functional English and M.A.II (Hindi) under the supervision of two teachers Ms. Deepa & Ms Neerja Puri on 09-02-2011 in order to familiarize all the students with the lay-out, equipment and printing of newspaper etc. The trip added to their knowledge.

### **Annexure A5 (iii)**

- Commerce Department of the college organized a one-day trip to Amritsar on 13-02-2011. A group of 43 students under the supervision of two teachers Ms. Savita Khanna & Ms. Ranjit Kaur visited Golden Temple and Vaishnu Devi Mandir. All the students enjoyed the whole trip.
- An educational trip was organized by Hindi Department to visit the religious shrine of 'Mata Chintpurni' and 'Mata Jwala Ji' on 18-02-2011. Total 50 students visited these places along with two teachers Ms. Savita Khanna (English Department) & Ms. Rajni (Economics Department). All the students enjoyed a lot.

### **SESSION: 2011-2012**

- Commerce Dept. of A.S.College for Women, Khanna organized one day trip to Jalandhar, Science City and Wonderland on 10-11-2011. Total 44 students joined the trip under the supervision of three teachers:- Ms.Ranjeet Kaur, Ms.Harinder Kaur & Ms. Nikhita. The student had a great fun and enjoyed a lot.
- Post Graduate Department of Economics and Hindi organized a one day educational trip to Chandigarh on 19-02-2012. About 50 students joined the trip along with three teachers Ms.Tamanna, Ms.Sujata and Ms.Navneesh. The students visited Thunder Zone, Rock
- Garden, Sukhna Lake, 22- sector Market Haveli. The students learnt many things and enjoyed a lot
- Department of Political Science, Public Admn. and Sociology organised one day trip to Mansa Devi and Chandigarh on 19-02-2012. Students visited Mansa Devi Temple, Governor's house, Punjab and Haryana High Court, Punjab legislature Assembly and Secretariat. They also visited rock Garden, 17-sector Market, 22-sector Market and Panjab University. The students enjoyed and learnt a lot
- Home Science & Fashion Designing Department of the college organized a visit to one of the most reputed Textile Industry named 'Vardhaman Spinning & General Mills' Ludhiana on 06-02-2012. It was entirely an educational trip. The students were practically exposed to the various steps involved in the process of yarn manufacturing, the latest machinery used, techniques & other equipments used in making a yarn. They were also shown the dyeing process of the yarn. Ms.Sushma Singla, Ms.Harinder Kaur and Ms.Chandana accompanied the students.
- Punjabi Department organized a one day educational trip to Virasat -E-Khalsa, Sri Anand Pur Sahib and Haveli (Rajpura) on 04-03-2012. 55 students

### Annexure A5 (iv)

joined the trip along with 5 teachers Ms. Chhinder Pal Kaur, Ms. Rupinder Kaur, Ms. Jyoti Sharma, Mr. Yogeshwar Hans and Mr. Pardeep. The trip was full of fun and frolic and the students had a great thrill and zeal to know about new things.

#### SESSION: 2012-2013

- Commerce Department organized a trip on 9<sup>th</sup> Sept, 2012 to Hussaini Wala Border, Ferozepur, Nanaksar Gurudwara, Fun Island.
- Post Graduate Department of Hindi & Mathematics organized a one day educational trip to Amritsar on 30<sup>th</sup> Sept, 2012. 40 students joined it. The students visited Devi Talab Mandir, Jalandhar. After that they visited Sri Harminder Sahib, Jallianwala Bagh at Amritsar. They also visited the Ram Tirath where the historic temple of Luv Kush is situated.
- Fashion Designing Department organized one day educational trip to one of the most popular fashion houses named “SEO Collection” at Jagroan on 2<sup>nd</sup> Oct, 2012. Students were practically exposed to the latest trends of Fabrics, Hand Works and styles used in making formal wears. They showed the students huge range of latest lehngas, Sarees, Suits & One-piece dresses. Students also visited Gurudwara ‘Nanaksar Sahib’ and ‘West-End Mall’ at Ludhiana.
- An educational trip of 43 students was organized by Commerce Department on 7<sup>th</sup> Oct, 2012 to ‘Paresan Agriculture Works’ at Ludhiana. Students visited the factory and came to know how spare parts of Combine Machines are manufactured. They got the knowledge of cutting, handling & drilling of various spare parts of machines.
- Economics and Sociology Department organized a one day trip of 40 students to Hussaini Wala Border, Ferozepur on 14<sup>th</sup> Oct, 2012. Students also visited Gurudwara Nanaksar Sahib and Fun Island.
- Computer Department organized an educational trip of 39 students to Virasat-E-Khalsa Anandpur Sahib on 18<sup>th</sup> Oct, 2012. Students also visited Gurudwara Keshgarh Sahib and increased knowledge on Sikh history.
- A one day trip was organized by N.S.S Department of the college on 21-10-12. As many as 39 students visited Virasat-E-Khalsa Sri Anandpur Sahib. They also went to Gurudwara Sri Kesgarh Sahib.



### Annexure A5 (v)

- A one day trip to Saras, A Craft Mela held at Patiala, was organized by the Punjabi Department of the college on 22.10.2012. During this trip students enjoyed the skills of the crafts persons of various states of India. After that they visited Mandir Sri Kali Devi Ji., Omaxe Mall and Gurudwara Dukhniwaran Sahib.
- An industrial visit to Markfed Jalandhar was organized by Commerce Department on 23 Oct, 2012. 40 Students got an opportunity to learn food processing at Markfed. After these students enjoyed rides at Wonderland.
- Home Science Department organized a visit of 42 students of B.A.I at Chanakya Dairy Products Ltd. Mandi Gobindgarh on 9.11.2012. The students were made aware of the hygiene of the foods products. Various milk processing procedures like testing of raw milk, pasteurization process, curd making, butter making, desi ghee making, preparation of skimmed milk powder was also shown to the students.
- An Educational trip to Dainik Bhaskar, Sirhind was organized by English Department for all the students of Functional English (B.A.I,II and III) and English Hons. ( B.A. II Hons III) on 16.11.12. All the students were imparted knowledge regarding the process of printing newspaper. The layout was shown to the students and they came to know about its functions. The trip was knowledgeable and beneficial for all the students.
- A second industrial visit to Markfed, Jalandhar was organized by Commerce Department on 24<sup>th</sup> Nov, 2012. 28 Students got the knowledge of the preparation of Sarson saag there. The motto was to highlight the concept of small scale industry to the commerce students. Students also visited Devi Talaab Mandir, Shopping Mall and Wonder Land at Jalandhar.
- Commerce Department organized a trip of 38 students to Chandigarh on 25.11.2012. Students visited Gurudwara Fathegarh Sahib, Gurudwara Mata Gujri Ji, Gurudwara Jyoti Saroop, Sukhna Lake, Sec-22 and Thunder Zone.



### Annexure A5 (vi)

- A One day trip of 45 students was organized by Commerce Department on 23<sup>rd</sup> Dec, 2012 to Anandpur Sahib. Students visited Virasat-E-Khalsa and got knowledge about Sikh history.
- A one day trip of 40 students was organized by Department of Computer Science on 24.12.2012 for Devi Talab Mandir, Jalandhar. Students also enjoyed rides at Wonder Land, Jalandhar and visited the Shopping Mall.
- The N.S.S Deptt.of the college under its Programme Officers Ms.Monika Soni and Dr.Chinderpal Kaur organized two one day trips on 15.02.13 and 17.02.13 during which the volunteers were taken to Ludhiana to many sightseeing places like Gurudwara Dhukhniwaran Sahib,MBD Mall,Westend Mall and District Court .It really proved to be informative as well as recreational for the students.



### SESSION: 2013-2014

- Commerce Department:- Commerce Department of A.S. College for Women, Khanna organized a one day Trip to Chandigarh on 4th August 2013. The students visited Fatehgarh Sahib, Lake, Sector 22, Elante Mall and Thunder Zone.
- Computer Department:- Computer Department of A.S. College for Women, Khanna organized a one day trip to Ludhiana on 09<sup>th</sup> Aug., 2013. The students visited Aalmgir Gurudawara Sahib, Amusement Park in Ludhiana and ‘ Hardy’s World’
- Commerce Department: - Commerce Department of A.S. College for Women, Khanna organized a one day trip to Ludhiana on 11<sup>th</sup> August, 2013. All the students visited Chankya Dairy Products (Focal Point) at Mandi Gobindgarh, Dillon’s Fun Wold, Water Park, Omaxe Mall and Kali Mata Temple.
- Sanskrit Department: - Sanskrit Dept. organised a one day trip to Ludhiana on 18th Aug.,2013. The students visited Manji Sahib Gurudwara, Alamgir Sahib, Durga Temple, Western Mall, MBD Mall and Mega Mart, Ludhiana
- ◆ Commerce Department:- Commerce Department organised a one trip to Chandigarh on 25<sup>th</sup> Aug., 2013. Fatehgarh Sahib, Lake, Sector 22, Elante Mall and Thunder Zone.
- ◆ Computer Science Department:- Computer Deptt. organized a one day educational trip to Chandigarh on 28th Aug.,2013. The students visited Iskcon Temple, Sec.36, Chandigarh. There they celebrated Janam Ashtami celebrations. They visited ‘Alante Mall’, Sindhi Sweets’, ‘Thunder Zone water & Amusement park’. There they





### Annexure A5 (vii)

enjoyed various rides and water games.

- ◆ Fashion Designing Department: - Fashion Designing Department of A.S. College for Women, Khanna organized an Industrial visit at “Starlight-Hoisery” in Ludhiana on date 31<sup>st</sup> Aug., 2013. All the students gathered information about garment manufacturing process including Knitting, Dying, Finishing. They also saw the latest equipment technology which are used in this process.
- ◆ Fine Arts Department: - The teachers and students of Fine Arts Department of A.S. College for Women, Khanna had organized a one day Trip to ‘Patiala’, Art Gallery of Sheeh Mehal and ‘Qila Mubark’ on 1st September 2013. The students gained information about Art Work and name of Artists. All the students visited Gurudwara Sahib, Kalimata Temple, Zoo and Omax Mall.
- ◆ Music & Dance Department Music& Dance Dept. of A.S. College for Women, Khanna organised a one day educational trip to Ludhiana : ‘Hardy’s World and “Wave Mall “ on 4<sup>th</sup> Sept., 2013.
- ◆ Postgraduate Department of Hindi Organised a one day educational trip to Patiala on 5th Sept, 2013. About 40 students along with 2 teachers joined this trip. They visit ‘The Royal Moti Bagh’, Sheesh Mehal, Mata Kali Mandir and Shree Dukh Nivaran sahib Gurudwara inculcated Cultural & religious Values whereas visit to Fun world upheld excitement in all the students.
- ◆ History Department of A.S. College for Women, Khanna Organized a one day trip to Ludhiana on 6<sup>th</sup> Sept.,2013 The students enjoyed a lot by visiting Gurudwara Dukhniwaran Sahib, Alamgir Sahib and Rara Sahib ( Wester & MBD Malls).
- ◆ Physical Education Department:- Physical Education Department of the college organised a one-day Trip to ‘Patiala’, Art Gallery’ of Sheesh Mehal and ‘Qila Mubark’ on 15th Sept.,2013. The students gained information about art work. They saw colourful arts depicted on the walls. They visited Gurudwara Sahib, Kali Mata Temple, Omaxe Mall & park. It was really an educational & interesting trip.
- ◆ Home Science Department:- Home Science Department Organised a visit of B.A.III class at Markfed Plant, Khanna & Chanakya Dairy Products Ltd. Mandi gobindgarh on 16<sup>th</sup> Sept, 2013. At the Markfed Plant the students were shown the complete process of manufacturing of Sohna Vanaspati Ghee. At Chanakya dairy products Ltd. Mandi Gobindgarh, the students were made aware of the various milk processing procedures like testing of raw milk, its fat contents.





### Annexure A5 (viii)

- ◆ Postgraduate Department of Economics Organised a one day trip to Ludhiana on 22<sup>nd</sup> Sept., 2013. All the students visited Gurudwara Manji Sahib, Almgia. They also visited Western, MBD Mall and vishal Mega Mart. They came to know about various National & International brands and the various offers given by Multinational Corporation for increase the sale of their products i.e. sale promotion activities.
- ◆ Sociology and Math Department of A.S. College for Women, Khanna organized a one day trip to Hardy's World Ludhiana on 2<sup>nd</sup> October, 2013.
- ◆ English Department of A.S. College for Women, Khanna Organized a one day trip to Dainik Bhaskar on 8<sup>th</sup> October, 2013.
- ◆ History Department of A.S. College for Women, Khanna Organized a one day trip to Anandpur Sahib on 12<sup>th</sup> Oct., 2013 and visited Virasat-E-Khalsa, Anandpur Sahib, Gurudwara Keshgarh Sahib , Kiratpur Sahib, Gurudwara Parivar Vichhora Sahib.
- ◆ Political Science Department of A.S. College for Women, Khanna Organized a one day trip to Dukh Niwaran Sahib, Baba Ala Singh on 10-11-2013.
- ◆ Postgraduate Department of Hindi organised a one day trip to Ludhiana on 17<sup>th</sup> Nov., 2013 In this trip 30 students alongwith two teachers visited Wax Museum, Waves Mall, & Gurudwara Manji Sahib Kottan. This trip inculcated educational & religious values in the students.
- ◆ Political Science Department of A.S. College for Women, Khanna Organized a one day trip to Dukh Niwaran Sahib, Baba Ala Singhon 24<sup>th</sup> November, 2013
- ◆ Public Administration Department of A.S. College for Women, Khanna Organized a one day trip to Gurdwara Manji Sahib, Dukh Nivaran on 25<sup>th</sup> December 2013



**Annexure A6 (i)**  
**Various Committees for Admission Session: 2014-2015**

<b>Class</b>	<b>Staff on Duty</b>	<b>Venue</b>	<b>Time</b>
<b>Admission Incharge</b>	Dr. Karuna Arora (Convener) Ms. Arvinder Kaur (Co-convener)	On stage	9:00 a.m. to 11:00 a.m. 9:00 a.m. to 2:00 p.m.
<b>B.A.I Admission, Checking of Subject Combinations &amp; Counseling of all subjects</b>  <b>Add. On Course (Certificate course in Communicative English)</b>	Dr. Sushma Singla (H.Sc.) Convener Ms. Amanpreet Kaur (Dance) Ms. Sheliza Latawa (Phy. Edu) Ms. Neerja Sharma (Music) Ms. Jagjit Kaur (C.Sc) Ms. Kavita Sharma (Pub.Ad) Ms. Deepti Gupta (Maths) Ms. Nidhi (Eco) Ms. Mandeep Kaur (F.Arts) Ms. Anamika Satija (F.D.) Ms. Navdeep Kaur (Eng)	Auditorium Table No. 1	9:00 a.m. to 2:00 p.m.
<b>B.Sc. F.D.</b>	Ms. Harinder Kaur (F. Designing) Ms. Anamika (F. Designing) Ms. Monika (F. Designing)	Auditorium Table No. 2	9:00 a.m. to 2:00 p.m.
<b>B.A.II Add. On Course (Certificate course &amp; Diploma in Comm. English)</b>	Dr. Naina Sharma (Hindi) convener Ms. Rupinder (Pbi) Ms. Hardeep Kaur (His) Ms. Navjot Kaur (Soc) Ms. Jyoti Sood (Eng) Ms. Neerja Puri (Eng)	Auditorium Table No. 3	9:00 a.m. to 2:00 p.m.
<b>B.A.III Add. On Course (Certificate course &amp; Diploma in Comm. English)</b>	Ms. Puneet Sodhi (Eng) convener Ms. Savita Khanna (Eng) Ms. Sujata (Eco) Ms. Khushjit Kaur (C.Sc) Dr. Jyoti Sharma (Pbi) Ms. Amanpreet Kaur (Eng)	Auditorium Table No. 4	9:00 a.m. to 2:00 p.m.
<b>B.Com. I, II, III Add. On Course (Certificate &amp; Diploma Course in CBA)</b>	Ms. Ranjit Kaur (Commerce) convener Dr. Goldy Garg (Commerce) Mr. Nikhil Singla (Commerce) Ms. Nikita Mehta (Commerce)	Auditorium Table No. 5	9:00 a.m. to 2:00 p.m.

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<b>B.C.A. I, II, III and PGDCA</b>	Ms. Puneet Sharma (C.Sc) convener Mr. Ajay Vij (C.Sc) Ms. Garima Tandon (C.Sc)	Auditorium Table No. 6	9:00 a.m. to 2:00 p.m.
<b>P.G. Classes (M.A. Economics, Hindi, Sociology, M.Sc Maths)</b>	Dr. Rajni Chhabra (Eco) convener Ms. Rashmi (Math) S. Imrosepreet Singh (Math) Dr. Punardeep (Soc) Ms. Mandeep (Soc) Dr. Kusum Bodh (Hin) Ms. Tamanna (Hin)	Auditorium Table No. 7	9:00 a.m. to 2:00 p.m.
<b>For Hostel Facility and Bus Facility</b>	Dr. Chhinder Pal (Convener) Ms. Rupinder (Hostel Warden cum Clerk) S. Gurmeet Singh (Tabla Player)	Auditorium Table No. 8	9:00 a.m. to 2:00 p.m.
<b>Time Table Committee</b>	Dr. Karuna Arora (Skt) Incharge (Teacher wise Time Table) Dr. Prabhjit Kaur (Pbi) (Class wise Time Table) Ms. Ranjit Kaur (Commerce) (B.A. III Section wise Time Table and Commerce Deptt.) Ms. Achla (Maths) (B.A. II Section wise Time Table) Dr. Goldy Garg (Commerce) (B.A. I Section wise Time Table) Ms. Arpana Kapoor (C.Sc) (BCA, PGDCA & Typing of Time Table)	Staff Room	11:00 a.m. to 2:00 p.m. 9:00 a.m. to 2:00 p.m.
<b>Discipline duty during Admission</b>	Ms. Bandana Rishi (Eco) And Ms. Parul (Pol Sci)  Ms. Richa (C.Sc) and Ms. Deepika (Math)  Ms. Nandini Tandon (F.Arts) and S. Jasdeep Singh Sidhu (His)  Ms. Apeksha Kapoor (Eng)	Outside Principal Office Outside General Office Outside Hall Near Fee Counter No- 1 Near Fee Counter	9:00 a.m. to 2:00 p.m.   9:00 a.m. to 2:00 p.m.   9:00 a.m. to 2:00 p.m.  9:00 a.m. to 2:00 p.m.

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	Mr. Pardeep (Nagma Player) Ms. Nishima (C.Sc) Ms. Uvika (Phy Edu)	No- 2 Near Fee Counter No-3 Near Fee Counter No- 4	9:00 a.m. to 2:00 p.m. 9:00 a.m. to 2:00 p.m. 9:00 a.m. to 2:00 p.m.
<b>Water Arrangement</b>	Ms. Ram Kali (Peon)  Ms. Ritu Kaplish (Peon)  Ms. Kulwant Kaur (Peon)	For Staff Members For Parents Visitor Room	
<b>Prospectus Sale</b>	Ms. Salochana (Peon)		
<b>Staff on Duty for Fee Collection</b>			
<b>Counter No 1</b>	Ms. Mala Kalia B.A. II, M.A. I, II (Hin) , M.A. I, II (Soc) & M.Sc. Maths I, II		
<b>Counter No 2</b>	Ms. Taranjeet Mankoo B.A. III, M.A. I, II (Eco), BCA I, II, III, PGDCA & B.Sc. F.D. I, II		
<b>Counter No 3</b>	Ms. Anita Soni ,B.Com. I, II, III		
<b>Counter No 4</b>	S. Hardev Singh ,B.A. I		

**Annexure A7(i)**  
**List of Periodicals/Journals For The Year 2014**

- AAJKAL
- AAM AADMI
- ABHINAV PRASANGVANSI
- ALIVE
- ART INDIA
- BANKING SERVICES CHRONICLE
- CAREERS 360
- CIVIL SERVICES CHRONICLE
- COMMUNICATOR
- COMPETITION SUCCESS REVIEW
- COMPUTER SANCHAR SOOCHNA
- DIGIT
- DOWN TO EARTH
- ECONOMIC AND POLITICAL WEEKLY
- ELLE
- EMPLOYMENT NEWS
- ENGLISH JOURNAL
- FEMINA
- GANDHI MARG
- GENERAL KNOWLEDGE TODAY
- GHAR SHINGAR
- GLOBAL JOURNAL OF PURE & APPLIED MATHS
- GOOD HOUSE KEEPING
- GREH SHOBHA
- HANS
- HARIGANDHA
- HASHIYE KI AWAZ
- HEALTH AND NUTRITION
- HINDUSTANI
- INDIA TODAY (ENGLISH)
- INDIA TODAY (HINDI)
- INDIAN ECONOMIC REVIEW
- INDIAN JOURNAL OF POLITICAL SCIENCE
- INDIAN JOURNAL OF PUBLIC ADMINISTRATION
- INDIAN JOURNAL OF PURE AND APPLIED MATHEMATICS
- INDIAN LITERATURE
- INDIAN TEXTILE JOURNAL

### **Annexure A7(ii)**

- INSIDE OUTSIDE
- INTERNATIONAL JOURNAL OF COMPUTER SCIENCE AND MATHEMATICS
- INTERNATIONAL JOURNAL OF MATHS AND ANALYSIS
- INTERNATIONAL REVIEW OFFUZZY MATHEMATICS
- JAGO INTERNATIONAL
- KATHADESH
- KERAL JYOTI
- KURUKSHETRA
- MADHUMATI
- MAINSTREAM
- MERI SAHELI, NAAC NEWS
- NAI DHARA
- NAVNEET
- NAYA GYANODAYA
- PC QUEST
- PREET LARRI
- PUNJAB UNIVERSITY NEWS
- READER'S DIGEST
- SAHITYA AMRIT
- SAHITYA BHARTI
- SAMKALIN KALA
- SANGEET
- SANGEET NATAK
- SARITA
- SAVVY
- SOCIAL ACTION
- SOCIOLOGICAL BULLETIN
- SPORTSTAR
- THE SIKH REVIEW
- UNIVERSITY NEWS
- UNIVERSITY TODAY
- VAICHARIKI
- VEDANT KESRI
- VISHAV JYOTI



#### **Annexure A7(iii)**

- VIVARAN PATRIKA
- WOMEN'S ERA
- YOJANA

#### **List of Newspapers**

- The Tribune
- The Indian Express
- Hindustan Times
- The Economic Times
- Punjab Kesri
- Dainik Jagran
- Dainik Bhaskar
- Ajeet Samachar
- Ajeet
- Jagbani
- Punjabi Tribune
- Punjabi Jagran
- Rozana Spokesman
- Amar Ujala
- Dainik Savera

### Annexure A8(i)

#### Seminars/Lectures/Workshops organized by various Departments during Session: 2009-2010

- **Physical Education Department** of our organized a lecture in the College Campus on 27-08-2009. Dr. Charanjeet Singh Grewal (Director, Sports Dept. P.U. Chd.) addressed to the Students and delivered an Educative Lecture on the importance of Physical Fitness, Daily Roputine Exercises and the intake of Nutrious Food.
- An extension lecture was organized by 4 Pb Panjab Girls Batalian **NCC Unit** of our College on 03-09-2009. Lt. Colonel Sh. V.K, Tomar Graced the Occasion as the Chief Guest .He highlighted the utility of NCC in the Life of Girls Students and inspired them to go ahead in various fields of Life.
- In the order to enhance the knowledge of the Students, **Economics Department** of Our College organized a seminar on “Indian Female Managers and their role in Economic Development” in the college campus on 23-09-2009. Dr. Rajinder Kumar Kaushal from OHIO , University was the Chief Guest on this Occasion . Prof. Kaushal highlighted the importance of hardwork and the role of Women in their working fields.
- **Political Science Department** with the collaboration of Bar Association organized a Seminar on “Anti-Ragging awareness” on 28-10-2009. Dr. Abhinav Trikha S.D.M, Khanna graced the Occasion with his Presence. The Key Speakers of the Seminar were Mr. Paramjit Singh (Adv.), Mr. Munish Khanna (Adv.), Mr. Deveshar (Adv.), Mr. Manjit Singh Brar (D.S.P Head Quarters) and Dr. Rekha Bharadwaj Prinicipal, Judicial Magistrate , Mr. M.D.S Dhillon and Mr. Tiwana, Members of Managing Committee, Members of Khanna Bar Association and other prominent citizens were present on this occasion.
- **Computer Department** of the college organized a seminar on ‘Computer Hardware’ on 30-10-2009. The key speakers of this seminar were Mr. Varinder Singh (Creative Director), Mr. Sanjeev Kumar (Process Manager) and Mr. Harsonn Hazur Singh (Instructor from Jet King, Khanna).
- A seminar on ‘Human Rights’ courtesy Youth Club, Khanna was held by **Political Science Department** of our college on 31-10-2009. Sh. Avinash Rai Khanna, member Human Rights Commission was the Chief Guest on this occasion. The Guest of Honour was Sh. S.S. Mann, S.S.P. Khanna. The key speakers of the seminar Ms. Sherry Sabarwal and Ms. Raj Kumar Ji from Panjab University made the audience awakened about the violation of human rights.
- **Awareness on Female Foeticide** Female Foeticide is one of the most inhumane Social Problems. It is the endeavour of our institution to raise our voice against this evil through seminars, debates, declamations and articles. In

### **Annexure A8(ii)**

the current academics session **also Central Association, NSS and NCC students units, with collaboration of Rotary Club, Khanna, Adult Education Department, Punjabi University and City Welfare** condemned this social curse on three different occasions:

1. On 15-10-2009, a seminar on 'Female Foeticide' was organized by the N.C.C. Wing of our college. Dr. Rekha Bharwaj, Dr. Manju Chahal, Sh. Shashi Goyal, Sh. Vijay Diamond, Sh. Anil Sudan and Sh. H.S. Ghai were the Chief Speakers.
2. On 21-01-2010, another seminar on 'Female Foeticide' was organized by the Punjabi University. Dr. Paramjeet Sing Kang, Department of Life-Long Learning graced the occasion. The key speakers Dr. Rekha Bhardwaj, Ms. Amar Joshi, Sh. Shashi Goyal, Dr. Anil Joshi and Dr. Prabhjeet Kaur.
3. A picture 'Cheekh' was shown to the students on 23-01-2010 to sensitize them to the burning problem of 'Female Foeticide;' in our society.
- A workshop on '**Vedic Mathematics**' was organized by **Post Graduate Department of Hindi and Economics** on 17-02-2010. Dr. Ramna Singla Lect. In Economics delivered a lecture to enable the students for easy calculation.
- A lecture on body fitness and the use of Homeopathic medicine was delivered by Dr. Promila on 22-02-2010. Dr. Promila talked about health problems in detail and laid emphasis on the benefit of Homeopathic medicines.

#### **Exhibitions**

- On behalf of Mahant Gangapuri Vidalya 'Rakhi Exhibition' including the artistic works of deaf and dumb children was organized in the college campus on 01-08-2009.
- A 'Book Exhibition' courtesy 'Jan – Chetna, Ludhiana' was organized in the college complex on 05-11-2009. Many books on Marxism, Hindi & Punjabi Literature highlighting the personalities like Prem Chand, Sukhdev Singh, Shahid Bhagat Singh etc. were exhibited there.

#### **Session: 2010-2011**

- Home Science Department of our college organized a seminar on 'Breast Feeding' in the college auditorium hall on 05-08-2010. The Principal, Dr. Baljit Kaur, other teachers of Kular College of Nursing, Kishangarh and their management members visited the college. Students were being awarded of various facts about breast feeding, composition of breast milk, its right technique, advantages of breast feeding for mother and her baby. Madam Principal, Dr. Kusum narula thanked the team of Kular Nursing College. Mr. Brar D.S.P. Khanna was also present on this occasion.

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- On 07-08.2010, Hindi Department of the college organized a workshop in the college campus. Its main motive was to impart knowledge of Hindi language to the Post Graduate students. Students were imparted knowledge not only of language and grammar but also the Translation from English to Hindi.
- A talk on 'Asthma Disease' was held in the college Auditorium hall by N.S.S. Unit and Red Cross Society of the college, with the kind co-operation of CIPLA Pharmaceutical Company on 13-10-2010. Dr. V.K. Aggarwal, Chest Physician, Civil Hospital Khanna laid stress on regular check up for Asthma and explained the breathing troubles in patients with the help of Audio-Visual technique. Everybody present there was benefited with this valuable lecture.
- On 2-11-2010 a one-hour talk on 'Career Guidance and Counselling was organized by Political Science and Commerce Department of our college. Sh. Sukhwinder Singh Cheema (Lect. in Economics, Doraha College of Education) stressed on the idea of picking up educational standards in today's highly competitive world. Madam Principal, Dr. Kusum Narula thanked the chief guest for his informative talk and stressed upon the idea of strengthening the Career Guidance and Counselling Cell more in the college in future. A workshop on 'Let's play with Economics' was held in the college campus by Economics Department on 18-11-2010. Madam Principal, Dr. Kusum Narula inaugurated the workshop. Students participated in various games based on Economics as Economics Tambola, Lets Play Business, Inflation-Deflation, Shocks and Stimulants and Lets know about Economics, with great enthusiasm. Madam Principal, Dr. Kusum Narula appreciated the selfless efforts of the students.
- On 24-2-11, a one-hour lecture on 'Career-Counselling and Journalism' was organized by English Department for all the students of Functional English and Post-graduate students of Hindi Department in auditorium hall at 12.00 noon. Dr. S.P. Singh, Principal, Chandigarh Group of colleges, as a chief speaker laid stress upon maintaining the journalistic knowledge of the students by acquiring proficiency in the structure of English through other means. The lecture proved helpful and knowledgeable for the students.

#### Session: 2011-2012

- An extension Lecture on **Career Counselling & Guidance cell** was delivered by **Dr. Harpreet Singh (Director A.S. Group of Institutions)** on 17-01-2012 at A.S. College for Women Khanna, Principal Dr. Meenu Sharma gave floral welcome to the guest of the day. Principal Dr. Harpreet gave useful thoughts & career options for the students of B.Com.I, II & III. The knowledge imparted by Dr. Harpreet Singh became a source of inspiration especially for the students to join Management & related courses after

#### **Annexure A8(iv)**

graduation. Dr. Naina Sharma (Incharge Career Counselling Cell) gave a vote of thanks in the end.

- Another Extension lecture was organized by **Career Counselling & Guidance cell** in the college auditorium on 21-01-2012 for all the students of B.A.III class. **Dr. Suresh Kumar from Govt.College Ropar** was the speaker on this occasion. Principal Dr.Meenu Sharma welcomed the speaker. Dr.Suresh imparted valueable tips to the students regarding Improving their Personality by adopting effective communication skill and told about different options and guidelines regarding career building.
- A lecture was organized by '**Career Counselling & Guidance Cell**' for the students in the college auditorium on 24-01-2012. **Sh. Tarsem Bahia , Former Principal of A.S. College, Khanna** was invited on this occasion. College Principal Dr. Meenu Sharma gave a floral welcome to the guest of the day. Sh. Tarsem Bahia gave very valuable guidance to all the students who are going to be graduates and Post- graduates. Various fields are open before them to chose for their better future. Four 'F factors :- Food, Fun, Fashion & Fitness were especially emphasized in terms of getting more job opportunities
- An **Extension Lecture** was held on 10-03-2012 by the **Career Counselling& Guidance Cell on the topic** "Changing Realms of International Politics". **S.Kuldeep Singh (Associate Professor, Political Science Department Guru Nanak National College, Doraha)** was the chief resource person of the day. In his lecture he informed the students about the changing moves and counter-moves of the players of the chess game of International politics and made the students aware about the career opportunities available after doing post graduation and research in field of political science.

### Session: 2012-2013

- A Guest Lecture on **"General Cancer Awareness"** was delivered by Dr. Vineet Talwar, a very Senior Medical Oncologist from Rajiv Gandhi Cancer Institute and Research Centre, New Delhi, who visited A.S. College for Women, Khanna on 23-08-2012. Dr. Talwar, a senior consultant Oncologist was received by hon'ble members of the management Sh. Ashok Sharma (Advocate) President, A.S. High School Khanna Trust & Management Society, Khanna, Sh. Vikas Mehta, Secretary, A. S. College for Women, Khanna, Dr. Meenu Sharma, Principal, Members of the College Staff and the C.A Members of the college. Sh. Yoginder Sharma (Former -President) was the worthy Guest of Honour. During his lecture Dr. Vineet Talwar expressed his expert views on 'General Cancer Awareness' and pin pointed the various facilities provided by the hospitals and medical centres all over India, for the early detection of Breast Cancer, its symptoms and



### Annexure A8(v)

cure, including Bone marrow Transplant units. He threw a flood of light on the different types of cancer, their early detection and the latest techniques available for their treatment. Worthy members of Management, who attended this talk were: Sh. Ashok Sharma (Advocate) President, Sh. Dharam Pal Angrish (Vice – President), Sh. B.K. Batra (Advocate), General Secretary, Sh. Vikas Mehta (College Secretary), Sh. Rajiv Rai Mehta (Advocate) Secretary, A.S. Group of Institutions, Sh. Sudershan verma (Manager A.S. Secondary School), Sh. Raj Kumar Sahnewalia (Manager M.G.C. Model School), Sh. Ajay Sood (Member) and Mrs. Meenakshi Sood. The tips regarding early detection of Cancer by spreading awareness among masses and treatment of Cancer at authorized hospitals and medical centers given by Dr. Talwar were very well received by one and all present in the auditorium. A thorough question answer session followed the lecture, which indicated the keen interest of the students, staff and worthy members of management in the Lecture. Respected President Sh. Ashok Sharma Advocate thanked Dr. Vineet Talwar and praised his special efforts to educate the audience about the dreaded disease cancer. To round it all off, Folk Dance Giddha was performed by our students and National Anthem was sung with deeply patriotic fervor.



- **Department of Home Science** organized a demonstration cum 1 lecture delivered by Mr. Vinay Sharma on **27-08-2012** on **'Safety While using Gas Cylinders'** under supervision of Ms. Sushma Singla, H.O.D Deptt. of Home Science. All Home Science students & teachers attended the same. He gave very practical information to avoid fire accidents. He made the students aware about cleaning & maintenance of gas stove in the kitchen to increase its efficiency. It was indeed useful & informative demonstration for the students.
- **Dr. Meenakshi Arora, PCS (allied)** Employment Generation and Training officer, Distt. Bureau of Employment Generation & Training Ludhiana, delivered a Lecture on 26-11-2012 to create awareness among the students regarding the procedure of the PCS Exam. Madam Principal Dr. Meenu Sharma welcomed the Worthy resource person and thanked her for her inspiring speech.
- **Dr. Barjinder Singh, Bone Marrow Transplant Specialist** and a renowned Oncologist from Indo-American Cancer Centre delivered a Guest Lecture on "Health Hazards of Over-use of Mobile Phones" on 2-02-2013 in the college hall. Sh. Ashok Sharma Advocate (President, A.S. High School Khanna Trust





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& Management Society, Khanna), Sh. Dharampal Angrish (Vice President), S. Ranjit Singh Heera (Joint General Secretary), Dr. Anil Joshi (Secretary A.S College Khanna), Advocate Sh. Barinder Paul Dewett (Secretary, A.S Modern Sr. Sec. School, Khanna), Sh. Sanjiv Dhamija (Member), Sh. Jatinder Devgan (Member) Sh. Arun Behal (Manager State Bank Of Patiala) were present on this occasion. He was welcomed by the college Principal Dr. Meenu Sharma, with bouquet of flowers. Dr. Parul Jain, Consultant Rheumatologist P.G.I. Chandigarh was the Chief Guest. Respected Mrs. N.C. Jain, mother of Dr. Parul Jain also graced the occasion. The Resource Person highlighted the Health Hazards caused by the over use of Mobile through an elaborated slide show and power point presentation. Dr. Barjinder Singh was assisted by Dr. Jivan Jot Singh and Sh. Varun Singla. A colourful culture function was presented by the college students. There were many queries from the students and members of Management present in the audience, which were dealt with satisfactorily by the resource person. Sh. Dharmpal Angrish and Sh. Sanjeev Dhamija instructed the students to be very cautious about the use of cell phones & advised them not to bring them to the institution. Esteemed President Sh.Ashok Sharma, Advocate thanked Dr.Barjinder Singh for sparing his valuable time to advise the staff and the students regarding ill effects of use of mobile phones on health. Ms.Monica Soni,(H.O.D.of Political Science), the stage Secretary, did full justice to the responsibility given to her.NSS Cadets and Sports students were awarded certificates by all distinguished guests present there. The lecture came to an end with National Anthem.



- **Dr. Anil Joshi (Secretary A.S College Khanna)** delivered an interactive lecture on ‘Science of the Self’ on 4-02-2013 in the Morning Assembly of the College. He guided the students to know their internal self and to emerge as strong individuals. Principal Dr. Meenu Sharma offered him a bouquet of flowers and thanked the speaker for his valuable views.
- **TWO DAYS’ PERSONALITY DEVELOPMENT WORKSHOP**  
In order to enhance the all around development of the students, a” **Personality DevelopmentWorkshop**” was organized in college from 28-01-2013 to 30-01-2013.Respected **S. GurminderSingh (M.C)** acted as the Chief Guest for the same. **Dr. S.M Kant, Director, Center for Youth and Community Development** was the Resource person. He interacted with the students and broadened their perspective by giving them valuable hints



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regarding the polishing of their personality. The response from the students was overwhelming as 101 students attended this workshop.

#### Session: 2013-2014

- **Post Graduate Department of Mathematics** had the initiative to apply and get grant of **Rs. 1,06,000/-** from Department of Science and Technology, New Delhi and Panjab University, Chandigarh to organise a **3 Days' National Conference** on the topic **'Recent Trends in Algebra and Analysis'**. This sponsored National Conference held in college Campus **from 23rd Oct. to 25th Oct., 2013** had highly encouraging response as 45 papers of high quality from scholarly academicians of reputed institutions were presented and around 300 participants from different parts all over India participated in the conference with great zeal and enthusiasm.
- **Inauguration Day** The conference was inaugurated on **23<sup>rd</sup> Oct., 2013** by the Worthy Chief Guest Dr. Ashok Chitkara, Chancellor of Chitkara University and this inaugural session was attended by the College Principal, Dr. Meenu Sharma along with Esteemed Advocate Sh Ashok Sharma, (the then President A.S. High School Khanna Trust & Management Society Khanna), Sh Balraj Bhandari (Former President A.S. Management) Sh. Brij Lal Gupta (Former President A.S. Management), key note speaker Prof. (Dr). Madhu Raka, Dean University instruction, Department of Mathematics, Panjab University, Chandigarh Prof. (Dr.) T.D. Narang, an Emeritus Fellow (U.G.C.) from Guru Nanak Dev University, Amritsar, Mrs. Asha Narang and Dr. P.K. Sharma Associate Prof. D.A.V. College, Jalandhar. Principal Dr. Meenu Sharma formally welcomed all the distinguished guests, paper presenters and delegates of reputed institutions from various parts of India who had come to attend the Conference and herself being a Mathematician, She also expressed her views regarding the difference between Algebra and Analysis. Dr. Chitkara, Chief Guest of the day who published 36 Research Papers, wrote and edited many books, made an interesting and inspirational speech to the students through videos of Ambani, Amitabh Bachchan and Sachin Tendulkar and other personalities of the world who rose from adversity to prosperity. Prof (Dr.) Madhu Raka, Dean, University instruction, from Panjab University Chandigarh delivered her key note address **"on Conjunctures of Minkowski and Woods"**. In her talk she gave details about history of conjunctures and related problems.



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The delegates and students were told about the utility of Maths as a Subject and as a Science. The afternoon session started after lunch in which Prof. (Dr) TD. Narang, Emeritus fellow (UGC) from Guru Nanak Dev University, Amritsar shared his views on the link of Maths with different fields like Computer, Internet and other electronic related subjects. Paper presentation session was chaired by Prof. Dr. P.K. Sharma and valuable Research Papers were presented by Dr. Swaranjit Kaur (Associate Professor S.R. Govt. College for Women, Amritsar) S. Harjit Singh (Department of Mathematics, Lyallpur Khalsa College, Jalandhar), Dr. Mehar Chand (Department of Mathematic, Fateh Group of Institution for Women, Rampura), Ms. Harsaha (Assistant Professor of Mathematics, Govt. College Narnaund (Hisar Haryana), Ms. Aradhna Duggal (Department of Mathematics, S.G.G.S. Khalsa College Manipur), Ms. Anju Rani (Lecturer of Mathematics), Ms. Bandhna Bansal (Ramgarhia College, Phagwara) and Sh. Surinder Kumar

- **Second day** i.e. on **24<sup>th</sup> Oct., 2013** the conference continued for Deliberations and schedule sessions. The first session of the second day started with Dr. P.L. Sharma, Associate Professor Shimla University, H.P. in the Chair. Dr. P.K. Sharma, Associate Prof. D.A.V. College gave a plenary talk on 'An Introduction to Institutionistic Fuzzy Group.' In his talk he discussed the Algebraic aspect of Institutionistic Fuzzy Set. He established a relationship between the Institutionistic Fuzzy subgroup of a group with the ordinary subgroup of a person. The chairperson Dr. P.L. Sharma delivered a talk on the topic 'Rhotrices, Finite fields with Applications in Cryptography'. He discussed Application of the finite fields Cryptography, coding theory, Information theory, Computer Science, Communications and E.Commerce. Besides that he chaired the session where Research Papers were presented by Ms. Dilpreet Kaur (Research Scholar IISER Mohali), Ms. Shelly Garg (Research Scholar IISER Mohali), Sh. Ajay Kumar (Research Scholar IISER Mohali), S. Surmukh Singh (Dhanoa Akal Degree College Mastuana), S. Jagdeep Singh (Department of Mathematics Malwa College Bondali Samrala) and S. Gurjot Singh (Malwa College Bondli Samrala). The afternoon session was chaired by Dr. B.S. Komal, Head Department of Mathematics, Jammu University, Jammu. He was formally welcomed by the college Principal and was presented scenery on behalf of the college. Many paper presenters read out their paper in this session. Papers were presented by Sh., Surinder Mohal (H.O.D. Mathematics National College, Narangwala, S. Jatinder Pal Singh (Department of Mathematics, Desh Bhagat University, Mandi Gobindgarh), Ms. Kirandeep Bala (Department of Mathematics, Central University of Himachal Pradesh,



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Dharamshala), Ms. Khushpreet Kaur (Assistant Prof. P.G. Department of Mathematics, Mata Gujri College, FGS) and Dr. Kamaljit Singh (Department of Economics D.A.V. College, Nakodar). College Principal Dr. Meenu Sharma admired and highly appreciated the Paper presenters who had worked very hard to prepare their papers and presented these papers with clarity of concepts. She also inspired the delegates and students to do hard to make Maths an interesting subject. In the evening, the group of delegate's paper presenters and Resource Persons went on the city round and they were taken to a trip of Fatehgarh Sahib Gurudwara, Aam Khas Bagh and Floating Restaurant, the purpose was to show them the geographical surrounding and different sites near Khanna.

- **Third Day:-**The third and final day of Three Day National Conference started on **25<sup>th</sup> Oct., 2013** with welcome to invited speakers and paper presenters by the college Principal. The opening session was chaired by Prof. (Dr.) B.S. Komal, Former Head of Maths Department, Jammu University, Jammu. He gave his **planetary talk on the topic "Invariant Subspace Problem"**. In his talk he determined various non-trivial invariant subspace. Further he mentioned some milestones achieved in the theory on invariant subspace right from 1935 to 2013 including the results obtained by the other himself. He chaired the session where Research Papers were presented by Sh. Ashu Vij (Assistant Prof. P.G. Department of Mathematics, Amritsar), Sh. Amit Sehgal (Govt. College, Birohar Haryana), Ms. Shallu Sharma (Department of Mathematics, University of Jammu, Jammu), Sh. Pawan Kishore (Department of Mathematics, M.S.J. Govt. College, Bharatpur) and Ms. Gagandeep (Head of Mathematics Department, Hans Raj Mahila Maha Vidyalaya, Jalandhar), Sh. Piyush Goyal (S.C.D.Govt College, Ludhiana), Ms. Shilpa Tiwari (cordial College, Sanghol) and S. Hardip Singh (M.M. University, Ambala)



The Valedictory function of the three day Conference was graced with the welcome of the Guest of Honour Prof. (Dr.) Naval Kishore, Dean College Development Council, and Dean Student Welfare P.U. Chandigarh and was presided over by Advocate Sh. Ashok Sharma (the then President, A.S. High School Khanna Trust & Management Society, Khanna). Prof. (Dr.) Naval Kishore was given a hearty & floral welcome by the college Principal along with Advocate Sh. Ashok Sharma (the then President, A.S. High School Khanna Trust & Management Society, Khanna). Advocate Sh. B.K. Batra

(the then General Secretary) and other Eminent Personalities of Khanna Sh. Vikas Mehta, Sh. Ashok Tiwari, Sh. Balraj Bhandari, S. Ranjit Singh Hira, Sh. Raj Kumar Sahnewalia, Sh. Krishan Murari Bedi and Sh. T.R. Bahia



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who have throughout been associated with A.S. High School Khanna Trust & Management Society, Khanna. Prof. (Dr.) Naval Kishore, Dean College Development Council, P.U.Chd, was presented with bouquet, memento & a spiritual scenery by the college Principal and all worthy members of Management present there. College Principal formally welcomed and introduced Prof (Dr.) Naval Kishore, his brilliant career as a great academician and an excellent administrator teacher and his illustrious work on different positions in the Panjab University, Chandigarh. She told about the progress made by the college in academic and cultural activities, increase in the strength of college students and addition in new subjects. Prof. Dr. Naval Kishore highly appreciated the performance of Management, Principal and Maths Department and college as a whole and in particular also appreciated the maiden effort made by Maths Department of the college, in which about 45 Papers were presented and about 300 delegates participated as reported by Prof. Imrosepreet Singh in his report on the conference. The cultural program was presented by the students in the form of Folk Song, Classical Dance, Kali Singing, Giddha and the Play (Ghar Gum Hai) prepared by the college students. The Principal heartily thanked the Guest of Honour, members of the Management & Resource Person, participants, paper presenters and their Principals who have spared them to attend the seminar. She also thanked members of the staff teaching and non-teaching, class IV employees and media persons. The certificates were awarded to the delegates, paper presenters and students by College Principal along with worthy Guest of Honour, Members of the Management present there. Members of local Advisory committee of the Conference were also honoured. The college Principal was specially honoured by the college Management for her endless efforts to make this conference a great success. Sh. Ashok Tiwari (Former President Management), Sh. Balraj Bhandari (Former President Management) and Sh. Tarsem Bahia (Former Principal, A.S. College, Khanna) were specially awarded with honour on this occasion for their services to the A.S. Institutions. The vote of thanks was presented by convener Prof. Imrosepreet Singh. The conference came to a close with the National Anthem



- **Post Graduate Department of Mathematics** organised an **Extension Lecture** in the college on **21st Sept, 2013**. The topic of the lecture was **'Modules v/s Vector Spaces'**. It was delivered by Prof. (Dr.) P.K. Sharma, Associate Prof. from D.A.V. College



Jalandher. Advocate Sh. Ashok Sharma, (the then President, A.S. High School Khanna Trust & Management Society, Khanna) presided over the occasion. Advocate Sh. B.K. Batra (Gen. Sec.), Sh Raj Kumar Sahnewalia, Prof. (Dr) Rajesh Prasher, D.A.V. College Jalandhar were also present on the occasion. Madam Principal addressed the students and motivated them to work hard and take maximum benefit from

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such invaluable lectures Prof (Dr.) P.K. Sharma (A Participant of 20 National and 6 International Conferences, Organiser of 3 U.G.C. Sponsored National Conferences) has recently presented his paper in U.S.A. on the topic 'Scientific Computing 'A chart making Competition' was also organised. The students of B.A.I, II & III, MSc I & MSc II participated in this competition. Manpreet Bhalla, Manpreet and Heena Kaushal won the Ist, Ind IIIrd prize respectively. Prof (Dr.) Rajesh Prashar, D.A.V. College Jalandhar Congratulated the students and motivated them to go ahead in life with such spirit.

- **2 Day Arts Exhibition** from **20<sup>th</sup> Feb., 2014** to **21<sup>th</sup> Feb., 2014** was organized by **Fine Arts Department** of A.S. College for Women, Khanna. It was inaugurated on **20<sup>th</sup> Feb., 2014** by the College Principal Dr. Meenu Sharma. She highlighted the importance of colours in life and relevance of holding such workshops in the college. She applauded the efforts of all the students for their creative participation. The students of the college continued to visit the exhibition on both the days. The parents also visited this Exhibition. It was a great success and left a deep impact a deep impact on the visitors.



- **Career Guidance & Counselling** .committee of the college organised an interactive Guest Lecture session on **6<sup>th</sup> March 2014** in the Conference Hall where Dr. Harpreet Singh, Principal, A.S.Group of Institutes, Khanna delivered a lecture on the topic '**Career Guidance**'. He awakened the students about various job opportunities after completing their graduation in Commerce stream. He motivated the students to work very hard as a very bright future is ahead waiting for them after the completion of their studies.



- **2 DAYS' PERSONALITY DEVELOPMENT WORKSHOP**

The workshop on Personality Development was organized in the college on **15<sup>th</sup> March 2014 and 16<sup>th</sup> March, 2014**.

Worthy Dr. S.M. Kant, Director, centre for the youth and community Development was the resource person on the day of inauguration. Sh. Rajkumar Sahnewalia (Worthy Vice –President, A.S. High School Khanna Trust &



Management Society, Khanna) presided over the function. Respected Members of Management S. Ranjit Singh Heera (Secretary, A.S. Group of Institutions), Sh.Parmjeet Singh Mavi, (Manager, A.S.Sr. Sec. School ,Khanna) Sh. Ajay Sood (Member A.S. High School Khanna Trust & Management Society, Khanna) Dr.Ashwani Bansal (Member, A.S. High School Khanna Trust & Management Society ,Khanna), Sh. Rajneesh Bedi (Member, A.S. High School Khanna, Trust & Management Society Khanna) graced the occasion with their presence. The closing ceremony of this workshop was presided over by Sh.Vijay Sharma (Worthy General Secretary, A.S. High School Khanna, Trust & Management





### **Annexure A8 (xii)**

Society Khanna) Dr. S.M.Kant Interacted with the students and gave them valuable views regarding the development of their personality. As many as 106 Students attended this workshop. Our college students Miss Harshdeep Kaur and Miss. Vaneet Shared their experience regarding various tips of developing the personality and also learnt how to reject Negative thoughts and adopt positive thoughts in life. The College Principal Dr. Meenu Sharma appreciated the students for participating in this workshop with full enthusiasm and also motivated them to do more in various fields of life. Worthy members of the Management along with the college Principal and the resource person awarded certificates to all the 106 students who had attended the workshop with full zeal and enthusiasm.

**Annexure A9(i)**  
**Members of Faculty Session: 2014-2015**

**1. PRINCIPAL**

Dr. Meenu Sharma, M.Sc.(Gold Medalist),M.Phil(Univ.Topper),  
Ph.D(Maths),P.G.D.C.A.(Distinction)

**2. DEPARTMENT OF ENGLISH**

Ms. Puneet Sodhi, M.A., M.Phil(Eng), B.Ed (Gold Medalist)  
Ms. Savita Khanna, M.A., M.Phil(Eng)  
Ms. Neerja Puri, M.A., M.Phil(Eng)  
Ms. Jyoti Sood, M.A. (Eng)  
Ms. Navdeep Kaur, M.A. (Eng), B.Ed  
Ms. Amanpreet Kaur, M.A. (Eng), B.Ed  
Ms. Apeksha Kapoor, M.A. (Eng)

**3. DEPARTMENT OF SANSKRIT**

Dr. Karuna Arora, M.A., M.Phil., Ph.D.(Skt.)

**4. DEPARTMENT OF HINDI**

Dr. Naina Sharma, M.A., Ph.D(Hindi)  
Ms. Tamanna, M.A., M.Phil (Hindi)  
Dr.Kusum Bodh, Hons. in Hindi, M.A.(Hindi and Punjabi), M.Phil,  
Ph.D(Hindi)

**5. DEPARTMENT OF PUNJABI**

Ms. Arvinder Kaur, M.A (Pbi & Eng.) M.Phil (Pbi.)  
Dr. Prabhjit Kaur, M.A, M.Phil, Ph.D (Punjabi)  
Ms. Rupinder Kaur, M.A, M.Phil (Punjabi)  
Dr. Chhinderpal Kaur, M.A.(Punjabi and Sociology), M.Phil, Ph.D  
(Punjabi)  
Dr. Jyoti Sharma, M.A (Punjabi) UGC NET,Ph.D.(Pbi.)

**6. DEPARTMENT OF ECONOMICS**

Dr. Ramna Singla, M.A (Eco.& His), M.Phil, Ph.D. (Eco.) (On Leave)  
Dr. Rajni Chhabra, M.A (Eco.)UGC NET,Ph.D.(Eco.)  
Ms. Sujata, M.A., M.Phil (Eco.)  
Ms. Nidhi Arora, M.A. (Eco.), B. Ed  
Ms. Bandana Rishi, M.A (Eco.), B.Ed

**7. DEPARTMENT OF HOME SCIENCE**

Dr. Sushma Singla, M.Sc., H.Sc., JPT,Ph.D.  
Ms. Chandana Rajput, M.Sc., H/Sci.(Gold Medalist), PGDTD, M.Phil

**8. DEPARTMENT OF POLITICAL SCIENCE**

Ms. Monika Soni, M.A., UGC (NET) (On Leave)

**9. DEPARTMENT OF HISTORY**

Ms. Hardeep Kaur, M.A. (History) B.Ed  
Sh. Jasdeep Singh, M.A (History)

### **Annexure A9(ii)**

#### **10 DEPARTMENT OF MATHS**

Ms. Rashmi Rani, M.Sc. (Maths), B.Ed, UGC GATE  
S. Imrosepreet Singh, M.Sc. (Maths) UGC JRF  
Ms. Sonia, M.Sc. (Maths) UGC NET, B.Ed.  
Ms. Achla Sharma, M.Sc. (Maths) B.Ed  
Ms. Deepti Gupta, M.Sc. (Maths) B.Ed  
Ms. Bandna Rishi

#### **11 DEPARTMENT OF PUBLIC ADMN.**

Ms. Kavita Sharma, M.A., M.Phil, (Pub.Adm), M.A. (Pol. Sci.)

#### **12 DEPARTMENT OF SOCIOLOGY**

Dr. Punerdeep Singh Aujla, M.A., M.Phil, Ph.D(Sociology)  
Ms. Mandeep, M.A., M.Phil (Sociology), UGC (NET)  
Ms. Navjot Kaur, M.A (Sociology)

#### **13 DEPARTMENT OF FINE ARTS**

Ms. Mandeep Kaur, M.A.(Fine Arts), B.Ed  
Ms. Nandini Tandon, M.A.(Fine Arts), B.Ed

#### **14 DEPARTMENT OF MUSIC**

Ms Neerja Sharma  
S. Gurmeet Singh, Tabla Player –B.A. Bhaskar (Tabla), Sangeet Bhaskar  
VI (Vocal)

#### **15 DEPARTMENT OF DANCE**

Ms. Amanpreet Kaur, M.A. (Dance) UGC NET  
Mr. Pardeep Sharma, (Nagma Player) M.A. , M.Phil(Music Vocal)

#### **16 DEPARTMENT OF PHYSICAL EDUCATION**

Ms. Sheliya Latawa, M.A.(History), M.PEd, M.Phil, NIS Gymnastics  
Ms. Uvika, B.PEd, M.PEd

#### **17 DEPARTMENT OF COMPUTER APPLICATIONS**

Ms. Arpana Kapoor, BCA Hons., M.Sc.(I.T.), M.Phil(C.Sc.)  
Sh. Ajay Vij, BCA (Gold Medalist), MCA  
Ms. Puneet Sharma, MCA, M.Phil(C.Sc.),B.Ed  
Ms. Richa, BCA, MBA-IT, MCA  
Ms. Jagjit Kaur, MCA  
Ms. Garima Tandon, B.Com., ICWA (Inter), MCA  
Ms. Khushjeet Kaur, MCA, M.Phil(CS)  
Ms. Nishima Gupta, MCA

#### **18 DEPARTMENT OF FASHION DESIGNING**

Ms. Harinder Kaur, M.Sc (F.T), M.Phil  
Ms. Anamika Satija, M.Sc (F.D.)  
Vacant

#### **19 DEPARTMENT OF COMMERCE**

Ms. Ranjit Kaur, M.Com, M.Phil, UGC (NET)

### **Annexure A9(iii)**

Dr. Goldy Garg, M.Com. M.A. Eco., Ph.D, UGC (NET)

Vacant

#### **20 LIBRARY DEPARTMENT**

Mr. Jit Singh Kainth, M.A., M. Lib. Sc (Librarian)

Ms. Savita Rani, Restorer-cum-clerk (B.A., D Lib)

Ms. Vaneeta Tewari, Clerk

#### **21 BURSAR**

Dr. Karuna Arora, M.A., M.Phil, Ph.D (Skt.)

#### **22 ADMINISTRATIVE STAFF**

Sh. Rajinder Singla B.Com Office Supdt.

Sh. Ravinder Kumar B.Com, PGDBM, Accountant  
MBA (Finance & Marketing)

S. Hardev Singh M.A., B.Ed, D.Lib. Science, Giani Jr. Assist

Ms. Anita Soni B.A., Diploma in Computers Clerk

Ms. Mala Kalia B.A. Clerk

Ms. Taranjeet Kaur Mankoo B.A Hons.,(Pbi) M.A(Pbi) Diploma in Home  
Science Clerk

Ms. Rajpal Kaur B.A. Diploma in Computer Clerk

Ms. Babita B.A. Clerk

Sh. Rahul Sharma B.Com Clerk

Sh. Kapil Jain Under Graduate Daftri

Ms.Suman B.A Hostel Warden cum Clerk

## **Annexure A10**

### **Staff Development Programmes**

#### **Session: 2010-2011**

- Professor Arvinder Kaur incharge Red-Cross Society attended a workshop on 'Fund raising & capacity building' conducted by Red Cross Society at Red Cross Bhawan, Chandigarh on 08-12- 2010.
- Dr. Naina Sharma attended a workshop conducted by Punjabi University Patiala on 06-04-2011. It was based on a project work i.e. Hindi translation of 'Guru Shabad Ratnakar', 'Mohan Kosh' by Bhai Kahn Singh of Nabha. She was assigned a part of this project. Four entries 'Vij Amir Khusro, Devkinandan Khatri, Ram Naresh Tripathi & Vidyapati' have been done by her in the publication of Bal Vishwakosh, Bhasha Sahit ate Sabhyachar'. (Publication Bureau Punjabi University, Patiala.)



#### **Session: 2011-2012**

- **Ms. Rajni Chhabra** Assistant Professor in PG Department of Economics attended a National Workshop on faculty development; A Quality Initiative at Gobindgarh Public College Alour on 17<sup>th</sup> March 2012.
- **Ms. Ranjit Kaur** Assistant Professor attended Orientation Course from 10<sup>th</sup> June 2011 to 7<sup>th</sup> July 2011 at Guru Nanak Dev University, Amritsar
- **Ms. Sujata** Assistant Professor in Economics Department attended a National Workshop on faculty development; A Quality Initiative at Gobindgarh Public College Alour on 17<sup>th</sup> March 2012.
- **Ms. Nidhi Arora** Assistant Professor in Economics attended a National Workshop on faculty development; A Quality Initiative at Gobindgarh Public College Alour on 17<sup>th</sup> March 2012.



#### **Session: 2012-2013**

- **Sh. Ajay Vij, Assistant Professor from Computer Department** attended a Workshop on "National Mission on Education through Information and Communication Technology" on 19-10-2012 at Dr. B.R Ambedkar National Institute of Technology at Jalandhar.



#### **Session: 2013-2014**

- **Dr. Rajni Chhabra, H.O.D. Department of Economics** (i) attended 28 days 'General Orientation Course' at Academic Staff College, Panjab University, Chandigarh from 28th November to 25th December, 2013.



**Annexure A11(i)**  
**ACADEMIC CALENDAR SESSION: 2014-2015**

Month & Year	Activity	Tentative Dates
<b>July 2014</b>	College opens on	07-07-14
	Normal Admission for ongoing and new classes	07-07-14 to 15-07-14 (8working days)
	Late admission (for ongoing and new classes) to be allowed by the Principal of the colleges with late Fee of Rs. 500/- per Student.	16-07-14 to 28-07-14 (11working days)
	Teaching starts: For ongoing classes	10-07-14 15-07-14
	For new admission classes	30-07-14 to 20-08-14 (17 days)
	Late Admission (for on going and new classes) to be allowed by the Vice Chancellor with late fee for Rs. 1800/per student.	
	Time Table to be made and displayed on notice board & In the Staff Room	3rd week of July, 2014
	Groups to be made, displayed on notice boards and notified to students	4th week of July 2014
	Term wise division of syllabus to be submitted by Heads of respective deptts. and Schedule of Syllabus to be distributed amongst students	Last week of July, 2014



## Annexure A11(ii)

<b>August-September 2014</b>	<p>Question Paper for 1st, 2nd House Examinations and Special test to be Framed and to be submitted to Dean Academics</p> <p>Articles for College Magazine to be submitted to the Chief-Editor</p> <p>1st term House Examination</p>	<p>16th Aug., 2014</p> <p>30th Aug., 2014</p> <p>3rd week of Sept., 2014</p>
<b>October-November 2014</b>	<p>Submission of lecture statement</p> <p>Declaration of results and distribution of Result Cards</p> <p>Parent -Teacher- Principal meeting</p> <p>Autumn Break</p> <p>Special Classes for the students having less than 75% attendance before 1st House Examination</p> <p>Special test for the students who could not appear or clear Sept. test due to co-academic activities/ sports activities/ medical cause</p> <p>Examination Forms to be filled by students</p> <p>Submission of syllabus completion proforma</p>	<p>1st Oct., 2014</p> <p>2nd week of Oct., 2014</p> <p>3rd week of Oct., 2014</p> <p>02-10-14 to 11-10-14 (10days)</p> <p>During Autumn Break</p> <p>1st week of Nov., 2014</p> <p>2nd week of Nov., 2014</p> <p>3rd week of Nov., 2014</p>
<b>December 2014</b>	<p>Lecture statement to be Submitted</p> <p>Second Term House Exams for .A./B.Com/B.C.A/PGDCA</p> <p>End Semester Examination for M.Sc. Maths and M.A. Economics, Hindi and Sociology</p> <p>Winter Break</p> <p>Special Classes for the students having less than 75% attendance before 2nd House Examination</p>	<p>1st Dec., 2014</p> <p>02-12-14 to 21-12-14</p> <p>18-12-14 to 27-12-14 (8 days)</p> <p>29-12-14 to 14-01-15 (17 days)</p> <p>During Winter Break</p>

### Annexure A11(iii)

<b>January 2015</b>	Declaration of results and distribution of Result Cards Special Test for the students who do not qualify House Exams conditions	2nd Week of Jan, 2015 3rd Week of Jan, 2015  Last Week of Jan, 2015
<b>February 2015</b>	Internal assessment of all classes to be submitted Letters to be issued to students who don't qualify House Exams conditions to appear in university final Exams. Convocation Cum Prize Distribution	2nd Week of Feb, 2015  3rd Week of Feb, 2015  3rd Week of Feb, 2015
<b>March, 2015</b>	Updating and revision of College Prospectus  Annual Practical Exams  Lecture short statement list to be displayed on all notice boards and letters to be issued to students who don't qualify Lecture conditions to appear in university final Exams.  Academic Calendar 2014-15 to be planned  Work Load to be submitted by Heads of all Departments for the next session	1st Week of March, 2015  1st Week of March, 2015  2nd Week of March, 2015   3rd Week of March, 2015 Last Week of March, 2015
<b>April-May-June 2015</b>	Annual Theory Exams of B.A./B.Com/B.C.A./PGDCA End Semester Examination of M.Sc. Maths and M.A. Economics, Hindi and Sociology Meeting regarding College Prospectus and College Magazine 'Avastha' Printing of College Prospectus and College  Magazine 'Avastha'	April - 2015  May - 2015  3rd week of May 2015  4th week of May 2015  01-06-15 to 09-07-15

### Annexure A11(iv)

	Summer Vacatation (tentative)	(39 days)
	Sale of Prospectus	1st week of June 2015
	Admission Notices in News Papers	2nd week of June 2015

### Annexure A12(i)

**Research Papers presented/conferences attended by staff members in various seminars/conferences are as follows:-**

S.No.	Name	Deptt.	Research Paper Presented
1	Dr. Meenu Sharma (Principal)	Sanskrit	<ul style="list-style-type: none"> <li>Presented a paper on the topic 'Best Approximately and Fixed Points for Non Convex Sets' in International Journals of Mathematics Research on June (2014), 109-114.</li> </ul>
2	Dr. Karuna Arora		<ul style="list-style-type: none"> <li>Presented a paper on the topic 'Education in realm of Upnishads' in International Conference held at Desh Bhagat University, Mandi Gobindgarh on 28<sup>th</sup> Sept. 2013. This paper has also been published in the book 'Spiritualism in Education'.</li> <li>Presented a paper at VVBI and IS Hoshiarpur (Panjab University) on the topic ऋक्तन्त्र और अष्टाध्यायी के उच्चारण स्थान में अन्तर सम्बन्ध on <b>27<sup>th</sup> Feb., 2014.</b></li> <li>Presented a paper on the topic "Vedon Me Yajna chintan" at VVRI Hoshiarpur (Regional Centre of Panjab University, Chandigarh.</li> <li>Presented a paper on the topic "Vedon Mein Rashtriya Chintan" at VVRI Hoshiarpur (Regional Centre of Panjab University) on 8-03-2013.</li> <li>She also presented a Paper on the topic "Aadhunik Sanskrit Sahitya mein Laghu Kavya Lekhan Ki Jhalak" In Punjabi University Patiala on 23-3-2013</li> <li>Presented a paper on 'रामायणकालीन संस्कृति और उसकी आधुनिक काल में प्रासंगिता' in International Conference on 24-25<sup>th</sup> march 2011 at Punjabi University, Patiala.</li> <li>Presented a paper in National Seminar on 'ध्वनि सम्प्रदाय का अन्य सम्प्रदायों से सम्बन्ध' at Punjabi University Patiala on 24<sup>th</sup> – 25<sup>th</sup> March 2014</li> <li>Presented a paper in National Seminar on वेदों में पर्यावरण चिन्तन at Punjabi university Patiala.</li> </ul>
3	Dr. Ramna Singla	Economics	<ul style="list-style-type: none"> <li>Attended International Conference on Peace, Security and Economic Development in South Asia at Panjabi University, Patiala on 4<sup>th</sup> – 6<sup>th</sup> March, 2011.</li> </ul>

### Annexure A12(ii)

4	Ms. Arvinder Kaur	Punjabi	<ul style="list-style-type: none"> <li>Attended a National Seminar at GNN College, Doraha on topic Punjabi Lok Nach on March 08, 2011.</li> </ul>
5	Dr. Sushma Singla	Home Science	<ul style="list-style-type: none"> <li>Paper presented on Impact of Economic Growth across Indian states- Why it is uneven at National Seminar organized by Mata Ganga Khalsa College for girls Kottan (Ldh) on Jan 25, 2014.</li> <li>Paper presented on 'Economic Growth &amp; Status of Health in India' at National Seminar organized by Mata Ganga Khalsa College for girls Kottan (Ldh) on Jan 25, 2014.</li> </ul>
6	Dr. Goldy Garg	Commerce	<ul style="list-style-type: none"> <li>Presented a paper on the topic 'Role of Information Technology in Banking Sector' at National Seminar held at Gujranwala Guru Nanak Khalsa College, Ludhiana.</li> <li>Attended a two day seminar at RIMT on the topic "Emerging Economics – Frontier issues and National strategies in Global Growth" on 24<sup>th</sup> and 25<sup>th</sup> November, 2012.</li> <li>Presented paper on topic 'Recent Trends in Banking Sector' at National Conference organised by GPC Alour on March 12, 2011.</li> <li>Attended a national seminar on 'Value Creation &amp; Sustainable Development for the New Age Business, Issues and Challenges' at Punjabi University, Patiala.</li> </ul>
7	Ms. Ranjit Kaur	Commerce	<ul style="list-style-type: none"> <li>Attended a two day seminar at RIMT on the topic "Emerging Economics – Frontier issues and National strategies in Global Growth" on 24<sup>th</sup> and 25<sup>th</sup> November, 2012</li> <li>She also attended a two day seminar at A.S. College of Education and presented paper on the topic "Communication Barriers and ways and means for effective communication" on 8<sup>h</sup> and 9<sup>h</sup> March, 2013</li> <li>Presented paper on topic Recent Trends in Banking Sector at National Conference organised by GPC Alour on March 12, 2011.</li> </ul>

### Annexure A 12 (iii)

			<ul style="list-style-type: none"> <li>Attended a Seminar on “Integration of Technology in Teaching Learning Process and its impact of quality enhancement in higher education “Organised by A.S. College, Khanna on March 05, 2011.</li> </ul>
8	Dr. Rajni Chhabra	Economics	<ul style="list-style-type: none"> <li>She attended Panjab University sponsored seminar on ‘Integration of Technology in Teaching, Learning Process’ at A.S. College Khanna on 5-3-2012.</li> <li>Presented Research paper entitled ‘Indian Banking Sector: ‘A Comparative Study of Pre-Reform and Post-Reform Period’ at National Seminar held at Gobindgarh Public College, Alour.</li> <li>She also presented her paper at National Seminar at Kamla Lohtia S.D. College, Ludhiana on the topic “Indian Banking Sector: A study of Post-Reform period.</li> <li>Presented paper on ‘Inflation in India: causes and policy measures’ at National Seminar at Punjab University, Chandigarh.</li> <li>Attended a workshop on ‘Faculty Development- a quality initiative’ organized by GPC, Allour on March 17, 2012.</li> </ul>



### Annexure A 12(iv)

9	Ms. Sujata	Economics	<ul style="list-style-type: none"> <li>• She presented her paper on the topic “Indian Higher Education:- Challenges and Policy Measures” in the seminar held at Khalsa College for Women, Sidhwan Khurd, Ludhiana on 25-02-2012.</li> <li>• Presented a paper on ‘Leading role of financial services in Indian Economy’ at National Conference on 18<sup>th</sup> – 19<sup>th</sup> Feb., 2011 at GGN, Doraha.</li> <li>• Presented a paper on ‘Inflation in India: Causes and Policy measures’ held at Govt. College for girls, Sector 11, Chd on Feb 09, 2012.</li> <li>• Presented her paper a National Seminar at Kamla Lohtia S.D. College, Ludhiana on the topic “Indian Banking Sector: A comparative study of Pre-Post-Reform period on Feb 28-29, 2012.</li> <li>• Presented a paper on ‘Buddhism: ‘A way to Human Rights and Social equality’ held at SGGS Khalsa College, Mahilpur, Hoshiarpur on March 01, 2012.</li> <li>• Attended the seventy second session of Indian History Congress held at Punjabi University, Patiala on 10<sup>th</sup> -13<sup>th</sup> Dec. 2011.</li> <li>• Paper presented in International Conference on ‘Indian Retail Industry Growth Performance and Challenges’ organized by</li> </ul>
10	Dr. Chhinderpal Kaur	Punjabi	<ul style="list-style-type: none"> <li>• Presented a paper on the topic 'Importance of King ship in Britain and Punjabi Culture' in National Dravedian Linguistics Conference held at Madras in June 2013.</li> <li>• Attended world Punjabi Sahit Conference at Punjabi University, Patiala in December 2013.</li> <li>• Presented her paper entitled “Bartanvi Culture’ at 39<sup>th</sup> Indian D.L.A National Conference, Pbi., University Patiala.</li> </ul>
11	Ms. Shelija Latawa	Physical Education	<ul style="list-style-type: none"> <li>• Presented a paper ‘A Comparative Study of the Personality Traits of Individual and Team Games Coaches’ in ‘International Conference ‘Futuristic Trends in Physical Education’ held at Punjabi University Patiala on 24-26 Jan.2013.</li> <li>• Presented a paper ‘Yoga for Gymnasts’ in National Conference held at Mastuana Sahib on 20-21Dec.2012.</li> </ul>

### Annexure A 12(v)

12	Ms. Akwinder Kaur	Physical Education	<ul style="list-style-type: none"> <li>Presented a paper 'Evolution of Hurdling Events' in International Conference 'Futuristic Trends in Physical Education' held at Punjabi University Patiala on 24-26 Jan.2013.</li> <li>Presented a paper 'Effects of Cardio-Vascular Endurance on Physical Fitness' in National Conference held at Mastuana Sahib on 20-21Dec.2012</li> </ul>
13	Ms. Monika Soni	Political Science	<ul style="list-style-type: none"> <li>Presented research paper at CGC, Landran entitled "IT, A Prudnet Key To Success for Disabled".</li> <li>Presented research paper at GNN College Doraha entitled "Universality of Human Rights".</li> <li>Presented research paper at R.K. Arya College, Nawanshehar entitled "Gandhi on Non Violence and Global Terrosism".</li> <li>Presented also presented research paper at G.NN College Doraha entitled "Political Corruption."</li> </ul> <p>Presented a Paper on 'Child Abuse and Labour in India' at Arya College, Ludhiana on March 26, 2011.</p> <ul style="list-style-type: none"> <li>Attended two days National Seminar at GGN College, Doraha on 'Violation of Human Rights with reference to Peasents Suicides' on Jan 23, 2011.</li> </ul>
14	Ms. Niketa Mehta	Commerce	<ul style="list-style-type: none"> <li>Paper Presented 'Dynamics of Supply Chain Management with special reference to Rural Marketing' sponsored by college development Council Punjab University Chandigarh on 29<sup>th</sup> Jan. 2013</li> <li>Attended 3 days workshop on 'Human Values Professional Ethics' organized by P.T.U at GGI on 14<sup>th</sup> March 2014 to 16<sup>th</sup> March 2014</li> <li>Attended National conference at Guru Nanak National College, Doraha " Indian an emerging service Economy! Issues &amp; Chanlanges sponsored by UGC on 18&amp;19 Feb. 2011</li> </ul>

### Annexure A 12(vi)

15	Ms. Uvika	Physical Education	<ul style="list-style-type: none"> <li>• Attended National Seminar on “Role of Physical education &amp; sports in Society” of on Feb 17<sup>th</sup> and 18<sup>th</sup> 2012 at Govt College Panchkula.</li> <li>• Attended UGC sponsored national conference on “Physical Education! The key for Holistic Inter disciplinary collaboration” on 11<sup>th</sup> March-13<sup>th</sup> March 2011 at Post Graduate govt. College sector 11, Chandigarh.</li> </ul>
16	Ms. Arpana Kapoor	Computer Education	<ul style="list-style-type: none"> <li>• Attended a Seminar on ‘Integration of Technology in Teaching Learning Process and its impact on Quality Enhancement in Higher Education’ organized by A.S. College, Khanna on March 05, 2011.</li> </ul>
17	Ms. Mandeep Kaurs	Sociology	<ul style="list-style-type: none"> <li>• Presented a paper at National Seminar on ‘Child Abuse and Neglect: Recognizing and preventing Child Abuse’ at Arya College, Ludhiana on March 25<sup>th</sup> – 26<sup>th</sup>, 2011.</li> </ul>
18	Ms. Ajay Vij	Computer Science	<ul style="list-style-type: none"> <li>• Attended a workshop on ‘National Mission on education through information and communication technology’ on Oct. 19, 2012 at Dr. B.R. Ambedkar National Institute of Technology at Jalandhar.</li> </ul>

### Annexure A12(vii)

19	Ms. Gurpreet Kaur	History	<ul style="list-style-type: none"> <li>Presented a paper on 'Globalisation and its impact on Employment in India' at National Conference organized by GPC Alour on March 12, 2011.</li> </ul>
20	Ms. Rashmi	Mathematics	<ul style="list-style-type: none"> <li>She attended a two day seminar at A.S. College of Education and presented paper on the topic "Communication Barriers and ways and means for effective communication" on 8<sup>h</sup> and 9<sup>h</sup> March, 2013.</li> </ul>
21	S.Imrosepreet Singh	Mathematics	<ul style="list-style-type: none"> <li>He attended a two day seminar at A.S. College of Education and presented paper on the topic "Communication Barriers and ways and means for effective communication" on 8<sup>h</sup> and 9<sup>h</sup> March, 2013.</li> </ul>
22	Ms. Rupinder Kaur	Punjabi	<ul style="list-style-type: none"> <li>Attended a seminar at Mata Ganga Khalsa College for Women, Manji Sahib on topic 'Nari Chetna' on March 12, 2011.</li> </ul>
23	Ms. Navnish Goel	Commerce	<ul style="list-style-type: none"> <li>Attended a National Seminar on topic on 'New Horizons of Service Sector, Challenges and Opportunities' at GPC Alour on March 12, 2011.</li> </ul>
24	Ms. Mandeep Kaur	Sociology	<ul style="list-style-type: none"> <li>Attended a seminar on 'Problems of Moral Values in Higher Education' on March 9, 2011 at Guru Gobind Singh Khalsa College for Women, Jhar Sahib.</li> </ul>

**Annexure A13(i)**  
**CO-ACADEMIC CALENDAR SESSION: 2013-2014**

Month & Year	Activity & Functions	Tentative Dates
<b>July, 2013</b>	Havan	Last Week of July 2013
<b>August, 2013</b>	Enrollment of N.S.S, N.C.C. Youth Service Club, Red Cross, and Red Ribbon Society	1 <sup>st</sup> Week of August, 2013
	Formation of Central Association and Discipline Committee	1 <sup>st</sup> Week of August, 2013
	One day Educational Trip by Commerce Deptt.	04-08-2013
	One day Educational Trip by Computer Deptt.	09-08-2013
	One day Educational Trip by Commerce Deptt.	11-08-2013
	Independence Day by History Deptt.	15-08-2013
	One day Educational Trip by Computer Deptt.	18-08-2013
	Sadbhavana Diwas by NSS	20-08-2013
	Sports Activity by Sport Deptt.	24-08-2013
	One day Educational Trip by Commerce Deptt.	25-08-2013
	One day Educational Trip by Computer Deptt.	28-08-2013
	Teej Festival and Talent Hunt	Last Week of August, 2013
<b>September, 2013</b>	One day Educational Trip by Fine Art Deptt.	01-09-2013
	Movie Show/Declamation by Punjabi Deptt.	02-09-2013
	Teacher's Day by English Deptt.	05-09-2013
	One day Educational Trip by Music and Dance Deptt.	08-09-2013
	One day Educational Trip by Home Sc. Deptt.	1 <sup>st</sup> Week Sep., 2013
	One day Educational Trip by Fashion Design. Deptt.	2 <sup>nd</sup> Week Sep., 2013
	Hindi Diwas by Hindi Deptt.	14-09-2013
	One day Educational Trip by Sports Deptt.	15-09-2013
	International Day of Peace, World Alzheimer's day by Pol.Sci. Deptt.	21-09-2013
	One day Educational Trip by Post Graduate Deptt. of Eco.	22-09-2013

### Annexure A13(ii)

December,	No Co-academic activity due to Second Term House Examination and Winter vacation	01-12-2013 28-12-2013 to
<b>October, 2013</b>	Gandhi Jyanti by History Deptt. One day Educational Trip by Post Graduate Deptt. of Hindi. One day Educational Trip by Post Graduate of Sociology and Mathematics. One day Educational Trip by History Deptt. World Postal Day by Public Administration, Sociology Deptt. One day Educational Trip by History Deptt.	01-10-2013 02-10-2013 05-10-2013 06-10-2013 09-10-2013 12-10-2013
	One day Educational Trip by English Deptt. Two Days Educational tour by Commerce Deptt. Two Days Educational tour by Computer Deptt.  International Day for Eradication of Poverty by Eco. Deptt. Two Days tour by Post Graduate Deptt.  National Integration day by NCC Unit Movie Show by English Deptt. 7 days N.S.S Camp by N.S.S Deptt.	2 <sup>nd</sup> Week of Oct.,2013 14-10-2013 to 15-10-2013 16-10-2013 to 17-10-2013 18-10-2013  18-10-2013 to 19-10-2013 20-10-2013 31-10-2013 Autumn Break
<b>November, 2013</b>	One day Educational Trip by Pbi Deptt. Multimedia Show by Comp. Sci. Deptt. Infant Protection Day, World Cancer Awareness Day by Home Science Deptt. Quiz contest by Commerce Deptt. Legal Service Day by Pol. Sci. Deptt. One Day Trip by Pol. Sci Lecture on FDI by Eco. Deptt. One day Trip by Commerce Deptt. Birthday of Shri Guru Nanak Dev Ji by Pbi. Deptt. One day Edu. Trip by Hindi & Skt. Deptt. One day Edu. Trip by Pol. Sci. Deptt.	1 <sup>st</sup> Week of Nov.,2013 02-11-2013 07-11-2013  08-11-2013 09-11-2013 10-1-2013. 12-11-2013 14-11-2013 16-11-2013  17-11-2014 24-11-2014



### Annexure A13(iii)

2013	One Day Educational Trip by Public Administration Deptt. Two days Educational tour for B.A. Classes Two days Educational tour for B.A. Classes	29-12-2013 30-12-2013 to 31-12-2013
January, 2014	Lohri function by C.A Workshop by Fine Arts Deptt. Paper Reading/Calligraphy by Eng. Deptt. Republic Day by Pol Sci. Deptt. Women Empowerment by Sociology, Public Administration Deptt. Essay Writing Competition by Readers Club Personality Development Workshop by Youth Service Club	13-1-2014 16-01-2014 to 17-01-2014 18-01-2014 26-1-2014 25-01-2014  28-1-2014 Last week of Jan,2014
February, 2014	Maths Quiz by Math Deptt. Mental Ability Test by PG Deptt. & Commerce Deptt. Essay Writing by Skt. Deptt Exhibition by Fine Arts Deptt. Inter College Basant Utsav Competition by Music, F.D, and Dance Deptt. Prize Distribution & Annual Convocation Sports Day Group Photos by C.A. Incharge	01-02-2014 05-02-2014 08-02-2014 10-02-2014 to 11-02-2014 On Basant Day, 2014 2 <sup>nd</sup> /3 <sup>rd</sup> week of Feb,2014 Last week Feb.,2014 Last week Feb.,2014
March, 2014	Farewell Party of Graduate and PG Classes  Co-Academic Calendar to be planned	3rd week of March, 2014  3rd week of March, 2014
April-May 2014	No-Co-Academic activity due to University Exams	
May-June 2014	Summer Vacation (tentative)	02-06-14 to 09-07-14 (38 days)

**Annexure A13(iv)**

**CO-ACADEMIC CALENDAR SESSION:2012-2013**

<b>Month &amp; Year</b>	<b>Activity &amp; Function</b>	<b>Tentative dates</b>
July,2012	Havan	Last Week of July 2012
August,2012	Enrollment of N.S.S.,N.C.C Youth Service Club, Red Cross and Red Ribbon Society Independence Day by Pol. Sci. Deptt. Tree Plantation, Tree Trimming, Manuring by N.S.S. Teej Festival + Talent Hunt	1st week of August 2012 15-08-2012 3 <sup>rd</sup> week of August 2012 4 <sup>th</sup> week of august 2012
September, 2012	Movie show by Punjabi Department Teacher's day by English Deptt. Multi-Media show by C0m.Sc. Deptt. Formation Of Central Association and Discipline Committee. Creative Writing Competition by Pbi, Hindi, Eng, Deptt. International day for democracy by Pol .Sci. One day education trip Of Commerce Deptt. One day educational trip by H.sc, Deptt. and Fashion designing Deptt. One Day Educational trip by P.G. Departments. One Day sports activity Camp by Phy.Edu. Deptt.	02-9-2012 05-09-2012 09-09-2012 15-09-2012  18-09-2012  20-09-2012 21-09-12(Sunday) 09-0902012(Sunday)  16-09-2012(Sunday) 4 <sup>th</sup> week of sept.2012
November,2012	One day trip by PG Department International day for preventing the Exploitation Of the Environment in war and armed conflict by Public Administration One Day trip by Computer Science Deptt. World Diabetes Day by H.Sci. Department Birthday of Shri Guru Nanak Dev Ji by Pbi, Deptt.	4-11-12 6-11-12  8-11-12(Sunday)  15-11-12 17-11-12 28-11-12
December,2012	No co-Academic activity due to December House Examination and winter vacation	

### Annexure A13(v)

January,2013	Lohri Function by C.A Workshop by Fine arts Deptt. Republic day by History Deptt. Inter-Class Painting Competition by fine Arts Department Essay Writing Competition by Reader club.	13-1-13 14-1-13 26-1-13 28-1-13 30-1-13
February,2013	Shalokucharn By Skt. Department Sports Day Maths Quiz by Maths Deptt Exhibition by Fine arts Deptt Basant Utsav by Music, F.D., Home Science Deptt. One Day Educational trip by Maths Department One Day Educational Trip by Eng. Deptt. Convocation and Prize Distribution	2-2-2013 Last week of feb.2013 9-2-13 13-2-13 14-2-13  17-2-13 24-2-13 2 <sup>nd</sup> week of March 2013
March,2013	Farewell Party of P.G. Classes	3 <sup>rd</sup> week of March 2013
April-June,2013	No-Co-Academic Activity due to University Exams And summer Vacations	

## **Annexure-A14(i)**

### **Schedule of Tutorial Groups**

**SESSION: 2011-2012**

**Schedule of Tutorial Groups (2011-2012)**

In the session 2011-12, the groups were taught the topics by the teachers accordingly to the schedule as 'Discipline', 'Cleanliness', 'General behavior', 'Etiquettes to be followed', 'Value of reading books', 'Social manners' till October. In larger groups the topics imparted were 'Value of Computers in Modern Era', 'Role of library in the life of a students', 'How to manage a home', 'Small savings are important', 'How Banks work', 'Importance of Public speaking'.

**Schedule of Tutorial Groups (2011-2012)**


There will be tutorial groups of all the classes & the meeting of these groups is to be held on 1<sup>st</sup> & 3<sup>rd</sup> Friday of every month in the period of recess. The topics for the groups will be as under :--

July to Oct. 2011

15/7/2011	1. Discipline
5/8/2011	2. Cleanliness
19/8/2011	3. General Behavior
7/10/2011	4. Etiquettes to be followed
21/10/2011	5. Value of reading books
	6. Social manners

November 2011 – February 2012

4/11/2011	1. Value of Computers in Modern Era
18/11/2011	2. Role of Library in the life of student
2/12/2011	3. How to manage a home
20/1/2012	4. Small Savings are important
3/2/2012	5. How Banks Work

  
Principal  
A. S. Collage For Women  
KHANNA

## **Annexure-A14(ii)**

**SESSION: 2012-2013**

In the session 2012-13 again the tutorial groups started with imparting ‘Value of Discipline’, ‘Moral values’, ‘Essence of character building’, ‘Education & New Generation’, ‘Reality verses Morality’ in small groups upto October & then November onwards in large groups the topics of different shades was ‘Working of Banks’, ‘Home Management’, ‘How to be a good Speaker’, ‘Books are real friends’, & ‘The Basics of Computers’

There will be tutorial groups of all the classes & the meeting of these groups is to be held on 1<sup>st</sup> & 3<sup>rd</sup> Friday of every month in the period of recess. The topics for the groups will be as under :-

#### **July to Oct. 2012**

1. The value of Discipline	20/7/2012
2. Moral Values	3/8/2012
3. Essence of Character building	17/8/2012
4. Education & New Generation	7/9/2012
5. Reality verses Morality	19/9/2012

#### **November 2012 – February 2013**

1. Working of Banks	2/11/2012
2. Home Management	16/11/2012
3. How to be a good speaker	21/12/2012
4. Books are the real friends	18/1/2013
5. Basics of Computer	1/2/2013

#### **SESSION 2013-2014**

In session 2013-14, the tutorial groups started on 19/7/2013 with the topic ‘Rule & regulations of College followed by ‘Value of time’, ‘Religion & Human’, ‘Globalization’, ‘Proper use of Mobile Phones’, ‘Achievement of Goodness’ in smaller groups upto October 2013. In large groups the topics varied spectacularly like. Need of Hour Computer’, ‘Fashion & Students’, ‘Social Animal-The Man’, ‘Temple of knowledge-The Library’ & The tact’s of Saving Schemes’.

The objective of the tutorial groups is very vast because it inculcates the spirit of being a real human with various qualities to meet with different situations in life. The value of a person demands a complete personality with the goodness of ethical & noble qualities to cope with different spheres of life.

### **Annexure-A14(iii)**

There will be tutorial groups of all the classes & the meeting will be held as per schedule given below :-

#### **July to Oct. 2013**

19/7/2013	1. Rules & Regulations of the college
2/8/2013	2. Value of time
16/8/2013	3. Religion & Human
6/9/2013	4. Globalization
20/9/2013	5. Proper use of Mobile Phones
18/10/13	6. Achievement of Goodness

#### **November 2013 – February 2014**

1/11/2013	1. Need of the Hour Computers
15/11/2013	2. Fashion & Students
20/11/2013	3. Social Animal –The Man
17/1/2014	4. Temple of knowledge – The Library
7/2/2014	5. Tacts of Saving Schemes



### Annexure A15(i)

#### Participation in Co-Curricular/Extra Curricular and Cultural Activities

##### **Session: 2013-2014**

**Venue:** Khalsa College for Women Civil Lines, Ludhiana (September 23-26, 2013), Item of Participation and No. of Participants: 101

1.	Music Items : No of Participants:29, Gazal-01,FolkSong-01, Percussion01, Folk-orchestra-12, Folk Instrument- 01, Bhajan-07, Group song-06	4	Fine Arts Items : No of participants:13, On the Spot Painting-02, Photography-01, Collage making-02, Cartooning-02,Still life-02, Rangoli- 02,Poster making-02
2.	Dance Item : No of Participants:22 Classical Dance-01,Giddha-11, Luddi-10,	5	Theatrical Items : No of Participants:23, One Act Play-09,Skit-06, Mime-06,Mimicry-01,Histrionics-01,
3	Heritage Items: No of Participants: 20, Long Heik-06,Kavishri-03,Vaar-03, Phulkari-01,Dasuti-01,Pakhi-01,Crochet work-01,Knitting-01,Mehandi Designing01, Kali Singing-02	6	Literary Items : No Of Participants:13, Poem Recitation-01, Debate-02,Elocution-01, Quiz-03,Creative Writing-06

##### **Session: 2012-2013**

**Venue:** Ramgarhia Girls college Ludhiana (October 15-18, 2012), Item of Participation and No of Participants: 97

1.	Music Items : No of Participants:29, Gazal-01,Folk Song-01,Percussion01,Folk-Orchestra-12, Folk Instrument-01,Bhajan -07, Group Song -06	3	Fine Arts Items : No of participants: 13 On the Spot Painting-02, Photography-01, Collage making- 02, Cartooning-02,Still life-02, Rangoli-02,Poster Making-02
2.	Dance Item : No of Participants:22, ClassicalDance-01,Giddha-11,Sammi-10,	4	Theatrical Items : No of Participants: 2, One Act Play-09,Skit-06,Mime-06,Mimicry-01, Histrionics-01,
3	Heritage Items : no. of participants: 20, Long Heik-06, Kavishri-03, Vaar-03, Phulkari-01,Dasuti-01,Pakhi-01, Crochet work-01, Knitting-01, Mehandi designing01, Kali singing-02	6	Literary Items : no. of Participants: 13, Poem Recitation-01,Debate-02,Elocution-01, Quiz-03,Creative Writing-06

##### **Session: 2011-2012**

**Venue:** Government College for Girls Ludhiana (September 21-24, 2011), Item of Participation and No. of Participants: 99

### Annexure A15 (ii)

1.	Music Items : No of Participants : 29 Gazal-01,Folk Song-01, Percussion 01,Folk-orchestra-12, Folk Instrument- 01, Bhajan – 07, Group Song-06	4	Fine Arts Items : No of Participants: 13, On the Spot Painting-02, Photography-01, Collage making-02, Cartooning-02,Still life-02, Rangoli- 02,Poster making-02
2.	Dance Item : No of Participants: 22Classicaldance-01,Giddha-11, Sammi-10,	5	Theatrical Items : No of Participants:23 One Act Play-09,Skit-06,Mime-06,Mimicry-01, Histrionics-01
3	Heritage Items : No. of participants: 20, Long Heik-06, Kavishri-03,Vaar-03,Phulkari-01,Dasuti-01,Pakhi-01, Crochet Work-01, Knitting-01,Mehandi Designing-01, Kali Singing-02	6	Literary Items : Participants:13 Poem Recitation-01,Debate-02,Elocution-01, Quiz-03,Creative Writing-06

#### Session: 2010-2011

**Venue:** Ramgarhia College for Girls Ludhiana (September 29 to October 01, 2010), Item of Participation and No. of Participants: 94

1.	Music Items : No of Participants : 28 Gazal-1,Percussion01,Folk-orchestra-12, Folk Instrument-01,Bhajan – 07, Group Song-06	4	Fine Arts Items : No of Participants: 13 On the Spot Painting-02, Photography-01, Collage making-02, Cartooning-02,Still life-02, Rangoli- 02,Poster making-02
2.	Dance Item : No of Participants: 22Classicaldance-01,Giddha-11, Sammi-10,	5	Literary Items : Participants:13 Poem Recitation-01,Debate-02,Elocution-01, Quiz-03,Creative Writing-06
3	Heritage Items : No. of participants: 18, Long Heik-06, Kavishri-03,Vaar-03,Phulkari-01,Dasuti-01,Pakhi-01, Crochet Work-01, Knitting-01,Mehandi Designing-01		

### State- level (Inter-college) Competitions

#### Session: 2013-2014

Venus	Participation of Item	No. of Participants
Shri Saraswati Sanskrit College, Khanna	Sholacharan	02
	Sanskrit Declamation Competition	01
A.S. College for Women, Khanna organized by Ved Parchar Mandal, Ludhiana	Declamation Contest	03

#### Session: 2012-13

Venus	Participation of Item	No. of Participants
Ramgharia Girls College,Ludhiana	Miss World Panjaban	02

### Annexure A15 (iii)

SDP College, Ludhiana	Declamation Contest	01
Shri Saraswati Sanskrit College, Khanna	Shlokacharan	02
	Sanskrit Declamation Competition	02

#### Session: 2011-2012

Venus	Participation of Item	No. of Participants
SDP College, Ludhiana	Declamation Contest	02
Ved Parchar Mandal, Ludhiana	Vedic Declamation Contest	03

#### Session: 2010-2011

Venus	Participation of Item	No. of Participants
DIMIT College, Doraha	Dance	01
	Poem Writing	01
RIMT, Mandi Gobindgarh	Rangoli	02
	Classical Group Dance	03
	Salad Decoration	02
	Best out of Waste	02
	Declamation Contest	01
Govt. Girls College, Ludhiana	Kwishry	01
	Vaar	01

### Major College Functions

Session	Event	Date	No. of Participation
<b>2013-14</b>	Havan Yajna	02-08-2013	All Students of the College
	Talent Hunt and Teej Festival	17-08-2013	All Students of the College
	Lohri	14-01-2014	All Students of the College
	Basant Utsav	18-02-2014	All Students of the College
	Farewell Party	14-03-2014	Students of B.A, B.Com, BCA –II & III, PGDCA
<b>2012-13</b>	Havan Yajna	28-07-2012	All Students of the College
	Talent Hunt and Teej Festival	14-08-2012	All Students of the College
	Samarpan	12-10-2012	Students of BA-I,II,III
	Lohri	12-01-2013	All Students of the College
	Basant Utsav	14-02-2013	All Students of the College
	Farewell Party	13-03-2013	Students of B.A, B.Com, BCA –II & III, PGDCA
	Prize Distribution	15-03-2013	Prize Winners
<b>2011-12</b>	Havan Yajna	28-07-2011	All Students of the College
	Talent Hunt and Teej Festival	24-08-2011	All Students of the College
	Lohri	13-01-2012	Students of BA-I,II,III
	Basant Utsav	10-02-2012	Students of BA-I,II,III

**Annexure A15 (iv)**

	Farewell Party	14-05-2012	Students of B.A, B.Com, BCA –II & III, PGDCA
	Prize Distribution	26-03-2012	Prize Winners
<b>2010-11</b>	Havan Yajna	26-07-2010	All Students of the College
	Talent Hunt and Teej Festival	28-08-2010	All Students of the College
	Basant Utsav	12-02-2011	All Students of the College
	Farewell Party	16-03-2011	Students of B.A, B.Com, BCA –II & III, PGDCA

### **Annexure A16(i)**

#### **Departmental Activities- Department, Competition/Activity, Date**

##### **Session: 2013-2014**

Mathematics: 3 Days National Conference on 'Recent Trends in Algebra & Analysis on 23-25<sup>th</sup> 10-2013, Participants –50, Extension Lecture on 'Modules V/s Vector Spaces' Quiz Contest on 21-09-2013, Participants: 15, Economics : Celebrated of 'International Day for Elimination of Poverty on 30-09-2013, Participants – 32, Interactive lecture session on Importance of Foreign Direct Investment to India , Participants – 07, Hindi: Hindi Divas on 14-09-2013 , Participants – 15, Sociology : Postal Day on 09-10-2013 , Participants – 07, Sociology and Public Administration : Essay Writing Competition on 25-01-2014 , Participants – 12, Commerce : Inter-Class Quiz on 08-11-2013 , Participants – 15, Inter class Quiz on 11-02-2014 , Participants – 17, Computer Science :Multimedia Show on Social Networking on 02-11-2013 , Participants – 14, English: Teachers Day on 05-09-2014, Participants – 22, Movie Show on 31-10-2013 , Punjabi: Birthday of Sri Guru Nanak Dev Ji on 18-11-2013 , Participants – 09, Inter class paper Reading Contest on 18-11-2013, Participants – 9, Movie Show on 02-09-2013, History: Gandhi Jayanti on 01-10-2013, Participants – 21, Home Science : World Cancer Day, Infant Protection Day on 07-11-2013 , Participants – 04, Political Science: Indian Legal Services Day on 09-11-2013, Participants – 02, Fine Arts : Talent Search Art & Craft Competitions on 17-01-2014 , Participants – 50, Fine Arts : 2 Days Arts Exhibition on 20-21<sup>th</sup> February 2014, Participants – 40, Sanskrit : Essay Writing Competition on Bhagvadgita on 08-02-2014, Participants – 45, Reader's Club: Inter-Class Creative Writing Contest on 24-08-2013, Participants–50, History, Political Science and NSS : Independence Day Celebration on 15-08-2013 , Participants – 19, Political Science, NSS, NCC : Republic Day Celebration on 26-01-2013 , Participants – 42

##### **Clubs & Societies**

Red cross society & Red Ribbon Club: Blood Donation Camp on 04-10-2013, Participants – 30, Dramatic Society: 'Dukhdi Rug Punjab Di' on Drug Addiction on 12-03-2014, Participants – 05, Career Guidance and Counselling Cell: Interactive Guest Lecture Session on 06-03-2014, Participants – 04, Personality Development Workshop: 15-16<sup>th</sup> March 2014, Participants – 106

##### **Session: 2012-2013**

Home science: lecture cum demonstration on 'safety while using Gas cylinders' ,on 27-8-2012 Participants-6,Cooking Competition: sweet Dish making and Snacks making, on 17-10-2012,participants -32,World Diabetes Day ,on 15/11/2012,participants-7, Hindi Department: Hindi Divas on 14/9/2012,Participants-25,Declamation Contest- on5/2/2013,Participants-12, Computer science: Multimedia show,Participants-5, English Department: Calligraphy, on 26/09/2012,Participants-26,Political science: 'International Day

### **Annexure A16(ii)**

for Democracy' Essay writing ,On 29/09/2012,participants-17,History Department: Gandhi Jaynti , Essay writing ,on 2-10-2012,Participants-14,Economics Department: 'International day for Elimination of Violence' On 17/11/2012,Participants-35,Punjabi Department: 'Gurpurav' of Shri Guru Nanak Dev Ji, On 27/11/2012,participants-15,Sociology Department:' International Poverty day' Essay Writing,On18/10/2012,Participants-17,Mathematics Department : ' Quiz competition 'Analysis, Algebra, Calculus, Participants-26,Fine Arts Department: Art Exhibition , On 13and 14/2/2013,Participants-26,Readers' Club: 'Essay Writing competition' Language- English, Punjabi, Hindi, On 8/2/2013,Participants-52,NSS Department &History Department: Republic Day ,On 26/01/2013,NSS Department:7 day's NSS Day Camp,25/10/2013 to31/10/2013,Quomi Ekta Week(cultural Unity day, women's day, Poster making competition & conservation Day was celebrated during this week) On 11/11/2012 to 25/11/2012, Van Mahotsav, competition caption contest: On 1/9/2012,NSS & Pol Sci Department: 'Celebration of 150<sup>th</sup> Birth anniversary of swami Vivekananda' competition (Declamation contest, Essay Writing),Participants-12,NCC Department:' Annual Training Camp Cheema Sahib (sangrur)'Competition(Firing, Kwishri, Discipline), Visit Old Age Home 'Annual training Camp at NCC Academy Ropar' Competition (piloting Firing ,Pbi dance).

#### **Session: 2011-2012**

English: Movie Show on 17-11-2011, Calligraphy Competition on 04-02-2011, Participants-28, Teachers Day on 05-09-2011, Participants-40, Punjabi: Movie Show on 15-02-12. Paper Reading Contest on 25-01-2012, Participants-10, Commerce: Quiz Contest on 08-02-2012, Participants-09, History: Power point presentation on Mahatma Gandhi On 06-02-2012, Participants-50, Computer Science: Presentation on 'Information Technology and its Aspects' on 13-03-2012, Participants-40, Fine Arts: Exhibition on 10-03-2012, Participants: Students of Fine Arts Department, Home Science & Fashion Designing: Competition in various Items on 10-03-2012. Participants-30, Readers' Club: Essay Writing Contest on 17-02-2012, Participant-20

Home Science: Seminar on 'Global Breast Feeding Awareness week' on 05-08-2010, Demonstration on salad Cutting and Decoration on 19-08-2010.Participants- Students of B.A.-I,II,III, Extension Lecture on "Environmental Pollution and Global Warming" on 05-03-2012

Home Science & Fashion Designing: Competition of Various Creative Items on 20-08-2010, Participants: Students of Home Sci. & Fashion Designing Department, Hindi: Workshop to promote Hindi Language on 07-08-2010,



### **Annexure A16(iii)**

English: Movie Show on 29-10-2010, Teachers Day on 06-09-2010, Participants-40, Punjabi: Paper Reading Contest on 19-11-2010, Participants-10

Commerce: Quiz Contest on 25-11-2010, Participants-09, Home Science , Fine Arts & Fashion Designing: Competition of Various Creative Items on 04-02-2011, Participants: Students of Home Sci., Fine Arts & Fashion Designing Department, Fashion Designing: Fashion Show-‘GLITZ-2011.

**Annexure A17 (i)**  
**Participation in Sports**

Session	Level Of Participation	Game	No. of Participation
2013-14	Punjab University Inter-College Sports Competitions	Wrestling	07
		Atheletics	05
		Kabaddi	12
		Table-Tennis	05
		Chess	05
		Badminton	04
		Boxing	09
		Judo	06
2012-13	Punjab University Inter-College Sports Competitions	Wrestling	05
		Atheletics	12
		Table-Tennis	05
		Chess	05
		Badminton	04
		Boxing	08
		Judo	06
		Weight Lifting	03
2011-12	Punjab University Inter-College Sports Competitions	Wrestling	07
		Athletics	06
		Tennis	05
		Table-Tennis	05
		Chess	05
		Badminton	04
		Boxing	06
		Judo	08
2010-11	Punjab University Inter-College Sports Competitions	Athletics	08
		Tennis	05
		Table-Tennis	05
		Chess	05
		Badminton	05
		Boxing	04
		Judo	08

Level of Participation				No. of Participants		
Inter-class Sports	Minor Games Competition	Athletic Meet		Inter-class Sports	Minor	Athletic Meet

### Annexure A17 (ii)

	Competition			Competition	Game s Co mp etit ion	
2013-14	Wrestling	Leg Crossing	100 mt. Race	08	60	40
	Athletics'	Frog Jump	200 mt. Race	25	40	32
	Kabaddi	Horse Jump	400 mt. race	18	40	18
	Table-Tennis	Thread & Needle	400 mt. race Fast Walk	07	48	24
	Chess	Ball Crossing	Long Jump	08	40	40
	Badminton		High Jump	20		28
	Boxing		Shot Put	17		25
	Weight Lifting		Disccuss Throw	10		20
	Judo		Jevilien Through	13		25
			Relay Race			28
			Spoon & Potato Race			64
			Chatti Race			56
			Cycle Race			10
			Obstacle Race			48
			Sack Race			72
			Three Legged Race			96
			Baloon Race			25
			Skipping			36
			Pillow Fighting			16
2012-13	Wrestling	Leg Crossing	100 mt. Race	-	72	48
	Athletics'	Tug of War	200 mt. Race	32	42	30
	Table-Tennis	Horse Jump	400 mt. race	08	32	18
	Chess	Ball Jumping	400 mt. race Fast Walk	15	40	22
	Badminton	Ball Crossing	Long Jump	22	64	38
	Boxing	Dodge Ball	High Jump	12	32	25
	Judo		Shot Put	-		27
	Weight Lifting		Disccuss Throw	-		18
			Jevilien Through			22
			Relay Race			24
			Spoon & Potato Race			62
			Chatti Race			15
			Cycle Race			12
			Obstacle Race			45
			Sack Race			64

### Annexure A17 (iii)

			Three Legged Race			92
			Baloon Race			25
			Skipping			35
			Pillow Fighting			14
2011-12	Wrestling		100 mt. Race	-		40
	Athletics		200 mt. Race	25		32
	Tennis		400 mt. race	12		50
	Table-Tennis		400 mt. race Fast Walk	-		15
	Chess		Long Jump	10		35
	Badminton		High Jump	20		20
	Boxing		Shot Put	15		25
	Judo		Disscuss Throw	06		16
			Jevilien Through			23
			Relay Race			22
			Spoon & Potato Race			60
			Chatti Race			48
			Cycle Race			08
			Obstacle Race			45
			Sack Race			66
			Three Legged Race			90
			Baloon Race			27
			Skipping			25
			Pillow Fighting			12

### Annexure A17 (iv)

2010-11	<b>Atheletics</b>		<b>100 mt. Race</b>	<b>08</b>		<b>32</b>
	Tennis		200 mt. Race	07		28
	Table-Tennis		400 mt. race	-		18
	Chess		400 mt. race Fast Walk	06		17
	Badminton		Long Jump	10		32
	Boxing		High Jump	05		22
			Shot Put			25
			Discuss Throw			16
			Jevilien Through			22
			Relay Race			24
			Spoon & Potato Race			56
			Chatti Race			48
			Cycle Race			07
			Obstacle Race			42
			Sack Race			65
			Three Legged Race			92
			Baloon Race			22
			Skipping			27
			Pillow Fighting			14

### Participation of NSS Volunteers

Session	NSS Camp	Venue	Events/Activities	No. of Participants
2013-14 (11-10-13 to 17-10-13)	7 Days' NSS Day and Night Camp	College Campus  Libra Village	Tree plantation, yoga awareness, Dussehra celebration, cleanliness drive, Importance of education, Health awareness, Van mahotsva, Tree plantation, Lecture on Traffic Awareness, Eye Check up camp	100 students 11 teachers
2012-13 (25-10-12 to 31-10-12)	7 Days' NSS Day and Night Camp	Khanian Village	Importance of Education, Health Awareness, Importance of Adult Education, Ill effects of use of mobile phones, Tree plantation, medical camp	110 students 10 teachers
19-11-12 to 25-11-12	Quomi Ekta Week	College Campus	Celebration of Cultural Universal Day, Women's Day, Poster making, Conservation Day, Essay Writing Comptt. Caption Competition	

### Annexure A17(v)

01-09-12	Van Mahotsva			NSS volunteers
2010-11	7 Days' NSS Camp	College Campus	Lecture on Female Foeticide, Cleanliness of College and Surrounding areas, awareness about traffic rules	101 Students

### Participation of NCC Cadets

Session	Venue	Participation
2013-2014	ATC at NCC Academy Ropar from 11 <sup>th</sup> July to 20 July, 2013	04
	Khanna, 15 <sup>th</sup> Aug, 2013	30
	Old Age Home Bullepur, Khanna 20 <sup>th</sup> Nov, 2013	30
2012-13	ATC at Akal Academy, Cheema Sahib, Sangrur' from 12 <sup>th</sup> Oct. to 21 <sup>st</sup> Oct., 2012	32
	4 Pb. Girls Bt. NCC, Patiala 5 <sup>th</sup> Nov, 2012	2
	Old age Home Bullepur, Khanna	35
	ATC at NCC Academy, Ropar	6
2011-12	ATC at JNV Longowal from 6 <sup>th</sup> June, 2011 to 15 <sup>th</sup> June, 2011	07
	Patiala, 26 <sup>th</sup> June 2011 to 5th July, 2011	25
	Khanna, 15 <sup>th</sup> Aug., 2011	24
	ATC at Akal Academy, Cheema Sahib from 9 <sup>th</sup> Oct., 2011 to 18 <sup>th</sup> Oct., 2011	
2010-11	ATC at JNV Fatehpur Rajputana from 20 <sup>th</sup> July, 2010 to 29 <sup>th</sup> July, 2010	212
	Sandhvan(Ropar) 3 Jan, 2011 to 12 <sup>th</sup> Jan. 2011	25



## Annexure A18 (i)

### Achievements in Co-curricular and Cultural Activities

#### Panjab University Zonal Youth and Heritage Festival

Venue	Achievements
Khalsa College for Women, Ludhiana 23 <sup>rd</sup> sept 2013 to 26 <sup>th</sup> sept 2013	First Position: 02 in Knitting ,folk instrument Individual first position: 02 in Knitting ,Folk instrument, Second position:02 in Folk Orchestra ,drama, Individual Second position: 03 in Folk orchestra, Gidha ,Mime Third Individual Position: 04 in kali, lok Geet, long heik ,crochet
Ramgaria Girls Colleg.Ludhiana 15 Oct 2012 to 18 Oct 2012	First Position:01 in Gidha First Individual position:01 in Gidha Second Position:03,in Folk orchestra, mimicry, Folk dance sammi, Third Positions: 04,in story Writing, Folk song ,Mime, Long Heik
Govt College For Women, Ludhiana 21 <sup>st</sup> Sept 2011 to 24 <sup>th</sup> sept 2011	First positions: 02 in Folk orchestra and poem recitation Individual Second: 04 in Folk Orchestra, folk instrumental drama ,poem recitation, Second Position:01 in Skit, Individual Second:01 in Long Heik, Third Position: 01 in Vaar, Individual Third: 03 in Folk orchestra,Skit,vaar
Ramgaria Girls College,Ludhiana sept to 1 <sup>st</sup> Dec 2010	First position:04 in Poem Recitation, Vaar Singing, Long Heik, Kwishri,Individual First Positions:04 ,in Vaar Singing, kwishri, long Heik ,Folk Archestra. Second Position: 01 in Elocation , Individual Second Position: 01 Gidha, Third Position: 01,Gidha

#### State Level Competitions

Venue	Competition name	Achievements
Shri Sarswati College 23 <sup>rd</sup> Dec ,2012	Inter College Shloka ocharan and Sanskrit Declamation Competition	<b>Second</b> : in shalokaocharan <b>Third</b> : in Shalokaocharan <b>First</b> :in Sanskrit Declamation <b>Third</b> : in Sanskrit Declamation
S.D.P College Ludhiana 8 <sup>th</sup> Feb 2013	Inter College declamation Contest	<b>Second Position:</b> declamation Contest
Ramgaria Girls College,Ludiana 17 <sup>th</sup> Jan 2013	Miss World Punjaban Contest"	<b>Six Position:</b> Miss World Punjaban Contest
2011-2012	Nil	<b>Nil</b>
RIMT, Gobindgarh	'Rangoli, salad decoration ,Best	<b>First</b> : Rangoli, Classical

### Annexure A18(ii)

8 <sup>th</sup> Feb 2010	Out of waste , Mehnd i, Debugging, Classical Group Dance, Face painting, Poster making ,Declamation, and college making	Group dance <b>Second:</b> salad Decoration <b>Third:</b> Best out of Water, Declamation
D.I.M.T Doraha 10 <sup>th</sup> Nov 2010	Inter College Competition in 'Poem Recitation'	<b>First :</b> in Poem Recitation <b>Second :In Poem Recitation</b>
G.P.C alour 21 <sup>st</sup> Aug, 2010	Written task-based On 'Shri Ram Chrit Manas'	<b>First:</b> Written task Based
Govt college For Women, Ludhiana 28 <sup>th</sup> Oct, 2010	Dhian da mela	<b>First:</b> in Kawishri <b>Third :In Vaar Singing</b>

### Achievements in Sports and Games

#### National Level Sports Tournaments

Session	Venue	Event	Position
2013-14	North Zone Competition at Bareilly	Table-Tennis	2 <sup>nd</sup>
	All India Inter University held at Calcutta	Table Tennis	Participation
	All India InterUniversity Camp	Judo	2 <sup>nd</sup> Position , Silver Medal Bronze Medal
	All India Karate Fedration National Competition, Jamshedpur(Jharkhand)	Karate	

#### Panjab University Inter-college Sports Tournaments

Session	Venue	Event	Position
2013-14	Panjab Uni., Chd.(10 Sept. to 11 Sept.2013)	Chess	8 <sup>th</sup> position
	Panjab Uni., Chd.(5 Oct.,2013)	Table-Tennis	4 <sup>th</sup> 3 <sup>rd</sup>
	Panjab Women Festival held at Bathinda	Badminton	2 <sup>nd</sup> Position: 02 Bronze Medal Bronze Medal
	Panjab Women Festival, Bathinda(3 Oct, to 5 Oct, 2013)	Boxing(Wt. Category 75 to 80 Kg)	Bronze Medal
	Panjab Uni. Chd.	Boxing(Wt. Category 81 Kg+)	Bronze Medal
	Panjab Uni. Chd.	Boxing(Wt. Category 57 to 62Kg)	5 <sup>th</sup> Position
	Panjab Uni. Chd.(26 to 29 Nov.,, 2013)	High Jump	4 <sup>th</sup> Position
	Panjab Uni. Chd.	400 mts. Hurdles	Medal
	Open Half Marathon Race, B.S.N. Sports	21 Kms Race	

### Annexure A18(iii)

	Association, Ikolaha Panjab Uni. Chd.(02 Jan., 2014)	within 01.59 Hrs. 21 Kms Race within 01.56 Hrs. Weight Lifting Weight Lifting	Gold Medal  Participation : 03  4th Position
2012-13		Boxing Chess Table-Tennis	Gold Medal-01, Silver Medals-02 Team-5 <sup>th</sup> , Team- 3 <sup>rd</sup>
2011-12		Badminton, Judo Chess , Boxing Wrestling	Team-3 <sup>rd</sup> , Bronze Medal, Team-4 <sup>th</sup> Gold Medal, Bronze Medal
2010-11	Panjab Uni. Chd.(13Oct. , 2010)  Panjab Univ. Chd.(28 <sup>th</sup> Oct., to 31 <sup>st</sup> Oct., 2010)  Panjab Uni. Chd.	Wrestling Athletics Long Jump 100 mts Hurdles High Jump Shot Put 200 Mts Race 800 Mts Javelin Throw Judo	Bronze Medal 4 <sup>th</sup> Position 4 <sup>th</sup> Position 5 <sup>th</sup> Position 7 <sup>th</sup> Position 6 <sup>th</sup> Position 5 <sup>th</sup> Position 5 <sup>th</sup> Position Bronze Medal

### Achievements of NCC Cadets

Session	Venue	Achievements
2013-2014	ATC at NCC Academy Ropar from 11 <sup>th</sup> July to 20 July, 2013  Khanna, 15 <sup>th</sup> Aug, 2013	Certificate of Participation to 04 Cadets Gold Medal: 03 in Giddha Gold Medal: 01 Best Cadet 30 cadets were awarded by Chief Parliamentary Secretary

### Annexure A18(iv)

	Old Age Home Bullepur, Khanna 20 <sup>th</sup> Nov, 2013	S.Virsa Singh Valtoha and ADC Sh. Prem Chand 30 cadets visited old age Home and donated member of items like fruits, clothes, and grocery items
2012-13	ATC at Akal Academy, Cheema Sahib, Sangrur <sup>7</sup> from 12 <sup>th</sup> Oct. to 21 <sup>st</sup> Oct., 2012  4 Pb. Girls Bt. NCC, Patiala 5 <sup>th</sup> Nov, 2012  Old age Home Bullepur, Khanna  ATC at NCC Academy, Ropar	Gold Medal: 01 for Excellent Performance in Firing Silver Medal: 03 in Kawishri Silver Medal: 01 for maintaining discipline Saropa: 01  2 NCC cadets were awarded Sahara Scholarship of RS.12000/- each. 35 cadets visited old Age home and Donated number of items like fruits, clothes and grocery items. Gold Medal: 01 in Piloting Silver Medal: 01 in Firing 2 <sup>nd</sup> Prize: 02 in Punjabi Dance
2011-12	ATC at JNV Longowal from 6 <sup>th</sup> June, 2011 to 15 <sup>th</sup> June, 2011 Patiala, 26 <sup>th</sup> June 2011 to 5 <sup>th</sup> July, 2011 Khanna, 15 <sup>th</sup> Aug., 2011  ATC at Akal Academy, Cheema Sahib from 9 <sup>th</sup> Oct., 2011 to 18 <sup>th</sup> Oct., 2011	Certificate of Participation to 07 Cadets  Bronze Medal: 01 for maintaining discipline Certificate of Participation to 25 Cadets by Local Administration, Khanna Certificate of Participation to 24 Cadets 07 Medals: in Kawishri and Debate
2010-11	ATC at JNV Fatehpur Rajputana from 20 <sup>th</sup> July, 2010 to 29 <sup>th</sup> July, 2010.  ATC at Sandhvan(Ropar) from 3 <sup>rd</sup> Jan, 2011 to 12 <sup>th</sup> Jan. 2011	Silver Medal-02 for Singing and Solo Dance  Silver Medal-10 for group dance

## Annexure A19(i)

### Plan as well as Execution

#### Session: 2009-2010

Plan of Action	Achievements
1. Construction of Hostel Building. 2. Completion of Multipurpose Hall in Sports Ground. 3. Beautification of the College Campus. 4. Extra Classes for the weak students and special coaching for Meritorious Students. 5. To organize seminars and workshops. 6. Addition of more books in the Library. 7. Installation of more water coolers. 8. Addition of New Classrooms. 9. Construction of Conference Hall.	1. The College Hostel Building is under Construction. 2. A mini stadium was constructed in the College Sports Ground. 3. Beautification of the College Sports Ground 4. Extra classes for the weak students and special coaching for meritorious students has been done regularly. 5. Extension Lectures/Workshops were organised by the Post Graduate Dept. By Hindi and Economics. 6. Total 1121 Text Books, 53 Reference Books and 75 Journals/Periodicals are added in library

#### Session: 2010-2011

Plan of Action	Achievements
1. Completion of Hostel Building 2. Completion of Multi Purpose Hall in Sports Ground, Competition of New Stadium 3. Addition of new classrooms. 4. Beautification of the College Campus. 5. Extra classes for the weak students and special coaching for meritorious students. 6. To organize seminars and workshops. 7. Additions of more books in the library. 8. Installation of more water coolers. 9. Construction of Conference Hall.	1. The Hostel building is completed. 2. Construction of Multi Purpose Hall in Sports Ground, Construction of New Stadium is under progress. 3. One Sports Room is constructed. 4. Beautification of the College Campus. 5. Extra classes for the weak students and special coaching for meritorious students has been done regularly. 6. Seminar and workshop have been organized. 7. Total 1382 Text Books, 50 Reference Books and 78 Journals/Periodicals are added in library. 8. 01 Water Purifier is installed.

### Annexure A19(ii)

#### Session: 2011-2012

Plan of Action	Achievements
1. Completion of Multi Purpose Hall in Sports Ground, Completion of New Stadium. 2. Addition of new classrooms. 3. Beautification of the College Campus.  4. Extra classes for the weak students and special coaching for meritorious students. 5. To organize seminars and workshops. 6. Additions of more books in the library. 7. Construction of Conference Hall. 8. New moped stand for Students 9. Renovation of Auditorium. 10. Installation of more water coolers.	1. A Stadium has been constructed in the College Sports Ground and Multipurpose Hall is under construction. 2. One Medical Room is Constructed  3. Beautification of the College Campus is going on.  4. Extra classes for the weak students and special coaching for meritorious students has been done regularly. 5. Seminar and workshop have been organized.  6. In Session 2011-12 1578 Text Books, 43 Reference Books and 07 Journals/Periodicals are added in library and 78 Journals/periodicals were renewed.  7. Construction of Conference Hall is in full swing.

#### Session: 2012-2013

Plan of Action	Achievements
<b>Academic Wise</b> 1. Extra classes for the weak students and special coaching for meritorious students.  2. To organize Seminars & Workshops after getting grant from U.G.C New Delhi. 3. Reviving B.Sc. (Fashion Designing) w.e.f. session 2013-2014. 4. To start Add-on-courses in the subject of:- a) Communication English	<b>Academic Wise</b> 1. Extra classes for the weak students and special coaching for meritorious students has been done regularly.  2. Seminar and workshop have been organized at Institution level <b>Infra Structure Wise</b> 1. Multi Purpose Hall in Sports



### Annexure A19(iii)

<p>b) Yoga &amp; Mental Health c) Journalism d) Punjabi Language &amp; Culture e) Bank Management Computer Based Accounting. f) Advertisement &amp; Sales Management after receiving the grant from U.G.C. New Delhi which we have applied in UGC. 5. Introduction BSc.(Non-Medical) 6. Introduction M.A (History)</p> <p><u>Infra Structure Wise</u></p> <ol style="list-style-type: none"> <li>1. Completion of Multi Purpose Hall in Sports ground.</li> <li>2. Completion of conference Hall in the college.</li> <li>3. Beautification of the college campus.</li> </ol>	<p>Ground is completed. 2. The Construction of Conference Hall has been completed to add to the impressive infrastructure of the College and Construction of stair case at the back side of the Hostel is in full swing. 3. Beautification of the College Campus is a continuous process. 4. In session 2012-2013 787 Text Books, 20 Reference Books were purchased and 85 existing journals/Periodicals were renewed. 5. 02 Water Coolers and 01 R.O</p>
<ol style="list-style-type: none"> <li>4. Addition of more books and journals in the library.</li> <li>5. Installation of more water coolers</li> <li>6. Renovation of Auditorium</li> <li>7. Purchase of new Furniture for Class Rooms.</li> <li>8. Construction of Indoor Stadium in Sports ground after receiving the grant from UGC, New Delhi.</li> <li>9. Addition of new classroom</li> </ol>	<p>System has been installed. 6. New Flooring Tiles on Stage are fixed. 7. New Furniture for Class Rooms has been purchased</p>

### Session 2013-2014

Plan of Action	Achievements
<ol style="list-style-type: none"> <li>1 Introduction of Two Career Oriented Add on Courses i.e. Communicative English and Computer Based Accounting.</li> <li>2. Construction of Common Room for Girls out of MP LAD Scheme Grant Received.</li> <li>3. Holding National Level Conference in Mathematics, out of Grant received form DST and Grant to be received from UGC/Panjab University, Chandigarh.</li> <li>4. Holding seminars/conferences in subjects in Economics, Political Science, Commerce, Physical Education, Home Science and</li> </ol>	<ol style="list-style-type: none"> <li>1. Two Careers oriented Add-on-courses i.e. Communicative English &amp; Computer Based Accounting have been started.</li> <li>2. The construction of Common Room for the girl's students is in full swings.</li> <li>3. Post Graduate Department of Mathematics had organized a 3 Days' National Conference on the topic 'Recent Trends in Algebra and Analysis'</li> <li>4. Seminar and workshop have been organized at Institution level</li> <li>5. Grant has been sanctioned by UGC, New Delhi for upgrading the teaching learning to setup smart class rooms.</li> <li>6. Grant has been sanctioned by UGC, New Delhi for setting up Swami Vivekanand</li> </ol>

### Annexure A19(iv)

<p>Sanskrit out of Grant to be sanctioned by U.G.C. New Delhi</p> <p>5. To upgrade the teaching learning to Setup smart class rooms.</p> <p>6. To set up Swami Vivekanand Studies Centre in College Campus out of Grant Sanctioned by UGC New Delhi.</p> <p>7. To set up Dr. Ambedkar Studies Centre in College Campus out of Grant sanctioned by U.G.C. New Delhi.</p> <p>8.Expansion of College Library9. Arrangement for Separate Rooms for the Heads of department</p> <p>9. Construction of Separate Post Graduate Block</p> <p>10. Purchase of Land for College Campus.</p> <p>11. To apply for affiliation of two more Post Graduate Courses and Three Under Graduate Courses B.Sc. (Non-Medical), B.Sc (Medical) and B.Sc Home Science with kind permission of our worthy management.</p> <p>12. Construction of Indoor Sports Stadium out of U.G.C. Grant, New Delhi to be received.</p>	<p>Studies Centre in College Campus.</p> <p>7. Grant has been sanctioned by UGC, New Delhi for setting up Dr. B.R. Ambedkar Studies Centre in College Campus.</p> <p>8. In 2013-2014, 892 Text Books, 06 Reference Books were added in library and existing 75 Journals/Periodicals were renewed.</p>
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