

HINDU KANYA COLLEGE KAPURTHALA



Self - Study Report (SSR) for Re-Accreditation Cycle - II



Volume-I

Submitted to

National Assessment and Accreditation Council

P.O. Box 1075, Nagarbhavi

Bangalore, 560 072. KARNATAKA, INDIA

(2016-2017)

Self - Study Report (SSR)

for

Reaccreditation Cycle - II



Estd: Since 1969

Submitted by:

HINDU KANYA COLLEGE KAPURTHALA

Amritsar Road, Kapurthala (Punjab) - 144 601

Phone: 01822-231277

Email: hkc_kpt@rediffmail.com

Website: www.hindukanyacollege.com

Vision

1. To empower the women folk of the society through a globally relevant and qualitatively enriched education.
2. To enable her to be a vital force to explore her potential to expedite the changes required to keep pace with advancing scenario while living a life of dignity.
3. To provide a learning environment to the women of rural as well as urban areas capacitating her to exemplify the rich heritage of Indian culture besides productively contributing vocationally and professionally to the cause of social uplift and nation building as an asset shedding all fears, apprehensions and age old superstitions.

Objectives and Goals

1. To provide need based higher education to the young girls of the city and adjoining villages through multi-natured academic programmes through UG and PG degree courses and diplomas.
2. To capacitate them through professional degree courses so that they get equipped with skill, knowledge and practical acumen helping them to be employable or fit for self-employment to lead a life of economic independence.
3. To inculcate moral values among the students to emerge as ethical, tolerant and responsible citizens.
4. To expose them to different competitions, contests, debates and deliberations individually and collaboratively through extra & co-curricular activities for a holistic personality development.
5. Women empowerment, a process of acquiring knowledge and awareness enabling them to move towards life with greater dignity and self-confidence.
6. To provide women education in all areas of learning to eliminate gender inequality and to ensure equality before law and to prepare them for a life of challenges ahead.

Mission

Realizing the fact that empowered educated women are nation's strength and a blessing for family, all efforts, endeavors, projects and policies of the Managing Committee are focused on translating the vision, goals and objectives into reality so that after getting graduated or post-graduated, the young girls should enter the life as confident and strong contributors to all-round activities of the system and the society with a moral approach.

THE COLLEGE EMBLEM



The emblem, depicting a lotus flower is associated with purity, spiritual awakening and enlightenment. As a lotus is able to emerge from muddy & murky waters - unspoilt and pure, it is considered to represent wisdom and a spiritual enlightenment in a person. It is a representative of those people who carry out their tasks with little concern for any rewards and with a full liberation from the filth of the world. They are elevated above all murk,

The 'diya' or lamp incorporated in the logo also has a deep intellectual and spiritual significance. Primarily, "Deepak" signifies knowledge. All our activities should be governed by the light of knowledge, especially the knowledge of dharma. By this knowledge, ignorance or darkness is dispelled. We bow our heads before knowledge which is the greatest wealth we can amass. The flame is fed on the oil of clear devotion and enlivened by the breeze of intense love and contemplation of the Divine. With a single diya, we can light many more lights, but still the original lamp does not lose its own inherent light while helping to light others.

The words "Tamso ma Jyotirgamya" meaning, "Oh Almighty lead us from darkness to light, from the unreal (falsity) to the real (truth)", speak volumes for our vision. This prayer, in the form of college logo, reflects the Indian philosophy and it envisages the mind to be open to learn and seek continuously, to expand and merge with the supreme power. The word "Om" incorporated in the logo is also suggestive of the prevalence of singularity of God. It means that there is one God, who is universally prevalent and whose presence is permeated in the entire universe.

Thus this logo which is enriched with symbolic significance, is a source of great motivation and inspiration for our college students.

Sr. No.	Contents	Page No.
Volume - I		
1.	Preface	
2.	Acknowledgement	
3.	Executive Summary	1
4.	The SWOC Analysis of the Institution	4
5.	Profile of the Institution	7
6.	Criterion Wise Inputs	
	I. Curricular Aspects	15
	II. Teaching-Learning and Evaluation	43
	III. Research, Consultancy and Extension	91
	IV. Infrastructure and Learning Resources	150
	V. Student Support and Progression	176
	VI. Governance, Leadership and Management	227
	VII. Innovation and Best Practices	269
Volume - II		
7.	Evaluative Reports of the Departments	
	1. Department of Physical Education	286
	2. Department of Philosophy	294
	3. Department of Fine Arts	301
	4. Department of Computer Science and Information Technology	307
	5. Department of Commerce and Management	319
	6. Department of Economics	336
	7. Department of Hindi	345
	8. Department of Punjabi	358
	9. Department of English	375
	10. Department of Mathematics	387
	11. Department of Fashion Designing	394
	12. Department of Home Science	402
	13. Department of History	410
	14. Department of Journalism and Mass Communication	422

	15. Department of Music	430
	16. Department of Political Science	439
	17. Department of Public Administration	447
	18. Department of Sociology	454
8.	Post Accreditation Initiatives	461
9.	Comments by dignitaries	I
10.	Alumnae Say...	IV
11.	College Activities – through Camera	IX
12.	Annexures	
	I. NAAC Peer Team Report	
	II. NAAC Certification of Accreditation	
	III. UGC recognition Certificate	
	IV. Master Plan of College	
	V. Declaration	
	VI. Compliance Certificate	

PREFACE

It gives me immense pleasure and privilege to submit the Self Study Report of Hindu Kanya College Kapurthala for the second cycle of accreditation by the National Assessment & Accreditation Council (NAAC), Bangalore.

As we present ourselves for reaccreditation and reassessment, every effort has been made to strengthen our claim for a better education. We have tried hard to maintain the standards of curricular and co-curricular activities for the betterment of all stakeholders.

Ever since the college was accredited in 2007, the efforts have been incorporated to institutionalise all the suggestions put forward by the NAAC team to upgrade the institution and to identify the shortcomings and remove them.

This report has been prepared following the guidelines of NAAC. The report explains the academic and administrative functions and activities happening during the past years in the College focusing on curricular aspects, teaching-learning and evaluation, research, consultancy and extension, infrastructure and learning resources, student support and progression, governance, leadership and management, innovations and best practices and departmental exercises. The process of preparing a self-study report is a rigorous exercise that encourages us to examine our strengths, weaknesses, opportunities offered in higher education and prepare for the challenges in future.

Though the report has been finalised by a committee comprising of five faculty members but it's an outcome of strenuous endeavour of group discussions and regular interactions with fraternity of the college who have meticulously collected, analysed, documented and articulated all our records and activities listed in the seven criteria for the last five years. We have had several meetings with the staff, as the drafts of the report were being prepared, so that everyone would be familiar with the report and offer suggestions and indicate areas we had overlooked.

Our present SSR is a culmination of our efforts towards this end and we look forward to a rewarding interaction with the NAAC peer Team to re-accredit our institution.

Dr. Archana Garg
Principal
Hindu Kanya college
Kapurthala

ACKNOWLEDGEMENT

It is my proud privilege to express a sense of deep gratitude to the Managing Committee and the Principal of my college for their co-operation and expert guidance for the successful completion of this Self Study Report (SSR).

I am indebted to the members of the Steering Committee, for making strenuous efforts and leaving no stone unturned for the preparation of this SSR.

This gigantic work has been possible because of the sincere and dedicated efforts of the members of IQAC, my colleagues, and the administrative staff. The collection of data, the compilation & editing was a tedious job, made easy by collective efforts of all.

This SSR report is the outcome of a **team effort** and I am thankful to all the teaching and non-teaching staff members for their co-operation in giving it, its present shape.

Once again, I am thankful to one and all

Vijay Pathania
Coordinator
Steering Committee

Place: **Kapurthala**
Date:

EXECUTIVE SUMMARY

Hindu Kanya College, Kapurthala (Punjab) was started by some elites and philanthropists of the city in June 1969 to facilitate the women section of the society to get empowered through quality higher education in a safe, secure and a disciplined environment, away from the distractions of a co-educational college. In the beginning, a few subjects in Humanities were offered to learners due to constraints of space and finance.

But soon it started spreading its wings by adding the subjects like Home Science, Mathematics, Physical Education and then adding other streams like Commerce & Management, Computer Science & IT and Environmental Sciences to meet the increasing expectations of the students, parents and the community to be served with its lofty Goals, Vision and Mission.

This college is affiliated to Guru Nanak Dev University, Amritsar (Punjab) and is covered under Grant-in-Aid 95% deficit scheme of the Punjab Government.

The College Emblem depicting ‘Om’, a lit ‘Diya’, a lotus flower and words ‘Tamso Ma Jyotirgamay’ reflects the noble vision of the founder members of the college to eradicate the darkness of illiteracy through spreading the light of knowledge by educating the womenfolk.

The college is making strenuous efforts to provide holistic education by equipping them with intellectual competency, vocational skill and professional knowledge. It focuses on personality development of the students, while integrating the processes of quality teaching, desirable learning and result oriented education. It is basically an education imparting center but it motivates the students to take research based subjects like BCA, M. Sc. IT, M.Com, BBA and Fashion Designing.

The students of Humanities are also encouraged to take up survey-studies, especially in the subjects like Economics, Political Science, Commerce, Punjabi and History.

There is also an adequate provision for consultancy services during vacations in the field of Fine-Arts, Spoken English, IT based courses, Software development, Cooking, Food and preservation and Managerial Skills which help in generating funds for the institution and provides opportunities to students to get value adding education. Various extension activities and outreach activities are made available for learners through co-academic units, clubs and associations by organizing camps, contests, workshops, seminars and inter college competitions. Class room learning is enriched through innovative and participatory techniques, quizzing and supplemented with practical training through educational excursions, surveys, field visits, debates and stage performances.

Evaluation is a regular and a continuous act to assess the performance of the learners through class tests, pre-semester examinations and university examinations and the same is conveyed to parents through reports and informal interactions in parents-teacher meetings. A healthy tool of evaluation is that students also evaluate their teachers formally and informally that provides a feedback to teachers to improve their teaching abilities and skills.

Quality infrastructure and learning resources are integral components of quality and strength of an educational institution. The college management has adequately invested for required and a standard infrastructure like class rooms, laboratories for all practical subjects, hostel, gym and administrative block. There is a newly constructed canteen, reading room for students, faculty block with various facilities, well maintained lawns, First- Aid room, power generators for uninterrupted power back up, well-furnished conference hall, multimedia room and an auditorium to provide a congenial and student centric academic environment to the students. Learning resources are always inspiring for the cause of education and research. Besides qualified and competent faculty, college provides a big and spacious library. There is an adequate budget to add books, journals and magazines to the central library, departmental libraries and Book Bank. E-learning is also made available to learners and faculty.

Students support for progression to higher education and employability are the two main considerations towards which this college moves with all means and efforts. Annual prospectus, college website and orientation programs are the well-designed tools to give complete information to students about the whole system, academic programs available for them, fee concessions, stipends, financial aid to facilitate them, awards and incentives for advanced learners, facilities and remedial classes for needy and slow learners, evaluation process and teaching-learning process etc. There is a well-designed mechanism to redress the grievances and the routine on-campus problems, if needed, through Grievances Redressal Cell. College plays an active role in promoting progression of students for higher studies and in locating job opportunities through its Placement Cell. Through some skill-based courses, the students are given guidance and training for self-employment.

Organization and management are the spinal cord of an organism, may it be an educational institution for projecting aims and objectives, enshrined in its vision in a systematic and a transparent way and then making concerted efforts in implementing the work plan to achieve desirable results. The college is managed by a registered governing body consisting of eminent personalities having a philanthropist approach and a progressive outlook, ever ready to work selflessly for the cause of women education. Members play a constructive role in managing the affairs of the college in a democratic manner. It takes all major policy-decisions in its periodical meetings after giving due consideration to the views of the Principal and staff representatives. The institution works through various committees, adopting the principles of decentralization and delegation of responsibilities & powers. Student Council, consisting of head girl, vice head girl, class representatives and prefectorial board having one prefect from each class are always taken into confidence prior to launching any new project or program or reviewing the policies of the management.

The management process of this college has evolved a strong network of various healthy practices and innovative devices to create a nourishing and a conducive academic ambience.

The spirit of integration, collaboration and co-operation, moves with all vitality in different parts of administrative machinery from top to bottom. The spirit of unity in diversity is enlivened at all levels and inter-disciplinary approach gives the output, suiting the present

day scenario. It is because of such nutritive practices and innovative styles, that the college is counting the track of growth, gaining name & fame in all sections (rural and urban) and making a good rapport with the local and university authorities, with parents and all other stakeholders.

The most gratifying fact is that college has always been showing commendable results in university examinations and achieving overall championship in youth festivals and commendable positions, in sports competitions and inter-college tournaments at national and international levels.

The most felicitating point that strengthens us is the long list of celebrities and dignitaries visiting the college on different occasions like convocation, prize distribution, sports day, students' fest and inaugural functions etc. This 47 years developing institution has the privilege of welcoming the eminent personalities like former President of India (then Chief Minister, Punjab) S. Zail Singh, former Prime Minister Shri I.K. Gujral, Finance Minister Shri Arun Jaitley, Governors like Sh. Siddhrath Shankar Ray, Sh. O.P Verma, Smt. Kiran Bedi(IPS), M.Ps like Sh. Navjot Singh Sidhu, Sh. B.P. Singhal, Sh. Chetan Chouhan, Sh. Avinash Khanna, International Hockey player Pargat Singh, Chief Minister, Delhi, Mrs. Sheila Dixit, Deputy C.M of Punjab, Smt. Rajinder Kaur Bhattal, Former DGP Punjab Sh. K.P.S. Gill, Sh. N.P.S. Aulakh and large number of I.A.S. and I.P.S officers, who appreciated the quality of education, disciplined atmosphere, all round achievements of the institution and spoke very high of the healthy practices being evolved and strengthened in this college.

Moreover a redeeming and an ennobling characteristic of the institution has been, that apart from executives, educationists, academicians and statesmen, many scholars, saints and seers have graciously entered the portals of this institution to bless our students to raise their spiritual quotient so that the dazzling glimpses of glamour may not be so alluring for the young women that they may become wayward and ignoble.

Continuous growth is the hall mark of the educational voyage of this college. Going on the track of growth, college has also started a separate wing i.e. Hindu Kanya Collegiate School for senior secondary classes with Humanities, Commerce, Medical and Non-Medical streams.

However this upward journey of this small sapling which has now grown in to a big banyan tree has not been an easy task. It has been arduous and also beset with upheavals and challenges and ups & downs. Every institution has its limitations and constraints. However, focused on its vision and with a mission of ever aspiring, ever trying and then reaching the target, Managing Committee and dedicated faculty always remain committed and determined to remove all impediments that confront its journey to academic excellence, its progress and growth.

SWOC Analysis of the institution

Hindu Kanya College, Kapurthala is enthusiastically driven into an academic orbit by a strong philanthropic body of the elites to promote women education since 1969 and it has amazingly grown all-round, passing through the phases of formal, informal analogical, digital, black board to web-site culture, catering to local and global needs of the learners.

Its SWOC analysis is a yardstick to guide it for further journey.

Strength of the College

1. It is exclusively a women college providing very strong and conducive environment for women empowerment.
2. Its progressive journey for providing diverse, traditional and modern academic courses, satisfying diverse interests of the area.
3. Its location in the heart of the city, makes it easily accessible to all learners and also makes it safe and secure place.
4. Enlightened and visionary management ever ready to invest for new courses, infrastructure and student support services.
5. Dedicated, hardworking and committed faculty always focused on student-growth and performance.
6. Enthusiastic and zealous students ever ready to go with the innovative programmes of the institution.
7. Commendable academic results shown by its students.
8. Excellent, comfortable and advanced infrastructure to meet ever expanding requirements of the learners.
9. Identified as a well-managed college by the university, visitors, dignitaries and a model college by the previous NAAC peer team.
10. Already assessed and accredited by NAAC, Bangalore, with Grade 'A'
11. Strongly committed for inculcating values and good character building institution.
12. For years together crowned with championship for commendable performance in Zonal Youth Festival.
13. Well known for its healthy and active linkages with local/nearby centers of unique functioning like Pushpa Gujral Science City, District Legal Literacy Centre, Virsa Vihar, Kapurthala, District Administration, Language Department, Kapurthala involving its students in various activities.
14. Known for healthy traditions, innovative practices and creative learning for the students.
15. It has developed as a strong student centric institution, working for redressal of all types of student issues, i.e. financial, personal, academic and emotional.
16. Its strenuous efforts towards research oriented attitude, aptitude and activities.
17. Availability of various professional courses for girls, opening new vistas for employability.
18. Frequently offered well designed value added courses to enrich students with a variety of skills.

19. Providing continuously, diverse forums to students for exposure to explore their potential in multi-featured cultural activities, sports, competitiveness and confidence building.
20. Its Wi-Fi enabled campus.
21. Its active center to prepare students for competitive and civil services examinations also.
22. Its focus on diverse extension activities providing interaction and closeness with community.
23. Encouraging and augmenting role of well settled Alumnae.
24. Healthy practice of publishing annual magazine, annual report and research journals of three departments of the college, i.e. Commerce, Social Sciences and Hindi.
25. Learners' friendly and ragging free environment for the students.
26. Active co-academic units organizing seminars, workshops, Nukkad Natak (Street Play), Expert Talks for curriculum enrichment and personality development regularly.
27. Strong devices for efficiency, transparency and participative administration due to the principles of decentralization and delegation of authority.
28. Frequent interactive sessions between management- faculty, management-students for sharing goals, mission, vision and learners outcome.
29. A well-built feedback mechanism working through strong formal and informal modes.
30. Alert and conscious stakeholders for eco-friendly environment.
31. Its increasing inclination towards inter-disciplinary approach.
32. Liberal concessions and financial aids for needy, brilliant and sports students.
33. Active and well-functioning Career counseling and placement cell.
34. A democratic approach of the top management from top to bottom involving student council, class representatives, prefects and staff representatives in all processes for decision making.

WEAKNESS/ CHALLENGES

1. Discouraging policies of the state government regarding sanctioning the posts.
2. No autonomy with the college regarding curriculum decisions.
3. College can't introduce the new courses without the permission of the affiliating university.
4. Constant resource crunch due to untimely and inadequate release of grants by the state government.

OPPORTUNITIES

1. Institution has a vast scope for developing collaborations with outer research bodies, organizations or funding agencies to promote research work.
2. Due to growing trends towards unconventional subjects, college can start its journey to new directions to meet the global needs.
3. Tapping the rich and vast potential of Alumnae for expansion of the different college wings.
4. Launching more courses for strengthening self-employment.
5. Special crash courses to be offered to learner's soft skills, social skills and interpersonal skills.
6. Faculty making more efforts for minor research projects funded by UGC.
7. Possibility of more linkages with industries, higher learning institutes and student exchange programmes under some MOUs etc.
8. Acceptance of multi-disciplinary approach and inter disciplinary teaching-learning projects to be implemented effectively.
9. Possibility of incorporating e-learning, blended learning and e-sourcing more intensively for curriculum delivery.
10. Tapping more areas to promote women education in nearby places.

FUTURE PLANS

1. To make the courses skill oriented through management sponsored courses, self-designed syllabi and self-financed experts.
2. To provide more curriculum enrichment programmes by different departments.
3. Constructing some playgrounds on newly purchased land near the college premises.
4. Sending more proposals for UGC sponsored national level conferences in professional subjects like Information Technology, Home Science and Fashion Designing etc.
5. Conducting more surveys involving students for life related experiences.
6. To encourage sports and to widen students participation.
7. Arranging regular yoga classes for physical fitness of the students.
8. To provide more facilities to faculty for making work conditions more welcoming and to retain competent staff.
9. To take effective steps to minimize dropout rate.
10. To make more efforts for placement of the students with better packages.
11. To make more intensive efforts to get approved the proposals for national level conferences and minor research projects, lying pending in the office of UGC.
12. To provide more facilities to staff and students by constructing lift in college campus due to multi-storeyed complexes.

Profile of the Affiliated / Constituent College

1. Name and Address of the College:

Name :	Hindu Kanya College, Kapurthala		
Address :	Amritsar Road		
City : Kapurthala	Pin : 144601	State : Punjab	
Website :	www.hindukanyacollege.com		

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Archana Garg	O: 1822-231277 R: 1822-233289	94639-94800	1822-508159	hkc_kpt@rediffmail.com
Steering Committee Co-ordinator	Mrs. Vijay Pathania	O: 1822-231277	94637-12021		hkc_kpt@rediffmail.com

3. Status of the Institution: Affiliated College

4. Type of the Institution:

a. By Gender

i.	For Men	
ii	For women	√
iii	Co-Education	

b. By Shift

i.	Regular	√
ii.	Day	
iii.	Evening	

5. It is a recognized minority institution? : No

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

NA

6. Sources of funding:

Government	
Grant-in-aid	√
Self-financing	√
Any other	√
Donations	

7. a. Date of establishment of the college: 15-06-1969

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

Guru Nanak Dev University, Amritsar (Punjab)

c. Details of UGC recognition:

Under Section	Date, Month & Year	Remarks(If any)
i. 2 (f)	26-09-1972	
ii. 12 (B)	26-09-1972	

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

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

Yes ☒ No ☐

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

Yes ☐ No ☒

9. Is the college recognized

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

Yes ☐ No ☒

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

b. for its performance by any other governmental agency?

Yes ☐ No ☒

If yes, Name of the agency and
Date of recognition: (dd/mm/yyyy)

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

Location	Urban
Campus area in sq. mts.	5953.27 Sq. Feet
Built up area in sq. mts.	11849.38 Sq. Feet

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 **YES**
- Sports facilities
 - * Playground **No**
 - * swimming pool **No**
 - * Gymnasium **YES**
- Hostel

- * Boys' hostel **NO**
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities (mention available facilities)
- * Girls' hostel **YES**
 - i. Number of hostels **One**
 - ii. Number of inmates **15**
 - iii. Facilities: Geyser, Common Room, mess, kitchen, Indoor Games, Telephone, library, Internet, Computer
- * Working women's hostel: **Facility of hostel is also provided to women working in different institution in the same hostel**
 - i. Number of inmates **10**
 - ii. Facilities (mention available facilities)
Same as mentioned above
- Residential facilities for teaching and non-teaching staff - **Residential facility in hostel is for the teachers coming from far off places.**
Peons: **Two Quarters are available for peons.**
- Cafeteria — **YES**
- Health centre – **NO**
First aid, In Patient

YES

Health centre staff – No
- Facilities like banking, post office, book shops **YES (Book Shop)**
- Transport facilities to cater to the needs of students and staff: **YES**
- Animal house: **No**
- Biological waste disposal: **No**
- Generator for management/regulation of electricity and voltage: **YES**
- Solid waste management facility: **YES**
- Waste water management: **No**
- Water harvesting: **No**

12. Details of programmes offered by the college (Give data for current academic year)(2016-17)

S. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1.	Under-Graduate	BA BCA B.Sc. IT B.Com. BBA B.Sc. Eco B.Sc. Comp Sc	3 Years 3 Years 3 Years 3 Years 3 Years 3 Years 3 Years	10 + 2 10 + 2 10 + 2 10 + 2 10 + 2 10 + 2 10 + 2	Eng, Pun, Hindi English English English English English English	Open 120+120+120 60+60+60 150+150+75 60+60+60 50+50+50 60+60+60	165+110+111 33+34+42 5+6+12 113+102+103 14+21+09 10+10+17 4+8+2
2.	Post-Graduate	M.A. Hindi M.A. Punjabi M.Sc. IT M.Com. M.Sc. Fashion Designing	2 Years 2 Years 2 Years 2 Years 2 Years	Graduation Graduation Graduation Graduation Graduation	Hindi Punjabi English English English	30+30 30+30 30+30 60+60 20+20	02+11 09+22 20+14 43+37 06+06
3.	Integrated Programmes PG						
4.	Ph.D.						
5.	M.Phil.						
6.	Ph.D						
7.	Certificate courses						
8.	UG Diploma	DCA	1 Year	10+2	English	50	16
9.	PG Diploma	PGDCA, PG Diploma in Garment Construction	1 Year	Graduation	English	80+30	12+7
10.	Any Other (specify and provide details)						

13. Does the college offer self-financed Programmes?

Yes ☒ No ☐

If yes, how many?

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

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

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

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	Physics, Mathematics	✓		
Arts	Economics, Sociology, Fine Arts, History, Political Science, Public Administration, Home Science, Physical Education, Philosophy, Music Vocal, Music Instrumental, Fashion Designing, Journalism & Mass Communication, English, Punjabi and Hindi	✓	✓	
Commerce	Commerce & Management	✓	✓	
CS & IT	CS & IT	✓	✓	
Any Other (Specify)	DCA, PGDCA, PG Diploma in Garment Construction	✓	✓	

16. **Number of Programmes offered Semester System:** 16

17. **Number of Programmes with**

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

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

Yes No

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

Yes No

20. **Number of teaching and non-teaching positions in the Institution (2016-17)**

Positions	Teaching faculty						Non-teaching staff	Technical staff		
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government <i>Recruited</i>	0	0	0	5	0	25	14	5		

Sanctioned by the Management/ society or other authorized bodies (On Contract)	0	0	0	0	0	33	18	16		6
Adhoc Staff										
Total				5		58	32	21	0	6

*M-Male *F-Female

21. Qualifications of the teaching staff: (2016-17)

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Staff							
D.Sc./D.Litt.	0	0	0	0	0	0	
Ph.D.	0	0	0	1	0	4	
M.Phil.	0	0	0	3	0	7	
PG	0	0	0	1	0	14	
5 25							
Adhoc Staff							
Ph.D.	0	0	0	0	2	0	
M.Phil.	0	0	0	0	0	1	
PG	0	0	0	0	0	30	
2 31							
Part-time							
Ph.D.	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	
PG	0	0	0	0	0	0	

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

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

Categories	Year 1 (2012-13)		Year 2 (2013-14)		Year 3 (2014-15)		Year 4 (2015-16)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC		203		181		146		181
ST								
OBC		103		254		165		254
General		1230		933		1070		933
Others								

24. Details on students enrolment in the college during the current academic year:- (2016-17)

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	947	189			1136
Students from other states of India					
NRI students					
Foreign students					
Total	947	189			1136

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

UG: 8.5%

PG: NIL

26. Unit Cost of Education

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

(a) Including the salary component

Rs. 35527/-

(b) Excluding the salary component

Rs. 15251/-

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

Yes

☐

No

☒

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

Sr. No.	Stream	Strength	No. of Teachers	Ratio
1	Humanities(UG& PG)	553	40	13:1
2.	Commerce(UG& PG)	491	13	37:1
3	IT and Computer Science(UG& PG)	215	11	20:1

29. Is the college applying for

Accreditation: Cycle 1 ☐ Cycle 2 ☒ Cycle 3 ☐ Cycle 4 ☐

Re-Assessment: ☐

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

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

Cycle 1: 31-03-2007 (dd/mm/yyyy)

Accreditation Outcome/Result : Grade A

31. Number of working days during the last academic year

180

32. Number of teaching days during the last academic year

135

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

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

IQAC 01-12-2007 (dd/mm/yyyy)

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

- i. AQAR 2007-2008 Submitted to NAAC on 15-10-2015
- ii. AQAR 2008-2009 Submitted to NAAC on 15-10-2015
- iii. AQAR 2009-2010 Submitted to NAAC on 15-10-2015
- iv. AQAR 2010-2011 Submitted to NAAC on 15-10-2015
- v. AQAR 2011-2012 Submitted to NAAC on 15-10-2015
- vi. AQAR 2012-2013 Submitted to NAAC on 15-10-2015
- vii. AQAR 2013-2014 Submitted to NAAC on 15-10-2015
- viii. AQAR 2014-2015 Submitted to NAAC on 21-11-2016
- ix. AQAR 2015-2016 Submitted to NAAC on 21-11-2016

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

NA

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

Vision: The vision of the college, as envisioned by the founder members of governing council and still being lived, is to empower the women folk of the society through a globally relevant and qualitatively enriched education, enabling her to be a vital force to explore her potential to expedite the changes required to keep pace with advancing scenario while living a life of dignity. The institution is committed to provide a learning environment to the women of rural as well as urban areas capacitating her to exemplify the rich heritage of Indian culture besides productively contributing vocationally and professionally to the cause of social uplift and nation building as an asset shedding all fears, apprehensions and age old superstitions.

Objectives and Goals:

- To provide need based higher education to the young girls of the city and adjoining villages through multi-natured academic programmes through UG and PG degree courses and diplomas.
- To capacitate them through professional degree courses so that they get equipped with skill, knowledge and practical acumen helping them to be employable or fit for self-employment to lead a life of economic independence.
- To inculcate moral values among the students to emerge as ethical, tolerant and responsible citizens.
- To expose them to different competitions, contests, debates and deliberations individually and collaboratively through extra & co-curricular activities for a holistic personality development.
- Women empowerment, a process of acquiring knowledge and awareness enabling them to move towards life with greater dignity and self-confidence.
- To provide women education in all areas of learning to eliminate gender inequality and to ensure equality before law and to prepare them for a life of challenges ahead.

Mission: Realizing the fact that empowered educated women are nation's strength and a blessing for family, all efforts, endeavors, projects and policies of the Managing Committee are focused on translating the vision, goals and objectives into reality so that after getting graduated or post-graduated, the young girls should enter the life as confident and strong contributors to all-round activities of the system and the society with a moral approach.

Communication to various stakeholders: As the mission is very big and energy demanding, all are to be well-informed about mission, vision and goals, so that collectively the same may be accomplished to the satisfaction of all stakeholders. Following modes help in communicating the aspirations and the expectations.

- Through college website updated from time to time.
- Through college prospectus printed every year, incorporating information regarding rules, regulations, courses, streams, university conditions and fee structure etc. before the admission starts.
- Through students' orientation programs before the teaching starts.
- Faculty and staff are also kept in touch with the vision and goals of the institution through well-arranged interactive sessions with the office bearers of the managing committee and the Principal.
- Through interactive meetings with parents, guardians, well-wishers and community members, the ultimate goals, objectives & the mission of institution are communicated to them.
- Daily morning assembly is a forum where students are updated with the upcoming plans of the Managing Committee to fulfill the institutional goals.
- Display boards at different points in college campus.

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).

The institution is always in the process of development and deployment of the strategies for effective implementation of the curriculum offered to students for different streams and courses. For developing the academic area, keeping in view the demands of the students, following new courses have been introduced since 2007 with the permission of affiliating University.

- Fine Arts as an elective subject for the students of B.A., a three year degree course.
- B.Sc. Computer Science, a new degree course, professionally very useful, has been introduced.
- Following Masters' Degree courses made available for the prospective students of the area.
 - M. Sc. Fashion Designing
 - M. Sc. (Information Technology)
 - Masters in Commerce
 - Masters of Arts in Punjabi

Action plans are developed and designed in the meetings of heads of departments, chaired by the Principal before the academic session begins.

- All vacant posts are filled before the commencement of the session to provide faculty to all departments.
- Section formation is also done and intimated to the students & the faculty for the subjects with large strength of the students.
- Latest copies, including changes/amendments of the curriculum/syllabi of all courses & streams are procured in time from the university and the same are brought to the notice of concerned faculty members through circulars by the principal. Photocopies of the same are sent to the college library and departmental libraries.

The Principal holds meetings of the heads of departments for detailed discussion to frame a plan to deal with the curriculum systematically and effectively, focusing on the following points.

- Distribution and allotment of the time table to faculty.
- To motivate them to prepare lesson plans before delivering lectures.
- To allocate/assign the classes/subjects for teaching to the faculty.
- To fix duration for completing the syllabi satisfactorily.
- Proper unitization of the syllabus to fix the number of chapters to be covered month wise.
- Also discuss how to deploy traditional as well as modern teaching aids/methods for making the learning easy, interesting and purposeful.
- Requirements of slow learners to reduce the dropout rate & advanced learners for better positions & ranks.
- A compact plan prepared in such meetings is also discussed with college advisory body and IQAC for further suggestions and betterment.

To ensure the **effective implementation** of curriculum, the institution takes the following steps:

- Faculty members are motivated to be regular to cover their syllabus in time and also to earmark the days for delivering lectures, for participatory sessions, question-answer sessions, surprise tests and be meticulous in communicating the standards of performance to the students with suggestions for better preparation for university examinations.
- Heads of departments conduct departmental meetings at least fortnightly to get apprised with the work being done in the classrooms and also to know about their problems or academic requirements.
- HODs also get feedback from their respective faculty members that how far students are grasping the contents of curriculum and are getting up to date knowledge and how far their retention or performance in internal examination is satisfactory.
- Practice of submitting monthly reports to the principal regarding the syllabus covered and uncovered, is an effective measure to get the work expedited.
- A constant rapport is developed with parents of the students helping their wards to be punctual for classes and tests etc.
- A well designed time-table and academic calendar for tests, quizzes, debates, discussions, expert talks and extension lectures on curriculum based topics are always there to be followed simultaneously.

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?

At University Level

The affiliating university (Guru Nanak Dev University, Amritsar) graciously extends its cooperation and strength to the faculty from time to time.

- It gives its approval and permission to introduce new classes and subjects proposed by the faculty through principal of the college to meet the rising expectations of the prospective students.
- It designs syllabus/curriculum for new courses/streams demanded in the colleges as per the changing scenario and global needs, thus providing a guideline to faculty as what to be taught for examinations.
- It provides question papers for the students to test their level of learning for promoting them to higher classes.
- Faculty members are invited for university bodies as members to be benefitted with the proceedings of the meetings of such bodies, may it be the academic council, senate, syndicate or subject wise committees.
- To help in professional growth of the faculty, Academic Staff College of the university organizes Refresher Courses, GOCs, Summer & Winter schools etc. frequently and invites the faculty from the colleges and awards the certificates helping the staff to be placed in higher promotional grades.
- The university arranges Inter-College Youth Festivals and Inter-college tournaments, seminars & orientation courses, thus facilitating the faculty to get their students involved in higher competitions, resulting in personality development & rich exposure.
- University forwards and recommends the proposals for UGC minor/major research projects sent by the faculty members to avail the UGC grants.
- Certain text books/reference books and research journals are published by the university to benefit the college faculty and students.
- Books are prescribed by the university in some subjects to be taught in the classes by the faculty.
- University involves the college teachers for conducting exams, evaluating answer books, adjudging the university events, thus enhancing the prestige of the faculty and building their confidence.
- The University gives an opportunity to the University/College teachers as members of the Board of Studies/Syllabus Moderation Committees to contribute towards the content of the syllabus and other reforms from time to time.

At Institutional Level

The college administration, the principal and the governing body are always at the back of the faculty to provide all sorts of support to create a healthy teaching and learning environment.

Academic Support

- The institution provides an opportunity to faculty by appointing them to impart education to the students thus satisfying their aptitude for academic pursuit.
- Institution facilitates the faculty members for academic/professional growth by permitting them to attend Refresher Courses, conferences, seminars, GOCs, meetings of professional bodies and peer groups etc.
- On the request of faculty, the institution invests its funds on purchasing new books, journals and subscribes to new magazines and newspapers to provide the latest

information and knowledge.

- Governing Body arranges funds to pay handsome salary, annual increments and other perks to relieve them from financial worries.
- For eligible cases, the recommendations and resolutions are sent to DPI(C) for revision of salaries, higher scales and better grades.
- Libraries and laboratories are constantly upgraded as per requirements of the subjects and requests of the faculty members.
- Institution not only sanctions long leave for faculty but also arranges substitutes for faculty members who go to attend GOCs, refresher courses etc. & for those who go on leave on medical grounds and maternity purpose or due to some extraordinary circumstances.
- Financial assistance for the publication of departmental journals and bulletins to promote research aptitude.
- Facility to get published post proceedings of conferences, college magazine, books, annual reports etc.
- The college organizes various seminars, conferences, workshops & extension lectures to keep the faculty abreast of the changing trends of their subjects. It also motivates the faculty to be research oriented. The teachers are given permission to attend the same in other institutions as delegates and paper presenters.
- The faculty is encouraged to adopt interdisciplinary approach wherever required.
- The college gives ample opportunity and freedom to use traditional as well as new innovative teaching learning methods.
- The college time table is made in such a way so that students and teachers can make best use of library & internet facility during the working hours.
- The college conducts special training session for the faculty to make them ICT enabled

Infrastructural Support

Faculty members get an adequate and motivating support from institute so far infrastructural facilities are concerned.

- A spacious & well equipped staff-room for faculty.
- A well-stocked and fully computerized library, equipped with latest editions of books, e-books, e-journals and software, adequately subscribed research journals, magazines, newspapers and a well maintained archives section of old, rare and out of print books & journals.
- Well-furnished and upgraded laboratories with latest software, gadgets & apparatuses etc. such as computer & IT labs.
- For professional and skill-oriented subjects there are:
 - Home Science Labs
 - Language Lab
 - Music rooms with a variety of instruments
 - Fine Arts Lab
 - Fashion Designing Lab.
 - Gymnasium for the students of Physical Education and playgrounds and stadiums outside the college are made available for practice to the students of Physical

Education.

- Wi-Fi enabled campus
- Facility of transportation with a fleet of 8 luxury buses and other vehicles.
- A newly constructed hostel for staff in need of accommodation.

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.

Besides the traditional lecture delivering methods, various initiatives have been devised by the institution/college administration and management to make the curriculum delivery and transactions not only effective and efficient, but also interesting and innovative.

- Maximum efforts are put into action to make the institutional environment student centric & learner-friendly, as students' growth is the most focused goal.
- Besides classroom teaching, adequate attention is given to informal modes to impart education relevant to different subjects.
- Subject based associations involve the students in some theme-based activities, competitions & enactments to enrich their acumen and basic understanding.
- Value added/ crash courses are structured by the college faculty in Home Science, Commerce & Management, Computer Science & Information Technology, Fine Arts and Language departments for which the students are invited to join short-term courses during working days/vacations to enrich their learning. For some courses even extra time table is allotted. Institute provides subject experts, classrooms and furniture etc. to facilitate the demonstrations and lecture work.
- Besides courses, special remedial classes are arranged for slow learners.
- Faculty keeps a vigil on brilliant and advanced learners who always try to get special positions.
- Faculty members are motivated to hold the classes other than their own, specially relating to faculty on leave and deliver some special talks on the topics of general importance for enhancing the general knowledge of the students and also emphasizing multi-disciplinary approach
- A well-knit tutorial system works throughout the session. Special periods and tutors are given to students to discuss effective agenda (discipline, environment, moral values etc.), solving the problems of the learners which provide a congenial atmosphere for juniors & seniors to exchange their views and share their experiences.
- In academic tutorials, the students convey their views on the contents, size and nature of the topics to their tutors, which are forwarded to the heads of respective departments. Then the heads of departments suggest the principal to call their meetings and discuss the feedback given by tutors and the students. A compact proposal is prepared in such meetings and the same is sent either directly to university authority or through faculty members who attend the meetings of different university committees/bodies from time to time.
- To widen the horizon of the students academically, all those areas which are not covered in formal syllabus, but otherwise useful to face the challenges ahead, scholars, experts,

experienced personalities from corporate sector, university, fashion houses and industrial fields are invited to deliver lectures.

- Strong linkages are created with NGOs/Institutions like Samkalap (Delhi), Gayatri Parivar (Haridwar), PAHAL (Jalandhar), Red Cross Society, Red Ribbon Club & Pushpa Gujral Science City (Kapurthala). Special orientation programmes are organized in collaboration with such NGOs to prepare the students for competitive examinations and social services.
- Institution arranges educational trips and excursions escorted by teaching faculty to historically and culturally significant places to provide an opportunity to learn more and more practically besides bookish knowledge.
- Throughout the session, various co-curricular activities are arranged involving students for debates, extempore speeches, declamation contests, quizzes, group discussions & question answer sessions, making the curriculum clearer.
- Provision of book bank to facilitate the brilliant and needy students to avail the study material free of cost.
- Providing e-learning, e-contents & e-journals for upgrading the study material useful for advanced learners.
- Developing analytical skills among the students through review of books written by different authors.
- Facilitating the faculty to use ICT enabled services while delivering lectures.
- Students' feedback on teaching for making teaching-learning more effective and responsive.
- Industrial visits are arranged for the students of certain subjects to give them practical exposure and to develop higher quality cognitive skills among the students.

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?

While operationalizing the curriculum effectively and result oriented, the institution goes on creating network and interactive occasions with the major beneficiaries like industries, research bodies/scholars and the university without which performance of institution is at stake. Such networks and interactions give an exposure to the learners too while sharpening their analytical skills.

Industry

The placement cell of the college chalks out a plan for the session regarding industries to be contacted, the H.R. units of the companies, of insurance & banking sector, to be visited.

- Faculty arranges field visits for students to industrial houses, institutions like banks, leather complex, insurance companies, and offices of chartered accountants to observe the way of working, input and output of such units and their utility for community at large and how far their learning is suitable. Students work for some days there for training purposes
- College has a reputation in the area for grooming the students in the healthy atmosphere & inculcating positive qualities in the students. So the institution often gets demands & request letters from nearby rice Sheller owners, private channels of T.V., print media

owners & bank managers to recommend some students to be placed in their organizations to work. Thus industrialists and entrepreneurs of the area prefer the students of this college because they are considered hardworking, dedicated & sincere.

Research Bodies

- UGC sponsored conferences, seminars and workshops have been arranged by different departments like Commerce, Hindi, Economics and History in previous years. Scholars, experts, specialists of different areas from different universities were invited who spoke with in depth knowledge on different thrust areas.
- Deliberations and the rich contents presented by delegates raised new ideas, thoughts, notions, further motivating the students and the faculty for further research.
- Further, the published proceedings of such conferences were widely circulated among the research scholars, fellows, students and the faculty thus benefitting them for their research projects.
- To keep the research aptitude sparkled, the faculty is motivated to participate in research projects, funded by UGC or other research bodies.

University

Faculty members for meetings of the subject based boards of studies remain updated with curriculum. Informal discussions with their counterparts in other institutions and university often help in getting well-informed about the changes in curriculum. College often invites professors, heads of departments of university for some talks or special day celebrations which help faculty in getting apprised with the changing trends, issues and the new concepts in core subjects.

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, stake holder feedback provided, specific suggestions etc.)

Though the designing or restructuring of the courses is done by the affiliating university, however the institution contributes towards the development of the content of curriculum/syllabi through its faculty as members of Boards of studies/Syllabus and Moderation Committee. Keeping in mind the relevance, utility and difficulties being faced while translating rationale of the curriculum in practice as per the changing scenario, they make valuable suggestions regarding the change or modification of the current syllabi.

S.No	Name	Department/Designation	Members of board of studies
1.	Dr. Archana Garg	Principal	<ul style="list-style-type: none"> • Member, Academic council, Guru Nanak Dev University, Amritsar. • President, Selection committee, Ball badminton, Guru Nanak Dev University, Amritsar. • Member, Advisory committee, Youth Festival, Guru Nanak Dev University, Amritsar.

2.	Mrs. Jaswinder Jaggi	Department of English	<ul style="list-style-type: none"> Member, Staff selection committee (English), Guru Nanak Dev University, Amritsar.
3.	Mrs. Jaswant Kaur	Department of Sports	<ul style="list-style-type: none"> Member, Selection committee, Basketball team, Guru Nanak Dev University, Amritsar. Member, Selection committee, Kabaddi team, Guru Nanak Dev University, Amritsar. Member, Selection committee, Net ball team, Guru Nanak Dev University, Amritsar.
4.	Mrs. Parmjit Kaur	Department Of Music	<ul style="list-style-type: none"> Member, Board of studies, Guru Nanak Dev University, Amritsar. Member, Faculty of visual & performing art, Guru Nanak Dev University, Amritsar.
5.	Mrs. Amanjyoti	Department Of History	<ul style="list-style-type: none"> Member, faculty of arts & social science, Guru Nanak Dev University, Amritsar.
6.	Er. Inderjeet Kaur	Department of CS & IT	<ul style="list-style-type: none"> Member, Board of studies, Guru Nanak Dev University, Amritsar.

Table 1.1.1: List of faculty members representing the college in University bodies

In the process of development of curriculum the feedback of stakeholders i.e. students and faculty is considered as a yardstick to measure the relevance of the syllabi/curriculum. Following are some of the initiatives of the faculty to suggest to university to eliminate the obscure topics or for some amendments/changes in different syllabi.

Department of Punjabi:-

- During the session 2011-2012, taking into consideration the feedback of one section of the society, the Head, department of Punjabi suggested the university to delete one portion which was a part of the chapter from Ist Year General Punjabi book, as the content was inappropriate and hurting the sentiments of a particular section of society. The same was accepted and implemented.
- As member of Syllabus Moderation Committee/Board of Faculty of Languages, the faculty members suggested the university to delete some portion of syllabus for BA-II (General Punjabi) as it was not possible to complete it satisfactorily during the stipulated period of time. After thorough discussion in the syllabus moderation committee, the suggestion was accepted and implemented.
- It was also suggested for B.A III in the subject of Elective Punjabi for the book ਪੁਰਾਤਨ ਪੰਜਾਬੀ ਕਾਵਿ (Ancient Punjabi Poetry) to reduce the number of chapters/topics in order to maintain the quality of result oriented delivery of the curriculum. After thorough deliberations, the same was accepted and implemented.

Department of English

- The faculty members suggested the syllabus moderation committee to delete one short story 'Draupadi' by Mahasweta Devi (Texts and their Words) from the Final year (General English) syllabus because of its undesirable content and the suggestion was accepted and implemented and the book was changed.

Department of Hindi

- In one of the meetings of syllabus moderation committee, Dr. Kulwinder Kaur, Head, department of Hindi made suggestions to delete one short story 'Sadgati' by Munshi Prem Chand prescribed for BA-Ist year class as the content of the story was indecent and the same was accepted and implemented.

Department of Commerce

- The Post Graduate Department of Commerce also took stock of the feedback of the students and other stakeholders' popular demand to include certain important topics/chapters in syllabus of UG classes. The valuable suggestions were forwarded to the university and the following changes/modifications were made in the current syllabus:
 - Inclusion of Tally in the syllabus of B.Com (Professional).
 - Exclusion of project reports in UG classes.

Apart from the above mentioned contribution, the college introduced many value added courses in different streams/departments responding to the feedback from the students, their parents, and other stakeholders and beneficiaries so as to supplement the prescribed university syllabi. (The detailed information regarding the same is given under **Q. No. 1.1.7**)

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 institutional goal to give a holistic education to students, has been a priority since the beginning and to reach this goal besides the syllabi and prescribed contents, some value adding courses are run by the college for which suitable curricula are designed by the college faculty. The only mission is to enrich the educational programmes and to impart multi-natured skills to students to increase their employability and the opportunities for self-employment.

Following is the list of such courses being designed and run by different departments.

P.G Department of Commerce

S.No	Class	Name of the Course	Session	Credit Hours
1	B.Com(G) III Year	Insurance & Risk Management	2011-12	35
2	B.Com(P) III Year	Investment Management	2011-12	35
3	B.Com(G) III Year	Insurance & Risk Management	2012-13	35
4	B.Com(P) III Year	Investment Management	2012-13	35
5	B.Com(G) III Year	Insurance & Risk Management	2013-14	35
6	B.Com(P) III Year	Investment Management	2013-14	35
7	For All Classes	Fundamentals Of Commerce	2013-14	35
8	B.Com (G) VI Sem	Tally ERP 9	2014-15	35
9	B.Com (P) VI Sem	Banking Operations	2014-15	35

Table 1.1.2: List of value added course being run by the Department of Commerce

P.G Department of CS & IT

S.No	Class	Name of The Course	Session	Credit Hours
1.	BCA/B.Sc IT III Year	VB 6.0	2011-12	35
2.	BCA/B.Sc IT III Year	VB 6.0	2012-13	35
3.	BCA/B.Sc IT III Year	VB 6.0	2013-14	35
4.	BCA/B.Sc IT VI Sem	VB 6.0	2014-15	35
5.	BCA/B.Sc. IT VI Sem	VB 6.0	2015-16	35

Table 1.1.3: List of value added course being run by Department of CS&IT

Department of Home Science

S.No	Class	Name of The Course	Session	Credit Hours
1	Home Science III Year	Food Preservation & Baking	2011-12	35
2	Home Science III Year	Food Preservation & Baking	2012-13	35
3	Home Science III Year	Food Preservation & Baking	2013-14	35
4	Home Science VI Sem	Food Preservation & Baking	2014-15	35
5	Home Science VI Sem	Food Preservation & Baking	2015-16	35

Table 1.1.4: List of value added course being run by Department of Home Science

Department of Fine Arts

S.No	Class	Name of The Course	Session	Credit Hours
1.	All Streams	Painting & Sketching	2011-12	35
2.	All Streams	Painting & Sketching	2012-13	35
3.	All Streams	Painting & Sketching	2013-14	35
4.	All Streams	Painting & Sketching	2014-15	35
5.	All Streams	Painting & Sketching	2015-16	36

Table 1.1.5: List of value added course being run by Department of Fine arts

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

The institution academically enables the students to complete the degree course or diploma for which they are admitted. To ensure the desirable results, various measures are planned and implemented.

- Before the teaching starts, a well-designed time table is allotted to faculty with sufficient time for implementation of curriculum during the stipulated period.
- During the session, class-tests, terminal examinations on university pattern also help in academic assessment and measuring the level of accomplishment.
- Faculty formulates the criteria on which students' performance is measured and given the marks accordingly.

- Feedback of faculty on the performance helps in analysis of the factors causing good or bad performance and outcome of the analysis helps in reviewing the policies or strategies for improvement and betterment.
- Feedback from parents is also procured through teachers-parents meetings which helps in planning the remedial measures.

1.2 Academic Flexibility

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

The college being a premier women institution of the area is committed to impart holistic higher education. It has been expanding its wings by introducing new degree courses and diplomas to meet the challenging requirements of social/eco-cultural fabric with a purpose to offer vast choice to students for learning vocational skills. It has provided a variety of streams to meet the needs of students with different aptitude befitting their aspirations and ambitions to explore their potential.

Apart from the UG/PG degree courses, following are the diplomas courses, offered by the college:

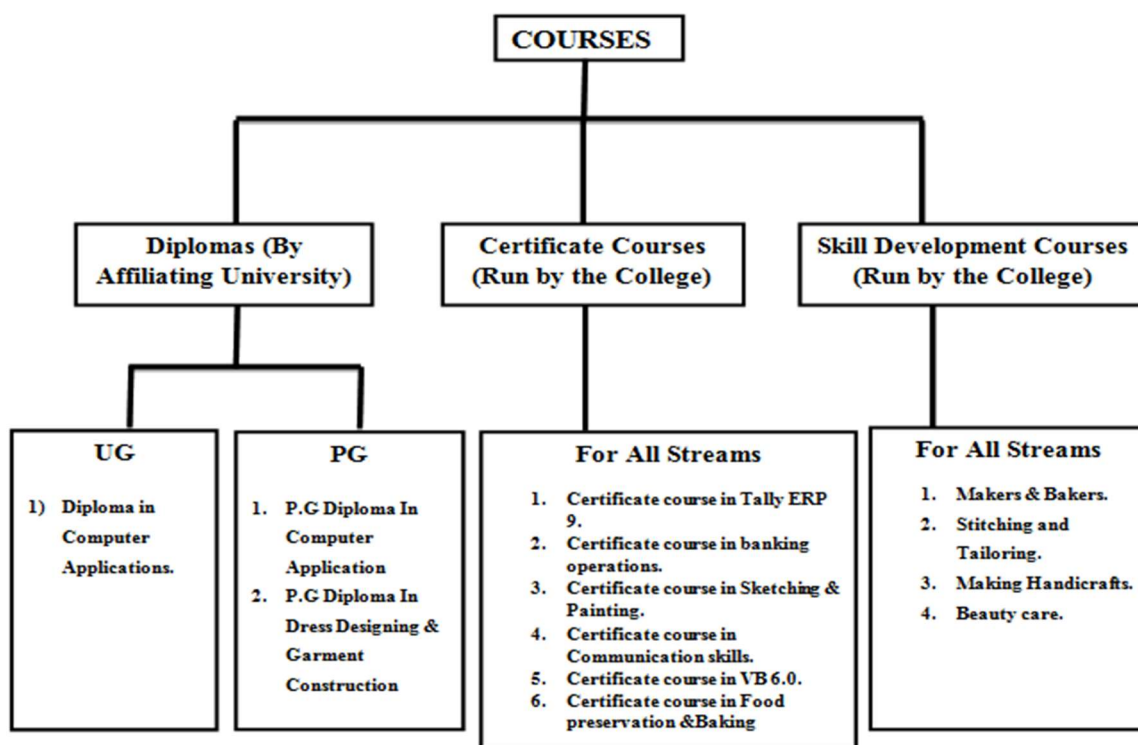


Diagram 1.2.1: Skill development courses offered by the Institution

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

Though affiliating university does not allow for any dual degree programmes at UG/PG level. However college is running Add-On and Value-Added Courses which are structured, financed and evaluated by the institute itself. Students from any stream can opt for these courses along with their regular degree courses to promote inter-disciplinary approach.

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:

1. Range of Core/Elective options offered by the University and those opted by the college

College is offering following core subjects as per the norms of affiliating university.

Bachelor of Arts (Three Year Degree Course)

- Compulsory/General English
- Compulsory/General Punjabi
- Basic Punjabi in lieu of General Punjabi
- Environmental Studies
- Out of a vast list of subjects, college has offered following optional subjects and the students are free to opt for any three in degree course in Humanities.
 - English
 - Hindi
 - Punjabi
 - Political Science
 - History
 - Music (Instrumental)
 - Music (vocal)
 - Home Science
 - Fashion Designing
 - Mathematics
 - Physical Education
 - Sociology
 - Journalism and Mass Communications
 - Economics
 - Quantitative Techniques
 - Fine Arts
 - Computer Science
 - Philosophy
 - Computer Applications
 - Public Administration

Honors (Additional Subject)

Students of Commerce & Humanities can opt for Honors Course with additional papers in the following subjects, besides the other normal subjects:

- English
- Political Science
- History
- Philosophy

- Hindi
- Commerce

Commerce & Management

- Bachelor Of Commerce (Regular)
- Bachelor of Business Administration

Computer Science and Information Technology

- Bachelor Of Computer Applications
- Bachelor of Science (Information Technology)
- Bachelor of Science (Computer Science), Bachelor of Science (Economics)

P.G. Courses/Master Degree Courses

- Master Of Arts in Hindi
- Master Of Arts in Punjabi
- Master Of Commerce
- Master of Science in Information Technology
- Master of Science in Fashion Designing.

2. Choice Based Credit System and range of subject options

Not Applicable

3. Courses offered in modular form

Courses are offered paper wise by the university and not in the modular form.

4. Credit transfer and accumulation facility

No credit transfer and accumulation facility exists.

5. Lateral and vertical mobility within and across programmes and courses

There is no-lateral mobility within and across the programmes.

6. Enrichment courses

Besides the normal courses, students are offered enrichment and bridge courses.

- Institution provides special Grammar classes to students of rural background to enrich their understanding in grammar and writing skills to bridge the gap between rural and urban students.
- Subject/content based workshops, seminars, conferences are arranged to impart the latest development and fast advancing knowledge.
- Personality enrichment programmes and talks by eminent scholars are made available from time to time to enrich the course contents.
- Orientation programmes for communication, interpersonal, analytical & numerical skills are organized to build confidence in students to widen their outlook to go deep in course contents.
- Courses are offered paper wise by the university and not in the modular form.

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

Yes, the college offers a wide range of the self-financed courses/subjects/departments in different streams, which are listed below.

1. Commerce:

(Under Graduate Level)

- Bachelor in Commerce (General)
- Bachelor in Business Administration

(Post Graduate Level)

- Masters in Commerce

2. Computer Science & IT

(Under Graduate Level)

- Bachelor in Computer Applications
- Bachelor in Sciences (Information Technology)
- Bachelor in Sciences (Computer Science)

(Post Graduate Level)

- M.Sc.(Information Technology)

(Diplomas)

- Diploma in Computer Applications
- Post Graduate Diploma in Computer Applications

3. Self-financed Subjects for study in Humanities

(Undergraduate level)

- Computer Science
- Computer Applications
- Mathematics.
- Political Science.
- Physical Education.
- Home Science.
- Sociology.
- Public Administration.
- Fashion Designing.
- Journalism and Mass communication.
- Fine Arts.
- Philosophy.
- Music (Instrumental).

(Post Graduate Level)

- M.Sc. (Fashion Designing)
- PG Diploma in Garment Construction & Fashion Designing.

The criterion for admitting the students to self-financing courses is not different. It is as per the eligibility norms fixed by the affiliating university.

- Curriculum taught to the students of these self-financing courses is also prescribed by the university as for other courses. University does not differentiate between the students of government financed and self-financed courses.

Faculty of these self-financed courses is appointed, if they fulfill the UGC norms. Besides the eligibility norms, experience, research potential and extra-talents are preferred when the

faculty is appointed. They are duly approved by the affiliating university.

Salary structure is as per the UGC norms but it is paid from the management sources.

Fee structure for self-financed courses is as per affiliating university rules and management rules. Besides the regular self-financed courses, there is a category of **Add-On courses/Value Added courses**.

- For such courses, the curriculum is designed by college faculty but as per the norms fixed by university and UGC in some cases.
- Fee structure for such courses is fixed by management which is very nominal to bear the expenditure of faculty and infrastructure.

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

Present day lifestyle does not underestimate the women folk. The girls today, if empowered, can't remain silent spectators. Their role has got an immense significance. So it is the responsibility of the institution to educate the women, i.e. besides giving her academic excellence, she should also be equipped with skill & knowledge and to be shaped as an asset for the family and the nation.

So the college management gives special attention to special skill-oriented programmes relevant for regional or global markets and also for employability.

The institution has established in-house Self-Employment Center, Placement Cell and Competitive Exam and Personality Enhancement Center, always engaged in planning and organizing skill oriented programmes, which are financed and management by the college managing committee.

Ratio of rural background students is larger than the urban ones. They need intensive efforts to keep pace with the advancing life style, vocational guidance & professional training. Their training is the most required factor for an effective & far reaching social change. So all the skill oriented programs are designed, keeping in view their rural background and I.Q. level to benefit them the most.

Year wise details of the skill oriented programmes arranged by different departments and number of beneficiaries.

Session	Department/Area	Name Of the course	No. Of Beneficiaries
2011-2012	Commerce	Insurance & Risk Management	28
		Investment Management	41
	Information Technology	VB 6.0	99
	Fine Arts	Painting & Sketching	24
	Home Science	Food Preservation & Baking	11
	Crash Course during Vacations	Spoken English, Art & Craft, Cooking, Computer Fundamentals	57

Table 1.2.1

Session	Department/Area	Name Of the course	No. Of Beneficiaries
2012-2013	Commerce	Insurance & Risk Management Investment Management	32 40
	Information Technology	VB 6.0	72
	Fine Arts	Painting & Sketching	12
	Home Science	Food Preservation & Baking	25
	Crash Course during Vacations	Spoken English, Art & Craft, Cooking, Computer Fundamentals	25

Table 1.2.2

Session	Department/Area	Name Of the course	No. Of Beneficiaries
2013-2014	Commerce	Insurance & Risk Management Investment Management Fundamentals Of Commerce	43 52 06
	Information Technology	VB 6.0	60
	Fine Arts	Painting & Sketching	12
	Home Science	Food Preservation & Baking	14
	Crash Course during Vacations	Spoken English, Art & Craft, Cooking, Computer Fundamentals	55

Table 1.2.3

Session	Department/Area	Name Of the course	No. Of Beneficiaries
2014-2015	Commerce	Tally ERP 9 Banking Operations	46 59
	Information Technology	VB 6.0	62
	Fine Arts	Painting & Sketching	13
	Home Science	Food Preservation & Baking	16
	Crash Course during Vacations	Spoken English, Art & Craft, Cooking, Computer Fundamentals	58

Table 1.2.4

Session	Department/Area	Name Of the course	No. Of Beneficiaries
2015-2016	Commerce	<ul style="list-style-type: none"> Finance Retail 	53 75
		Total:	128
	Information Technology	VB 6.0	47
	Fine Arts	Painting & Sketching	8
	Home Science	Food Preservation & Baking	21

Table 1.2.5

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

Although the university does not provide any such provision or facility for students to join conventional face to face as well as distance mode of education simultaneously yet the shifting from regular to distance mode is permissible in some exceptional cases and the college cooperates with such students.

1.3 Curriculum Enrichment

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

Institutional goals are integrated with university curriculum to reach the mission of an empowered, enlightened, educated and well-mannered woman capable to change and adapt with the changing expectations of the society.

While focusing on the objective of giving intellectually enlightened and righteous women force to society, institution works hard to impart education as per university curriculum, theoretically and practically. It supplements these academic courses with varied innovative and enriching programmes and activities undertaken throughout the academic session.

- Various journals and magazines are subscribed for college and departmental libraries and students are motivated to make use of these journals, magazines, reference books in library to enrich the core concepts of their subjects/streams.
- Institution motivates the faculty to prepare their students with extra efforts to participate in district, inter-college & university level competitions and get exposed to external learning environment.
- Departmental/inter departmental level fests/bonanzas are arranged to involve students in educating and entertaining contests to explore their talent, sharpness, hold on subject and analytical skills.

- Faculty is directed to develop question banks which are supplied to students before the university examinations and they are also guided about the source of study material and style of attempting the complex questions.
- Orienting towards environmental issues, gender sensitization, women-uplift, life skills, hygiene and sanitation, basics of good health and physical fitness, through talks, workshops, declamation contests, debates & faculty address in morning assembly etc.
- Instituting special incentives for the users of library books & journals etc.
- To provide special subject wise tutorial periods.
- Arranging special sessions to learn life skills like communication, managerial & analytical, leadership quality, critical thinking, problem solving skill and decision making skill etc.
- To conduct surveys through students on socio-economic issues like voting behavior, cases of domestic violence, rising prices, problems of working women, malpractices in MGNREGA & PDS etc.
- Besides chiseling their mental acumen, co-academic units, functioning in the college help to broaden the outlook of the students, awaken their social consciousness & create inter-personal skills in them.

Detailed below is of different associations, units and clubs working to fulfil the Institutional Goals

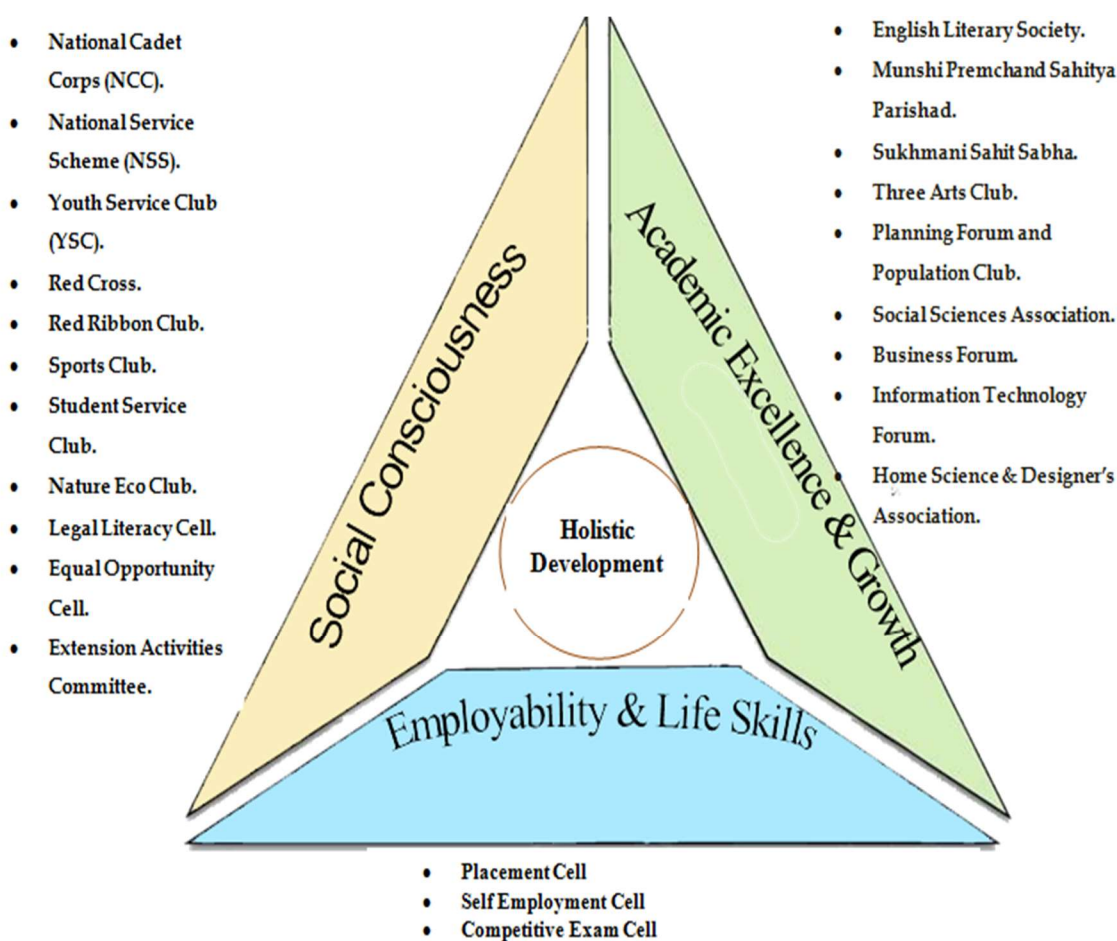


Diagram 1.3.1

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?

Though the institution is not at liberty to frame the syllabi of the academic programmes introduced in the college but the institute has devised the ways, methods & strategies as per its requirements, level and background of the students and emerging needs of the market while teaching the prescribed curriculum to its learners.

- Faculty has a caliber to translate the syllabus in a language easily understandable and relevant with the surroundings i.e. local, regional and global expectations. Vibrant market is always there when the teacher explains the concept or the theory of the events, changes, disturbances and possible solutions or remedies.
- Scholarly definitions, quotations and statements being given through chalk and talk in class-rooms are explained in the context of society, relations, contracts, agreements existing actually, thus students experience unique combination of theory and practice through the learned style of explanations of faculty members.
- Methods like comparison, practically doing, exposure to organizations, offices, field areas give an opportunity to students to see a real world beyond the books.
- Whereas classroom teaching develops the intellect and knowledge of the learners' then exposure to outer world gives experience and practical wisdom, students are sent to industries, banks, corporate offices, garment industries & fashion houses and exhibitions etc. for practical training.
- Subjects like Journalism and Mass Communication, Fashion Designing, Fine Arts, Music (I) and Music (V) opted by the students help them to enter the practical fields after graduation. Their experience can enable them for bright opportunities for employment.
- Fundamentals of computer and environmental studies give knowledge of the basic principles and help them to better understand the life ahead.
- The college offers a wide range of professional and technical courses/subjects to its students such as Commerce, Computer Science & Information Technology, Fashion Designing, Journalism & Mass Communication, Home Science, Fine Arts etc.
- The college has evolved a system to give students a practical experience in the subjects who are otherwise theoretical in nature like Languages, Economics, History, Political Science, Sociology, Public Administration etc. The students are encouraged to participate in stage performances, poetical recitation, declamation /debate, anchoring, mock parliamentary sessions, surveys etc to develop the soft skills like interpersonal skills, communication skills and analytical skills.
- While planning all academic and co-academic activities of the departmental societies, clubs and units etc, the focus is on developing the life skills, ethical & moral values to groom the students as successful professionals.
- A competitive examination cell is working in the college to prepare the students for civil services, banking, insurance, B.Ed. entrance test, National Eligibility Test (NET), Teacher Eligibility Test (TET) etc.

- The college has created required infrastructural facilities to make the students more employable in various fields, which includes well equipped laboratories, well stocked library and ICT enabled campus etc.
- Involvement of the students in planning, arranging, conducting and participating in various co-curricular activities, inculcates in them the qualities like time & resource management, entrepreneurial ability, leadership qualities, team spirit, event management etc.
- The placement and career counselling cell of the college plays a major role in enhancing the employability quotient by establishing more linkages with agencies/companies/organisations etc. It conducts campus interviews, recruitment drives and extension lectures etc. for the same

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., in to the curriculum?

Gender Issues: Gender issue is to be handled very carefully being the most delicate and sensitive issue having crucial effects if it remains unattended. The institution is a girls' college, totally dedicated to educate the women and empower them with quality and professional education to dissipate inferiority complex among them, if any.

- Various co-academic units like **Women Cell, Equal Opportunity Cell, Legal Literacy Cell, and Anti-Sexual Harassment at Workplace Committee** are focussing on the issues like eve-teasing, domestic violence, discrimination against girl-child, female foeticide, malnutrition among women etc.
- Women Day (8th March) is celebrated in the college and experts on the subjects are invited to motivate the girls to respect themselves as women and to live a life of respect and dignity.
- Self-Employment Cell gives vocational courses to students to earn even while sitting at home and be financially independent.
- The issue of human rights is integrated with curriculum in some disciplines by the university itself.
- 'International Human Rights Day' (10th December) is highlighted as a significant day to create awareness about various rights to be exercised by a woman for self-esteem and self-actualisation.

Climate change & Environment Education: College is deeply concerned to awaken its students about all these vital issues so that they may become responsible citizens and sensitive partners in infusing life to solve such riddles affecting the earth where they have to spend their future.

- Environmental Studies is a compulsory subject in degree classes so it is integrated with the curriculum and the institution provides regular faculty, classrooms and allots periods in the time table.
- The institution also makes the following efforts:
 - To grow green belts in college and nearby areas.
 - Van Mahotsava is celebrated during rainy seasons every year and tree plantation campaign is done on regular basis.

- Saplings are distributed among the students free of cost.
- Students are motivated to adopt tree and take care of them individually.
- Motivational talks are given for celebrating a safe and eco-friendly Deepawali.
- The college dedicates its every new session to some environmental cause as its motto and the same is communicated to the students/stakeholders through prospectus and other publications. Throughout the session various activities, programmes, projects and assignments relating to that particular motto are organised and undertaken. Special result oriented efforts are made to accomplish the same. Some of the mottos undertaken during recent years :
 - Be Eco-Friendly(2008-09)
 - जल संरक्षण—जीवन रक्षण (2009-10)
 - Preserve Biodiversity.(2010-11)
 - Save Forest, Save Trees, Save Life. Live for Trees, They Live for Us. (2011-12)
 - Go Green. (2012-13)
 - Save Water (2013-14)
 - Save Mother Earth- “Say No To Plastic” (2014-15)
 - Motivate- Educate-Excel –Celebrate(2015-16)
 - Beti Bachao, Beti Parhao (2016-17)

Human Rights: Institution keeps on organising seminars and workshops for the students to make them sensitised about their basic rights. Besides, a Legal Literacy cell is there to spread education on legal rights and legal matters.

ICT: As a higher education institution, the college keeps its students, faculty and the whole teaching-learning process, abreast with the global standards of education and knowledge. To accomplish this, Information Technology as a subject and as a teaching-learning and communication tool, is of great value. To spread the IT literacy, the optimum use of ICT is encouraged through following steps:-

- The complete environment in the college is ICT enabled for the learners. Institute has already offered degree courses like BCA, B.Sc. (IT), B.Sc. (Computer Science), M.Sc. (Information Technology) and PGDCA & DCA, one year diplomas.
- For non IT students, IT department goes on giving free crash courses to learn fundamentals of computer learning.
- Apart from IT courses, students from non-IT streams are given the option to study Computer science/Computer Application as an elective subject.
- Teaching faculty is encouraged to use the ICT enabled teaching aids/tools.
- Special computer fundamental classes are arranged for students and faculty in general.
- Latest software has been installed in language /computer labs. The entire system is continuously upgraded to keep the labs at par with the fast-changing developments in the field of technology.
- IT experts from reputed companies are invited to impart knowledge related to latest innovations to faculty & students.
- Functioning of the library and administrative office is fully computerized.
- ICT related Value Added Courses for non IT students.
- ICT enabled Conference Hall & WI-Fi connected College Campus.

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

- **Moral and ethical values**
- **Employable and life skills**
- **Better career options**
- **Community orientation**

Moral and ethical values

For an all-round and holistic development of students, academic learning is adequately supplemented with diverse value-added activities and courses.

Students are taught moral values, the strength of their good character, value based behavior and strong conduct as individuals along with the academic learning.

It is an institutional goal to train the woman to be exemplary, graceful, modest and feminine in her qualities.

- To reach the goal, academic session starts with Akhand Path of 'Sri Ramayana Ji' to inculcate ethical values.
- Holy Path of Sri Sukhmani Sahib is solemnized in college campus. Guru Ka Langar is cooked and enjoyed collectively to strengthen communal harmony and dignity of labour.
- A unique feature, daily morning assembly with patriotic songs and great thought delivery by faculty has become a forum for character building.
- Solemnizing Havan on every Sankranti and lectures by some scholars, saints, and mahatmas strongly shape and mold the habits and ideas of the students.
- Institutionalizing of some special awards for students for simplicity, punctuality, truthfulness, honesty, hard work, social service and volunteering for various college activities to motivate youth to go on the right and ethical track of life.
- Strong linkages are created with 'Gayatri Parivar' of Haridwar and students are involved in special quiz contests for which the material and questionnaires are provided by the Gayatri Parivar emphasizing on the rich heritage of Indian philosophy, spiritualism and inspirational characters.
- Another linkage is developed with Samkalap, Delhi to guide the students for competitive examinations and to inculcate the values of integrity, compassion and excellence among the aspirants for civil services after graduation.
- Various healthy practices are developed in college to create a congenial and a homely atmosphere for learners like:
 - Ragging is strictly prohibited to make the senior students affectionate and juniors respectful.
 - Freshers are welcomed by the seniors with get together & heat warming talks.
 - Outgoing class is given a farewell with tips of wisdom.
 - Toppers & merit holders are honored at inaugural function, thus appreciating the merit.
 - Two days are fixed for uniform, thus a dress-code system to promote simple living.

Employable and life skills & better career options

- Students of professional and technical courses are sent to various agencies, offices, banks etc. for practical training & preparation of projects which adds to their knowledge and field experience, thus making them more employable.
- Computer science and IT department offers courses, which produce students with knowledge of MS Office, Internet Operation, Visual Basic, Computer Fundamentals etc. that enable them to meet the requirements of any employment.
- Students are trained formally and informally in many life and inter-personal skills like critical thinking, decision making, problem solving, verbal and non-verbal communication skills, social awareness and assertiveness.
- Career Counseling Cell gives an opportunity to the students for the right choice of subjects/streams at the time of admission so that they may choose the proper career option during and after their course of studies.
- Competitive Examination Cell provides opportunity to aspirants for different competitive examinations such as civil services, banks, insurance, national eligibility test (NET), B.Ed and teacher eligibility test (TET) etc.
- Special campus placement drives are organized in collaboration with banks, insurance companies, IT sector and other agencies to provide better career options.
- Special self-employment programmes like Makers and Bakers, Stitching and Tailoring, Handicraft and Beauty Care have been designed to develop special skills suited for self-employment and better career options.

Community Orientation

Community orientation is another phase of one's life because individual growth goes with community growth. Various activities are undertaken at institutional level to inculcate a spirit to devote oneself to community service and to cultivate a philanthropic outlook.

- Students are sent to Kusht Ashram, orphanages, Nari Niketan and slum-areas to observe the life style of such people and give a helping hand to them with finance and essential articles.
- Students are motivated to respond to the appeal of administration to contribute for the victims of natural calamities and disasters like Tsunami, floods, earthquakes and draughts etc.
- Collectively celebrating the festivals like Lohri, Makar Sankranti, Basant Panchmi and Deepawali etc. and sharing wishes and sweets.
- Activities like adult education, medical checkup camps, pulse polio drive, girl education, 'Say No To Drugs', blood donation camps, environmental issues, stitching classes for needy girls etc. are undertaken by NSS, NCC, Red Ribbon Club & Legal Literacy Club etc. Jan Chetna Rallies are also organized to generate awareness among public regarding these issues.
- Students contribute liberally for the noble cause of Armed Forces Flag Day celebration on 7th December every year for the welfare of families of ex-servicemen and war martyrs.
- The college was honored consecutively for two years by Honorable Governor & Finance

Minister of Punjab for making maximum contribution to Red Cross Fund during the session 2010-11 & 2011-12.

- During the special camps of NSS, the volunteers get intensive training for community orientation.

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

Feedback is always a healthy tool to reach the weaknesses or the strength of any programme of any institution because it paves the path for remedies, changes, addition or deletion and improvement etc.

- This college has devised various modes and channels to get feedback from students and other stakeholders.
- Students through their prefects and representatives, through suggestion box lying in college premises, through their parents give their suggestions, put forward their demands for new courses, for some supplementary courses, infrastructure, more faculty, better student support services or for improving the quality of services and teaching being provided to them.
- Even alumnae are an informal channel to give feedback as they themselves have been the stakeholders.
- During their visit to college, community members and visitors also register their views and observations on the day to day functioning of the institution.
- Outgoing class gives its opinions about curriculum and infrastructure through a specific feedback proforma. Feedback is also obtained during the meetings of managing committee, vision committee and parents' meet.
- Whatever feedback is received is effectively utilized for enriching the curriculum, initiating the new strategies and improving the learning environment.
- Subjects/courses like M.Sc. Fashion Designing, Fine Arts, Honors in Commerce and Crash Courses in hardware for M.Sc. IT have been introduced as a result of feedback obtained from different channels.
- Even proposals for B.Sc. Medical and Non-Medical have been sent to university and three new labs for Physics, Chemistry and Biology have been setup because of the strong demand and feedback of the students.
- Some special expert talks on human trafficking, traffic rules & regulations, some common diseases among women were arranged due to demands in class representative meetings.

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

Monitoring and evaluation of Quality Enrichment programmes are the two yardsticks to assess whether these programs are affecting the learners positively serving the purpose of quality enhancement.

- Academic committee, Managing Committee, IQAC and Vision & Advisory body of the college undertake the work of monitoring and evaluation.
- Monitoring is done through periodical reports from faculty members and the heads of

the departments regarding result percentage, number of positions and ranks in merit lists, number of students participating in co-academic activities in college, university competitions, number of advanced & slow learners and the steps taken to meet their requirements.

- As many as 66 CCTV cameras are installed and it is head of the institution who monitors the college campus for all movements of staffs and students.
- Process of monitoring and evaluation works through a well-built mechanism. Evaluation means a process of assessment of the learners who are subjected to various tests and examinations to be measured for their success and achievements in academics.
- IQAC and Academic Council of Managing Committee, collaboratively play a significant role in monitoring the enriching measures like extra-classes, increasing the periods in particular subject for weaker students and timely completion of syllabi etc.
- Monitoring and evaluation help the institution to introspect, to catch the weaknesses and start focusing on corrective measures, thus delivering the curriculum efficiently and effectively.

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?

College is not directly involved in designing and developing curriculum to be delivered to different classes in various streams. It is the university which does this work and makes amendments from time to time.

- However the faculty nominated as the members of syllabus moderation committee, different boards of studies and other academic bodies, while attending the periodical meetings of these committees or bodies give suggestions for some changes, for deleting some portions, for adding something new. All these suggestions are discussed on the floor of the committees and bodies and thus incorporated in the regular syllabus.
- Even other faculty members, who are not the members of university bodies, if get some feedback from students, student council and prefects regarding curriculum, the same is conveyed in the shape of representations to university through principal, which is given due weightage.
- College receives letters for restructuring of syllabus from time to time, to send its suggestions and outlines regarding regular and skill-oriented courses and thus institution gets an opportunity to contribute.
- Faculty members, while attending the refresher courses or GOC, seminars and workshops conducted by affiliating university also give their suggestions.

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

Yes, the college has devised a combination of formal/systematic and informal mechanism

to obtain feedback from the students and other stakeholders.

- a) Regular response sheets are collected from the students of outgoing classes and the same are analyzed by the IQAC and the Academic Committee of the college.
- b) Student Welfare Committee plays a vital role in delivering the feedback in the meeting.
- c) Student Council, comprising of Class Representatives from all the classes, is an active unit to provide feedback on all the academic programmes and curriculum.
- d) Sometimes, Grievances Redressal Cell also conveys the feedback.
- e) Students convey their suggestions and difficulties in writing through the Suggestion Box lying at a centrally accessible place.
- f) Informal interaction with parents of the students plays the vital role of a feedback mode.
- g) Tutorial groups – Fortnightly meetings give an environment to students to express their queries, problems, confusions and suggestions and the same are compiled by the chief tutor to be discussed in the college advisory committee chaired by the principal.
- h) Alumni visiting college also provides their feedback on various issues.

Feedback obtained through all these modes and devices is compiled in the office of the principal and the same is communicated to the office of the Dean, College Development Council for an appropriate action on his part or to the President, Managing Committee to take suitable action if deems fit.

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?)

Being an ever-growing institution, it has always been introducing new UG/PG courses for expanding its wings and widening the choice for prospective students as well as to increase employability of the learners in a globally competitive era.

During the last four years, following courses/programmes have been introduced with the due permission of the managing committee and the affiliating university and required infrastructure and qualified faculty have also been provided.

S. No.	Course	Rationale
1	BBA a regular degree course (2008-09)	<ul style="list-style-type: none"> • Lot of demand for management & administration based subject. • Strong basis for MBA to enter the corporate sector.
2	M.Sc. Information Technology (2009-10)	With the introduction of M.Sc. IT, the students of B.C.A. or B.Sc. IT got the eligibility for teaching job and also employability in private and corporate sector.
3	M.Com. a regular degree course (2009-10)	<ul style="list-style-type: none"> • M.Com. was introduced as a distance learning programme but regular students were getting more weightage in certain universities. • In regular M.Com., more time and more faculty is provided for thorough study of the subject.
4	M.A. Punjabi as a regular degree course (2009-10)	<ul style="list-style-type: none"> • M.A. in Punjabi, being a regional language opens a vast arena for the students. • This degree is useful for students interested to go abroad and take up the jobs of Punjabi teachers/translators. • They get better chance to work in print & electronic media.
5	B.Sc. Computer Science (2010-11)	<ul style="list-style-type: none"> • Students doing 10+2, non-medical were interested for B.Sc. Computer Science as it provides a good combination of science subject and computer knowledge.

		<ul style="list-style-type: none"> To provide more choices for degree courses to prospective students and thus to cater to the needs of the youth with diverse aptitude.
6	Fine Arts as an elective subject for students of Humanities (2010-2011)	<ul style="list-style-type: none"> It offers a bright future and a career option too in a multidimensional world of today. It was a demand of the students with aesthetic sense interested to opt for it as an elective subject. Students with delicate tastes, interested to fill colors in life through painting, innovative styles and ideas, love for nature and its moods. For them, such a subject is the best way to identify themselves with humanity and natural surroundings. It also provides short term hobby courses to students from other streams to explore their taste for fine arts.
7	M.Sc. Fashion Designing (2014-2015)	<ul style="list-style-type: none"> A professional degree, useful for girls specially. It not only makes the students employable but also good for self-employment. Strong demand of the students interested to go abroad with this degree. It is an era of fashion and trends, such a degree gives creative skills.

Table 1.4.1

Any other relevant information regarding curricular aspects which the college would like to include.

- 1) Some special awards have been institutionalized by the managing committee of the college i.e. Saraswati Award and Gargi Award. It is awarded to the students who are toppers in the stream throughout their stay in the college whether for five years or three years, to honor their hard work, dedication and sincerity for their aspirations.
- 2) Every year, when the academic session starts with Akhand Path of Sri Ram Charit Manas, after the university results are declared, topper of each class and stream is honored with some award from the renowned celebrity. It is only to inspire others to work hard on curriculum and earn the eligibility for such an honor.

CRITERION II:

TEACHING-LEARNING AND EVALUATION

2.1 Student Enrollment and Profile

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

Before the admission starts every year publicity and transparency in admission process are ensured through the following modes and methods:

Prospectus

The prospectus is published every year and it gives detailed information about the courses offered, eligibility criteria for each course, value added courses, career opportunities of various courses, dates of admission normal & with late fee, fee and fund structure, the duration of degree course & diploma and other details necessary for the students.

Advertisements

Almost the same information is communicated through advertisements i.e. local & regional newspapers, leaflets, wall posters, banners, cable system and the announcements made at public places in the town and the neighboring villages.

Institutional website

The college has developed its own website www.hindukanyacollege.com which contains complete information about the admission process and the relevant information regarding the institution. The website is updated from time to time.

Help Desk

The queries of students and their parents related to admission are satiated through admission help desk.

Transparency in Admission Process

- Keeping in view the institutional commitment to society and its women, the admission process is undertaken in a transparent, meticulous & equitable pattern.
- Admission process is made open through different modes of publicity and especially in the prospectus.
- Well defined guidelines are made transparent through prospectus and notice boards, displaying the date, time & the place for the interview of the students with admission committee.
- Prospective students are informed to read the college prospectus, to see the website for detailed rules & regulations before they fill the admission forms.

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

Ex. (i) Merit

(ii) Common admission test conducted by state agencies and national agencies

(iii) Combination of merit and entrance test or merit, entrance test and interview

(iv) Any other.

Following is the **process of admission**.

- The students are required to fill the admission forms which are attached within the college prospectus that contains the guidelines for admission.

- Admission committees for different classes guide the students to fill the forms and then check the eligibility criteria and other testimonials.
- After that the students have an interview with the principal who gives them the final permission to join the college.
- Having been granted the permission, the students deposit the fee at the appropriate fee counter in the college administrative office.

Criterion adopted for admission

- Criterion adopted for admission is framed as per Affiliating University and Management rules.
- College follows the reservation policy of the government in different categories.
- Being a girls' college, the admission is open to girls only.
- Keeping in view the goal of educating women folk of the area, admission is made open to all irrespective of caste, creed, religion, race or economic background but subject to eligibility of the candidates for different courses & streams.
- In courses where the number of seats is limited, students are given admission according to the first-come-first-serve policy. In such conditions, admission is on the basis of minimum marks fixed by the university.
- Candidates have to produce the certificates/documents of qualifying classes, character certificate from the head of the institution previously attended, income certificate etc. for concessions or to avail scholarship benefits for meant for SC/BC/ST students.

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.

For all courses the cut off percentage for admission at the entry level is as per the rules of the affiliating university.

Though university percentage for admission at entry level is different for different classes/streams, but following is the detail of the maximum and minimum percentage of marks of students' admitted in college for the academic session 2015-16.

S.No	Class(Entry Level)	Maximum Percentage	Minimum Percentage	University Eligibility Percentage at entry level
1.	B.A	90.44	44	35
2.	B. Sc (Economics)	86.66	54	40
3.	B.Com	94.80	46	40
4.	BBA	91.20	60	40
5.	BCA	87.11	57.60	40
6.	B. Sc IT	75.77	61.77	40
7.	B. Sc (Comp. Science)	77.33	52.40	40
8.	M.COM	73.60	50.50	50

9.	M. Sc (IT)	73.30	50.54	50
10.	M. Sc (Fashion Designing)	69.29	51.66	50
11.	M.A (Hindi)	67.54	45.70	45/50*
12.	M.A(Punjabi)	67.00	48.80	45/50*
13.	PGDCA	67.00	46.50	45

*- 45% in the concerned subject as an Elective Subject

*- 50% in aggregate if the concerned subject not studied as an Elective subject.

Table 2.1.1: Minimum & Maximum percentage of marks at entry level in college

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

Yes, college has a well-defined mechanism to review the admission process and student profiles annually. If there is any change in the guidelines of eligibility criteria or admission process at the university or college level, it is published in the college prospectus. The admission committee framed by the principal sticks to the same.

The **outcome** of this exercise is that the admission process becomes transparent and convenient to facilitate the students to undergo the same and to opt for the subjects/streams according to their choice & aptitude and thus the chances of discrepancies are minimized.

Students' performance record in all fields is kept in college office. Good students with positions are awarded with special scholarships & concession at the time of admission which makes the environment healthy & inspiring for hardworking students.

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

- **SC/ST**
- **OBC**
- **Women**
- **Differently abled**
- **Economically weaker sections**
- **Minority community**
- **Any other**

Committed to the cause of women empowerment through higher education, the admission policy, strategies & students profile richly reflect the national commitment to diversity & inclusion as all the following categories have open access to the institution for admission.

SC/ST/OBC

The strategies adopted to increase/improve access for the students belonging to these categories are as per the state Government policies and college management norms. In order to facilitate them to get higher education, the college helps such students to avail all the benefits, they are entitled to, whether monetary or non-monetary i.e. books, uniform, transport & hostel facility etc.

College strictly adheres to the provisions of Punjab government's Post Matric-Scholarship Scheme for SC/ST/OBC at the time of admission. Strategies adopted by the govt. to create equity are implemented by the institution.

Proper information is provided to the students and they are assisted by a special committee comprising of the faculty members in availing the special benefits being provided to them.

WOMEN

It is an exclusively girls' college, so all seats, all benefits & all incentives are meant for the girls only who are admitted to the college as this institution was started with a single aim i.e. to enable women to be powerful pillars for social fabric & nation building process through education and knowledge.

Differently Abled

Admission process for differently-abled students is the same but with more attention to their requirements. A special admission committee is formed with compassionate faculty to listen to their queries, helping them to undergo the process conveniently while filling the admission forms, meeting the principal and administrative staff and getting admission.

Their requirements are kept in mind when the time table is framed and class rooms are allotted.

The facilities like wheel chairs, special attendant from staff, construction of ramps etc. are also provided to such categories to make their access comfortable.

Economically Weaker Section

To motivate the economically weaker section students for pursuing higher studies, following facilities are provided:

- Fee concession/special scholarships/ other monetary benefits as per the government and college policies and resources.
- There is a facility of paying fee in installments.
- They are provided with the books from the college book bank for the whole session.
- Extra guidance classes without any extra fee.

Any Other

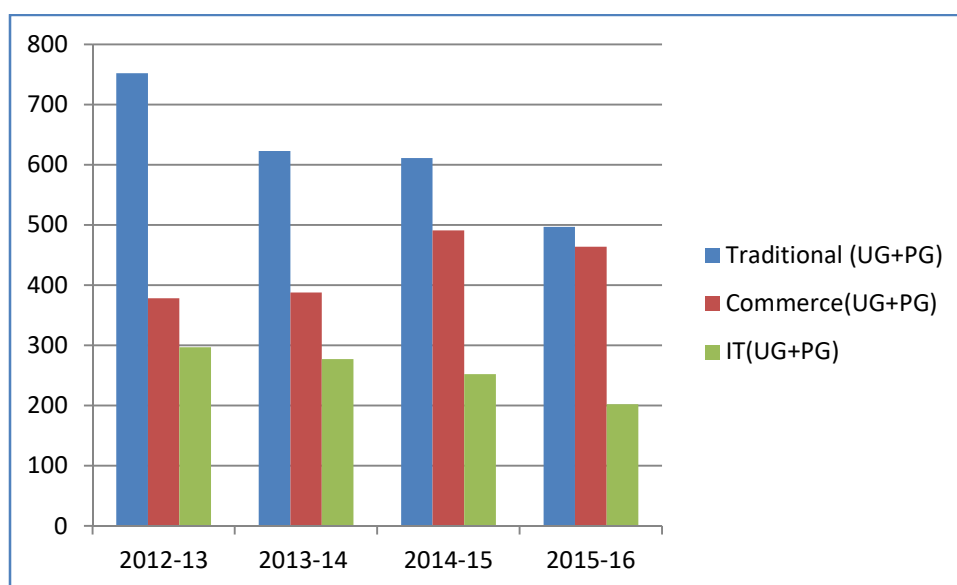
- For wards of NRIs, the institution takes special care to acclimatize them with the college environment.
- Special facilities are provided to sports' students such as fee concession, free kits, TA/DA, transport facility, free boarding and lodging in the college hostel.
- Apart from the above mentioned categories, if any other section of the society is notified as reserved class by the state or central government, the college adheres to the same and ensures that the students belonging to these classes are given the benefit.
- Students of all these categories are informed about the new schemes & rules benefitting them, received from state or central government from time to time.
- If some UGC schemes are received for the benefit of weaker sections or minorities, the same are brought to their notice so that they should not remain deprived.

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.

Session	2012-2013		2013-2014		2014-2015		2015-2016		
Programmes	Number of applications	Number of students admitted	Number of applications	Number of students admitted	Number of applications	Number of students admitted	Number of applications	Number of Students admitted	Demand Ratio
UG									
B. Com- I	46	46	60	60	68	68	118	118	1.1
B. Sc(Eco) I	15	15	21	21	27	27	16	16	1.1
B.Sc (IT)- I	15	15	14	14	19	19	9	9	1.1
B. Com(P) -I	49	49	54	54	59	59			1.1
B.C.A -I	64	64	47	47	46	46	43	43	1.1
B.A. -I	209	209	181	181	186	186	163	163	1.1
B.B.A. -I	21	21	23	23	13	13	30	30	1.1
B.Sc (CS)-I	7	7	8	8	4	4	9	9	1.1
B.A. -II	168	168	161	161	138	138	120	120	1.1
B.Com -II	53	53	49	49	59	59	110	110	1.1
B.Sc (Eco)-II	17	17	14	14	16	16	22	22	1.1
BCA-II	45	45	53	53	41	41	42	42	1.1
B.COM (P)-II	54	54	48	48	53	53			1.1
B.SC.(IT)-II	21	21	12	12	8	8	17	17	1.1
B.B.A. -II	14	14	19	19	20	20	12	12	1.1
B.SC.(CS)-II	0	0	6	6	1	1	2	2	1.1
B.A.-III	209	209	169	169	158	158	128	128	1.1
B.COM -III	32	32	44	44	46	46	58	58	1.1
B.SC(Eco)- III	37	37	16	16	12	12	15	15	1.1
B.COM(P)-III	41	41	53	53	46	46	48	48	1.1
BCA-III	50	50	40	40	52	52	39	39	1.1
B.SC(IT)-III	24	24	20	20	12	12	8	8	1.1
B.B.A.-III	13	13	14	14	18	18	19	19	1.1
PG									
M.A. HINDI- I	19	19	12	12	9	9	14	14	1.1
M.SC.(IT)-I	19	19	21	21	25	25	18	18	1.1
M.A. PUNJABI-I	29	29	36	36	24	24	26	26	1.1

M.COM-I	29	29	49	49	61	61	42	42	1.1
M.A. HINDI-II	17	17	16	16	12	12	8	8	1.1
M.A. PUNJABI-II	15	15	24	24	29	29	19	19	1.1
M.SC(IT)-II	18	18	19	19	20	20	22	22	1.1
M.COM-II	26	26	23	23	43	43	54	54	1.1
Diploma									
DCA (Full Time)	2	2	8	8	5	5	4	4	1.1
DCA-I(Part Time)	0	0	0	0	0	0	0	0	1.1
DCA-II(Part Time)	3	3	0	0	0	0	0	0	1.1
PG Diploma									
Dress Designing & tailoring	17	17	10	10	0	0			1.1
PGDCA	29	29	29	29	16	16	22	22	1.1

Table 2.1.2
Trend of Admission in Traditional, Commerce and Information Technology during last 4 years



Graph No. 1

The table depicts that the strength of students is higher in traditional courses, reflecting that these subjects are still popular and widely opted for.

The number of students opting for IT courses has gone down because the scope of employability in this field is less in the surrounding regions.

The table also reveals that the trend for commerce stream is going upward because of its higher scope of employability. The commerce students can pursue their career by utilizing their skills in the thrust areas like Banking, Insurance, Marketing, Investment Analysis, Financial Analysis, Tax advisors and Teaching etc. They can also be self-employed as

advisors in filing of statutory returns, share market dealings, managing finance etc. These courses also help them in qualifying MBA, C.A., C.S., I.C.W.A. examinations.

Actions initiated for improvement and to increase the strength of students

- Prospective students from villages and remote areas are contacted personally and persuaded to go for higher studies as the education will empower them.
- Advertisement is made more intensive and is started earlier.
- Due to changing trends, new courses and programmes have been launched by the college.
- The college building and infrastructure have been reconstructed and renovated to make the college campus spacious and beautiful.
- More buses have been purchased to reach more villages or to cover more places.
- More incentives for brilliant & needy students have been made available.

2.2. Catering to Student Diversity

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

The college is sensitive towards the needs and requirements of differently abled students. It keeps itself updated with the state and central government policies in this connection and makes all efforts to adhere to the same in letter and spirit.

The institution caters to the needs of differently abled students through following steps:

- The infrastructure of the college is so designed as to provide easy access to such students. Ramps are constructed and wheel chairs are provided to them for the mobility of such students if needed.
- Allocation of classrooms on ground floor is arranged, so that these students have to put in minimum efforts to attend their classes.
- During examinations, seating arrangement on ground floor is arranged for such students.
- Sufficient number of lavatories with English seats has been provided on the ground floor to facilitate the differently abled students.
- The staircases have been constructed with the railing on all the floors, especially for the students with locomotive disabilities.
- Teachers pay special attention to such students and extra hours, books & notes are provided to the differently abled students, if required.
- The college also helps these students by providing fee concession, books from book bank & free transport facility, in case such students belong to poor families.
- If required, special lectures or remedial classes are arranged for such students.
- Peer group culture is developed among the students to make them empathetic towards the needs of differently abled students. They readily help these students in any difficult situation. College provides a congenial environment for such students to boost their morale and self-esteem by treating these students at par with other students and encouraging them to participate in co-academic activities wherever it is possible like other students.

How adherence is ensured to government policies in this regard

- Policies received from government are communicated to differently abled students immediately and a faculty is deputed to deal with such cases adequately.
- College administrative staff corresponds regularly with the concerned offices to get the benefits for such students.

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

Yes, the college assesses the students' needs in terms of knowledge and skill before the commencement of a programme.

- The counseling cell interacts with the new entrants to the college at the time of admission. The students are advised and guided to choose a course/programme according to their level of knowledge and capability.
- Admission committees also probe deep into the needs and requirements of the students and assess their knowledge and skills before directing them towards the various courses and streams available for them in the college.
- In some cases, the Principal and Heads of Departments also observe the needs of knowledge & skills of the students at the time of admission.
- All academic programs are as per the need of society and potential in the students.
- Students are mixed from good to average, so orientation programmes are arranged to assess the needs so that suitable strategies may be adopted.
- Even the Add-on courses are designed as per the knowledge and skill in the students, to meet the requirement of the society.
- Institution has labs, library, multimedia lab, language lab and other infrastructure available to satisfy the knowledge & skill needs of the 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 institution adopts various strategies to bridge the knowledge gap of the enrolled students through following programmes:

Bridge Classes

- Sometimes students getting admissions are ambitious and to go higher, opt for subjects and streams for which they find it difficult to cope with the new subjects. Especially students coming from rural background opting for Commerce, IT, mathematics as a subject are not attuned to English medium of instruction. In such cases, bridge courses are arranged to make them comfortable.
- During the session 2015-16, the affiliating university discontinued B.Com (Professional) course. It gave a choice to the students of B.Com (Professional) semester III & V to switch over to B.Com (Regular) to complete their degree. Those who opted for this change had to clear the backlog in certain subjects. To bridge this gap, the college arranged for special classes in certain subjects, like
 - General English

- Business Organization.
- Functional Management

Remedial Classes

- English is a compulsory subject to be studied by every student irrespective of their background, caliber, interest & aptitude. So it is often found that majority of the students coming from villages lag behind in the subject of English. Institution here provides special grammar classes in English for students of all streams at entry level i.e. first year of their course.
- Other departments also conduct remedial classes for slow learners in extra time. For Example:
 - Commerce (Accounts, Income Tax etc).
 - Mathematics.
 - Economics.
 - Information Technology.

Value Added Courses Provided to Students

S. No	Department
1.	Department Of Commerce <ul style="list-style-type: none"> • Insurance & Risk Management • Investment Management • Fundamentals Of Commerce • Tally ERP 9 • Banking Operations
2.	Department Of Computer Science & IT <ul style="list-style-type: none"> • VB 6.0(Visual Basic)
3.	Department Of English <ul style="list-style-type: none"> • Communication Skills
4.	Department Of Fine Arts <ul style="list-style-type: none"> • Painting & Sketching
5.	Department Of Home Science <ul style="list-style-type: none"> • Food Preservation & Baking

Table No. 2.2.1

Enrichment Courses: Following certificate courses under Pradhan Mantri Kaushal Vikas Yojna were provided to students to be capable for different job roles in competitive market.

- Retail (Department Of Commerce)
- Finance (Department Of Commerce)
- Computer Fundamentals (Department Of Computer science & IT).

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

Gender Sensitization

- Undoing gender disparities and promoting education of women have been the primary purpose of this college. Addressing the issue of gender sensitization in substantial manner is required as the main consideration. So the college makes lot of efforts to

increase the literacy rate of women by increasing the enrollment figures in all courses and streams.

- Faculty takes care of the girls admitted to discourage dropout rate of the students.
- Deliberations are arranged to combat patriarchy by focusing on new and emerging roles taken up by women in different fields.
- Different programmes are linked with the girls' life, education & livelihood. Institution always adopts proactive approach to ensure safety and security of the students. Students are provided different opportunities for confidence building and capacity enhancing.
- Talks, Seminars and group discussions are organized on issues like gender imbalance, gender discrimination, female foeticide and dowry etc. Thoughts regarding such topics are delivered in the morning assembly. Women cell, Equal Opportunity Cell, Legal Literacy Cell and Sexual Harassment Cell of the college make students aware of such issues and their responsibilities towards the same, by organizing various activities.
- The institution organizes training classes for self-defense and equip the students with the techniques of martial arts by hiring the services of experts. This prepares the young girls to face any possible threat from anti-social elements.
- The college celebrates 'Women's Day' every year by inviting some eminent women speakers to express their views on how women face hardships with their inner strength and their contribution towards the welfare and well-being of family, society and economy.
 - On this occasion, Ms. Rohini Sarangal, Asst. Prof. Department of Sociology gave a talk on the **Need of Gender Equality** and explained the measures taken by the Government to deal with this problem.
 - On March 8, 2015, an extension talk was delivered by Dr. Usha Kapoor (former Principal, Guru Nanak Dev University College, Jalandhar) on **Virtues of Womanhood**.
 - Mrs. Renu Soni, Assistant Prof., Department of Public Administration, delivered a talk on the topic **Are We Equal or not?**. She gave the tips regarding how women empowerment could be attained, referring to the status of Indian women in the past.
- The college students also participate in seminars, conferences, inter-college competitions (Poster making, Slogan Writing, Essay writing, Declamation etc.) on gender issues organized within and outside the college.
- The students are also made enlightened about such issues through various stage performances and theatre activities.
- Special seminars by District Legal Authorities are conducted under the Legal Literacy Cell of the college to awaken the female section of society about their rights and to protect the female victims of atrocities meted out to them.

So the institution tries its best to mold the outlook of the students so that women may live respectfully.

Inclusion

This college has established an Equal Opportunity Cell to promote inclusion and diversity at the institutional level focusing on two inter-wined objectives.

- (1) To ensure non-discrimination within the college campus.

(2) To promote Government policies regarding diversity and inclusion in the campus.

The cell holds the responsibility of creating a congenial atmosphere for the disadvantaged groups in the college. In this direction, the cell organizes talks/seminars on various issues of social importance.

- Dr. Manmohan Singh Gill, Prof. Department of Sociology, Guru Nanak Dev University, Amritsar, delivered a lecture on '**Social Equality**'. He unfolded his thoughts on how social equality could be provided to the disadvantaged groups so that they are treated at par with the other sections of the society.
- Mrs. Varinder Kaur, Head, Department of Political Science, expressed her views on the topic '**Is Equality a Practical Aspect?**' She stated that equality refers to a situation of oneness or uniformity. Further, she added that equality should aim at human dignity & no individual should be considered as inferior on any ground.
- Dr. Kulwinder Kaur, Head, Department of Hindi, presented her valuable thoughts on '**Changing Scenario of Equality**'. In her talk she condemned the inequality prevailing in the past time and also explained the measures taken by Government against inequality.
- Mrs. Seema Rani, Head, Department of History, gave her views on '**Why we need Equality?**'. She explained that if all human beings are created equal by God, then the term '**inequality**' holds no grounds.

Environment: Protection & Preservation

- Nature-Eco club has been formed in the college to create awareness among the students about environmental degradation and to motivate them to '**Think Globally and Act Locally**', to protect and save the planet Earth. It arranges eco-friendly programmes throughout the session for the students.
- '**World Earth Day**' is celebrated in college by delivering talks and organizing poster making competitions to awaken the students about how to protect environment.
- Mostly, the mottos of the year are being adopted relating to environment protecting issues.
- Solid and E-Waste Management
 - Garbage bins are placed inside the college campus and students are given strict instructions to use them properly.
 - The college has a tie up with a private company (authorized by Municipal Council, Kapurthala) for the proper disposal of solid waste.

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

The institution identifies the advanced learners through their results of previous classes, their performance in the class tests, group discussions, their response to daily lectures delivered in the classes and participation in various curriculum enrichment activities of the college.

- Classroom environment, where teachers have an intensive interaction with the students, helps the faculty to measure the qualitative academic level of the students.
- The faculty makes extra efforts to facilitate the advanced learners and to respond to their special needs.

- Advanced learners are selected for different assignments and tough projects. Personal attention is given to such brilliant learners inside and outside the classroom.
- Reference books are suggested to them for reading and to prepare the notes. Additional study material is provided to advanced learners. They are provided with extra notes and internet facility.
- They are also encouraged to participate in different inter-college competitions like quizzes, seminars, paper presentations, debates and declamation contests etc.
- There is continuous up-gradation of college library. Latest books, E-journals & E-books are available in the library for the advanced learners.
- The college provides guidance to its advanced learners for higher education and competitive examinations at state and central level.
- They are also motivated with incentives like free books, citations, cash prizes and awards etc.

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

The institution pays special heed to the needs of disadvantaged sections of society, physically challenged, slow learners and economically weaker sections, who may otherwise discontinue their studies due to these constraints. In order to avoid drop out of students, the college always tries to find out, analyze and remove the reasons of the same.

- The college organizes Parent-Teacher meets to inform the parents/guardians about the performance of the students and analyzes the problems regarding their poor performance in their routine studies and class tests etc. The college maintains a record of the same and takes appropriate remedial steps to improve their academic performance.
- Many students belong to economically weaker sections of society and they cannot pay their full fee at the time of admission, for which the college has a system of paying the fees in installments. It also provides benefits to economically weak students through SAF (Student Aid Fund), Red Cross and Poshita (a Girl Adoption Scheme of the college to assist the needy students). Such students are also guided to seek and avail government assistance.
- Personal interactions and cordial relationship are maintained between students and faculty for identification and solution of the problems of the students.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print etc.)

Teaching-Learning, the primary goal of the institution is planned, well in time before the academic session starts every year. The College plans and organizes its teaching, learning and evaluation schedules at the beginning of the session.

Academic calendar

- Principal with college advisory body prepares an academic calendar and the same is printed in college prospectus and also posted on college website.
- Academic calendar displays the information about the following.
 - Admission schedule (Normal/With late fee)
 - Dates for commencing the regular classes.
 - Dates for pre semester examinations for the convenience of faculty & learner.
 - Tentative dates for extra mural activities, annual prize distribution function, convocation, students' fest, sports day, departmental events etc.
- Students are also informed about all these dates through prospectus, notice boards and announcements by faculty.

Teaching Plan

- Teaching plan is prepared by all the teachers and is perused by the heads of the departments & the Principal to ensure effective implementation of curriculum.
- Unitization of the syllabus is done at the departmental level which is strictly adhered to.
- Time table for practical classes and honors classes is also notified through the notice board and the same is adhered to.
- Along with the teaching faculty, instructors are also provided for practical work.

Evaluation Blueprint

- A complete plan regarding evaluation is announced well in advance i.e. the schedule for class tests, surprise tests and pre-semester examinations.
- Even the dates for submitting the project reports and the dates for assessing the same, evaluation and re-evaluation are brought to the information of students. Answer books are returned to the students for their self-analysis or discussing the pointed weaknesses with their teachers.
- Attendance of the students in classes is also taken into consideration for evaluation. Though the affiliating university does not define any condition regarding attendance of the student in particular class but the college has made it compulsory for the students to attend 75% of the total lectures delivered.
- The college management has also formed an academic body which comprises the members of management which conducts an academic audit of the teaching-learning & evaluation process.

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

College IQAC, chaired by the Principal, constantly endeavors to sustain quality in teaching-learning process, techniques and outcomes, ensures the objectivity in assessment, an uncompromising attitude on merit regarding appointments, admissions, recognitions, and awarding process of the college.

- IQAC through informal interactions with learners from time to time, collects feedback and analyses the same to draw inferences, if there is any new need or any problem or any infrastructural requirement.

- It also interacts with the faculty members and gets their mind set towards institutional goals, expectations and suggestions for improvement and planning projects and proposals for further expansion.
- It also keeps an eye on effective implementation of academic calendar.
- It contributes towards
 1. Planning new time-relevant courses.
 2. Encouraging innovative practices.
 3. Organizes workshops on ICT based pedagogical skills.
 4. Making teaching-learning student centric.
 5. Promoting research to develop scientific, rationale, analytical and creative skills.
- It continuously strives to enrich the existing learning resources and upgradation of laboratories.

2.3.3 How learning is 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?

Expert teachers of the college know how to give students choice and voice, finding ways to design learning experiences that tap into what students' value. Classroom environment promotes interaction among the learners. To make the teaching more effective, the focus is shifted from 'Just imparting lectures' to giving the responsibility of learning to the students. Student centered concept has become significant for teaching strategies, teachers, classes, programmes, departments and institutions. Variety of classroom practices are adopted by the teachers for student centric teaching.

Teachers teach the students to organize their own tasks, accumulate knowledge on their own, be a part of group discussions and collaborate with other students to develop their learning. Teachers motivate the students to think, to solve problems, evaluate evidence, analyze arguments, generate hypotheses and all the learning skills.

Infrastructure-wise, the institution has already created adequate support system and structure available for the teachers to provide the students, a learning environment and culture inside the classrooms, outside the classrooms and even outside the college premises when students are sent to visit some organizations, industrial houses, quality testing labs and media offices etc., because;

- College transport is always available.
- For completing a project, hostel accommodation is provided.
- Attendant is provided to assist both staff and students.
- Mechanics, electricians or instructors are provided.
- Adequate space, classrooms, conference room, labs and library are provided.
- Photocopier, scanners, LED/LCDs, projectors, printers, or other required tools are provided.
- Generator sets for uninterrupted power supply are always made available.

Academically, teachers have access to all learning resources, e-sources and if something new is required for any study, project, field work, they can immediately contact the head of

the institution for any support or to the chairperson of governing council through the principal.

Interactive learning

To make learning more interesting and interactive, students are involved in various participatory activities like brain storming, think & share, question-answer & open discussion etc. in the class-rooms. It strengthens students' problem solving & critical thinking skills and avoids passive learning. For instance, Department of Mathematics arranged a workshop on 'Quantitative Aptitude and Numerical Ability' to teach students easy & quick methods of mathematical calculations. Students of Social Sciences are given pictorial explanations for easy understanding of the concepts.

Collaborative learning

- Our Faculty members are motivated by the managing committee, academic committee and principal to promote team spirit through collaborative & cooperative learning among the students from diverse backgrounds, experiences and institutions.
- Faculty uses this method of teaching and learning in which student teams are given tasks to explore significant questions or create meaningful projects. Here the students are individually responsible for their work and also for the work of the group as a whole.
- Students share their strength and also improve their skills.
- Through this learning, students get an opportunity to develop their inter-personal skills and learn to deal with conflict.
- To create congenial environment, faculty forms small groups of students where everyone is to contribute. Though the work is challenging, they are given a psychological support by faculty to have a sense of security. Teacher defines clearly the nature of the work to be done by them and guides about the sources to get material.
- Not only in academics but also in co-academic activities, students are involved in collaborative learning whether it is a theater item or tournament, folk dance or any art & craft competition or any event management.
- Especially the students of Commerce, IT and Environmental Studies prepare project files and the students of other departments also actively participate in group discussions and brain storming sessions. It enables the students to have different interpretations, explanations and answers about what they are studying and this inspires them to rethink their view point.

Independent learning

- To make the environment student centric, college, through its faculty sharpens the skills for independent learning.
- To be independent learners, the habit to be an active reader is developed and the students are advised to utilize their free periods in library and reading room.
- They are taught skim reading, i.e. skimming the material before reading in detail and then summarizing the text in their notes.
- They are also told to go solo, doing practice work on their own and asking help or support when it is necessary.

- They are also guided that while preparing their notes, they should try to draw and use material from a variety of sources.
- If they feel stuck somewhere for ideas, they discuss with friends or peers which helps them to get new ideas.
- In classrooms, faculty guides them to set some goals and focus on the same while performing.
- They are also guided for effective time management while preparing assignment, project work or writing an essay etc.
- Constant efforts are there to develop independent and self-directed learning skill so that they may be able to think, act and pursue their goal autonomously, for which students are motivated to overcome all challenges.
- Once this skill is gained by the students, it helps them to take initiative for multi-tasking in the life to come.

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 chief concern of the institution is to chisel the minds of students and to transform them into lifelong learners and innovators. So, besides imparting education about prescribed syllabi, efforts are made to enable them for critical, creative and rational thinking.

Critical Thinking

- Classroom environment is very healthy to nurture critical thinking among the learners. Whenever a lecture is delivered, the students are at full liberty to raise questions and queries regarding the topics discussed and lecture delivered for a better understanding and a critical analysis of the topics presented by the faculty.
- Another interesting exercise is in practice that students are asked to prepare different questions on the topic covered in classroom just to cultivate a skill in them to think from different angles, about the area which is discussed by the teacher.
- For a project work, students themselves develop a synopsis, i.e. topic, its need, its different phases, problems underlying it, remedies possible etc., thus enabling them to work critically on a theme.
- Students are motivated to participate in inter-class, inter-college and university level debates, to learn the art of viewing the things critically and analytically.
- Group discussions are arranged on important themes involving the students to put forth their arguments in favor and against.

Creative Thinking

Being creative and innovative is always a distinguishing trait for a student to get more weightage in all types of performances.

- College magazine, 'Deepanya' is a collection of creative articles of the students for which chief editor of the magazine motivates them to write original stories, poems, articles or anything creative etc. through which they like to express their experiences or vision.
- They are given some tips to prepare some project reports, assignments with their original

style and language or to review the reputed books in their own language.

- They are encouraged to read magazines, journals, critical articles to get apprised with the latest trends in art of writing.
- Students of JMC are assigned the duty to prepare press-notes for college events and are motivated to contribute to newspapers through their writes-up or articles on different occasions like Republic Day, Independence Day, Women Day and Human Rights Day etc.
- To show their talent and creativity, they are motivated to participate actively in talent-hunt, youth festival, inter-college competitions and to arrange teacher's day function or farewell get-together etc.
- Students of different streams are involved by faculty in a variety of creative activities like wall-magazine designing, poster making on social themes, e-drawing, embroidery, crochet work, knitting competition, dress designing, mehndi competition, nail-art, best out of waste, painting and photography competition at college, inter-college, district and university level.
- Total strength of the college is involved in literary competition, to write something creatively with any theme and in any language, thus providing an exposure to them to think and express their original thoughts.
- College organizes exhibitions, street plays, mimes, skits, choreographies and poetical recitation to enhance their creativity and thoughtfulness.
- Students' Fest, full of fun with learning gives them an opportunity to show their aesthetic sense for organizing stalls and the skill to generate funds by offering eatables and interesting games to students and the guests.

Scientific Temperament among Students

It is one of the fundamental duties to cultivate scientific temper among the citizens, so this institution, shaping the personality of young girls, is committed to cultivate a logical attitude among the students.

Students should not be swept away with emotions, superstitions or irrationalism, so the college does its best to enable the young women to fight against all vices scientifically.

There are some subjects like Physics, Mathematics & Quantitative Techniques, Operational Research, Economics, Research Methodology, Political Science, Environmental Studies, and Philosophy where the content awareness, cause and effect relationship, logic behind life & all happenings, economy and the reasons for changing economic conditions, enables them to analyze and think reasonably.

Special classes on mental ability and reasoning are provided to students to develop a logical approach.

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.

Teachers use both projected and non-projected aids like blackboards, white boards, marker boards, charts, maps, posters and models to communicate contents in an effective manner.

- Teaching methodology is made interesting by the faculty by making use of smart boards.
- Well-equipped labs, being upgraded as the requirements of the discipline/subjects, in Music(instrumental and vocal), Home Science, Fashion Designing, Fine Arts, Physics, Information Technology and a Gymnasium for students of Physical Education are always made available for faculty and the students.
- Open education resources are also provided to the students for which faculty guides them how to access that and to utilize to enrich their study material.
- Mobile education is also available to minimize the gap between the faculty and the students. They can clear their doubts related with the topics and seek guidance for their projects from teachers even after working hours through mobiles and internet etc.
- The faculty is provided with modern techniques for effective teaching such as multimedia labs, projector (LCD), language labs, computer labs, licensed software packages, online material and Internet Wi-Fi campus.
- The college library is a member of INFLIBNET, E-journals consortium program which is providing access to more than 51000 E-journals and 2100 E-books.
- For the convenience of the students, the library has flexible timings from 9:00am to 7:00pm during examination days. Facilities of ICT enabled class rooms and departmental rooms are available.
- SPSS for students' dissertations and MS-Excel as tools are used for effective learning. Videos on different topics of the syllabus are used for instruction and discussion with students.

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

Institution has developed a network of healthy traditions and a well-designed schedule to expose students and faculty to advanced level of knowledge and skills.

- Faculty members are motivated to get associated with subject related councils and associations at national and international level to get the latest information from reputed scholars, writers, critics and analysts.
- Some members are involved in UGC research projects and their research articles are published in reputed national, international and refereed journals.
- Faculty is guided to contact the reputed publishers to display the latest books, journals and magazines in college for students and staff.
- Faculty is facilitated by the college to attend refresher courses, summer and winter school programmes, general orientation courses organized by the affiliating university and other universities.
- Faculty is also motivated to present papers in other institutions and gets exposed to intellectual deliberations at such occasions.
- Faculty initiates computer-mediated activities such as multimedia classrooms using CD/DVD/Powerpoint presentations, video clips using LCD projectors, E-learning etc.
- College organizes various academic programmes like extension talks, interactive

sessions with experts, debates on burning issues, mock-parliament, quizzes, orientation camps, workshops & seminars for students only.

- Librarian circulates the information about new arrivals, magazines, journals for students to be benefitted with the new sources in library.
- College arranges educational visits to national stock exchange, banks, science city, garment companies and fashion houses, newspaper printing houses, radio stations (Big FM, Radio Mirchi etc.) to provide exposure and practical training to the students outside the periphery of the classrooms.
- Blended learning i.e. traditional style of learning supplemented with online learning is also made available to the students of Information Technology, Commerce and Fashion Designing streams. Students are motivated to utilize online modes to learn, design and apply the same in practical life.

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

Professional counseling is made available to learners at different stages.

- Firstly, when they join a professional stream to get professional strength and skill to enhance their employability, the stream-wise committees guide them about the challenges of the stream, expectations from them and steps to be initiated to overcome the hurdles to convert the challenges into opportunities.
- External experts are invited to highlight the dimensions open in different streams after graduation, post-graduation or completing their diploma courses.
- They are given classes on online applying, online interviews, face to face interviews, contents and material to be studied for such jobs or interviews etc.
- Arranging trainers to train the students in communication, organizational & problem solving skills.
- Placement Cell provides opportunities to students interested for employment by creating a strong linkage with companies, employers, industrial houses and organizations.

Academic Advice is provided by admission committees initially about the different programmes, courses and streams available in college and it guides the entrants to opt for any one as per their aptitude, interest and future aim or ambitions of life.

- Then academic advice is available in class-rooms, from time to time about the contents, books, relevant reference books, journals, magazines, e-sources or related web-site for managing the contents and material.
- During preparatory days, academic advice is focused on preparation of exams, solving the difficulties, explaining the previous year question papers or changing trends in the question papers etc.
- Even in free periods, faculty remains in touch with the students for academic advice, especially for sports students and absentees in classes due to sickness or participation in extra-activities etc.

Mentoring Mentoring services work to ensure effective role of all support and guidance cells reaching the learners in all moments when they need. Internal Quality Assurance Cell,

Principal, Discipline Committees, convener of Vidyalya Vikas Parishad and Chief Tutor are the main focal points to make mentoring of total system more effective.

Personal and Psycho-Social support is provided by the Students' Welfare Committee, Vidyalya Vikas Parishad, Students Adoption scheme and Grievances Redressal Cell of the college by:

- Encouraging them to express their grievances freely.
- Providing prompt solutions to the complaints and problems of the students.
- Helping the students in stress management.
- Mentoring the careless and naughty students and helping them to change their outlook and mindset and to channelize their energies towards positive directions in order to strengthen the dignity of the institution.
- Contacting the parents of the weak students and sharing their problems to improve the performance level of the students.
- During 2015-2016, nearly 30 students were given psycho-social support.

Students Benefitted from Career & Counseling Cell/ Placement Cell

S. No	Year	Name of the Company /Institution Visited	Purpose	Number of Students benefited
1.	2011-12	(i) IBM, Delhi (ii)Pyramid & Global Jalandhar	Interview Skills Communication skills	250 152
2.	2012-13	(i) IBM, Chandigarh (ii)Birla Sun Life Insurance (iii)SBI Life Insurance	Interview Skills To give knowledge of future prospects in insurance sector To give knowledge of future prospects in SBI Life Insurance To conduct a test to check the eligibility of students for various jobs	200 175 170-180 125-150
3.	2013-14	(i)Distt. Employment Officer (ii)Nature group of companies	To aware the students about different employment avenues Interview Skills	200 220
4.	2014-15	(i) IDBI, Federal Bank (ii)RCED, Chandigarh	Interview Self-Employment Awareness Camp	175 225

Table 2.3.1

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?

College authorities always motivate the faculty to update their knowledge and grow professionally, enabling themselves to use ICT, library resources and modern technologies to impart instructions interestingly and efficiently so that content delivered may impact the learners deeply.

Lecture method and experiential teaching are richly supplemented with:

- Interactive teaching.

- Group discussions, brain storming sessions, presentations and oral communication.
- Project based teaching.
- Use of different labs for learning through practical/experiments.
- Educational excursions.
- Visiting industrial houses, fashion complexes, exhibitions by corporate houses.
- Use of models, dummies, charts, images etc.
- ICT based techniques with the use of smart boards, internet, audio-visual aids.
- Participatory sessions.
- The faculty frames the content based questions in a strategic way to facilitate a better connection between students and subject material.
- The faculty of the Department of Commerce uses ‘Case Study Method’ by taking up real and hypothetical examples from business in the surrounding areas.
- Special attention for advanced learners and remedial classes for slow learners.

Institutional efforts are always positive to provide infrastructure, freedom to adapt with innovative methods and literature regarding the modern-era techniques. Impact of such innovative practices is always far reaching because:

- Learning process does not remain monotonous or burdensome when a student centered culture is nourished.
- Creativity encourages originality in presentation and performance.
- Results are positive as an urge for lifelong learning arises among the students.
- Education becomes qualitative and knowledge oriented.

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

To use the library resources, library staff makes the:

- System easily accessible for students and staff.
- Facility of getting books to study is made very simple and productive.
- Students have comfortable sitting capacity to read in library.
- Longer hours for sitting are made available.
- On holidays/Sundays, library services are made available to learners and the faculty.
- Faculty members and students have an access to more than 2100 electronic journals and 51000 electronic books through INFLIBNET.
- Besides the main library, departmental libraries are also maintained, which are well-equipped with books, model question papers, old question papers and scheme of evaluation.
- Book exhibitions by reputed publishers are arranged.
- The teachers and students effectively use these learning sources to augment their knowledge.

College library provides the following important facilities for learners and the faculty members.

- Book Bank section.
- Reading Room.
- Computer and Internet facility.

- Reprography facility.
- Archives Section.
- Reference Services.
- Open shelf system is available for PG 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.

The college has evolved a mechanism to get the curriculum completed within the planned timeframe and calendar. A well-structured schedule of work with faculty wise detailed work plan is designed by each department. Teachers stick to it and the same is monitored by the heads of the concerned departments.

Teachers give their periodical report to the heads about the progress in completing their curriculum.

In extra-ordinary circumstances, if the situation is challenging due to any faculty member suddenly resigning or going on long leave, the same is faced with adequate arrangement of a substitute or cooperation of other members taking extra classes on Sundays, or on holidays etc. to complete the curriculum to the satisfaction of the learners.

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

The College has a well-defined internal system to monitor & evaluate the quality of teaching and learning so that it may be made more effective for the learners. The IQAC of the college not only superintends the infrastructure but also defines and assesses the academic performance of different departments. The Principal being the overall authority, continuously interacts with HOD's of different departments, students' council, prefectorial board and parents throughout the year regarding the class performance of the students, completion of the syllabus and results of pre-semester/final-semester examinations. Teaching plan diaries and monthly performas of unitization and completion of the syllabus are prepared by the faculty and regularly checked by the principal. To keep track and watch of the performance of the students, the head of departments meet their faculty members and class representatives regularly.

Feedback mechanism is designed to focus on different aspects such as knowledge base of the teachers, communication skills, dedication and commitment, punctuality and skills to generate interest in the subject, ability of the teachers to design tests, assignments, and projects and to evaluate the same.

The feedback is analyzed by IQAC which suggests the measures, if required, to heads of departments or through Principal for improving the things.

House tests, class tests and surprise tests are conducted to evaluate the quality of learning and the students facing difficulty in learning are identified for whom remedial or special guidance classes are undertaken.

Academic committee functioning under the supervision of Managing Committee, monitors the academic aspects in coordination with the IQAC.

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.

Faculty, qualified and competent team of teachers, is the spinal cord of an educational institution committed to the cause of imparting higher education with a qualitative approach. So the institution has developed a complete mechanism since the beginning to attract qualified, talented and experienced teachers to meet the academic requirements of diverse streams in an age of ever-expansion in contents and increasing specialization in subject.

The strategies for recruitment of faculty are framed by the managing committee keeping in mind the norms laid down by UGC and the affiliating university. The requirement of faculty is planned as per the work load (subjects and students' strength) submitted by head of departments. The assessment of work load is done by Principal and head of departments. For recruiting the staff, the college gives advertisements in leading newspapers and displays the same on college website. Eligible candidates are shortlisted and invited for face to face interview. Assistant Professors/Associate Professors are selected on the basis of their merit, research work & teaching experience and their performance in personal interview by a panel comprising of President, Governing body, Principal and the subject experts or the representatives from University.

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc/D.Litt	—	—	—	—	—	—	Nil
Ph.D	—	—	—	2	—	8	10
M. Phil	—	—	—	4	—	13	17
P.G.	—	—	—	—	—	7	7
Temporary Teachers							
Ph.D	—	—	—	—	—	—	Nil
M. Phil	—	—	—	—	—	3	3
P.G.	—	—	—	—	—	36	36

Table 2.4.1

To retain competent and qualified staff in present day era is also a challenge for the governing body of a privately aided college.

While recruiting faculty or office staff, library or technical staff, effort is always to find out

the persons with missionary zeal who can involve themselves 100%, in their performance because such persons are attached to values and their approach is always very conducive and strengthening the institution.

Strategies adopted by the institution to retain competent staff/faculty

- Financially, handsome salary, annual increments and allowances are paid to them.
- Security of job is also assured.
- All types of leave are granted in case of need.
- College buses and hostel facilities are available for faculty too.
- They are facilitated to attend refresher courses, GOC, conferences, seminars etc. for professional growth and are considered on duty-leave.
- Faculty interested to go for research project is motivated to go ahead.
- A staff-welfare committee is working to redress their grievances or to attend to their new demands and requests.
- The managing committee takes special care to provide satisfactory and comfortable working conditions to faculty and a congenial atmosphere is created. Recently, a very spacious, fully air conditioned and well-furnished staff room has been provided where they relax in free period, or may study in cabin.
- They are always free to add any infrastructure in their departments even.
- Their services and efforts, achievements and good results are always recognized and applauded in college functions and in staff meetings.
- Even the temporary, adhoc, part-time faculty is also offered good salary.

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

The institute, before introducing new courses/streams/classes or to meet the challenges of new subjects and modern streams, preplans for required faculty. After getting due-permission of the college governing body, fulfilling the norms of affiliating university, the process for recruiting teachers is completed and faculty is provided in the very beginning of the session.

Moreover, there is never a scarcity of qualified senior faculty to manage the teaching work in newly introduced subjects like Fashion Designing (UG), M.Sc. in Fashion Designing, Fine Arts, Environmental Studies or Commerce etc. So all challenges have been met very smoothly and efficiently.

Existing faculty is also given all opportunities to update itself by attending various faculty development programmes like General Orientation Course, Refresher Courses, UGC sponsored conferences, professional associations and summer institutes etc.

Guest lectures are also arranged to enhance the knowledge of faculty, sharpening their teaching skills to meet the emerging challenges due to changes in syllabi or introduction of new courses in the college.

Teachers recruited in last three years to cope with the growing demands

Generally, implementing the curriculum effectively, is a smooth process. Adequate faculty

is enrolled to meet the requirements of all learners. However in exceptional cases, the institution faces the dearth of teaching faculty when:

- Some faculty members suddenly resign due to some unavoidable circumstances or go on long leave.
- Workload increases due to more strength in some stream or subject and it creates a need for more teachers.
- Due to introduction of P.G./Master Degree courses also more faculty members are required.
- With introduction of new disciplines /courses/subjects, the college needs more faculty to meet the challenging situation.
- Due to some expansion or exigencies, Governing Body appoints the new faculty to provide adequate staff to give satisfactory teaching to learners.

During last three years, challenges have been met by recruiting the following faculty

Department	2012-13	2013-14	2014-15	2015-16
English	Ms. Reena Malhi	Ms. Megha Grover	Ms. Megha Grover	Ms. Megha Grover
	Mrs. Sapna Bhalla	Ms. Deepa Kohli	Mrs. Sapna Bhalla	Ms. Damini
	Ms. Kulwinder Kaur	Ms. Jasvir Kaur	Ms. Chakshu	Ms. Nitika
		Ms. Nitika	Ms. Nitika	
		Mrs. Shailley Sharma	Ms. Reena Malhi	
Mathematics	Ms. Deepakshi	Ms. Divya Soni	Ms. Jagpreet	Ms. Dimplejeet
		Ms. Rajni		
Hindi	Ms. Punita Sharma	Ms. Lalita Sharma	Ms. Punita Sharma	Ms. Punita Sharma
			Ms. Lalita Sharma	Ms. Lalita Sharma
Punjabi	Ms. Kuldeep Kaur	-----	Ms. Gagandeep	Ms. Gagandeep
				Ms. Harpreet
				Ms. Gurpreet
Commerce	Ms. Mani Arora	Ms. Mani Arora	Ms. Mani Arora	Ms. Priyanka Gupta
	Ms. Neha Sahnan	Ms. Neha Sahnan	Ms. Neha Sahnan	Ms. Uradha
	Ms. Bharti Huria	Ms. Bharti Huria	Ms. Bharti Huria	Ms. Sunanda
	Mrs. Sukriti	Mrs. Sukriti	Mrs. Sukriti	Ms. Nidhi
	Ms. Neha	Ms. Neha	Ms. Uradha	Ms. Jyoti
		Ms. Reena Kumari	Ms. Palvi Anand	Ms. Swati
		Ms. Taniya Arora		Ms. Suneha
Computer Science	Ms. Sumandeep Kaur	Ms. Surbhi	Ms. Vandana	Er.. Deepali Sharma
	Ms. Peony Sharma	Ms. Sandeep Kaur	Er. Deepali Sharma	Er. Neha
	Ms. Kavita Arora	Ms. Aarti Mehta	Ms. Hardeep	Er. Tanya Goel
	Ms. Neha Sharma	Ms. Lakhwinder Kaur	Ms. Rupinder Kaur	Er. Upma Goyal
	Ms. Navdeep Kaur	Ms. Harpreet Kaur	Ms. Shweta	Er. Navpreet Kaur
		Ms. Jatinder Kaur		
		Ms. Pallavi Kapoor		
	Ms. Ranjana Thakur	Ms. Ranjana	Ms. Avninder Kaur	Ms. Sharanjeet

Fashion Designing	Ms. Manjeet Kaur	Ms. Rajvir Kaur	Ms. Megha Ms. Ranjana	Ms. Ranjana
Librarian	Ms. Amandeep Kaur	-----	-----	-----
Physical Education	Mrs. Renu Bala	Mrs. Renu Bala	Mrs. Renu Bala	Ms. Rajwinder
Philosophy	Ms. Niti Bhatia	Ms. Niti Bhatia	Ms. Niti Bhatia	Ms. Niti Bhatia
Economics	Ms. Anu Hunjan	Ms. Anu Hunjan	Ms. Anu Hunjan	Ms. Anu Hunjan
Journalism and mass communication	Mrs. Babita Chaudhary	Ms. Mangla (Asst. Prof.)	-----	-----
Fine arts	Ms. Rajvir Kaur Ms. Babita Rani	Ms. Rajvir Kaur Ms. Babita Rani	Ms. Babita Rani	Ms. Babita Rani
Home Science	Ms. Preety Batta	Ms. Preety Batta	Ms. Preety Batta	Ms. Preety Batta
Physics	Ms. Gagandeep Kaur	Ms. Sunanda Kumari	Ms. Harpreet kaur	Ms. Jaswinder Kaur
EVS	Mrs. Jyoti Verma	Mrs. Jaspreet Kaur	-----	Ms. Sarvpreet Kaur
Sociology	Ms. Puja Jasuja	Ms. Puja Jasuja	Ms. Puja Jasuja	Ms. Sheetal
Political Science	-----	Ms. Inderjit Kaur	Ms. Inderjit Kaur	Ms. Inderjit Kaur
Music	-----	Ms. Manjit Kaur	Ms. Chanda	Ms. Rashmi

Table No. 2.4.2

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.

a) Nomination to staff development programmes

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

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

c) Percentage of faculty

Strategically, the institution always adopts an encouraging and motivating approach for professional development of the faculty to enhance the teachers' quality. Initially, institution aims at recruiting faculty with high and meritorious profile for quality teaching.

Faculty members are advised to pursue their M.Phil. & Ph.D. through faculty development schemes of UGC.

They are liberally nominated and deputed to attend refresher courses, orientation programmes, national and international conferences, seminars and training programmes

organized by other institutes, universities and research organizations.

In service training programmes are always encouraged and faculty is facilitated and nominated to attend such programmes.

Faculty is also motivated to take up major and minor research projects of UGC.

Staff nominated to attend the faculty development programme

Academic staff Development Programmes	Number of faculty nominated				
	2011-12	2012-13	2013-14	2014-15	2015-16
Refresher course	2	1	2	---	---
HRD programmes	---	----	---	---	----
Orientation programmes	----	2	----	2	----
Staff training conducted by the University	3	----	----	----	1
Staff Training conducted by other institutions	----	----	----	2	----
Summer/winter schools, workshops etc.	----	----	3	2	2

Table No. 2.4.3

Any Other:

Staff academy of the college, an innovative body, arranges various faculty development programmes for which eminent scholars from reputed institutes and universities are invited to give their scholarly talks and interact with the faculty members. It also provides a platform for college faculty to share their views and experiences regarding their research activities.

Details of the talks arranged by Staff Academy for Faculty Growth

1. Date: 31-10-2007 Resource Person: Dr. D. R. Vij, Retired Person & Member NCTE Event: Talk on the topic of Qualities of an Ideal Teacher No. of Beneficiaries: 80
2. Date: 26-02-2008 Speakers: Members of college faculty Event: To share experience in refresher courses, seminars and their publications No. of Beneficiaries: 88
3. Date: 19-07-2008 Resource Person: Dr. Narinder Kohli, Eminent Novelist Event: Talk on the topic of Importance of National Language "Hindi" Resource Person: Dr. Madhurima Kohli, Educationist Event: Talk on the topic of Women Empowerment No. of Beneficiaries: 80
4. Date: 14-11-2008 Resource Person: Sh. Inder Mohan Gupta, Social Worker Event: Talk on Importance of Spiritual Power No. of Beneficiaries: 90

<p>5. Date: 13-03-2009 & 14-03-2009</p> <p>Resource Person: Dr. Amit Kauts, Principal, M.G.N College of Education, Jalandhar</p> <p>Event: Talk on Faculty Development initiatives</p> <p>Resource Person: Dr. Usha Kapoor, Principal, Guru Nanak Dev University College, Jalandhar</p> <p>Event: Talk on Teacher Taught Relationship</p> <p>Resource Person: Dr. Lakhwinder Singh, Department of Commerce & Management Guru Nanak Dev University, Amritsar</p> <p>Event: Talk on Personality Development of students</p> <p>Resource Person: Dr. R.S Bawa, Registrar, Guru Nanak Dev University Amritsar</p> <p>Event: Talk on Stress Management</p> <p>Resource Person: Dr. S.M Kant, Director, Youth Services, Punjab University, Chandigarh</p> <p>Event: Talk on Various Parameters of overall development of students.</p> <p>Resource Person: Mrs. Veena Dada, Principal, St. Soldier College, Jalandhar</p> <p>Event: Talk on Problems related to Adolescence</p> <p>Resource Person: Sh. Sudesh Kumar, Educationist</p> <p>Event: Talk on Views on knowledge & Education</p> <p>Resource Person: Mrs. Gulshan Yadav, then Director, Hindu Kanya College Kapurthala</p> <p>Event: Talk on Role of Teacher in Nation Building.</p> <p>No. of Beneficiaries: 85</p>
<p>6. Date: 26-03-2009</p> <p>Resource Person: Dr. Inderjeet Kaur, Department of Punjabi, Hindu Kanya College, Kapurthala</p> <p>Event: Talk on Research Methodology- Aims Objectives and Techniques</p>
<p>7. Date: 28-04-2009</p> <p>Resource Person: Sh. Santosh Taneja, Founder, Samkalp, New Delhi</p> <p>Event: Talk on How to Prepare for IAS</p>
<p>8. Date: 10-03-2010</p> <p>Resource Person: Dr. H.S Soch, Former Vice Chancellor, Guru Nanak Dev University, Amritsar</p> <p>Event: Talk on Pious Relationship Between Teacher & Students</p> <p>Resource Person: Prof. G.K Lal, Educationist & Member Vision & Advisory Committee of College</p> <p>Event: Talk on How to Strengthen Teacher Taught Relationship</p> <p>Resource Person: Dr. Raj Mahajan, Principal, Mohan Lal Upaal DAV College, Phagwara</p> <p>Event: Talk on Role of a Teacher in Character building</p> <p>Resource Person: Dr. Ashwani Sharma, Associate Professor DAV College, Jalandhar</p> <p>Event: Talk on Challenges before Education</p> <p>No. of Beneficiaries: 150</p>
<p>9. Date: 11-03-2011 & 12-03-2011</p> <p>Resource Person: Dr. Khushwinder Kumar, Principal, B.C.M College of Education, Ludhiana</p> <p>Event: Talk on Teacher- Transition from Degrees to virtues</p>

<p>Resource Person: Dr. Ashwani Sharma, Associate Professor DAV College, Jalandhar</p> <p>Event: Talk on Ethics of a teacher in Higher Education</p> <p>Resource Person: Dr. Vinod Shahi, Principal, Government College, Jandiala (Jalandhar)</p> <p>Event: Talk on Importance of Moral Values</p> <p>Resource Person: Prof. Sharad Manocha, Associate Professor, DAV College, Jalandhar</p> <p>Event: Talk on Ethical Values in present education system</p> <p>Resource Person: Dr. S.M Kant, Director, Youth Services, Punjab University, Chandigarh</p> <p>Event: Talk on Personality Development & Communication Skills</p> <p>No. of Beneficiaries: 150</p>
<p>10. Date: 11-03-2013</p> <p>Resource Person: Dr. Ashwani Sharma, Associate Prof. D.A.V College, Jalandhar</p> <p>Event: Talk on Challenges & Demands of Teaching in Higher Education</p> <p>Resource Person: Dr. D.R Vij, Retired Principal & Member, NCTE</p> <p>Event: Talk on How to be an ideal teacher</p> <p>Resource Person: Dr. Sudesh Kumar Sharma,</p> <p>Event: Summed up a session as a chair person</p> <p>Resource Person: Mrs. Gulshan Yadav, Former Principal and Secretary, Managing Committee</p> <p>Event: Talk on Challenges before Higher Education</p> <p>No. of Beneficiaries: 79</p>
<p>11. Date: 10-08-2013</p> <p>Resource Person: Dr. Himmat Singh Sinha, Former Head, Dept. Of Philosophy, Kurukshetra University, Kurukshetra</p> <p>Event: Talk on Theory of Rebirth in context of Karma</p> <p>No. of Beneficiaries: 90</p>
<p>12. Date: 18-12-2013</p> <p>Resource Person: Dr. B.K Kuthiala, Vice Chancellor Makahna Lal Chaturvedi University of Journalism, Bhopal (MP)</p> <p>Event: Talk on Vivekananda's views on teaching</p> <p>No. of Beneficiaries: 92</p>
<p>13. Date: 11-02-2014</p> <p>Resource Person: Sh. P.K Sehgal, Major General (Retired)</p> <p>Event: Talk on Variety of options for Career</p> <p>No. of Beneficiaries: 90</p>
<p>14. Date: 03-05-2014</p> <p>Resource Person: Dr. Satish Kapoor, Registrar, DAV University, Jalandhar</p> <p>Event: Talk on Role of teachers in Present Scenario</p> <p>Resource Person: Dr. Lakhwinder Singh, Head, Department of Commerce & Management GNDU, Amritsar</p> <p>Event: Talk on Developing Employability Skills</p> <p>Resource Person: Mrs. Gulshan Yadav, Former Principal and Secretary, Managing Committee, Hindu Kanya College, Kapurthala</p> <p>Event: Talk on Teachers & their role in present scenario</p> <p>No. of Beneficiaries: 92</p>

<p>15. Date: 02-08-2014 Resource Person: Dr. Chand Kiran Saluja, Professor (Retired) Department of Sanskrit Delhi University, New Delhi Event: Talk on Innovative methods of teaching No. of Beneficiaries: 90</p>
<p>16. Date: 20-09-2014 Resource Person: Dr. Jatinder Shrivastav, Professor, Department of Hindi IGNOU, New Delhi Event: Talk on Responsibilities of a Teacher No. of Beneficiaries: 91</p>
<p>17. Date: 10-01-2015 Resource Person: Dr. Khushwinder Kumar, Principal, M.M Modi College Patiala Event: Talk on Introspection and Improvement-A step towards excellence in Higher Education Resource Person: Mrs. Gulshan Yadav, Former Principal and Secretary, Managing Committee, Hindu Kanya College, Kapurthala Event: Talk on Duties and Responsibilities of teacher in higher education Resource Person: Dr. Archana Garg, Principal , Hindu Kanya College, Kapurthala Event: Talk on Challenges & Prospects for teaching profession in higher education No. of Beneficiaries: 90</p>
<p>18. Date: 28-07-2015 Resource Person: Sh. C.V Gopi Nathan, Formerly Additional Secretary to Government of India Event: Talk on Duties of Teachers No. of Beneficiaries: 88</p>
<p>19. Date: 04-11-2015 Resource Person: Dr. Ashwani Sharma, Associate Prof. D.A.V College, Jalandhar Event: Talk on Mannerism in Faculty Resource Person: Dr. Usha Kapoor, Former Principal, G.N.D.U. College, Jalandhar Event: Talk on Challenges before working women Resource Person: Mrs. Gulshan Yadav, Former Principal and Secretary, Managing Committee, Hindu Kanya College, Kapurthala Event: Talk on Excellence in teaching learning process and the need of CPD(Continuous Professional Development) No. of Beneficiaries: 88</p>

Table No. 2.4.4

b) Faculty Training Programmes (From 2012-2016)

Teaching learning methods /approaches

For the improvement in teaching-learning process and quality enhancement various methods are adopted. ICT training is provided to faculty of different departments as it is the need of modern era. Latest infrastructure and learning resources are provided to the staff so that they can upgrade & update their knowledge. Audio visual methods and Powerpoint presentations are used by the faculty. College always motivates the teachers to attend the workshops to update their knowledge related to the new topics introduced in the syllabus so that they can deliver the detailed knowledge of the same to the students.

Following faculty members were sent by the institute for professional growth programmes:

Faculty	Department	Topic	Date	Venue
Dr. Neetu Bhargava, Dr. Sukhwinder Bawa & Mrs. Suvit Das	Commerce	SPSS	20-21 Dec., 2011	G.N.D.U., Amritsar
Ms. Shivani	Computer Sc & IT	Research Trends In Computational Techniques	April 2014	DAV College, Jalandhar
		Software Technology	May 2015	GNDU, Amritsar
Ms. Surbhi	Computers Sc & IT	Research Trends In Computational Techniques	April 2014	DAV College, Jalandhar

Table No. 2.4.5

Handling new curriculum

Whenever there is any update in curriculum, the changes are informed by the Principal to heads of the departments and other staff members. The Computer Science and IT department/library keeps track of all updates related to curriculum. The college library/departmental library is regularly updated with text-books and reference books. In case of any mid-term change in the syllabi, prompt action is taken by the library staff. Time table is re-scheduled and extra classes are taken by the faculty.

If the faculty feels the need to discuss the issues regarding the content and the volume of the new curriculum, they consult and deliberate the same with Head of that particular department of the University.

The faculty, Mrs. Jaswinder Jaggi & Mrs. Ritu Gupta, from department of English attended one day workshop on the theme “Exploring Grammar in English” in October 2013 and in August 2015 respectively at Guru Nanak Dev University, Amritsar.

Selection, development and use of enrichment materials

Subject based E-books, E-journals and latest software are selected by head of the departments and are made available in the college library which helps to develop and enrich knowledge of faculty. Reference books and research journals are continuously added to the college library. Even the faculty can contact the reputed publishers to get latest books on the syllabi.

Assessment

The assessment of the faculty is done by the Principal on the basis of the self-appraisal reports submitted by the teachers and monthly reports given by the head of departments. The feedback from students is taken from time to time in the meetings of student council, prefectorial board and student welfare committee with the principal. The stakeholders also play a vital role for assessment of faculty which helps to improve the human resources.

Content/Knowledge Management

It is always given priority to facilitate the faculty to manage the quality content and material required for student so that lecture delivered may be satisfactory and helpful for university examinations.

Cross cutting issues

The institute is also running different community oriented clubs and societies like NCC, NSS, Red Ribbon Club, Legal Literacy Club, Nature and Eco Club, Red Cross Society etc. These clubs and societies enlighten the faculty and students about the prevalent issues of society like gender inequality, female feticide, global warming and upliftment of underprivileged sections of society etc. through extension talks, seminars, field visits etc.

Audio visual Aids/multimedia

The faculty is encouraged to deliver their lectures with the use of audio visual aids, projectors, multimedia and latest software.

Open Education Resources (OER's)

Faculty is given every opportunity to improve the quality of education as well as the learning level of students for which various e-books & e-journals (through INFLIBNET) are available in college library to enhance their knowledge. Free access to internet facility is also provided to the faculty.

Teaching learning material development, selection and use

College library is enriched with textbooks, reference books, journals, magazines of various subjects which provide vast resources of learning to faculty. Leading newspapers are available in college library to keep faculty up-to-date. Books and journals are scrutinized as per the content of the courses. Students are informed & guided for optimum use of the available learning resources. CD's/Software, relating to curriculum are also available in the library.

Software for SPSS, Tally and XBRL were arranged to meet the requirements of latest syllabus. Workshops are also organized from time to time for the students of commerce to give them up to date knowledge of the same.

Information below is relating to resource persons engaged for workshops.

Resource Person	Designation	Institution/Firm	Event	Date
Mr. Amit	Assistant Prof.	NIIT, Jalandhar	Workshop on SPSS	21.04.11 19.04.12 18.11.13 19.04.14
Mr. Suresh Sethi	C.A	Suresh Sethi & Associates	Workshop in Tally	13.02.12

Table No. 2.4.3

C. Faculty attending the faculty development programmes (in numbers)

	2011-12	2012-13	2013-14	2014-15
Invited as resource person in workshops/seminars/conferences organized by external professional agencies	1	Nil	Nil	Nil

Participated in external workshops/seminars/conferences recognized by national/international professional bodies.	5	21	17	6
Presented papers in Workshops/Seminars/ Conferences conducted or recognized by professional agencies.	40	40	15	29

Table No. 2.4.4

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.)

- Recharging of faculty is always beneficial to sustain quality teaching as the stalemate information seems insufficient to meet the new syllabi, new pattern of question papers and expectations for a different style of attempting the questions.
- Institution recommends the proposals of different departments to be sent to UGC for any minor or major research project or for any conference on burning topics to avail grants.
- The research journals being published by the departments of Hindi (Sahitya Sanchay), Commerce (Vaaniijya) and Social Sciences (Pragati) are financed by college resources.
- Applications for Study Leave are also considered favorably and in such cases, substitutes are arranged by the institution.
- Faculty is motivated to contribute to research and academic publications, the same are given credit when their ACRs are written.
- If faculty has attained any experience in other national institutes or have taken any specialized programme with industries or corporate sector, that is also given due credit for giving promotional grade.
- So the college policies for recharging the faculty are positive and motivating because teachers are advised to go for higher studies, to attend subject related conferences for which they avail duty leave, to avail free time in college library for which a staff section is setup in library, add new books every year from college funds even if UGC grant is not available.

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.

Number of Faculty who received Awards/Recognition during the last 4 years: 22

SNo	Name of Faculty Members	Award/ Recognition	Session
1.	Ms. Suresh Sharma, Department of Punjabi	Honored with Mother Teresa State level award by Computer Education & Youth Welfare Organization, Punjab (Affiliated with Sarva Siksha Abhiyan, New Delhi)	2011-12

2.	Mrs. Anupam Sabharwal, Department of Economics	Best teacher award from CT institute Jalandhar	2012-13
3.	Mrs. Suvit Das, Department of Commerce	Best teacher award from CT institute Jalandhar	2012-13
4.	Dr. Kulwinder Kaur	Awarded with "Sahitya Sammaan" at Press Club Jalandhar for her Contribution to Hindi Literature	2013-14
5.	Ms. Sumandeep Kaur	Best teacher award from CT institute Jalandhar	2013-14
6.	Ms. Bhupinder Kaur	Best teacher award from CT institute Jalandhar	2013-14

Table No. 2.4.5

Besides academics, performance of faculty is duly recognized in other fields too.

Awards /Recognition received by faculty for contribution towards Community Services

S. No	Name of Faculty Members	Award/ Recognition	Sessions
1.	Dr. Archana Garg (Principal)	Award of Honor for maximum contribution by the college to Fund Raising Programme of Indian Red Cross Society, Punjab Presented by Sh. Shivraj Patil, Hon'ble Governor of Punjab. Presented by Deputy Commissioner, Kapurthala. Presented by S. Parminder Singh Dhindsa, Finance Minister, Punjab. Honored with special award for contribution by the college towards Armed Forces Flag Day, presented by Deputy Commissioner cum President Zila Sainik Board, Kapurthala for the last four years consecutively. Honored with Appreciation Award for rendering valuable services towards National Legal Literacy Mission, presented by District Legal Services Authority, Kapurthala.	2010 – 2012 2011 - 2015 2011- 2012
2.	Mrs. Sarika Kanda	Appreciation Certificate from Pushpa Gujral Science City, Kapurthala for Setting Up Red Ribbon club in college	2008-2009
3.	Mrs. Adarsh Parti	Appreciation award for organizing Inter College Competition with the collaboration of Rotary club, Kapurthala	2008-2009
4.	Mrs. Madhu Sethi	Appreciation award for organizing Inter College Competition with the collaboration of Rotary club, Kapurthala	2008-2009
5.	Mrs. Paramjit Kaur	Appreciation award for organizing inter College Competition with the collaboration of Rotary club, Kapurthala	2008-2009
6.	Mrs. Geeta Ghai	Won 1st prize from Sanjeev Kapoor (world renowned Chef) for best Recipes in Khana Khazana. (www.sanjeevkapoor.com)	2009-2010
7.	Mrs. Ritu Gupta	Honored by Red Cross Society for donating blood consecutively for two years	2011-2012 2012-2013
8.	Ms. Ramandeep Kaur	Honored by Red Cross Society for donating blood.	2012-2013

9.	Ms. Shivani	Honored by Red Cross Society for donating blood.	2012-2013
10.	Ms. Suresh Sharma	Appreciation certificate from District Legal Literacy authority, Kapurthala for arranging a two day Inter-college Legal Literacy Youth festival.	2012-2013
11.	Mrs. Sarika Kanda	Appreciation certificate from District Legal Literacy authority, Kapurthala for arranging a two day Inter-college Legal Literacy Youth festival.	2012-2013
12.	Mrs. Neetu Bhargava	Appreciation certificate from District Legal Literacy authority, Kapurthala for arranging a two day Inter-college Legal Literacy Youth festival.	2012-13
13.	Mrs. Priyanka Sharma	Appreciation certificate from District Legal Literacy authority, Kapurthala	2012-13
14.	Mrs. Minkal (Instructor, Office Management)	Appreciation certificate from District Legal Literacy authority, Kapurthala for arranging a two day Inter-college Legal Literacy Youth festival.	2012-13
15.	Mrs. Renu Bala	Appreciation certificate, Distt. Legal services Authority, Kapurthala for arranging a two day Inter-college Legal Literacy Youth festival.	2012-13
16.	Ms. Mangla Sahni	92.7 Big FM radio honored her with “Ghaint Guru” award on Teachers’ Day – 5 September, 2015, on the basis of voting done by listeners.	2013-14
17.	Mrs. Sarika Kanda	Appreciation award by Indian Red Cross Society, Kapurthala	2014-15
18.	Ms. Preety Batta	Appreciation award by Red Cross Unit, Chandigarh for attending a two day camp organized in Shri Guru Teg Bahadur College, Anandpur Sahib.	2014-15
19.	Dr. Kulwinder Kaur	Appreciation award from Bhartiya Sanskriti Gyaan Pariksha, Gayatri Parivaar, Haridwar	2015-16

Table No. 2.4.6

Contribution of the institutional culture and environment is always vitalizing and supportive. Institutional environment facilitates and motivates the faculty to undergo some research project, publication work to go as a resource person and to pursue higher studies simultaneously. They are also suggested to get some surveys conducted through students and prepare a detailed questionnaire for surveys on socio-economic issues impacting the people at large and awakening the students too. They are encouraged to utilize e-resources to add the latest development in their subject or discipline.

College management also recognizes and honors the faculty who contribute towards excellence in academics, literary fields, sports or in extra-mural activities or through NCC and NSS units. College reputation also adds to the faculty stature.

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?

Continuous evaluation of teachers plays a crucial role for the improvement of teaching learning process. It helps the college to bring better output in terms of academic excellence. The college follows the process of evaluation of teachers through various channels.

- The principal obtains the feedback from the students through the meetings of student council.
- The feedback proforma are filled by the outgoing classes.
- The suggestion box in the college also facilitates the students to convey their feedback.
- The heads of the departments also obtain an informal feedback from the students and by observing the results of pre-semester and semester examination of the teachers in their respective departments & it is brought to the notice of the principal.
- External peers may convey their observations about the faculty to Principal.
- Feedback is analyzed by Managing Committee, the Principal and IQAC. It helps in counseling the faculty in particular subject to change their ways or style of teaching. Orientation of faculty is also a healthy practice to better the teaching but in extreme cases, screening process is undertaken and reappointment of faculty is processed.

It makes the teachers more accountable and responsible towards teaching. They start improving their strength and removing their weaknesses.

Sometimes feedback is conveyed to faculty through heads of departments who manage the problems very skillfully by interchanging the subjects/papers keeping in view the demand of the learners or academic profile of the faculty members.

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?

Two major stakeholders, faculty and students, should be well aware of the evaluation process working in the institution. It is ensured through:

- College admission brochure/prospectus, an annual publication, directing the students to read it carefully to know about different tests, pre-semester examinations and university examinations, in theory papers.
- For practical, their performance and demonstration in practical examination in the presence of internal and external examiners.
- For internal assessment subjects, their class performance, punctuality in attending classes, conduct & response to faculty during the course duration and also preparing some subject files, models, assignments and seminars etc.
- Faculty itself is directed by the Principal and heads of departments to read the university syllabi and instructions carefully lying in main library and procure the copies from librarian to display the same on the departmental notice boards.
- Faculty announces the process in classes, explains the rules and regulations, patterns of the question papers, university rules regarding percentage of marks for Ist, IInd and IIIrd division or to get qualified or for getting distinction in a subject.
- Opening/orientation session conducted by the Principal also ensures that faculty and students should be well informed about the evaluation process so that the students start

their studies and preparations accordingly.

- The principal also holds meetings with the heads of the departments as well as the members of students' council during the session, in which the detailed information is provided to them about the evaluation process at college as well as university level. Students are also informed through the circulars displayed at the college notice boards and if there are any mid-term changes in the evaluation process by the university, the same is intimated to the students and teachers through circulars and announcements in the morning assembly.

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?

Due to changing scenario in higher education, institutional reforms are always required, especially in evaluation process to make it more accurate, effective and efficient so that the institution shaping the future of youth may achieve the desirable objectives.

Guru Nanak Dev University, Amritsar, the affiliating university has introduced semester system in lieu of Annual system, in phases since 2010 at UG and PG level. This college has adopted the same and prepares the academic calendar accordingly for which faculty members extend full cooperation and students are also prepared psychologically, though it has impacted the workload, strength of faculty and criteria for honoring the students getting ranks or positions.

- University has also introduced internal assessment system in Commerce where the faculty evaluates and assesses the performance of students throughout the semester.
- Answer books are evaluated under centralized table marking system.
- University examinations are conducted fairly and objectively by external invigilators and the center superintendents.
- OMR sheets have been introduced since the session 2012-2013 and the college has accepted all these changes and reforms.

At institutional level

- Answer sheets with OMR Performa are printed for pre-semester examination to acquaint the students with the new pattern.
- The college conducts pre-semester examination for the students so that they can prepare well for their final examinations.
- The setting of the question papers and evaluation of the answer sheets are strictly as per the university norms.
- Secrecy and transparency are maintained while framing the question papers by the assigned teachers. Proof reading of the question papers is also done to avoid discrepancies. Teachers follow a critical approach while evaluating answer sheets of class tests and pre-semester examinations.
- The college also ensures uniformity in marking the answer books, for which the fresher are oriented in the beginning.
- Heads of departments randomly examine the scripts and point out the anomalies or

discrepancies, if any, thus to bring uniformity and transparency.

- Students are shown the answer books to see their scores and the mistakes committed by them. In case of any doubt or complaint, teachers explain the things in detail.

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?

Reforms in evaluation process by **affiliating university** are always mandatory for the institution. So there is no choice for the institution to deviate from it. Once an instruction for some reform is received at college level, it stands accepted for effective implementation, religiously. But to get it ensured, faculty, learners, administrative officials, all are immediately informed, so that ignorance may not cause any looseness in effective implementation.

At college level, there is an independent examination committee working under local controller and deputy controller, for fixing dates, allotting duty list to everyone, conducting the whole work as per norms and policy of the college.

All reforms are communicated to faculty and the students through principal's office for implementation and for compliance with the instructions and the new policies.

Instructions for evaluation of answer-sheets are issued by the Principal through local controller.

Information about absentees and defaulters is conveyed to parents along with the college policy to penalize such students.

So at both levels, implementation is ensured through well designed mechanisms working hierarchically.

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.

Here in this institution, mainly summative assessment approach to measure students' achievement and assessment works. Students are evaluated after term end or semester end examinations conducted by the affiliating university as per the rules and regulations for the purpose of promoting the students to next higher classes.

But faculty is advised to adopt formative assessment approach too to assess the students in class tests or unit tests, home assignments, class attendance & behavior and give them a feedback which keeps them alert and active in their studies and preparations. Even the report of this assessment is conveyed to parents to know about their wards.

In a subject, where internal assessment is a part of final examination's evaluation, faculty follows formative approach to measure the performance and achievements of the students through assignments, oral presentations, verbal tests, surprise tests and their response to day-to-day's work, given in classes.

So both these approaches are in practice to adjudge the students helping the faculty to take corrective or remedial measures.

As an impacting factor, it is a great source of inspiration and motivation for the advance learners to set their goals higher to achieve academic excellence and for the slow learners to realize their capabilities and put more efforts to improve their performance. It also has a positive impact of enhancing a healthy competitive spirit, capacity to learn and capability to achieve among the students. It also gives the teachers a better understanding of their students' needs and potentialities individually and collectively as well. This understanding guides the teachers while planning and executing their teaching plan.

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

To ensure rigor in internal assessment, faculty goes as per the parameters and criterion fixed by the affiliating university. But faculty members may fix some more norms to weigh the behavior or attitude of students to the subject, their initiative for independent handling a project or experiment in labs, their expression, skills regarding a topic or the theme implied in some exercise and inform the students well in time to be cautious for all these aspects as they are being closely watched and assessed continuously.

Internal assessment is marked with complete secrecy in all the subjects. Students know that internal assessment affects their score in final results. Realizing the weightage attached to internal assessment, students' attitude, behavior, performance and response to teachers all get impacted positively.

To ensure transparency and objectivity in the internal assessment, records, project files, models and charts, other files or the samples of the work done are also assessed internally in the subjects like Home Science, Fashion Designing, Fine Arts, Music (Instrumental and Vocal), Physical Education, Computer Science and Information Technology, Physics and Commerce, and are kept at least for two sessions for reference to result delayed or re-evaluation cases, if required.

It affects the credibility of internal functioning, teaching and learning. Learning outcomes get accelerated and teacher taught relations get affected in a healthy manner. Attendance in classes and in labs increases. Students take more interest in learning and carefully do practical work and try to match the concepts in their minds with the actual output of their efforts when they work in the labs on a machine, on a recipe, on a chemical or a plant.

It challenges the teaching faculty to raise their own bar of quality education.

This whole exercise has definitely benefited the students, faculty and the college as well in accelerating their efforts in pursuit of academic excellence. The faculty also finds it helpful in evaluating and reviewing their own subject content, teaching methodology, style and aids vis-a-vis the needs of the students and expectations of the employable sectors.

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

Graduate attributes are the qualities, skills and understanding, as a university community agrees its students should develop during the course time and during their stay in the

institution.

These are the qualities that also prepare graduates as agents of social change in an unknown future. The institution specifies 'Graduate Attributes' as the knowledge, skill and attitude which all graduates should/must acquire during their course of study to equip themselves to avail opportunities positively in fast advancing world posing threats and challenges at every step.

This college strives hard to imbibe all these attributes among the students and undertakes various academic and co-academic activities to ensure students while graduating and post graduating themselves must attain these qualities and traits.

College specifies following graduate attributes, for the learners:

- She is to emerge as a representative of institutional academic excellence.
- Synchronizing tradition with modernity.
- A critical, creative, rational, competent worker, socially aware and a sensitive citizen.
- Filled with patriotism to strengthen India.
- Self-Confident, disciplined and a self-reliant individual.
- Motivated prospective individual who becomes catalyst of change through education.

But knowledge, skill and attitude are basic attributes, which college ensures through the attainment of;

Knowledge To make learners knowledgeable, they are given best minds, experienced instructors and an environment conducive for learning throughout their stay in college campus.

- Compulsory morning assembly feeds them daily with high thoughts through faculty. They are motivated to sit in library in free periods and read the journals, magazines, newspapers or even the extra reference books relating to their subjects, thus an atmosphere and motivation to infuse knowledge in them.
- Attending classes is mandatory for them as teachers are the best source of knowledge for the learners.
- Various events are arranged in college for different occasions, days, purposes, where they are addressed by scholars, experts, saints and resource persons to dissipate their darkness and open new pages of knowledge, on the topics not formally covered in syllabi.

Skill- Efforts are put in to action to equip the students with some skills, to grow as better hand and vocationally skilled participating in all activities of national life. Skill expands her personality, endows her with a capacity to contribute effectively with technical approach.

- To create skill, various crash courses, value added courses, professional courses have been provided to the students.
- They are taught communication skill, numerical skill, analytical skill, interpersonal skill and problem solving skill through short-term courses such as Visual Basic, Tally, Cooking, Painting, Art & Craft, and Dancing etc.
- To increase employability, the subjects like Fashion Designing, Fine Arts, Music

(Instrumental and Vocal), Home Science, Languages, Information Technology and Management all provide proficiency in valuable skills helping her to rise above kitchen drudgery and surveillance creating traditional roles.

- Not only conceptually, she is taught all these subjects, but all well-equipped and modernized labs, music rooms and gymnasium are made available for students to learn practically and get attuned with difficulties coming practically.
- Under the aegis of Pradhan Mantri Kaushal Yojna, college has developed a link with Team Lease India to run skill oriented courses viz. Retail, Finance Management & Computer Fundamentals. Qualities like time & resource management, decision making, entrepreneurial skills and team spirit are instilled by engaging the students in all the academic, co-academic and cultural activities.

Attitude Students after graduation should have an attitude to life, to values, to society, to elders, to younger, to all relations and this attitude is developed during their stay in the college.

- They should grow and behave as matured persons, as compassionate human being and be responsive to the needs of surroundings.
- Institution takes care of their attitude. To inculcate positive outlook, a rational attitude for developing balanced personality is one of the goals to be fulfilled through academic programmes and informal modes of teaching.
- They are shown different paths of life and also given an independence to distinguish between desirable and undesirable, right or wrong, good and bad and tread upon a path which is becoming for human beings.
- Right attitude binds together all the positive traits of personality, leading towards personal & professional growth. Various community orientation programmes are organized by co-academic units like NSS, NCC, Red Cross, Nature - Eco Club, Students Service Club and Students Legal Literacy Club to inculcate qualities like team spirit, civic sense, discipline and leadership.
- The college also sensitizes the students on social, national and global issues. These qualities enable the students to realize their responsibility towards the community at large for which the college has established linkages with many public and private institutions and N.G.Os such as Pushpa Gujral Science City, Local Civil Hospital, Spic Macay, Red Ribbon Club & Gaytari Pariwar.
- Students with virtues of honesty, simplicity, punctuality & selfless services are honored with awards at the annual function of the college.

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

Though evaluation system and process are designed very cautiously and implemented objectively and transparently, yet sometimes, grievances and complaints arise, which are redressed immediately to the satisfaction of the complainants.

At institutional level, grievances regarding evaluation in class-tests/pre-semester examinations are solved by the concerned subject teacher. Students have an access to

principal or the heads of departments to get their answer-books rechecked or re-evaluated. Students and parents both can access the teachers concerned or the principal for redressing their grievances regarding evaluation process.

At university level, there is a system of re-evaluation /re-checking of answer books and retotaling of marks.

- Students apply on prescribed proforma with some fee within stipulated period after the declaration of results and thus get a chance for redressing their grievances.
- Convener, local examination committee remains in touch with the university examination branch to assist and guide the students for redressal of their grievances regarding conduct of examinations, evaluation process, admit cards, result declarations and detailed marks cards.

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?

- Institutional goals, mission and vision clearly state the learning outcomes. It is stated that the institution came into existence to empower the women section of the society through knowledge and higher education and to equip them with vocational skills and professional acumen to lead a life of dignity and prestige, to become an asset financially for the family and strong pillar for social uplift and nation-building process.
- She is to incarnate the attributes and higher values of Indian culture and spiritualism. She is to be filled with patriotism and sensitized towards the gender disparities, human values and the disadvantaged sections of the society.
- College is to nurture innovative and enthusiastic brains to emerge as a strong intellectual women force, competent globally with an ethical approach, ready to solve the riddles with wisdom and scientific temperament focusing on harmonizing the pragmatism with spiritual end.

The stated learning outcomes are printed in college prospectus, displayed through college web-site and unfolded in the orientation session with the students & faculty members. Teachers also enlighten the students about learning outcomes.

- Learning outcomes are also explained through charts/ pictorial representations on the display boards of various departments.
- These outcomes are successfully translated into reality through the teaching learning process and excellent results, commendable positions in youth festival and extra-mural activities and good performance in sports.
- The students emerge as strong personalities, capable to change the phase of social scenario while living a dignified life.
- These learning outcomes are being transferred in to reality by providing excellent and commendable academic services, learning resources, support services, various multi-

natured co-academic programmes, co-curricular activities, experienced & qualified staff and a patronizing governing body.

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

The progress report of the last four years clearly states that the students of the institution have achieved the determined goals. The college pass percentage has always been higher than university pass percentage. The college focuses on the programs and performance of the students. It is a matter of immense pride that every year the pass percentage of the college is almost 100%. Every year college students secure positions in the university merit list which adds to the glory of the institution.

The progress and performance of students are continuously being monitored and communicated to the stakeholders by the institution as it is the prime aim of college to keep an eye on the constant growth of the learners. The institution monitors the performance of students through Pre- Semester Exams, class tests and surprise tests. In addition to that, the institution communicates the progress and performance of the students through their report cards, parent-teacher meetings and verbal interactions with students.

The results are also conveyed in annual reports of the college.

Course wise Results for the last four years in comparison to university percentage

Session		2012-13		2013-14		2014-15		May/June 2016	
S.No	Class	College Pass %	University Pass %	College Pass %	University Pass %	College Pass %	University Pass %	College Pass %	University Pass %
1	B.A I	98.08%	-----	86.06%	-----	100%	47.54%	93.86%	38.42%
2	B.A. II	95.65%	72.46%	90.88%	-----	100%	56.64%	100%	57.85%
3	BA III	97.56%	70%	95.78%	68.95%	100%	63.49%	73.1%	-----
4	B.Sc.(Eco)-I	100%	-----	71.91%	-----	100%	46.71%	82.60%	38.77%
5	B.SC(Eco)-II	100%	83.79%	77.5%	-----	100%	63.11%	100%	67.17%
6	BSc (Eco)- III	100%	85.53%	100%	84.59%	100%	77.48%	92.85%	-----
7	B.Com I	100%	55.18%	89.16%	60.58%	100%	54.36%	100%	69.71%
8	B.Com -II	100%	47.50%	100%	79.37%	100%	78.90%	99.05%	86.08%
9	B.Com-III	100%	91.68%	100%	93.60%	100%	55.39%	53.16%	90%
10	B.Com(Prof)I	100%	66.34%	98.11%	74.15%	100%	55.82%	-----	-----
11	B.Com(Prof)-II	96.29%	78.95%	100%	87.78%	100%	78.96%	-----	-----
12	B.Com(Prof)-III	97.5%	91.47%	100%	89.31%	100%	78.40%	95.74%	69.77%
13	BCA I	100%	39.72%	73.21%	42.05%	100%	41.10%	90%	48.79%
14	BCA II	97.67%	82.24%	100%	76.81%	100%	67.66%	100%	62.85%
15	BCA-III	100%	92.34%	100%	92.07%	100%	65.40%	92.50%	53.94%
16	BSc (IT)-I	100%	34.14%	71.42%	38.95%	100%	43.98%	100%	45.22%
17	B.Sc(IT)-II	80%	84.91%	95.83%	77.60%	100%	61.36%	92.85%	56.44%

18	B.Sc(IT)-III	100%	93.48%	100%	86.93%	100%	68.40%	100%	56.66%
19	BBA –I	97.5%	48.02%	93.26%	62.46%	100%	50.28%	95.65%	53.79%
20	BBA-II	100%	85.70%	100%	79.90%	100%	69.71%	100%	76.79%
21	BBA-III	100%	90.37%	100%	96.59%	100%	74.77%	94.73%	64.29%
22	PGDCA	100%	-----	100%	62.09%	100%	62.34%	100%	62.60%
23	DCA-Full Time	100%	-----	100%	33.20%	100%	51.62%	100%	49.28%
24	M.Sc(IT) -I	100%	-----	100%	-----	100%	82.09%	92.85%	70.98%
25	M.Sc(IT) -II	100%	-----	100%	80.12%	100%	65.05%	100%	84.03%
26	M.A. (Hindi)-I	100%	72.58%	100%	91.56%	100%	92.86%	100%	86.27%
27	M.A (Hindi)-II	100%	77.25%	100%	72.10%	100%	86.61%	100%	82.87%
28	MA (Pbi)-I	100%	63.26%	100%	80.84%	100%	59.97%	100%	85.97%
29	MA. (Pbi)-II	100%	80.20%	100%	61.24%	100%	60.31%	94.44%	56.37%
30	M.Com I	100%	78.55%	100%	91.94%	100%	91.14%	97.50%	91.23%
31	M.Com II	100%	87.53%	100%	86.94%	100%	88.79%	100%	90.55%
32	PGDGC &FD 2 nd sem	-----	-----	100%	82.57%	100%	92.23%	-----	-----
33	M.SC(FD) I	-----	-----	-----	-----	100%	88.57%	100%	67.92%

Table No. 2.6.1

Trends or Analysis: An analysis of the results depicts that at master level courses, students have shown better performance, being senior and job-facilitating classes. Efforts by faculty have been consistently sincere to prepare the learners for good results throughout the course duration.

Results are far better than the university percentage so this institution is comparatively giving better learning to its students than others around the area. Disciplined atmosphere, hard work of the students and interest shown by faculty in teaching process are the factors which have contributed to good results. The students of IT and Commerce streams generally show better results.

These good results of the college clearly show the efficient and innovative teaching methods adopted by the teachers and the learning level of the students.

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

While structuring or designing the teaching, learning and assessment strategies of this institution, the focus is to facilitate & help the learners to discover their potential and the aptitude enabling or capacitating them to achieve the intended learning outcomes.

- They are provided compassionate and dedicated faculty with meritorious profile ever ready to keep pace with ever expanding frontiers of knowledge.
- Students' centric environment is created to take care of all-round requirements of the learners.
- Peer group interactive learning is encouraged in college campus.
- Sufficient opportunities are created for cooperative or team learning and independent learning.
- Crash courses on personality enrichment, interpersonal skills and communication skills are provided.

- Motivational personalities are invited to deliver extension talks on moral values, spiritual uplift and human values.
- For stress management, student adoption scheme is provided.
- Confidence building efforts and thoughts in morning assembly have been other strategies.
- Out letting their grievances and opinions through suggestion & grievances box.
- Very comfortable and up-to-date physical infrastructure.
- The teaching, learning and assessment strategies of our institution are formulated to facilitate the learners to identify their potential and to achieve the intended learning outcomes.
- These strategies are framed to provide all learners with high quality teaching & learning that encourage high aspirations and achievements for all.
- The learners are motivated to participate in the activities of different subject based societies and community oriented co-academic units & clubs to acquire different life and inter-personal skills.
- The college is always in a process of identifying major employable sectors at local and global level and strives to meet the ever changing needs of these sectors. It offers a variety of vocational subjects (Home science, Fashion Designing, Fine arts, Music, Journalism & Mass communication) and professional streams (Commerce & IT) to enhance the employability quotient.
- Placement cell of the college organizes placement drives to provide job opportunities to the students.
- Value added and crash courses are arranged to develop vocational skills in 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?

- Initially, some subjects in humanities were offered for the students but gradually, new streams like Commerce & Management, IT, and new subjects like Mathematics, Home Science, Fashion designing, fine arts, journalism etc. were also added.
- The process of introducing new courses or streams completes with the permission of affiliating university. Content courses and pattern of examination is also as per the university instructions and rules, **but institute has taken** measures and steps to enhance social and economic relevance and necessity of all the courses.
- Students feel convinced that all these courses enable them to be socially fit individuals and economically too competent enough to enter the life of challenges and opportunities.
- All languages (Hindi, Punjabi and English) give them proficiency in communication skills to develop a healthy rapport with society and express themselves effectively.
- Subjects like Fine Arts, Fashion Designing, Home Science, are best usable for women in their personal, social and professional life.
- If Mathematics gives numerical skills, Economics gives a picture of economy and all related issues to be known to every citizen of a developing country.

- Political Science, Public Administration, History and Sociology are basically Social Sciences, deeply related with a healthy social life, which one lives throughout his life. Philosophy makes one critical, logical and sensitive towards finer values of life, befitting for a good society.
- By participating in sports activities, the students learn the qualities of leadership, sportsmanship, team spirit & discipline etc.
- The college goes beyond its UG & PG courses by providing special coaching for various competitive examinations. It expands the scope of employability and increases the opportunities for them to serve the society as committed public servants.
- The courses being offered in Commerce stream provide essential guidelines to students to develop the skills regarding entrepreneurship such as Leadership, Management, Marketing Skills, and Social Networking & Behavioral Patterns etc.
- The department of Computer Science & Information Technology makes them not only computer friendly but also capacitates them for better employability.

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

To identify the barriers of learning, appraisal of the performance and learning outcomes is an exercise conducted through a mechanism, framed and executed rigorously and objectively.

Performance in internal tests and university examinations helps in analyzing the standard of learners, interaction with alumni and with parents of students help in knowing the barriers or the hurdles weakening the performance.

In order to identify and to overcome these barriers, the college has an in built system of collecting data on students' performance and learning outcomes through house tests/pre-semester exams, class test & general observations by the faculty. Apart from this, the performance of the students is also observed from their participation in co-academic /co-curricular activities. This helps in distinguishing slow, average & advanced learners. Collected data and its analysis help in catching the loopholes and the barriers hampering some of the students to reach the expected results and the learning outcomes.

Further, it becomes a base for new planning and the devices to overcome the barriers. Then some of the tips are prepared to enable the slow learners to sharpen their grip, like:

- Multi-lingual lectures to meet both the categories with English medium and vernacular medium.
- Organizing remedial classes/extra periods.
- Bridge courses are structured to meet the needs of the students coming from diverse background.
- Question banks are prepared to make preparations easy.
- Providing advanced reference materials and extra tests with high level questions to advanced learners.
- Special workshops and orientation talks are arranged focusing on barriers especially.

- More funds are allocated for students with financial constraints.
- Counseling session with students and their parents are arranged.

Regarding barriers in syllabi or university rules and regulations, the same are shared by faculty in its meetings of syllabus committee, board of studies, academic council or by sending some representations to university authorities.

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

A student centric institution is always in search of the innovative devices to monitor and then to ensure the achievements of learning outcomes, especially in this globally challenging era.

A strong network of Managing Committee's Academic Committee, IQAC, comprising of senior faculty and heads of departments chaired by the principal, monitor and ensure the achievements of learning outcomes through discussions with the teachers and class representatives representing the student community.

Institution ensures that competent, experienced and dedicated staff be engaged to get the quality learning outcomes.

Teachers are given full freedom to guide the students, categorize them in classes and deal with them suitably for their academic growth and performance.

College advisory body ensures that teachers design tests and assignments to involve learners regularly in some activity and to test their comprehension, analytical skills, writing skills, hold on accurate language and concepts theoretically as well as their applied aspect.

Teachers are motivated to hold discussions in classes, making students to take interest in written assignments, organizing seminar periods for student participation and focusing on annual examinations which pave the path for ensured learning outcome.

Special stress on speaking and writing, to improve fluency in language and correcting the students immediately also contributes to learning outcomes stated initially.

Use of traditional as well as innovative teaching methods/techniques/aids for delivering curriculum.

To keep various subject based associations, societies, co-academic units, in action to ensure the value based outcome considered sacrosanct in formation of a complete character of students.

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.

Results i.e. pass percentage, positions and ranks in university examinations are the indicators to show the level or outcomes gained by the students assessed and evaluated by external agency i.e. affiliating university, external paper-setters and external evaluators/examiners.

Positions scored in sports, extra-curricular activities, competitions or university, national and international level fests and competitions are also the indicators to certify the standards of learning outcomes and achievements.

Such students are honored with college colors, awards, citations, free ships and special scholarships and recommendation letters from the head of institutions to facilitate them for higher progression, job placements, joining any organization for social activities. All such results are a consideration for future planning.

Various awards/ honors are given to motivate the students to work hard. The meritorious students are honored during the inaugural ceremony of new session. On the occasion of annual prize distribution, students with top positions in house tests/ pre- semester exams and final examinations are awarded. The institution also honors those students who secure first position in college consecutively for 3 years and 5 years with ‘Gargi’ and ‘Saraswati’ awards respectively. Moreover, students receive awards for their commendable achievements in co-academic activities such as sports, university youth festivals and other cultural activities. The institution also provides facilities of book bank & fee concessions etc. to the needy students.

Institutional planning is always reviewed after the results of previous years:

- For achievers, some new incentives and facilities are introduced to bring higher positions in future.
- For weaker students, some rigorous remedial measures are started.
- To enrich the learning resources, more funds are invested by the college authorities.
- Brilliant results are given more publicity to fetch more students.

CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

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

Though the college has not set up any recognized research Centre of the affiliating university or any other agency or organization but a 'Research Culture' is always in a process.

Majority of the teachers are primarily engaged in teaching of undergraduate classes, but some of them have sent proposals to U.G.C. for minor research projects.

Post graduate teaching and learning in five disciplines and research activities by some of the faculty members and the students positively impact the research aptitude of all working in this institution.

College management has also taken several steps to intensify research zeal amongst students, researchers and faculty members by enhancing the infrastructural facilities by upgrading the Labs, Library, subscribing research journals, augmenting the technical facilities, providing free access to Internet/Wi-Fi facility.

College monitoring and advisory bodies like Managing Committee, Academic Committee, IQAC and college advisory body have taken keen interest for the research activities to be strengthened.

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, college has a research committee to monitor and address the issues of research. The research committee motivates research activities in the college and assists the faculty for their academic advancement to improve their profile. It gives all the required support including the arrangement of funds by applying to UGC and other funding agencies.

The composition of the Research Committee is:

1. Dr. Archana Garg, Principal (Ex- Officio member)
2. Mrs. Vijay Pathania, Head, Department of Economics
3. Ms. Suresh Sharma, Head, Department of Punjabi
4. Dr. Kulwinder Kaur, Head, Department of Hindi
5. Dr. Neetu Bhargava, Head, Department of Commerce
6. Mr. Sanjeev Bhalla, Office Superintendent

Recommendations made by the committee

1. Committee facilitates the publication of research journals and post proceedings of the conference.
2. It periodically monitors the research facilities available in the college and takes appropriate steps for quality enhancement.

3. It facilitates the process of grants, utilization, purchase and liaison etc. for the researchers.
4. It encourages the faculty members to write research articles, to take up some research project and get enrolled for higher degrees like M.Phil., Ph.D. and D.Lit. etc.
5. It provides updated procedural information and keeps the record of all research publications.

Some other recommendations made so far by this committee have been

1. Requesting the higher-authorities to introduce some incentives for faculty interested in research activity.
2. Making the campus totally Wi-Fi.
3. Plans for in house projects for students.
4. Encourages participation of faculty and organization of seminars, workshop and conferences.
5. It arranges staff enrichment programmes through college staff academy.
6. It recommends for inter-disciplinary research projects.

Impact

- Departments of Commerce, Hindi, History, and Economics organized UGC sponsored conferences.
- Departments of Commerce, Hindi & Social Sciences publish research journals in their respective subjects- Vaanijya- The journal of Commerce, Sahitya Sanchay – The journal of Hindi and Pragati – The journal of Social Sciences.
- Dr. Kulwinder Kaur (Deptt. of Hindi), Dr. Tajinder Kaur (Deptt. of Punjabi), Mrs. Jasdeep Kaur (Deptt. of Punjabi), Mrs. Sarika Kanda (Deptt. of Home Science) and Mrs. Amanjyoti (Deptt. of History) applied for minor research projects to University Grants Commission.
- Some of the faculty members remain engaged in writing research papers & articles and participate in various conferences and workshops etc.

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

- **Autonomy to the principal investigator**
- **Timely availability or release of resources**
- **Adequate infrastructure and human resources**
- **Time-off, reduced teaching load, special leave etc. to teachers**
- **Support in terms of technology and information needs**
- **Facilitate timely auditing and submission of utilization certificate to the funding authorities**
- **Any other**

Various measures are in practice to facilitate the scholars to pursue their research work without any interruption.

- Motivational lectures are arranged for students and faculty to get involved in research activities.

- If any project is sanctioned by U.G.C., the institution provides full support to Principal Investigator to pursue the work smoothly and complete the same within the stipulated time.
- All learning resources (Library, Labs, Internet, and Wi-Fi) are made accessible to such scholars and adequate infrastructure is also made available.
- College accounts branch facilitates timely settlement of financial matters.
- Research Committee also helps the scholars by its periodical monitoring.
- Extended availability of Library and Labs after College working hours and during vacations or Sundays etc.
- Adjusting the time table to enable the short-span in teaching, arranging substitutes if leave is sanctioned.
- There is also provision of duty leave and study leave for presenting research papers or research related activities.
- The institution facilitates timely auditing and submission of utilization certificate to the funding authorities.

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

Many subjects in Humanities, Commerce and IT, which are not directly related with natural/life sciences, carry immense potential for developing scientific temper among students. The students are not only given theoretical knowledge but also made to understand and express their thoughts analytically, critically, rationally and in a scientific manner. For this purpose various programs such as quiz, role play, debate, declamation, group discussions etc. are organized.

To promote and facilitate research culture and aptitude, the college engages the students in various research related activities. Department of Commerce, Hindi & Social Sciences annually publish research journals - Vaanijya- the Journal of Commerce, Sahitya Sanchay- the Journal of PG Department of Hindi and Pragati- the Journal of Department of Social Sciences; which include research papers and articles of the faculty from the college and prominent scholars from other colleges and universities. These research journals provide an insight to the students regarding research methodology and subject knowledge.

Apart from this, a Research Corner is also allotted in the college magazine 'Deepanya' through which, students are encouraged to write research papers, book- reviews and articles related to their subjects and syllabus. They are also motivated to attend conferences, workshops, seminars etc. within the college as well as outside the college and interact with the scholars.

Surveys are conducted by different departments like Economics, History, Commerce and Punjabi to promote research aptitude among students.

Students of some departments such as Commerce and Computer Science & IT undertake various project works.

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

Some of faculty members are engaged in active research. They guide students for their research work, undertake minor UGC research projects, publish books, research papers & articles in reputed research journals etc.

List of Faculty members involved in Active Research

A) Faculty-As Approved Research Guides

Sr. No.	Faculty Name	Department/Designation	As Guide/Research Scholar
1	Dr. Archana Garg	Principal	Approved Research Guide by Periyar University, Salem, Tamilnadu and she also guided one student for M. Phil. thesis on the topic " <i>Small Scale industries</i> ".
2.	Dr. Kulwinder Kaur	Associate Professor in Hindi	ਪੰਜਾਬ ਦੀ ਸਮਕਾਲੀਨ ਹਿੰਦੀ ਕਵਿਤਾ ਕਾ ਸਾਂਸਕ੍ਰਿਤਿਕ ਅਧਯਨ (Minor project approved by UGC)
3.	Dr. Neetu Bhargava	Assistant Professor in Commerce	Approved Research Guide by Punjab Technical University, Jalandhar and she also guided one student for MBA thesis.
4.	Mrs. Aman Jyoti	Assistant Professor in History	"Budhism in Contemporary Punjab: An Evaluative Study" (Minor Research Project approved by UGC)

Table No. 3.1.1

* **Late** Mrs. N.L. Nanda, head department of English was also approved as an Research Guide by Periyar University, Salem, Tamilnadu and she guided on student for M.Phil. Thesis.

(B) Faculty presenting papers in

I. International Conference

Sr. No.	Name	Department	Topic	Date/Place
1	Mrs. Madhu Sethi	Head Department OF Music(V)	“मंचीय कला में महिलाओं का योगदान” “Manchiye Kala Mei Mahilayon Ka Yogdan”	KMV, Jalandhar on October 20 th and 21 st 2011
2	Dr. Veena Kumari	Punjabi	“ਵਿਆਹ ਨਾਲ ਸੰਬੰਧਿਤ ਰਸਮੇ ਰਿਵਾਜ ” “Vyah naal sambhandat Rasm-o-Riwaz”	Shanti Devi Arya Mahila College, Dinanagar, Gurdaspur on 9-10 March, 2012

Table No. 3.1.2

II. National Conference

Sr. No.	Name	Department	Topic	Date/Place
1	Mrs. Arun Sharma	Mathematics	Advance Mathematics and its Implications	R.R. Bawa DAV College, Batala on 25th Feb, 2012
2	Mrs. Ritu Gupta	English	(i) Construction of Interactive Teaching Classes for Rural Youth”	SSM College, Dina Nagar on 12 th March, 2012
			ii) “Role of Teachers in the Promotion of Moral values”	JCDAV College, Dasuya on 16 th March 2012
3	Mrs. Seema Thakur	History	(i) Social and Economical History of Kapurthala	Govt. College, Rohtak, on 3-4 Dec. 2011
			(ii) Political and Social History of Kapurthala	Punjabi University, Patiala, on 9th and 11th Feb, 2012
			(iii) Problems and Opportunities Facing Education in Punjab in Present Scenario	PCM SD College for Women, Jalandhar, on 21 Feb, 2012
			(iv) पंजाब में महिला कहानीकारों का योगदान	Hindu Kanya College, Kapurthala on 17th & 18th Feb, 2012
			(v) Buddhist Philosophy : An Assessment	S.G.G.S. Khalsa College, Hoshiarpur on 1st March, 2012
			(vi) Role of Women in Freedom Struggle of India	PCMSD college for Women, Jalandhar, on 10th March 2012
			(vii) Moral Values in Indian Context	J.C.D.A.V. College, Dasuya, Hoshiarpur on 16th March 2012
			(viii) Female History in Punjab- A Comparative Study with Special Reference to Jalandhar and Kapurthala	Kurukshetra University, on 23 rd and 25 th March 2012
4	Mrs. Amanjyoti	History	(i) “Human Rights Education” : Indian Values and Duties”	R.K. Arya College, Nawashaher on 9 th Nov. 2011
			(ii) “Gandhian Principle of Non-Violence and Global Terrorism”	R.K. Arya College, Nawashaher on 5 th March 2012
			(iii) “Promotion of Ethics and Human Values: A Historical Perspective”	D.A.V. College, Dasuya on 16 th March 2012

			(iv) “Buddhist Philosophy : An Assessment”	S.G.G.S. Khalsa College, Hoshiarpur on 1 st March, 2012
5	Mrs. Neetu Bhargava	Commerce	“Agriculture still a laggard section in the Second Generation Reforms”	S. D. College for Women, Jalandhar
6	Mrs. Anupam Sabharwal,	Economics	“Economic Reforms- Need of the Hour”	PCMSD College , Jalandhar
7	Ms. Priyanka Sharma,		“Human Rights and Role of NGO’s” one day UGC-Sponsored National Seminar	R.K. Arya College, Nawanshaheer
8	Mrs. Reena Malhi,	English	(i) “How Indian is Indian Writing in English” in one day UGC- Sponsored National Seminar (ii) “ Post Modern Science Fiction :Redefining and Replacing Reality by Juxtaposing Fact, Fiction and Fantasy” in a two-day UGC-Sponsored National Seminar	Dev Samaj College for Women, Ferozepur City. on 24 th Feb, 2012 at Lyallpur Khalsa College for Women, Jalandhar. on 28-29 th Feb, 2012
9	Mrs. Sapna Bhalla	English	(i) “How Indian is Indian Writing in English” one day UGC- Sponsored National Seminar (ii) “Magic Realism” in a two-day UGC- Sponsored National Seminar	Dev Samaj College for Women, Ferozepur City. on 24 th Feb, 2012 Lyallpur Khalsa College for Women, Jalandhar. on 28-29 th Feb, 2012
10	Ms. Kulwinder Kaur	English	“Role of Women Writers in Indian Writing in English” One day UGC- Sponsored National Seminar	Dev Samaj College for Women, Ferozepur City ,24 th Feb, 2012
11	Mrs. Deepa Kohli	English	“How Indian is Indian Writing in English”	Dev Samaj college for Women, Ferozepur City. 24 th Feb, 2012
12	Ms. Deepawali	Mathematics	“Advance Mathematics and its Implications”	R.R. Bawa DAV College Batala on 25 th Feb, 2012.
13	Ms. Deepakshi	Mathematics	“Advance Mathematics and its Implications”	R.R. Bawa DAV College, Batala on 25 th Feb, 2012.
14	Mrs. Priyanka Sharma	Commerce	“Agriculture still a laggard section in the Second Generation Reforms”	PCM S. D. College for Women, Jalandhar
15	Mrs. Mani Arora	Commerce	“Financial Sector Reforms”	PCM S. D. College for Women, Jalandhar
16	Ms. Komal Kanda	Economics	“Relevance of Agriculture Subsidies in the Era of Globalization”	RSD College Ferozepur on 15 Feb, 2012.

Table No. 3.1.3

Paper publication in Peer reviewed Journal

Sr No.	Name	Department	Topic	Book/Journal
1	Mrs. Amanjyoti	History	Contribution of Women in Political Awakening “A state of Punjab”	Feldman, 2012
2	Mrs. Reena Malhi	English	How Indian is Indian Writing in English	Prospects of Indian writing :Issues and Expressions with ISSN No 978-81-922709-1-3
3	Mrs. Sapna Bhalla	English	How Indian is Indian Writing in English	Prospects of Indian writing :Issues and Expressions with ISSN No 978-81-922709-1-3
4	Ms. Kulwinder Kaur	English	Role of Women Writers in Indian writings in English	Prospects of Indian writing :Issues and Expressions with ISSN No 978-81-922709-1-3
5.	Ms. Shivani	CS & IT	Numerical methods & Computer Applications	ISSN i.e. 2348-6775 (online) and 2349-5480 (print).
6.	Ms. Surbhi (Co Author)	CS & IT	Numerical methods & Computer Applications	ISSN i.e. 2348-6775 (online) and 2349-5480 (print).

Table No. 3.1.4

Research papers/Books published

Sr. No.	Name	Department	Book Published
<u>1</u>	Dr.(Mrs)Kulwinder Kaur	Hindi	<ul style="list-style-type: none"> अहिन्दी भाषा प्रदेश में रचित हिंदी साहित्य (Ahindi Bhasha Pardesh mei Rachit Hindi Sahitya) “अनकहा जो रह गया” (Ankaha jo reh gaya) a collection Of Poems
2	Dr. Tajinder Pal	Punjabi	<ul style="list-style-type: none"> ਜਤਿੰਦਰ ਹਾਂਸ ਦੀਆਂ ਕਹਾਣੀਆਂ ਵਿਚਲੀ ਕਥਾ ਜੁਗਤ (Jatinder Hans diya kahaniya vichli Katha Jugat) ਗਿੱਲ ਮੋਰਾਂਵਾਲੀ ਦੀ ਪੁਸਤਕ ‘ਮੌਸਮ ਦਾ ਸੰਤਾਪ’- ਵਿਚ ਮਨੁੱਖੀ ਸੰਤਾਪ (Gill moranwali di pustak ‘Mousam Da Santap vich Manukhi Santap) ਔਰਤ ਦਾ ਸੰਤਾਪ (Aurat da santap)
<u>3</u>	Dr. Ranjit Kaur	Punjabi	“ਨਾਮਧਾਰੀ ਲਹਿਰ ਦੀ ਕਵਿਤਾ ;ਬਹੁਮੁਖੀ ਅਧਿਯਨ” Namdhari Lehar di Kavita, Bahumukhi Adhyan
4	Dr. Veena	Punjabi	<ul style="list-style-type: none"> ਰਸੀਲੇ ਰਤਨ ਦੇ ਮੁਖ ਸਰੋਕਾਰ “Rasile Ratan de mukh sarokaar” ਜ਼ਿੰਦਗੀ ਦੇ ਭਾਵਾਂ ਨੂੰ ਰੰਗਾਂ ਵਿਚ ਪੇਸ਼ ਕਰਦਾ ਰੰਗ ਮੰਡਲ “Zindagi de bhavan nu rang vich pesh karda rang mandal”

5	Dr. Bhupinder kaur	Punjabi	ਵਿਰਕ ਦੀ ਕਹਾਣੀ ਦਾ ਬਹੁਮੁਖੀ ਅਧਿਯਨ Virk di kahani da bahumukhi adhayan
6	Dr. Inderjit kaur	Punjabi	“ਗੁਰੂ ਅਰਜੁਨ ਦੇਵ ਜੀ ਦੀ ਬਾਣੀ ਰਚਨਾ ਪ੍ਰਬੰਧ” Guru Arjun Dev di Baani da Rachna Prabandh
7	Dr. Neetu Bhargava (Co-Author)	Commerce	Contemporary issues in Business

Table No. 3.1.5

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.

The institution organizes various conferences, workshops and seminars etc. from time to time with special focus on capacity building and imbibing research culture among faculty & students.

Details of Workshops/Training Programmes/ Sensitization Programmes conducted by the institution

Department of Music

S. No	Topic	Date
1.	Lecture cum Demonstration on How Classical Music is used in light music	14 th September 2007
2.	Extension talk on Gurmat Sangeet and Folk Instruments of Punjab.	21 st August 2009
3.	Lecture cum Demonstration on Different Gayan Shallies used on Sitar playing.	29 th Nov.2011
4.	वर्तमान समाज का संगीत के प्रति दृष्टिकोण	25 th Jan 2014

Table No. 3.1.6

Department of Fashion Designing

S. No	Topic	Date
1.	Workshop on “Tie and Dye , Block printing, Screen printing	7 th to 9 th October 2007
2.	Workshop on Tie and Dye , Block printing, Batik and screen printing	12 th to 14 th November 2008
3.	Workshop on Tie and Dye , Block printing, Screen printing	5 th to 7 th October, 2009
4.	Workshop on Tie and Dye , Block printing and Screen printing	1 st to 3 rd September 2010
5.	Workshop on Tie and Dye Block Printing, Screen Printing and Batik	22 nd Sept to 24 th September 2011
6.	Workshop on Tie and dye, block printing, Screen printing and batik	7 th to 9 th Feb, 2013.
7.	Workshop on “Tie & Dye”.	18 th , 19 th , and 20 th Feb 2014
8.	Workshop on Tie & Dye	19 th March 2015

Table No. 3.1.7

Department Of Economics

S. No	Topic	Date
1.	Social Sector in India : Perspective and Solutions, UGC sponsored conference	26 th -27 th Oct 2012

Table No. 3.1.8

Business Forum

S. No	Topic	Date
1.	Seminar on Application On Accounting Tally Practices	22 nd October 2007
2.	Extension talk on Professionalism in Accounting	8 th December 2008
3.	Workshop on Tally and Filing of Income Tax Returns and SPSS	22 nd April 2011
4.	One day workshop on SPSS	7 th April 2014

Table No. 3.1.9

Department of Home Science

S. No	Topic	Date
1.	Seminar on Nutrition And Physical activity	16 th November 2007
2.	Workshop on Painting and Handicraft	2 nd March 2009
3.	Seminar on Family resources and consumer empowerment	4 th August 2010
4.	Talk on Nutrition and Physical Activity	16 th Nov.2011
5.	Workshop On Table Manners	18 th Aug 2015

Table No. 3.1.10

Department of Commerce

S. No	Topic	Date
1.	Seminar on Capital Market Mechanism with PCMA	28 th November 2007
2.	UGC Sponsored national conference on “Corporate Governance Emerging issues in India”.	2 nd to 4 th February 2009

Table No. 3.1.11

Department of English

S. No	Topic	Date
1.	Extension talk on Fundamentals of Grammar	4 th December 2007

Table No. 3.1.12

Department of Computer Science and Information Technology

S. No	Topic	Date
1.	Extension talk on Career Opportunities	22 nd August 2008
2.	Extension talk on Career Counselling	9 th December 2008
3.	Extension talk on Project Work	23 rd Sept 2009
4.	Seminar on “Software development”.	18 th September 2010
5.	Seminar on ASP, PHP and Mobile Computing	24 th November 2011
6.	Seminar on Ethical Hacking & Cyber security	10 th & 11 th Sept. 2012
7.	Seminar on Graphics & web, 3D Animation & Visual Effects	4 th August, 2014
8.	Seminar on Android, C++, Java	7 th Aug 2014
9.	Seminar on Vedic Mathematics	4 th March 2015

Table No. 3.1.13

Extension Activities

S. No	Topic	Date
1.	Extension talk by राष्ट्रीय सेविका समिति	16 th September 2008
2.	Extension talk on Sanskriti and Moral Values	23 rd October 2008
3.	Extension talk on Health and Child Care by students service club	8 th Nov. 2012
4.	Extension Talk on How to Stay Positive in Tough Competition	13 th Feb 2015

Table No. 3.1.14

Competitive and personality enhancement cell

S. No	Topic	Date
1.	Workshop on “Personality Enrichment and an Orientation Programme for Competitive examinations”.	8 th to 12 th October 2008
2.	Workshop on “How to prepare for civil services examinations”.	20 th to 21 st August 2010
3.	Seminar on Personality development and career Counselling	22 nd Nov. 2011
4.	(i) Profile of civil services and how to select subject for main examination. (ii) How to write a good essay. (iii) Strategies and tips to be successful in competitive Exams	4 th Feb. 2013
5.	Two day workshop on “Competitive Examination & Personality Enhancement”.	11 th & 12 th Feb 2014
6.	Seminar on Guru Purnima Diwas	31 st July, 2015
7.	Two Days ‘Orientation-Cum-Workshop’ on the topic how to prepare for ‘Civil services Examination’	26 th –27 th Sep 2015

Table No. 3.1.15

Department of Punjabi

S. No	Topic	Date
1.	Extension Talk on Guru Teg Bahudar Ji Di Shahidi	29 th Nov. 2009
2.	Extension Talk on ਪਰਵਾਸੀ ਭਾਰਤੀ ਸਾਹਿਤ ਵਿੱਚ ਇਸਤਰੀ ਦੀ ਸਥਿਤੀ (Parvasi Bharti Sahit vich Istri di sathiti)	November 2010
3.	Talk on Impact of Media on Punjabi Culture	18 th November 2011
4.	Extension Talk on Ancient Knowledge ,tradition of India and Gurbani	7 th Nov. 2014

Table No. 3.1.16

Department of Hindi

S. No	Topic	Date
1.	Talk on scope of Hindi language under International Perspective.	12 th Sept. 2010
2.	Talk on Jeevan Mulyon Ka Mahhattav	20 th Sept. 2011
3.	UGC sponsored National Seminar on हिंदी भाषा प्रदेश (पंजाब) में रचित हिंदी साहित्य	17 th and 18 th February 2012
4.	Godaan-Kisan Mansikta Ka Chitran	19 th Sept. 2012
5.	Talk on “ Shri Guru Granth Sahib Mein Maanav Mulya”	22 nd Sept. 2013
6.	Extension Talk on Vishav Bandhutav Ki Bhavna	20 th Sept. 2014

Table No. 3.1.17

Staff Academy, Hindu Kanya College Kapurthala

S. No	Topic	Date
1.	Faculty Development programs for lecturers On Teacher Taught Relationship	13 th & 14 th March 2009
2.	Faculty Development programs for lecturers On Teacher Taught Relationship	10 th March 2010
3.	Two day Inter-College workshop on “Teacher-Transition from Degrees to Virtues”.	11 th to 12 th March 2011
4.	Extension Talk on “The Challenges and demands of teaching in Higher Education”.	11 th march 2013
5.	Talk on “Variety of Options for Career”.	11 th Feb, 2014
6.	One day workshop on “Role of Teacher in Developing Employment skills among Students in Present Scenario”	3 rd May 2014
7.	Talk on “Qualities of Good Teacher”	2 nd Aug, 2014
8.	Talk on “Responsibilities of Teacher”.	20 th Aug. 2014
9.	One day Workshop on “Introspection and Improvement- A step towards excellence in Higher Education”.	10 th Jan 2015
10.	Talk on “Duties of teachers”.	27 th –28 th July 2015
11.	One day Workshop on “Mannerism in Faculty”.	4 th Nov 2015

Table No. 3.1.18

Department Of Journalism & Mass Communication

S. No	Topic	Date
1.	Workshop on " How to Enhance acting and PR Skills" for students	23 rd April 2015

Table No. 3.1.19

Department of Social Science

S. No	Topic	Date
1.	Talk on जनहित में लोकपाल for students	9 th September 2011

Table No. 3.1.20

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

Prioritized research areas and expertise available in the college are as follows:

Areas of Research and Expertise available with the institution (Last 4 Years)

Department Of Commerce

Sr. No	Name of Teacher	Department	Qualifications	Areas of Research/Expertise
1.	Mrs. Archana Garg	Commerce	Ph. D.	Marketing
2.	Dr. Neetu Bhargava	Commerce	Ph. D., M. Phil.	Marketing, Finance
3.	Dr. Sukhwinder Kaur Bawa	Commerce	Ph. D	Finance
4.	Mrs. Ramandeep Kaur	Commerce	M.Com	Accounting & Finance
5.	Mrs. Priyanka Sharma	Commerce	M.Com	Accounting & Finance
6.	Mrs. Suvit Das	Commerce	M.Com	Accounting & Finance
7.	Mrs. Mani Chhabra	Commerce	M.Phil	Law
8.	Ms. Uradha Duggal	Commerce	M.Com	Accounting & Finance
9.	Ms. Priyanka Gupta	Commerce	MBA	Finance
			Ph. D. (Pursuing)	Marketing
10.	Ms. Nidhi Walia	Commerce	M.Com	Accounting & Finance
11.	Ms. Swati	Commerce	M.Com	Accounting & Finance
12.	Ms. Sunanda	Commerce	M.Com	Accounting & Finance
13.	Ms. Jyoti	Commerce	M.Com	Accounting & Finance
14.	Dr. Inderjit Kaur	Punjabi	Ph.D	Poetry (Guru Arjun Dev Ji di Bani)
15.	Dr. Prabhjot Kaur	Punjabi	M.Phil	Punjabi Morphology
16.	Dr. Ranjit Kaur	Punjabi	Ph.D	Poetry (Naamdhari Kaav)
17.	Dr. Bhupinder Kaur	Punjabi	M.Phil	Fiction
			Ph.D	
18.	Dr. Veena	Punjabi	M.Phil	Folklore (Folk dances of Haryana)
			Ph.D	
19.	Dr. Tajinder	Punjabi	Ph.D	Folklore
20.	Dr. Sarbjit	Punjabi	Ph.D	Literary Criticism
21.	Dr. Kulwinder	Hindi	Ph.D	Literary Criticism
22.	Dr. Poonam	Hindi	M.Phil	Medieval Poetry
			Ph.D	
23.	Ms. Lalita Sharma	Hindi	M.Phil	Literature
24.	Mrs. N.L Nanda	English	M.Phil	Representation of Political Social Milieu in Mulkraj Anand's Autobiographic Novels

25.	Mrs. Jaswinder Jaggi	English	M.Phil	Woman in the Novels of Kamla Markandya
26.	Mrs. Reena Malhi	English	M.Phil	American Fiction
27.	Mrs. Sapna	English	M.Phil	Indian writing in English
28.	Mrs. Madhu Sethi	Music	M.Phil	Types of Saarang- An analytical study
29.	Mrs. Paramjit Kaur	Music	M.Phil	Contribution of Psychological elements in Music Education
30.	Mrs. Sarika Kanda	Home Science	M.Phil	Clothing & Textiles
31.	Mrs. Geeta Ghai	Fashion Designing	M.Sc	Garments Construction
32.	Ms. Avninder Kaur	Fashion Designing	M.Sc	Merchandising
33.	Ms. Ranjna	Fashion Designing	M.Sc	Product Development & Workshop
34.	Ms. Sharanjeet Kaur	Fashion Designing	M.Sc	Fashion Illustration
35.	Mrs. Seema Rani	History	M.Phil	Sir Sikander Hayat Khan and Communalism in Punjab (1937-45).
36.	Mrs. Aman Jyoti	History	M. Phil.	“Dera Sachkhand Ballan and propagation of Ravidasism”
			Ph.D (Pursuing)	
37.	Mrs. Vijay Pathania	Economics	M.Phil	Banking Area
38.	Mrs. Anupam Sabharwal	Economics	M.Phil	“Foreign Trade”
39.	Mr. Sanjeev Bhalla	Journalism and Mass Communication	M.Phil	Rajbhasha Hindi (With special reference to usage of Hindi in Office work)
40.	Ms. Mangla Sahni	Journalism and Mass Communication	M.Phil	Media Activism
41.	Er. Sunali Sharma	CS & IT	M.Tech (IT)	Distributed Databases
42.	Er. Inderjit Kaur Bal	CS & IT	M.Tech	Component based Software Engineering
43.	Ms. Bhupinder Kaur	CS & IT	MCA	ASP.net
44.	Ms. Shivani	CS & IT	MCA	ASP.net
45.	Ms. Surbhi	CS & IT	MCA	PHP
46.	Er. Deepali Sharma	CS & IT	M.Tech	Software Engineering
47.	Er. Tanya Goyal	CS & IT	MCA	PHP
48.	Er. Neha	CS & IT	MBA	HR Services

49.	Er. Navpreet	CS & IT	M.Tech	Network Security
50.	Er. Upma	CS & IT	M.Tech	Detection of physical jamming attacks in MANET's
51.	Mrs. Arun Sharma	Mathematics	M.Phil	Pure Mathematics
52.	Mrs. Niti Bhatia	Sociology	M.Phil	Life & works of Swami Dayanand Saraswati
53.	Mrs. Renu Bala	Public Administration	M.Phil	Motivation & Working of Jind district sugar mill employees
54.	Ms. Babita	Fine Arts	M.A., B.Ed.	Oil Paintings

Table No. 3.1.21

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

The college makes various efforts to rope in researchers of eminence to visit the college and interact with teachers and students.

- Principal and the members of the Research Committee arrange a meeting with Academic Sub-Committee of the managing committee of the college with an agenda to invite researchers of eminence for visiting college and interact with faculty and students. Suggestions from head of departments are also invited to enlist the reputed researchers whose visits can have deep impact on the learners.
- Various events are arranged like Conferences, Seminars, Workshops, Experts talks, Extension Lectures and Interactive Sessions for which eminent scholars are invited to talk on the latest thrust areas, their impact, methodology to be used to collect data, the expected constraints & outcomes in educational field.
- On their visits, separate interactive sessions are arranged with the faculty members and the advanced learners interested for research projects.

List of Dignitaries/Contributors visited the college

Session 2007-08			
S. No	Dignitary	Institution/ Place	Event/Department
1.	Sh. Shridhar Vasishat	Former V.C. of Sanskritik Vidya Peeth, Delhi	Hindi Divas Celebration
Session 2008-09			
S. No	Dignitary	Institution/ Place	Event/Department
1.	Dr. K.K. Chawla	Head, Department of Commerce, G.N. College, Sukhchaina Sahib, Phagwara	UGC sponsored National Conference on "Corporate Governance - Emerging issues in India"
2.	Dr. Ashwani Bhalla	Member PCMA, Prof. Govt. College Ludhiana	UGC sponsored National Conference on "Corporate Governance Emerging issues in India"
3.	Dr. Balwinder Singh	Reader in G.N.D.U. Amritsar	UGC sponsored National Conference on "Corporate Governance Emerging issues in India"

4.	Dr. Harbhajan Bansal	Dean of faculty of management studies, Guru Jambheshwar university of Science and Technology, Hisar	UGC sponsored National Conference on “Corporate Governance-Emerging issues in India”
5.	Dr. Prem Kumar	Director, Aurobindo College of Commerce and Technology	UGC sponsored National Conference on “Corporate Governance Emerging issues in India”
6.	Dr. Tejinder Sharma	Kurukshetra university, Kurukshetra	UGC sponsored National Conference on “Corporate Governance Emerging issues in India”
7.	Dr. Kamal Kant	Principal, Government College, Haripur, Kullu.	UGC sponsored National Conference on “Corporate Governance Emerging issues in India”
8.	Dr. Kulbhushan Chandel	Senior Associate Professor, Himachal Pradesh University, Shimla	UGC sponsored National Conference on “Corporate Governance Emerging issues in India”

Session 2009-10

S. No	Dignitary	Institution/ Place	Event/Department
1.	Mrs. Laxmi Kanta Chawla	Minister for Health and Family Welfare, Punjab	Talk on Women Reservation Bill
2.	Dr. Gurnam Singh	Head, Department of Music, Punjabi University, Patiala	Seminar by Department of Music
3.	Dr. Jasveen Kaur	Reader, GNDU , Amritsar	Inter-Class Paper Presentation Competition by department of commerce
4.	Dr .Gursharnjit Singh	Department of Religious Studies, GNDU, Amritsar	Path of Shri Sukhmani Sahib

Session 2010-11

S. No	Dignitary	Institution/ Place	Event/Department
1.	Dr. Nivedita Singh	Associate Prof. Punjabi University , Patiala	Different Gayan Shallies used in Indian Music
2.	(i) Dr. Kushwinder Kumar,	Principal, BCN. College of Education	Faculty Development workshop by Staff Academy “Teacher-Transition from Degrees to Virtues”
	(ii) Dr. Ashwani Sharma,	Prof. of Political Science DAV college, Jalandhar	Faculty Development workshop by Staff Academy “Talking on Journey from degree to virtues”
	(iii) Dr. Vinod Shai,	Principal, Govt. College, Jandiala	Faculty Development workshop by Staff Academy Drawbacks of present education system”
	(iv) Prof. Shard Manocha	Prof. in English, DAV College, Jalandhar.	Faculty Development workshop by Staff Academy “Beyond class room teaching”

	(v) Dr. S.M. Kant	Director, Youth Welfare Department, PU. Chandigarh	Faculty Development workshop by Staff Academy “Highlighting the need of the up gradation of the teachers in the present scenario”
3.	(i) Dr.Pushpinder Sandhu	Associate Prof. department of Family Resource Management PAU Ludhiana	Talk on family Resource and Congenial Human Relationship
	(ii) Dr. Surinderjit Kaur	Assistant Prof. Department Family Resource Management	Talk on Consumer Education
4.	Dr. Manmohan Singh Gill	Department of Sociology, Guru Nanak Dev University, Amritsar	Talk on topic “Social Equality.
5.	Dr. K.L. Tuteja	Sr. Fellow NMML, New Delhi	UGC sponsored National Conference on “ Changing Trends of Communalism in Punjab” by Dept.of History
6.	Dr. Satish Chander Mittal	Retd. Prof. Deptt. Of History Kurukshetra University, Kurukshetra	UGC sponsored National Conference on “Changing Trends of Communalism in Punjab” by Department of History
7.	Dr. Sukhwant Singh	Deptt. Of History GNDU, Amritsar	UGC sponsored National Conference on “Changing Trends of Communalism in Punjab” by Department of History
8.	Dr. Mohammad Idris	Prof. Deptt. Of History Punjabi University, Patiala	UGC sponsored National Conference on “Changing Trends of Communalism in Punjab” by Department of History
9.	Dr. Sunita Pathania	Prof. Deptt. Of History Kurukshetra University, Kurukshetra	UGC sponsored National Conference on “Changing Trends of Communalism in Punjab” by Department of History
10.	Dr. Nirod Barua	Deptt. Of History Dibrugarh University, Assam	UGC sponsored National Conference on “Changing Trends of Communalism in Punjab” by Department of History
11.	Dr. Amarjit Singh	Prof. Deptt. Of History Kurukshetra University, Kurukshetra	UGC sponsored National Conference on “Changing Trends of Communalism in Punjab” by Department of History

12.	Dr. Subhash Chander	Prof. Deptt. Of Commerce and Management GNDU, Amritsar	UGC sponsored National Conference on “Corporate Social Responsibilities-Transforming Business to Corporate Citizenship” by Department of Commerce
13.	Dr. Suresh Kumar Chadha	Associate Prof. Punjab University, Chandigarh	UGC sponsored National Conference on “Corporate Social Responsibilities-Transforming Business to Corporate Citizenship” by Department of Commerce
14.	Dr. R.K. Uppal	Prof. DAV College, Malout	UGC sponsored National Conference on “Corporate Social Responsibilities-Transforming Business to Corporate Citizenship” by Department of Commerce
15.	Dr. Kulbhushan Chandel	Reader, HP University, Shimla	UGC sponsored National Conference on “Corporate Social Responsibilities-Transforming Business to Corporate Citizenship” by Department of Commerce
16.	Dr. Ashwani Bhalla	Prof. Govt. College, Ludhiana	UGC sponsored National Conference on “Corporate Social Responsibilities-Transforming Business to Corporate Citizenship” by Department of Commerce
17.	Dr. Lakhwinder Singh	Reader, Department Of Commerce and Business Management. GNDU, Amritsar	UGC sponsored National Conference on “Corporate Social Responsibilities-Transforming Business to Corporate Citizenship” by Department of Commerce
18.	Dr. Kamal Kant	Professor, Government College, Bassi Distt. Mandi	UGC sponsored National Conference on “Corporate Social Responsibilities-Transforming Business to Corporate Citizenship” by Department of Commerce
19.	Dr. Chaman Mahajan	Professor, Government College, Bassi District Mandi	UGC sponsored National Conference on “Corporate Social Responsibilities-Transforming Business to Corporate Citizenship” by Department of Commerce
20.	Dr. Sandeep Kapur	Associate Professor, Punjab Agriculture University, Ludhiana	UGC sponsored National Conference on “Corporate Social Responsibilities-Transforming Business to Corporate Citizenship” by Department of Commerce

Session 2011-12			
S. No	Dignitary	Institution/ Place	Event/Department
1.	Dr. H. S. Bedi	Head (Retired) Dept. of Hindi, Guru Nanak Dev University, Amritsar	UGC Sponsored Nation Conference by Hindi Department
2.	Dr. Dharam Pal Maini	Head (Retired) Dept. of Hindi, Punjab University, Chandigarh	UGC Sponsored Nation Conference by Hindi Department
3.	Dr. Jogesh Kaur	Head, Distance Education, Shimla University, Shimla	UGC Sponsored Nation Conference by Hindi Department
4.	Dr. Sunita Sharma	Asstt. Prof. Hindi Dept., Guru Nanak Dev University, Amritsar	UGC Sponsored Nation Conference by Hindi Department
5.	Dr. Babu Ram	Professor, Kurukshetra University, Kurukshetra	UGC Sponsored Nation Conference by Hindi Department
6.	Dr. Brahma Nand	Professor, Kurukshetra University, Kurukshetra	UGC Sponsored Nation Conference by Hindi Department
7.	Dr. Hukum Chand Rajpal	Head(Retired) Hindi Department, Punjabi University, Patiala	UGC Sponsored Nation Conference by Hindi Department
8.	Dr. Madhu Aggarwal	Asstt. Prof. (Hindi), PG College, Buland Shehar (U.P.)	UGC Sponsored Nation Conference by Hindi Department
9.	Dr. Neelam Julka	Head (Retd.) Hindi, Department, H.M.V. College, Jalandhar	UGC Sponsored Nation Conference by Hindi Department
10.	Dr. Prem Vij	Editor-Jagriti, Chandigarh	UGC Sponsored Nation Conference by Hindi Department
11.	Dr. Satya Paul Sehgal	Chairman, Deartment of Hindi, Punjab University, Chandigarh	UGC Sponsored Nation Conference by Hindi Department
12.	Dr. Narinder Mohan	Renowned Poet , critic and Dramatist, New Delhi	UGC Sponsored Nation Conference by Hindi Department
13.	Dr. Gian Singh Man	Renowned Novelist of Punjab	UGC Sponsored Nation Conference by Hindi Department
14.	Dr. Mohan Sapra	Renowned Poet of Punjab	UGC Sponsored Nation Conference by Hindi Department
15.	Dr. Vinod Babbar	Editor, Rashtra Kinkar, New Delhi	UGC Sponsored Nation Conference by Hindi Department
16.	Dr. Gurmeet Singh	Professor, School of Punjabi Studies, Guru Nanak Dev University, Amritsar	Organised by Punjabi Department
17.	Dr. H.S. Bedi	Professor and Co-ordinator	Organised by Punjabi Department

		Immigrant Studies, School of Punjabi Studies, Guru Nanak Dev University, Amritsar	
Session 2012-13			
S. No	Dignitary	Institution/ Place	Event/Department
1.	Bhai Baldeep Singh	Founder and Chairman of Anad Foundation & visiting Professor of Musicology, GNDU, Amritsar	Talk on human values enshrined in holy Sri. Guru Granth Sahib
2.	Prof. K.K. Ghai	Retd. Professor. DAV College, Jalandhar	Strategies and tips to be successful in competitive examination
3.	Dr. Usha Kapoor	Ex. Principal, GNDU, Regional Campus, Jalandhar	How to write a good essay
4.	Dr. R.L. Bhatt	Head Department of Economics, Central University Of Jammu, Jammu	Social Sector in India : Perspective and Solutions
5.	Dr. Satish Verma	Retd. Prof., GNDU, Amritsar	Social Sector in India and Role of Government
6.	Dr. Vikram Chadda	Head Dept. of Economics, GNDU, Amritsar	Education and Economic Development
7.	Mrs. Veena Dada	Principal, St. Soldier College, Jalandhar	Trends in Social Sector expenditure of Punjab- An analysis.
8.	Mr. Mukesh Mahajan	Associate Prof. PG Deptt. of Commerce & Business Management, SRPA Adarsh Bhartiya College, Pathankot	Public –Private Partnership : Road to Success
9.	Dr. Aparna Negi	Head, Department of Economics, HP University, Shimla	Social sector in India: Role and Prospects
10.	Dr. H.S Bedi	Former Chair Person, Hindi Deptt. GNDU, Amritsar	Vishav Bhasha Hindi
11.	Mr. Kamlesh Bhartiya	Hindi Writer	Hindi in the Present Scenario-Problems and Solutions
12.	Dr. Ashwani Sharma	D.A.V. College, Jalandhar	The challenges and demands of teaching in higher education
13.	Dr. D.R. Vij	Retired Principal	How to become an Ideal Teacher
Session 2013-14			
S. No	Dignitary	Institution/ Place	Event/Department
1.	Shri. Sudesh Sharma	Educationist	Inter class and Debate and Declamation Contest by Social Science Department on 17-08-2013

Session 2014-15			
S. No	Dignitary	Institution/ Place	Event/Department
1.	Sh. Santosh Taneja	Vice President, 'SAMKALP' (New Delhi based NGO)	Civil Services Examination Orientation Programme
2.	Dr. C. V. Gopinath	Eminent scholar from Karnataka and a high officer in the telecommunications department	Staff Academy

Table No. 3.1.22

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

There is no provision of sabbatical leave in this institution. If some researchers require leave to work on project or thesis, they are adjusted with other kinds of leave. This considerate attitude of management strengthens the research culture.

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).

College provides awareness about the latest research findings available at the institute as well as at university level.

Students are made familiar with the projects. Practical application of these projects is studied by the students and the teacher-in-charge demonstrates as well as monitors the various activities relating to such projects.

The institution takes up various initiatives for creating research awareness among students & faculty. Students as prospective researchers as well as representatives of society help in transferring the relative findings of research of social relevance to the community at large.

- The Theses, Souvenirs & Post-Proceedings of different conferences, seminars and workshops are kept in college library and are also sent to libraries of other colleges for further research.
- Copies of the research journals published by three departments of the college are also sent to libraries of other colleges for future reference.
- Books written or edited by the faculty members are made available to students.
- Findings of surveys by different departments viz- Economics, Punjabi, History and Commerce & the analysis of the same are communicated to all the students of concerned departments.
- Various research activities of the college are also made public through Press releases.

3.2 Resource Mobilization for Research

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

As such there is no ear marking of budget for research. The college is primarily focused on teaching-learning process. But without research orientation, both the processes, teaching and learning remain theoretical and class room confined only. However, research being essential for holistic growth, gets due attention in over-all academic schedule and resource crunch is never on the way to research.

It is never a problem to finance the research activities and faculty is always persuaded to go for UGC minor/major research projects.

Students are also guided to take up some research work and such initiatives by faculty and students are liberally financed by the institution.

Since the session 2015-16, a different head has been created specifically in the annual budget to boost up our endeavours regarding research activities. Three research journals Sahitya Sanchay, Vaanijya, Pragati and Research Corner (In Deepanya, the College Magazine) are published by the college to give opportunities to the faculty & students to improve their research aptitude. College also receives some grants from UGC which is used for increasing learning resources for the benefit of the teachers & learners. New books with latest editions, journals & magazines are regularly added to the library. Latest & updated computers and software are purchased to augment research activities in the college. Seminars, conferences, workshops etc. are also organized in the college from time to time to enhance the research abilities of the faculty & student.

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?

There is no formal provision to provide seed money to the faculty for research. But college has sufficient funds to meet the request of faculty and students in need of such funding by the college. Institution does not let anyone drop her project due to any financial constraints.

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

As earlier mentioned, no specific provisions are laid down to provide financial support to student research projects. Otherwise, financial support is provided very generously.

College invests on labs, books, journals, instruments, and transportation to be utilized by the students, engaged in research activities.

If need arises, college conveyance/vehicles are also provided to facilitate the researchers to visit some field, library or any organization to collect data etc.

Such brilliant students are given financial aid from Poshita scheme also.

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.

Whenever any U.G.C. sponsored or Management financed conference is organized by the college, an inter departmental meeting is arranged by the Principal to discuss the details of the conference, its thrust areas and implications, list of delegates, experts and participants to be invited.

Feeling motivated with such discussions, faculty from different departments gets involved, present papers and participate in deliberations.

Following is the list reflecting institutional endeavors to provide opportunities for inter disciplinary research oriented participation.

Staff members involved in Inter-disciplinary Research oriented participation

Sr. No.	Name	Department	Topic for presenting Paper in UGC sponsored Conferences
1	Mrs. Ritu Gupta	English	Social Security in India
2	Mrs. Seema Rani	History	Tie Ups Between Public and Private Sector
3	Mrs. Sukhwinder Kaur Bawa	Commerce	Impact of Education on Economic Growth in India
4	Ms. Neha Sahnan	Commerce	Education and Women Empowerment in India
5	Ms. Reena Kumari	Commerce	Education and Women Empowerment in India
6	Ms. Inderjeet Kaur	Political Science	Reforming India's Social Security System
7	Ms. Upinder Kaur	English	Reforming India's Social Security System
8	Ms. Neha	Commerce	Economic Development in India
9	Mr. Sanjeev Bhalla	CS & IT	Information Technology in Corporate Governance
10	Ms. Tanuja Gill	CS & IT	Role of Information Technology in Corporate Governance
11	Ms. Ramanpreet Kaur Lamba	CS & IT	Role of IT in Corporate Governance
12	Ms. Gurjit Kaur Anand	CS & IT	Role of Information Technology in Corporate Governance
13	Ms. Neelam K. Sharma	EVS	Corporate Governance and Greening
14	Ms. Rajni Bala	EVS	Corporate Governance and Greening
15	Ms. Shalini Sharma	EVS	Corporate Governance and Greening
16	Mrs. Seema Rani	History	Mahila Kahanikaron ka Hindi Sahitya Mein Yogdan

17	Mrs. Renu Bala	Public Administration	Communalism: Socio-Economic and Political Perspective
18	Mrs. Ritu Gupta	English	Nehruian Approach to Communal Harmony
19	Ms. Rohini Sarangal	Sociology	The relevance of Gandhian thought on Communalism
20	Dr. Bhupinder Kaur	Punjabi	Sadbhawna Prati Nehru Di Soch
21	Dr. Poonam Sharma	Hindi	Hindu Rashtrawaad Sampardayikta ke Sath Kahan tak Sambandhit Hai
22	Mrs. Seema Rani	History	तुलसीकालीन सामाजिक व राजनितिक परिस्थितियाँ
23	Mrs. Ritu Gupta	English	भारत जैसे बहुभाषी देश में अनुवाद की प्रासंगिकता
24	Dr. Ranjit Kaur	Punjabi	Origin & Growth of Namdhari Movement
25	Dr. Veena Kumari	Punjabi	Guru Nanak Bani Vich Vishav Chetna Da pasaar
26	Dr. Inderjeet Kaur	Punjabi	Uttri Bharat di Bhagti lehar : Itihasik Pichokad

Table No. 3.2.1

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

In its constant pursuit of developing research activities among the staff and the students, the college puts all its facilities and resources at their disposal. The college has adopted flexible and liberal system of functioning as far as the use of equipment and other facilities is concerned for its research activities. The college ensures that its infrastructure and other learning resources i.e. Library & Laboratories etc. are used optimally and in the most advantageous way to promote its research culture.

- Laboratories in Computer Sc and Information Technology, Physics, Commerce, Home Science, English, Fashion Designing, Music and Fine Arts departments are upgraded and updated periodically.
- Well-equipped library with latest books and journals for the staff and students.
- There is compulsory library period for PG students.
- Open shelf system in the library is available for the students of PG classes.
- Provision of departmental libraries.
- Timings of laboratories and library are extended on demand.
- Library and laboratories can be opened on Sundays and holidays as per the requirement of students.
- Faculty and students can get more number of books issued, if needed.
- Reference books can also be issued for short duration with special permission.

- Wi-Fi and internet facility is also provided to the staff and students of various departments to facilitate their research activities.
- Different laboratories are also used for organizing workshops in connection with research projects.
- Outside researchers are also provided facility to utilize college library.

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

The institution has not received any special grant or finances from the industry or other beneficiary agency for developing research facility.

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.

College provides full support to faculty and researchers to avail grants from U.G.C. and other funding agencies.

Research Committee provides up to date information and guideline to faculty to apply and avail grants.

It coordinates the efforts being initiated by the researchers and takes care of timely submission of the proposals. It remains in touch with outer agencies and correspond for getting the proposals sanctioned.

It also supports the faculty to get finance from the managing committee in case no aid is available from outside.

To promote research culture amongst the faculty, the college keeps on encouraging the faculty to apply for major and minor projects funded by UGC and other agencies.

Details of UGC projects applied for and approved

S. No	Name of the Teacher	Department	Applied For (AF)/ Approved
1	Dr. Kulwinder Kaur	Hindi	Approved
2	Dr. Tajinder Pal Kaur	Punjabi	AF
3	Mrs. Jasdeep Kaur	Punjabi	AF
4	Mrs. Sarika Kanda	Home Science	AF
5	Mrs. Amanjyoti	History	Approved

Table No. 3.2.2

One of the projects applied for, has been approved by UGC but we have not received any grant for it so far.

3.3 Research Facilities

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

Primarily being an academic institute, college facilitates the students and the researchers to pursue research projects or research publications enthusiastically.

- Within the campus, environment is motivating and encouraging to focus on research pursuits. College has developed quantitative and qualitative research facilities for learners and researchers.
- In addition to Wi-Fi facilities, all post-graduate departments and its libraries have free internet connectivity for those who require it for searching some study material for their projects or studies.
- Library is enriched with INFLIBNET, Internet, References, Access, to e-source and Reprographic facilities for the researchers.
- It subscribes to reputed National and International research journals.
- Computer Labs are continuously upgraded and to meet the queries and requirement of research doing students.
- Commerce department provides Accountancy lab.
- Language lab is equipped with Wi-Fi enabled computers, audio-visual aids and latest language software.
- All other labs like Fashion Designing, Home Science, Fine Arts, Music and Physics etc. are equipped with the latest gadgets, instruments, tools etc. to quench the thirst of seekers in research field.
- Well-furnished and spacious library with rich study material.
- College generally finances the research publications on the request of faculty.
- Academic subcommittee of the college governing body invites the experts from different universities to motivate and guide the faculty members to undertake research projects to benefit the institutional goals and the primary stakeholders in senior classes.

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?

Research is exploring the new areas impacting the human life, facing the challenges and awaiting new solutions, thus generating new information, new findings and conclusions.

So Institution is always alive to the necessity for exploring the undiscovered aspects and strategically deals with this requirement of higher education.

- Strategically the college provides a research-oriented culture through faculty's efforts, external scholars and workshops to cultivate inquisitive temperament among the students.

- A research committee is set up to highlight the UGC schemes regarding different thrust areas being opened for research, guide line to prepare proposals, to avail grants and convey the same to heads of different departments.
- Heads, departmentally involve the teachers in their subjects to take up some projects and initiate for research work.
- College research committee conveys the infrastructural requirement to Principal.
- Principal also evinces keenness to forward the proposals of faculty to UGC and to provide internal facilities demanded by different departments.
- Thus a strong and active network is coordinating the efforts and initiatives of all units working throughout the session.
- Research committee gives the estimated expenditure to be incurred on labs upgradation, library and e-resources for study material, visits to outer offices, agencies or areas being focused for research.
- Institutional policies and strategies are positive and promoting.

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.

College has not received any special grant or finance from the industry or other beneficiary agency for developing research facilities.

U.G.C grants have been received for infrastructural and labs development during the previous years.

Following assets have been created with U.G.C grants thus improving the quality of facilities to be used by all including researchers or research paper presenters.

Instruments/Facilities developed out of the grants

During the period from 2007-2016

1. Copier
2. Teaching aids
3. Computers
4. Fashion maker machine
5. Printers
6. Equipment for home science labs
7. New books, journal in different subjects
8. Music items
9. Audio Visual Equipments
10. Furniture, Almirah for Labs and reading rooms in the college
11. Diesel Generator Set for Power Backup

Table No. 3.3.1

Nearly an amount of Rs. 30 Lacs received from the UGC was utilized for various infrastructural requirements and thus improving the facilities in Labs, Library and departmental libraries etc. in the college premises.

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

Faculty and the students have developed some tie ups, with other libraries & labs and are free to tap those resources for research work.

They are facilitated to contact experts from other universities or states for guidance, suggestions and assistance in collecting data or material. Students and researchers are free to get registered with external research bodies and extension libraries which can be helpful in research pursuits.

The institution grants recommendation letter to researchers or students whenever they need to join any undertaking, research organization or research center etc. Visits to such libraries or research centers are need based. Informal linkages are also developed with different forum where research work is conducted.

Faculty members writing and presenting research papers have been accessing outside libraries like GURU NANAK DEV UNIVERSITY, AMRITSAR library, HP University Shimla library, NJSA Government college, Kapurthala, learning sources, Guru Nanak studies library, HMV library, DAV college library, Guru Nanak District library Jalandhar, Patiala University sources, Annual reports, RCF library, Kapurthala, banks and companies, Stock Exchange etc.

Institution always extends its supportive hands whenever faculty and students desire to be registered with outside agencies to pursue any research work, to write any research article or to collect data or figures to substantiate their research work.

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

Library as an information resource center has always been pivotal part of the college infrastructure. It is a major learning resource optimally utilized by faculty and students to manage content material for teaching- learning process and their research activities.

- The UGC Network Resource Centre, functioning under duly constituted research committee provides all kinds of information regarding research opportunities, projects, conferences & seminars being initiated or organized by UGC, various Universities and other educational/research institutions. It also gives information regarding Research grants/fellowship/scholarship being offered by UGC for its minor/major research projects.
- The library is well stocked with latest edition books, national & international journals, magazines and newspapers. There is a well maintained archive section of rare and out of print books, magazines and journals. It also provides facility of E-Books & E-Journals in the library through INFLIBNET.

- Facility of open shelf system with separate reading space is also available for PG students.
- In some of the departments, there is a provision of departmental libraries too.
- ICT enabled computer laboratories with internet facility and Wi-Fi networking.
- Facilities of scanners, copiers & printers.
- The institution has well-furnished Conference Hall along with projectors, LCD & audio visual aids for organizing conferences and seminars.

Services available in library/information resource center for staff and the students

Besides the text books, reference books, journals, magazines, newspapers, e-books, syllabi, questions papers of previous years, following facilities are also available in library/information resource center:

1. Reprography
2. Terminals for students for searching
3. Archives sections
4. Facilities for scanner and printer
5. Display boards for new arrivals
6. Subscription to digital library services like INFLIBNET
7. Facility of Open Shelf System also available for the researchers
8. Provision for departmental libraries for researchers, faculty members and students, both.

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

The institution has developed infrastructural and academic facilities for its own teachers and the students but no facilities are developed in collaboration with other research bodies or institutions. No external research institute has invested any fund in this college.

3.4 Research Publications and Awards

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

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

College has Commerce/Management, CS & IT and Humanities as its teaching streams. Though all the departments are actively involved in various kinds of research activities with a focus on developing research aptitude and promoting active research, yet these streams have less scope of new inventions & productions and patents as well.

Patents obtained and filed (process and product)

No Patents have been obtained and filed.

Original research contributing to product improvement

Not Applicable

Research studies or surveys benefiting the community or improving the services

Different departments conducted surveys through the students. Following are the details of the surveys.

Survey-1

Department	Students Involved	Topic
Department of Economics	69 students (B. Sc. Eco & BA III year)	Banking Habits of the residents of Kapurthala

Table No. 3.4.1

Impact Factor

- Learners were impacted with the findings of this survey as it enhanced their information about the banking habits of the people who are used to deposit their savings in public sector banks, due to better services and preferred demand deposit accounts and in demand deposit accounts they preferred savings accounts.
- They also came to know about the other healthy practices among the people preferring loans from banks rather than private sources to meet their financial requirements.
- They also found that banks have been providing value added services to masses like issuing of free cheque books, ATM cards, free customer advisory services and accidental insurance etc.
- Students came to know that the present day customers are attracted by the facilities provided by public sector bank.

Survey-2 (Survey conducted in 2009-2010)

Department	Students Involved	Topic
Economics	68 (IIIrd Year)	Impact of rising prices in the residents of Kapurthala district

Table No. 3.4.2

Students met 100 families of Kapurthala city and adjoining villages. The survey was conducted to know about the effects of inflation on standard of living of people and employment of different sections of society.

Impact Factor

- Surveying students learnt how to use the research methodology.
- Besides, they observed that rising prices have affected family budget, lowered down the nutritional level, savings and the budget for comforts and luxuries.
- Something amazing was observed that consumption of alcohol remained the same at the cost of basic necessities i.e. food, clothing and shelter.
- They also came to know that common people blame government policies for inflation. They think that natural causes also disturb the Indian Economy.

Thus this survey created a rapport between students and the community for interaction.

Survey-3

Department	Students Involved	Topic
History	224(B.A. I, II, III classes)	Problems of Working Women

Table No. 3.4.3

Impact Factor

- Students after meeting a large group of working women found that majority of the women work willingly, but a small section works due to financial constraints in the family.
- In both the cases family support is available. Spouses co-operate with their wives and share household responsibilities.
- Nearly 47% women face transportation problem.
- Attitude of colleagues in the organizations or offices is positive and respectful.

This survey gave a positive picture of the society to students who felt encouraged to do their studies seriously and get a suitable job in future.

Research inputs contributing to new initiatives and social development

College faculty has not obtained or filed any patent, yet it has made significant contribution to new initiatives of social development by its research oriented activities.

Some important research areas of social utility and the research done to benefit the community or improving the services have been enlisted below:

Sr. No.	Lecture Name	Department	Area of Research
1	Mrs. Madhu Sethi	Music (V)	Music Therapy
2	Dr. Kulwinder Kaur	Hindi	<ul style="list-style-type: none"> • नारी सशक्तिकरण की राजनीति -International Conference Paper Presentation • स्थापित इतिहासकारों की दृष्टि में जायसी • लम्बी कविता इतिहास एवं परम्परा • मानव मूल्यों का सम्बन्ध
3	Mrs. Amanjyoti	History	Contribution of women in Political Awakening- A state of Punjab
4	Mrs. Niti Bhatia	Philosophy	The Role of Moral Values in Information Technology
6	Mrs. Jasdeep Kaur	Punjabi	ਰੋਹ ਵਿਦਰੋਹ- ਨਾਰੀ ਸੰਵੇਦਨਾ ਦਾ ਮਾਰਕਜ਼ 'Roh-Vidroh, Naari Samvedna Da Markaz'
7	Mrs. Ramandeep Kaur	Commerce	<ul style="list-style-type: none"> • ADR (American Depository Receipt) & GDR (Global Depository Receipt) - Indian Scenario. • CSR (Corporate Social Responsibility) - a case study of Rail Coach Factory, Kapurthala.
8.	Dr. Neetu Bhargava	Commerce	<ul style="list-style-type: none"> • Second Generation economic reforms & its social economic prospects. • Institutional investors in corporate governance
9.	Mrs. Suvit Das	Commerce	<ul style="list-style-type: none"> • An attempt for protection of interests of minorities dissenting shareholders. • Corporate governance balancing Money v/s Morals

			• Recession- Emerging Scenario.
10.	Mrs. Priyanka Sharma	Commerce	Progressive Punjab in industrial sector
11.	Mrs. Sukhwinder Bawa	Commerce	Human resource management: Practices of public sector
12.	Mrs. Paramjeet Kaur	Music(V)	Tradition, creativity and innovation in Indian classical music(vocal, instrumental, dance)

Table No. 3.4.4

Impact

All above mentioned research activities initiated some new outlook and approaches, reflecting cultural, literary, economic, social and technological significance. The questions like recession, corporate governance, economic reforms, human resources management & women empowerment have been touched thoroughly and analyzed logically to draw some new inferences.

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?

Yes, the institution publishes three research journals viz- Vaanijya, Sahitya Sanchay and Pragati and they are based on the policies of certifying authority i.e. ISSN (International Standard Serial Number) and the post proceedings of the UGC sponsored conferences conducted by departments of Commerce & Economics under ISBN (International Standard Book Number) were also published.

Details of the Journals are-

Sr. No	Name of Research Journal	Department	ISBN/ISSN	Session of Publication of First Issue	Volumes
1	Sahitya Sanchay	Hindi	ISSN 2229-70-22	2010	05
2	Vaniya	Commerce	ISSN 2321-0753	2011	04
3	Pragti	Social Sciences	ISSN 2349-6878	2013	02

Table No. 3.4.5

Sahitya Sanchay- Department of Hindi

Composition of the Editorial Board

Chief Patron: Sh.Tilak Raj Aggarwal, President

Patron: Dr. Archana Garg, Principal

Chief Editor: Dr. Kulwinder Kaur, Head, PG Department of Hindi.

Editors:

- Dr. Poonam Sharma, Assistant Professor, Department of Hindi
- Mrs. Lalita Sharma, Assistant Professor, Department of Hindi
- Mrs. Punita Sharma, Assistant Professor, Department of Hindi

Advisory Committee:

- Dr. Harmohinder Singh Bedi, Former Head, Department of Hindi, Guru Nanak Dev University, Amritsar
- Dr. Dharampal Maini, Former Head, Department of Hindi, Punjab University, Chandigarh
- Dr. Hukam Chand Rajpal, Former Head, Department of Hindi, Punjabi University, Patiala
- Dr. Ram Sajan Panday, Professor, Department of Hindi, Maharishi Dayanand University, Rohtak

Vaanijya- The Journal of Commerce.

Composition of the Editorial Board

Chief Patron: Sh. Tilak Raj Aggarwal, President

Chief Editor: Dr. Kulbhushan Chandel, Associate Professor,
Department Of Commerce, HPU, Shimla

Patron: Dr. Archana Garg, Principal

Editors:

- Dr. Tajinder Sharma, Professor, Kurukshetra University, Kurukshetra
- Dr. O.P Verma, Professor, H.P. University, Shimla
- Dr. Raj Kumar, Associate Professor, RKMV, Shimla
- Dr. P. N. Hari Kumar, Associate Professor, P.G. Department of Commerce & Tourism, Catholicate College, Paathanamthitta, Kerala.
- Mr. Ashwani Bhalla, Associate Professor, Govt. College, Ludhiana

Managing Editor: Dr. Neetu Bhargava, Head Department of Commerce

Advisory Committee:

- Dr. Mahesh Joshi, Associate Professor, RIMT, University of Melbourne, Australia
- Dr. Vishal Kumar, Department. of Management Studies, Maharaja Aggarsain University, Baddi, Shimla
- Dr. S.S. Narta, Professor, Department of Commerce, H.P University, Shimla
- Dr. Kamal Kant, Principal, Govt. Degree College Basa, District Mandi
- Dr. Rajesh Marwaha, Head, Department of Commerce, KLSD College, Ludhiana, Punjab
- Dr. Shifali Nagpaul, Deputy Director, BPS Women University, Sonipat, Haryana
- Prof. Ran Singh, Department of Management Studies, Punjabi University, Patiala
- Prof. Rajiv Khosla, Dean, Department of Management Studies, Chandigarh University, Chandigarh
- Prof. Suresh Chadha , University Business School, P.U. Chandigarh
- Prof. Anil Barbole Dean, Shalapur University, Shalapur, Maharashtra.

Pragati- Department of Social Sciences

Composition of the Editorial Board

Chief Patron: Sh. Tilak Raj Aggarwal, President

Patron: Dr. Archana Garg, Principal

Chief Editor: Mrs. Seema Rani, Head Department of History

Editors:

- Mrs. Aman Jyoti, Assistant Professor, Department of History
- Mrs. Renu Soni, Assistant Professor, Department of Public Administration
- Mrs. Varinder Kaur, Assistant Professor, Department of Political Science

Advisory Committee:

- Dr. Amarjit Singh, Professor, Department of History, Kurukshetra University, Kurukshetra
- Dr. Sukhwant Singh, Department of History GNDU, Amritsar
- Dr. Subodh Sharma, Professor Department of History, Hyderabad University, Hyderabad.
- Dr. Nirode Boruah, Deptt. of History, Dibrugarh University, Assam
- Dr. Jaswinder Kaur Dhillon, Head (former) Deptt. of Guru Nanak Studies, Guru Nanak Dev University, Amritsar
- Dr. Ashwani Sharma, Associate Professor, Deptt. of Political Science, D.A.V College, Jalandhar
- Dr. K.K. Sharma, Associate Professor, Deptt. of History, M.M.College, Modi Nagar, Ghaziabad (U.P)
- Dr. Manjusha Sharma, Professor, Deptt. of Public Administration, Kurukshetra University, Kurukshetra
- Dr. Maninder Singh Randhawa, Professor, Deptt. of Sociology & Social Anthropology, Punjabi University, Patiala

Post Proceedings of Conferences**1. अहिन्दी भाषा प्रदेश पंजाब में रचित हिंदी साहित्य (Hindi Department)****Editor:** Dr. Kulwinder Kaur, Head Deptt. Of Hindi**2. Corporate Social Responsibility (Commerce Department)****Editors:**

- Dr. Archana Garg, Principal
- Dr. Nitya Sharma, Head, Department of Commerce
- Dr. Neetu Bhargava, Assistant Professor, Department of Commerce

3. Social Sector in India: Perspectives And Solutions**Editors:**

- Mrs. Vijay Pathania, Head, Department of Economics
- Mrs. Anupam Sabbharwal, Assistant Professor, Deptt. of Economics
- Ms. Anu Hunjan, Assistant Professor, Department of Economics

3.4.3 Give details of publications by the faculty and students:

- Publication per faculty
- Number of papers published by faculty and students in peer reviewed journals (national international)
- 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
- Books journals edited
- Books with ISSN/ISBN numbers with details of publishers

Publications per faculty

Dr. Neetu Bhargava, Department of Commerce Books Written: 1(with ISBN) No. of Papers peer reviewed in national journals: 2 Chapters in edited book with ISBN No: 1 Papers Presented in conference National/ International: 5 Conferences/ Workshops/ Seminars attended National/ International: 2
Ms. Ramandeep Kaur, Department of Commerce No. of Papers peer reviewed in national journals: 1 Papers Presented in conference National/ International: 2 Conferences/ Workshops/ Seminars attended National/ International: 1
Ms. Priyanka, Department of Commerce No. of Papers peer reviewed in national journals: 2 Papers Presented in conference National/ International: 2 Conferences/ Workshops/ Seminars attended National/ International: 2
Ms. Suvit Das, Department of Commerce No. of Papers in peer reviewed international journals: 1 No. of Papers peer reviewed in national journals: 2 Papers Presented in conference National/ International: 3 Conferences/ Workshops/ Seminars attended National/ International: 5
Dr. Sukhwinder Kaur, Department of Commerce No. of Papers in peer reviewed international journals: 1 No. of Papers peer reviewed in national journals: 2 Chapters in edited book with ISBN No: 1 Papers Presented in conference National/ International: 4 Conferences/ Workshops/ Seminars attended National/ International: 7
Ms. Priyanka Gupta, Department of Commerce No. of Papers in peer reviewed international journals: 2 Papers Presented in conference National/ International: 1
Ms. Nidhi Walia, Department of Commerce Papers Presented in conference National/ International: 1 Conferences/ Workshops/ Seminars attended National/ International: 1
Ms. Sunanda, Department of Commerce

Conferences/ Workshops/ Seminars attended National/ International: 1
Mrs. Seema Rani, Department of Hindi No. of Papers peer reviewed in national journals: 5 Chapters in edited book with ISBN No: 3 Papers Presented in conference National/ International: 6 Conferences/ Workshops/ Seminars attended National/ International: 1
Mrs. Amanjyoti, Department Chapters in edited book with ISBN No: 5 Papers Presented in conference National/ International: 24 Conferences/ Workshops/ Seminars attended National/ International: 8
Dr. Kulwinder Kaur, Department of Hindi Books Written: 5(with ISBN) No. of papers in peer reviewed International journal: 1 No. of Papers peer reviewed in national journals: 5 Chapters in edited book with ISBN No: 16 Papers Published (Non Peer Reviewed): 7 Papers Presented in conference National/ International: 15 Conferences/ Workshops/ Seminars attended National/ International: 6
Dr. Poonam Sharma No. of papers peer reviewed International journal: 2 No. of Papers peer reviewed in national journals: 1 Chapters in edited book with ISBN No: 2 Paper Presented in conference National/ International: 5 Conferences/ workshops/ Seminars attended National/ International: 1 Paper Presented in conference National/ International: 3 Conferences/ workshops/ Seminars attended National/ International: 1
Mrs. Lalita Sharma No. of papers in peer reviewed In national journals: 2
Dr. Bhupinder Kaur, Department of Punjabi Books Written: 5(with ISBN) No. of Papers peer reviewed in national journals: 4 Paper Presented in conference National/ International: 4
Mrs. Jasdeep Kaur Chapters in edited book with ISBN No: 1 Paper Presented in conference National/ International: 2 Conferences/ workshops/ Seminars attended National/ International: 3
Dr. Veena Kumari No. of Papers peer reviewed in national journals: 1 Chapters in edited book with ISBN No: 15 Paper Presented in conference National/ International: 4 Conferences/ workshops/ Seminars attended National/ International: 3
Mrs. Ritu Gupta

<p>No. of Papers peer reviewed in national journals: 1</p> <p>Chapters in edited book with ISBN No: 2</p> <p>Paper Presented in conference National/ International: 5</p> <p>Conferences/ workshops/ Seminars attended National/ International: 1</p>
<p>Er. Sunali Sharma, Department of Computer Science</p> <p>No. of Papers peer reviewed in national journals: 1</p> <p>Chapters in edited book with ISBN No: 1</p> <p>Papers Published (Non Peer Reviewed): 1</p> <p>Paper Presented in conference National/ International: 1</p> <p>Conferences/ workshops/ Seminars attended National/ International: 2</p>
<p>Er. Inderjeet Kaur Bal, Department of Computer Science</p> <p>No. of Papers peer reviewed in national journals: 1</p> <p>Chapters in edited book with ISBN No: 1</p> <p>Papers Published (Non Peer Reviewed): 1</p> <p>Paper Presented in conference National/ International: 1</p> <p>Conferences/ workshops/ Seminars attended National/ International: 2</p>
<p>Ms. Surbhi, Department of Computer Science</p> <p>Papers Published (Non Peer Reviewed): 1</p> <p>Paper Presented in conference National/ International: 1</p> <p>Conferences/ workshops/ Seminars attended National/ International: 2</p>
<p>Er. Deepali Sharma</p> <p>No. of papers peer reviewed International journal: 1</p> <p>Conferences/ workshops/ Seminars attended National/ International: 1</p>
<p>Ms. Navpreet Kaur</p> <p>No. of papers peer reviewed International journal: 2</p>
<p>Ms. Upma Goyal</p> <p>No. of papers peer reviewed International journal: 7</p>
<p>Ms. Mangla Sahni</p> <p>Paper Presented in conference National/ International: 3</p> <p>Conferences/ workshops/ Seminars attended National/ International: 1</p>
<p>Mrs. Niti Bhatia</p> <p>No. of Papers peer reviewed in national journals: 2</p> <p>Conferences/ workshops/ Seminars attended National/ International: 6</p>
<p>Mrs. Renu Soni</p> <p>Paper Presented in conference National/ International: 3</p> <p>Conferences/ workshops/ Seminars attended National/ International: 1</p>
<p>Mrs. Varinder Kaur</p> <p>Paper Presented in conference National/ International: 2</p> <p>Conferences/ workshops/ Seminars attended National/ International: 3</p>
<p>Mrs. Inderjeet Kaur</p> <p>Chapters in edited book with ISBN No: 1</p> <p>Papers Published (Non Peer Reviewed): 1</p> <p>Paper Presented in conference National/ International: 1</p>
<p>Ms. Amandeep Kaur</p>

Paper Presented in conference National/ International: 1
Mrs. Arun Sharma Paper Presented in conference National/ International: 1
Mrs. Madhu Sethi No. of Papers peer reviewed in national journals: 1 Paper Presented in conference National/ International: 6 Conferences/ workshops/ Seminars attended National/ International: 2
Mrs. Paramjit Kaur Paper Presented in conference National/ International: 3 Conferences/ workshops/ Seminars attended National/ International: 3
Mrs. Sarika Kanda Conferences/ workshops/ Seminars attended National/ International: 4
Mrs. Vijay Pathania Chapters in edited book with ISBN No: 1 Paper Presented in conference National/ International: 1 Conferences/ workshops/ Seminars attended National/ International: 1
Mrs. Anupam Sabharwal Chapters in edited book with ISBN No: 2 Paper Presented in conference National/ International: 2 Conferences/ workshops/ Seminars attended National/ International: 1
Mrs. Anu Hunjan Chapters in edited book with ISBN No: 1 Paper Presented in conference National/ International: 1

Table 3.4.6

3.4.4. Provide details (if any) of

***Research awards received by the faculty**

*** Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**

*** Incentives given to faculty for receiving state, national and international recognitions for research contributions.**

-----Nil-----

3.5 Consultancy

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

- To make the education holistic and practical, Institute–Industry interface seems to be mandatory for the students of professional courses, to widen the opportunities for employability.
- To develop interface between institute & industries and to create the requirement for consultancy services, the institute prepares a healthy background for the faculty having expertise.

- Faculty gains knowledge and practical acumen while providing extension services to needy communities, learners, manufactures, producers and talented women with initiative. Individual and society both get flourished and benefitted.
- Self-employment cell and placement cell create a rapport with the related industries, firms, companies and organizations to inform them about the expertise available in the institution.
- Expert talks are delivered by faculty members as resource persons when they are invited by external agencies.
- College website posts the profile of the faculty capable in extending expertise.
- Online guidance and counseling are given whenever asked for, by different entrepreneurs or manufacturing units especially in garment designing or skill creating centers.
- System remains ready to respond to such calls, invitations or requests where the services of the experienced faculty of the college can be useful in playing its role as knowledge ambassadors.
- Small scale industrialists, Managing Directors of the manufacturing plants and heads of the organizations are invited by the college authorities for college fests, exhibitions, events & conferences where interactive sessions with faculty are arranged for creating some linkages.
- District level or state level student training programmes are arranged where faculty expertise is utilized to impart some skills among the delegates and participants.
- Career counseling cell of the college arranges extension talks to guide the students about various career opportunities.
- Placement cell organizes placement drives of different MNC's (IBM, Wipro and TCS), banks, life insurance companies etc. to explore the potential of the students and to provide them job opportunities.
- The faculty from different departments renders their expert services as subject experts, resource persons & as a member of panel of judges in their respective fields.
- The students of Fashion Designing visit fashion houses and garment industries to have thorough knowledge of their subject. To keep the students at par with the latest trends in fashion, style & patterns in garment construction & clothing, experts from fashion houses or garment industries are frequently invited to give exposure to college students.
- Students of JMC visit various print and media houses to have training as freelance journalist, Radio Jockey, script writer, voice over artist & news reader etc. Different media organizations like Zee News, MH One, Big FM, My FM and Radio Mirchi also visit the college to record their shows and interact with the students.
- The Post Graduate Department of Commerce has set up an informal tie-up with Sethi & Associates, a CA company at Kapurthala. The students of the department go for practical training in filing of returns & tally and then they offer their services for the same there and in other agencies.

- The Department has also made a similar arrangement with Mr. Amit, a professional from NIIT, Jalandhar to train the college students for SPSS in the college campus.

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

The stated policy of the institution is to motivate faculty to extend its expertise to unapproachable corners of the society, unattended sections of society, non-government organizations, industrial houses, companies and commercial houses. The college ambience gets elevated, revenue is generated benefitting both the faculty & the institution, useful services are provided for skill development and employability increases.

Various modes are adopted to publicize and to advocate the expertise available in the college.

- Programmes conceived to provide consultancy are announced in Morning Assembly to inform the college students.
- Leaflets and cable system are utilized to publicize the expertise focused classes and courses being introduced.
- Class representatives' meetings, parents' meetings, general meetings, interaction with alumni and visitors, public announcement are also the advertising methods to give wide publicity for consultancy services.
- Association of faculty members with external bodies, academic and co-academic, also assists in propagating the expertise available in the institution.
- Besides this, some information is also provided through prospectus and college websites.

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

Extending consultancy services or expertise to students or non-students is always an act interesting and expanding one's own experience. Faculty, in different streams having caliber, knowledge and skill, is motivated to utilize their valuable time for the benefit of Community-working or non-working if it is required to enhance its knowledge.

- Faculty in Fine Arts, Fashion designing, Home science, Computer science/IT, Commerce, Mathematics and English often arrange crash courses and hobby classes for students as well as non-students as beneficiaries.
- They are motivated to structure the syllabi for such courses as per the requirement of the learners or society.
- They are allowed to use institutional infrastructure, library resources, labs and college attendants for making the programmes useful and fruitful.
- They are also facilitated to adjust their time table to attend to clients or the learners for consultation.
- Their outputs, efforts and results are recognized in the meetings with faculty, students and vision committee of the college.
- They are also given incentives out of the revenue generated from such programmes.

- For advertising these services, institution renders all its sources, vehicles and employees to make the programmes widely known to all sections of the society.
- The coaching classes for different competitive Examination like IAS, PCS, Banking, TET and B.Ed. etc. are arranged by utilizing the expert services of the college faculty.
- Various value added courses have been started for the benefit of students.

Thus the college makes all efforts for utilizing all human resources, experience, knowledge and expertise available in the campus to promote liaison with different sections of women coming from villages, industries, offices, companies or sectors. Some of such linkages are used by the students for surveys, project work and job-training purposes.

College faculty is allowed to go to other institutions for providing their expertise and consultancy services.

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

Broad areas in which consultancy services are being provided by college faculty are the following ones.

- Department of Home Science and Fashion Designing are giving lessons on handicrafts, cutting, tailoring, designer dresses, embroidery, crochet work, cooking, baking, food-preservation, table-setting, interior decoration, flower arrangement, gift packing, rangoli, child care and nutrition through theory and demonstrations to students and house wives of the areas thus imparting skill, aesthetic sense, art of making beautiful homes and healthy food for their families.
- Department of Fine Arts gives lessons on the art of sketching and painting of different types thus creating a space for creativity among the learners and others who so ever joins these classes in the college.
- Department of Music has been arranging courses in dances and music vocal as well as instrumental.
- Department of Physical Education imparts training and consultancies in sports and yoga to students of neighboring institutes regarding physical fitness and health care services.
- Department of Environmental Studies and other co-academic units offer their expertise to women, weaker section of society, slum dwellers and general public on environmental protection, scientific temper, voluntary blood donation, drug-de-addiction, road safety and cleanliness etc.
- Faculty of Languages has been organizing counseling services for communication skills, public speaking, art of translation, resume writing & curriculum vitae preparation, interview preparation, office correspondence, job applications, personality development, career counseling and guidance.

- Faculty of Commerce has been actively engaged in providing its expertise on consumer protection act, labor law matters, company law and direct–indirect tax consultancies.
- I.T department arranges various courses on computer literacy and training, software development, computer networking, computer fundamentals and e-drawing for non IT students and teachers.

Details of the revenue generated for the last four years

Area of Consultancy	2012-2013	2013-2014	2014-2015	2015-2016
Value Added Courses	1,32,000	1,08,000	1,03,000	35,000
Coaching for entrance exams of IAS, PCS, B.Ed, TET & Banks	55,000	65,500	-----	-----
Hobby Classes	9,500	27,500	45,800	-----

Table No. 3.5.1

Most of the expertise services are provided free of charge on goodwill basis.

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

Policy for the revenue generated through consultancies is faculty centric and student/learner centric. Either it is utilized to provide necessary infrastructure for demonstrations, for publicity and for some incentives given to faculty engaged in consultancy services. In most of the cases it is provided on the gratuitous basis that is free of charge.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

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

Besides giving academic excellence, the institution provides a healthy and constructive environment contributing to good citizenship, service orientation and holistic development of the students.

The institutional goal to nurture and nourish the inner potential and caliber of the learners orients the faculty to engage students in various activities outside the classroom motivating them to be good and responsible citizens.

Students are enlightened about their fundamental duties, social obligations, dignity of labor, a value laden approach to riddles of life and the need of tolerance for diversities. The educational model of this college not only develops mind but also creates positive mind sets, because expanding a student's ability always goes hand in hand with building her attitude.

College arranges various events, activities, contests, fests and important day celebrations (Independence Day, Republic day, Women day, Human rights day, Earth day, Yoga day and Makkar Sakranti) to instill in each student the spirit of Indian-ness, the core values of Indian culture and a commitment to serve the society.

Various co-academic units and clubs like NSS, through special camps in slum areas, NCC through disciplined parades, training camps, blood donation camps, disaster management campaigns, YSC through multi-natured cultural activities, Red Cross through First-Aid & Home Nursing training, Red Ribbon Club through specialists' talks on AIDS, Extension Activity Committee through Chetna Rallies, Nature Eco Club through environment protection programs, talks, demonstration and tree plantation, all richly contribute towards institution-neighborhood-community network and also involve the students to keep them engaged and enthusiastic. The cause of holistic development of their personality is adequately fed.

Equal Opportunity Cell helps in dissipating gender based complex or ethnic disparities. Student Legal Literacy Cell and Women Cell bridge the gap between the students of the college and legal system of the nation, students and victimized women section, students and the under privileged sections. Through the activities of Students Service Club by its visits to orphanages or Nari-Niketan etc. service orientation towards society gets strengthened.

The students get conscious of their role for community and well-being of their neighborhood when they are motivated by faculty:

- To donate liberally for war martyrs, sick people in need of blood or financial aid, to collect articles or eatable for the victims of flood, earthquake, tsunami or drought etc.
- And by observing how college campus and infrastructure are being used as center for examination by external agencies, for camps by different NGO's and organization, for YOGA camps, university youth festival or some awareness programmes of government organizations and banks etc.

The teaching faculty, engaged in one of the noblest profession known to mankind, working in this college has arisen to the challenges of developing strength of character in the student.

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

Education being imparted to women of the area is only a means, an engineering to shape the youth for some higher goals, i.e. citizenship roles for a democratic system.

A bonafide citizen should be law-abiding, respectful to the law of the land, protective for national properties and assets.

Institution has offered a mechanism to track students' involvement in various social movements and activities which work through various committees, units, associations and cells constantly monitored by one or the other faculty member.

Students at the time of admission get enrolled with these co-academic bodies of the college. The meetings of these bodies are called by conveners (faculty members). To apprise the students with social or national calls for some movements & activities and chalk out the program to involve students as the college did for **SAWACH BHARAT ABHIYAN, BETI BACHAO BETI PARHAYO, SARV SIKHSHA ABHIYAN, AIDS**, celebrating road safety

week, launching tree plantation drives, helping the students in voters identity card and aadhar card drives etc.

This network/mechanism remains active side by side the normal teaching work to supplement the mission of formation of the students, i.e. An enlightened, analytical and an innovative human being and also a sensitive, grown up and responsible citizen of the country.

Students raise voice against corruption, dowry, use of tobacco, domestic violence against women, female feticide and drug –addiction menace through talks, poster –making, debates, address in morning assembly and banners carried in rallies.

The institute encourages such involvement and exposure of the students by honouring and rewarding the best volunteers for their participation and performance in these activities.

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

Regularly soliciting stakeholder’s perception on the overall performance and quality of the institution is essential and a positive gesture as claiming to provide quality education stands substantiated through when it is reflected in the perception of the stakeholders.

Institute is deeply concerned with its stakeholders for whose satisfaction, goal oriented efforts are focused intensively in all its devices, mechanism and mode of operation.

The college management has developed evaluation tools for stakeholders to record their observations, suggestions and plans for constructive development for future.

The institute values the opinions, suggestions and needs of all stakeholders which include students, parents, staff and alumni.

Students are the primary stakeholders. To solicit their perception they are taken in to confidence by the faculty and Principal to bring any change in the internal functioning through class representatives and prefects.

They can use suggestion box, tutorial periods and meetings of Vidyalaya Vikas Parishad to convey their suggestions, opinions and requirements.

Students are free to contact their class teachers or the Principal to express their expectations from the system or to get any information useful to them.

Parents of the students, being the major stakeholders who repose faith in the college and invest the future of their wards in the hands of college faculty are always at liberty to meet the members of governing body, Principal, teachers and the office staff. They are informed about their wards’ academic performance and attendance record through meetings, letters, phone calls and SMSs. Direct interaction with guardians is always encouraged. Opinion of the parents is given due weightage for improvement of college work culture.

College starts its academic session with interaction meeting between college governing body, Principal and the faculty members, when the new entrants are greeted and informed about the vision, mission and some new plans and schemes of the college.

Staff welfare committee is a forum where faculty members are given a platform to express their demands and requirements.

Two senior-staff members sit as a **staff representatives in the meetings of the college governing body**, where they get full opportunity to speak on behalf of the faculty. They also get informed about management's vision, new policies and decisions affecting the faculty.

Staff meeting, being a regular feature, works as a healthy chain to exchange views, affecting the faculty or the teaching-learning environment.

Alumni association is an integral unit in the network of associations and committees. It works under a professor incharge, calling their meeting or arranging get together where both sides i.e. the institution and the Alumni mutually interchange their experiences, plans and suggestions.

Apart from these, Institution also receives feedback from dignitaries visiting the college, prominent citizens of the area & society at large on the functioning of the college.

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

To achieve the goal, the institute plans and organizes various extension and outreach programs for the learners. All these outreach activities have been related with academics, extension services, community orientation, adventure, social issues and economic growth of the society.

Extension and outreach activities are planned and are included in academic calendar in meetings of college advisory body including all heads of departments, chaired by the Principal in the beginning of the session.

The themes of the extension activities like 'each one teach one', 'earning while learning', 'no to drug addiction and polythene bags', 'save water', 'best out of waste', 'education for awakening', 'cleanliness is next to the godliness', are conveyed through the camps of National Service Schemes Units to community, through 'Chetna Rally' with banners and posters in the city and streets, all conveying social messages and also giving an exposure to learners to get close to society through educational devices.

NCC unit remains active in celebrating 'Flag Day', organizing blood donation camps and drives, appealing the students to respond to the call of society and nation in difficult times.

Home Science and Fashion Designing departments arrange exhibitions for visitors & community and publicize the talents in students. Various stalls of pickles & jams and variety of art & craft items reflect entrepreneurial skill of the students.

Extension Activity Committee motivates the students to excel in their field and subject so that their skill and knowledge become an asset for society.

Eco-nature club volunteers and faculty in-charge appealing to public through leaflets, for smokeless Deepawali and addressing the community for growing more trees at empty places for social forestry and even distributing free saplings to students for their homes in congested

urban areas, highlighting the ecological and medicinal value of certain plants such as ‘basil’(Tulsi), and ‘neem’ etc.

Activities of various clubs/ units from 2012-2016:

Details of the major extension and outreach programmes during the previous years is as follow.

Student Legal Literacy Cell

- A poster making and slogan writing competition was organized on 19 Jan. 2012 to mark the ‘Voters Awareness Day’.
- On 23rd Jan 2015, the cell organized an oath ceremony to commemorate the “Voters Awareness Day”.

All the students of the college were beneficiaries of these activities.

NATIONAL CADET CORPS (N.C.C.)

2012-2013

- 30 Cadets attended CATC at Jalandhar from 14-10-2012 to 23-10-2012. They won prizes in Line Area, 1st in Solo dance, 1st in obstacle, 1st in drill, 2nd in cross country, 3rd in map reading.
- 25 cadets pledged for donating eyes and 11 cadets donated blood.
- From 28th Dec to 6th Jan 2013, 24 cadets attended combined armed training camp. Cadets got positions in solo dance. Two cadets also donated blood at blood donation camp.

2014-2015

- From 1st Aug, 2014, 22 cadets attended Camp held at Jandiala (Jalandhar cantt.) and donated the blood for the sake of humanity.
- NCC cadets contributed an amount of 15250/by selling Armed Forces Flags.

2015-16

- International yoga day was celebrated by NCC cadets, HKC Kapurthala on 21st June 2015. Sh Varinder Skind, a yoga teacher rendered his valuable services.
- A demonstration of Startup India was attended by all cadets on 16th Jan.2016 in college campus.
- NCC units have contributed an amount of 11,160 rupees by selling flags to District Sainik Welfare Office, Kapurthala on 18th March, 2016.

NATURE ECO CLUB

- Members of this club celebrate “Van mahotsav” every year by planting saplings in the campus.
- Dr. Bimal Sharma, a renowned doctor of the city delivered a talk on the hazards of fire caused by crackers.

- To show the bliss of being in the lap of Nature, two educational trips to Dharamshala and Meclodganj were arranged for the students. They also visited various temples such as Mata Chamunda Devi, Mata Kangra Devi, JawalaJi and Mata Chintpurni and learnt that God and Nature are one.
- On every Saturday the club members give valuable thoughts in morning assembly on environment issues.
- The teachers persuaded the Students to celebrate Green/Eco-friendly Deepawali and avoid crackers etc.
- Nature Eco- club celebrated Save Earth day.
- Under the project “Say no to Polythene” use of polythene bags is banned in the college.
- Water bowls are placed in the college lawns under the project “Save Birds”.
- On 17th Jan. 2015, staff and students of the club attended a seminar on “Water Conservation” at VirsaVihar, Kapurthala.
- The Club organized a seminar on ‘Clean India Campaign’ on Sept 2015 in collaboration with Municipal Committees, Kapurthala. E.O.M.C, Kapurthala talked on the various issues and solved the queries of the students.

Extension Activities Committee

- On Feb 6th 2012, it organized training for students in First aid and Home Nursing in collaboration with Red Cross Unit.
- On Nov 6th 2012, a seminar was organized on the topic “Child Labour & Health Care” Dr. Bhupinder Kaur, Lecturer in Punjabi gave a documentary presentation on “Polio Disease”, Mrs. Neelam Sharma gave talk on “Health Disease & Health Care” and Mrs. Inderjit Kaur gave talk on “Child Labour” on this seminar.
- On Oct 17th 2013, Extension Activity Committee organized a poster and slogan making competition on Drug-De-Addiction, Save Water and Women Rights.
- on 29th Oct, 2013 , a Chetna rally –‘Roshni Ki Aur Ek Kadam’ was organized through which social awareness was created against social evils, like Drug De-Addiction, Unemployment, Environmental Degradation , Female Foeticide, Corruption, AIDS, Moral Values, Child Labour etc.
- On Nov 14th 2014, a cleanliness drive was launched under “Swachh Bharat Sundar Bharat Abhiyaan” started by our worthy Prime Minister. Mrs Dhanpreet Kaur SSP Kapurthala was the chief guest of this drive.

Social Service Club

This club is working with an aim to work for the upliftment of down trodden and neglected sections of the society. Members of this club often visit Kusht Ashram, orphanage, Nari Niketan and the places of down trodden sections to distribute essential items, listen to their problems and convey the same to concerned authorities.

On 31st Oct, 2015 Students of Student Service Club visited kusht ashram and distributed medicine there out of funds collected voluntarily by the students.

Red Ribbon Club

Red Ribbon Club a joint venture of Pushpa Gujral Science City, Kapurthala and the college is working for creating awareness among public in general and Youth in particular regarding AIDS, a major threat to human life.

- On 4th Feb 2012, Red Ribbon Club organized a Blood Donation Camp. On the same day a Slogan writing competition was also conducted on the topic “Blood Donation”.
- On 1st Dec 2012, Ms. Gurpreet Kaur , student of B.A 3rd gave an informative speech on “AIDS- A Deadly Disease” to mark WORLD AIDS DAY various posters and charts were also displayed in the campus to aware the students regarding AIDS.
- On 3rd Jan 2013, a Blood Donation Camp was organized.
- On 17th Sept 2013, Red Ribbon Club organized a seminar on “Awareness about Tuberculosis” under revised National Tuberculosis Control Programme.
- On 23rd April 2014, Captain Gurnam Singh member Red Ribbon Club from Pushpa Gujral Science City delivered a talk on Anti AIDS Awareness.
- Two days medical camp i.e. on 5th and 6th April 2016 was organized for checking up of the hemoglobin level and blood group of the students and teachers of the college.

N.S.S (National Service Scheme)

The College runs two units of NSS (National Service Scheme) with the motto “Not Me but You” to imbibe a spirit of belongingness and responsibility towards society among the students.

2012-2013

From 28th Sep. to 4th Oct. 2012, a seven day NSS Camp was organized at Mushkved village. Special features of the camp were stitching & tailoring classes, Blood donation camp, general survey on educational qualification, occupation, Medical facilities & other problems faced by people, seminar on Drug Addiction, Moral Values and Agricultural issues. S. Satnam Singh Sekhon, Dr. Shelja Anand, Dr. Dinesh Anand, Dr. Hardeep Singh, Dr. Navinder Singh, Dr. Sandeep Bhola and Mr. Roshan Khara delivered talk on various social issues.

2013-2014

On. 27th Aug. 2013, Ms. Suresh Sharma, Head Department of Punjabi delivered a talk on the Topic “Communal Harmony”.

- From 1st Oct. To 7th Oct. 2013, a seven day special camp was organized. The main project undertaken in the camp was Chetna Rally. Dr. Manjeet Kaur gave talk on Women Health Concerns, Mrs. Manila Civil Judge cum Secretary, Distt. Legal Services Authority gave talk on Women Rights, A medical camp was also organized on 6th Oct. 2013.
- On 14th Nov. 2013 one day camp was organized on sanitation program.

2014-2015

- On 20th Feb 2015, a Dental check-up camp was organized. Dr. Gurdev Singh Bhatti from Civil Hospital, Kapurthala examined around 125 students and guided them about oral hygiene and dental care.
- On 21st Feb. 2015, Dr. Gurdev Singh Bhatti from Civil Hospital, Kapurthala delivered a talk on Polio Awareness its symptoms, precautions, preventions and importance of vaccination. He also laid emphasis on maintaining the status on India as a “Polio Free Nation” in near future too.

2015-2016

- On 20 Aug 2015, an oath taking ceremony was organized on the occasion of ‘Sadbhawna Divas’ by NSS units.
- On 7 August 2015, Mrs. Suvit Das, Dept. of Commerce and Ms. Sandeep Kaur, Dept. of Fashion Designing delivered talk on Independence Day & Swami Vivekanand respectively.
- On 9 Sept. 2015, Mrs. Neelam Sharma, Lect. In Biology, delivered a talk on the topic ‘Better Nutrition –A key to Development’.
- On 22 March 2016, S. Gurbachan Singh, a Social Activist delivered a talk on “Water Preservation”.

RED CROSS UNIT

This unit works with the aim of providing first aid and medicines to the students in college campus when the need arises.

- The college students attended Youth Red Cross training cum study camp organized by Punjab Red Cross Society at Maharaja Agarsen Ashram Trust, Haridwar from 25th Oct to 30th Oct. 2012. Heena Sharma got prize for the Best- Volunteer of the camp.
- Red Cross Society, Punjab organized a two day camp at SGTB Khalsa College, Anandpur sahib in the memory of philanthropist ‘Bhai Ghanayyaji’ from 25th to 26th Sept. 2014, During the camp college students participated in various competitions.
- On 11th November 2014, Red Cross Society organised a First Aid and home nursing Training Camp .Mr. Ashish Mittal. Coordinator and Mr. Guramardeep singh, District Incharge, Red Cross Society addressed the students of the college.
- On 31st Jan. 2015 Red Cross Unit organized a seminar on “Female Foeticide ” and memders of Red Cross Society, Kapurthala Presented one Act Play “Sirjna” written by Pali Bhupinder.
- On 20th and 21st September 2015 two days youth red cross camp was held at Shri Anandpur Sahib in the memory of Bhai Khaniyaji and 11 volunteers escorted by female counselors Ms. Preeti Batta and Ms. Shilpa participated in various competitions like speech quiz, folk song, poster making, poem and slogan writing Ms. Harpreet student from class BA 3rdsem got 3rd prize in speech competition

Budgetary details of Extension & Outreach programmes for the last four years

	2012-13 (In Rs.)	2013-14 (In Rs.)	2014-15 (In Rs.)	2015-16 (In Rs.)
Extension & Outreach programmes	4,88,650/-	4,07,255/-	5,39,417/-	5,25,076/-

Table No. 3.6.1

All such activities impacted the students very positively. They identify their own potential to grow and to do something productive for others around them. Exposure given provided an opportunity for collaborative learning and a rapport is strengthened with co- learners as well as the community people. It also contributes to their confidence building to face the tough situation while managing outreach activities.

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 healthiest feature of an educational institution is where the students are kept engaged in multitasking, academically as well as co-academically in class rooms, in campus and even when they are away from the campus.

To promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies, the college takes following steps:

- Information related to all clubs, units and societies is published in the college prospectus.
- At the time of admission, the students are enrolled as members of at least two of these clubs/units as it is mandatory for them.
- During the orientation program, the Principal encourages the students and the faculty to participate in extra activities highlighting their benefits.
- The in-charges / conveners of various clubs/units also organize motivational talks to apprise the students of the advantages of participation in community oriented services.
- The upcoming events of these units/ clubs being organized at local, state or national level are intimated to students by announcing in morning assembly and displaying on notice boards.
- During the annual prize distribution function, incentives & awards are given to the best volunteers for rendering their valuable services.

Besides, to promote students' participation in extension activities or extra mural activities of national or international agencies, in camps, hiking tracking programs, service projects, the institution facilitates them.

- By arranging college vehicles, free hostel facilities, T.A/D.A, escort from college staff to make them to feel comfortable, safe and secure.
- Arranging extra classes (theory and practical) if they have to leave the college campus

for participation

- Incentives like fee concession, special scholarship, and free study material are offered.

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

The College ensures social justice and tries to empower students from under-privileged and vulnerable sections of society through various activities of different clubs/ units like Students Legal Literacy Cell, Women Cell, Anti-Ragging Cell, Equal Opportunity Centre and Grievances Cell working in the college. These units focus on making them aware of the rights and other remedial facilities, they are entitled to. It also provides a platform for them to express their grievances, if any.

The grievances of the students, belonging to these categories are redressed through Student Welfare Committee and Student Adoption Scheme units.

The college sensitizes its young students regarding the socio-economic & gender inequalities and also about the discrimination being met to the disadvantaged sections of the society.

Principal being the head of the institution represents the cause of justice and basic rights of women students from vulnerable sections, while attending the meeting of the **Monitoring Committee for private TV channel and cable TV channels, Working Women Sexual Harassment Committee and Community Policing Resource Centre.**

Department of Political Science involved the students in a survey on the factors affecting the right to vote, through which students came to know that women in villages, from under privileged classes were under pressure of the male members to vote for a particular candidate or in some families young girls were not allowed even to vote. Faculty concerned arranges talks from time to time for such sections to get free from such pressure while voting as there is a secret ballot system.

Students of History department conducted a survey on 'Problems of working women', thus enlightening the students about the social scenario for women who are working and sharing the financial burden. Interaction with working women enhanced their practical acumen and thus strengthening them.

Two surveys by Department of Economics on 'Impact of rising prices' and 'Banking habits of the residents of Kapurthala' also helped in enhancing the knowledge of the students to get prepared for future interviews and placements.

To strengthen the 'women folk' the institute organized a 15 days training course to teach an art of 'self-defense', benefitting all the students of the college.

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 objectives and expected outcomes of the extension activities organized by the institution are to provide an environment to learners for holistic development of their personality, i.e. academic growth, positive outlook, strong character, sensitivity to significant issues, dynamism to adapt with the changing scenario and competency to get through all tests of life.

- All such activities complement and supplement the classroom teaching and their learning experience through active participation, working in group, managing the events within the available resources and stipulated time, disciplined behavior but extracting fun out of learning and exposure to variety of situations.
- All these extension activities are knowledge enhancing, vitalizing and energizing for the learners as they get an opportunity to be innovative and creative while performing their roles whether as a volunteer or as a cadet, whether as a stage anchor or as an actor in play, whether as a contesteer or as a dancer. They get energy to dedicate more to their studies too.
- Learners get sharpened in different skills like communication skill, analytical skill, managerial skill, interpersonal skill, decision making skill, problem solving skill, writing skill and creative skill.
- Certain values spontaneously get infused in them when they work in a team, think for the society, feeling committed with a cause given to them and working hard for the success of the mission assigned to them, thus making their stature taller than others.

Moreover all these activities prove complementing students' academic learning experiences.

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

Community is one of the major stakeholders for whose welfare the institution works all the time, whether by educating the girls coming from the community or involving it in extension and outreach programs.

- To ensure the involvement of community, IQAC, Principal and advisory body plan for the activities to be undertaken outside the classrooms, affecting directly the interest and development of the community. Then an action plan is outlined to reach the community through advertisements, direct contacts, cable channels, some meetings, cultural items or free medical checkup camps etc.
- Then a list is prepared enlisting the associations, NGO's, Panchayats, Sarpanchs, leaders, Social activists and parents of the students & alumni to be contacted and taken into confidence about the utility and positive impacts of the programs to be launched by the college.
- Then the institution starts its efforts and initiatives to encourage community participation in its activities.
- During NSS camps, venue selected for activities is the village or the slum basti where

community is persuaded to participate in drives for health and hygiene, stopping female feticides, drug abuse, pollution, violence against women & dropping out in the school etc.

- Institution arranges free medicines, expert doctors and attendants and persuades the people to get the benefit of such expert advice and free checkup etc.
- Students/ volunteers of different units collect books, stationery articles, garments and distribute the same among needy people and poor students
- Members of Panchayats are invited by the college authorities to convince them for the good changes being brought by college students in their villages etc. and request them to initiate the same at their own end.
- Short term skill oriented and self-employment courses in cookery, stitching, embroidery and knitting etc. are arranged, inviting women from the community to get the benefit of such programs.
- For college events, guests from different professions are invited representing the society at large and they are requested to come forward to identify themselves with the institutional goals being persuaded constantly with their co-operation.

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 College has established constructive relationships with other institutions of the locality for its various outreach and extension activities.

- To create awareness about legal services, students' legal literacy cell of the college has tie-ups with Punjab Legal Services Authority, Kapurthala.
- Red Ribbon Club of the college in collaboration with Pushpa Gujral Science City, Kapurthala creates social awareness regarding AIDS, the most fatal and deadly disease.
- NCC Unit of the college is attached with 2PB (G) BNNCC, Jalandhar for its activities.
- Red Cross Unit of the college functions actively under the aegis of Indian Red Cross Society.
- The college has links with the local office of Election Commission and the eligible students were enrolled as voters in the campus with their assistance.
- The college works jointly with various NGOs like Rotary club and Inner wheel Club etc. to perform various extension activities.
- The college, in collaboration with Civil Hospital Kapurthala, arranges blood donation and medical camps.
- College has healthy and strong bonds with local branch, Bharat Vikas Parishad, an NGO arranging inter college patriotic song competition thus infusing patriotism among the youth of the area, and has a relation with Sewa Bharti working for the uplift of poor and helpless women.

- Educationally, college has strong interaction with the schools/institutions, Hindu Putri Pathshala, Amarnath Hindu High School, NJSA Govt. College, and M.G.N College of Education. Faculty members are invited by these institutions, as resource persons, as examiners for examination centres, judges for festivals and as guest faculty. Institution gets help from the faculty of local colleges & schools as subject experts for conducting interviews.
- Besides this, college has a strong relation with Gaytri Parivaar of Haridwar providing study material to college students for quiz etc., SAMKALP, New Delhi giving guidance for civil services examination and a strong linkage with Shiksha Sanskriti Uthaan Nayas for orienting the college faculty towards values in education.
- The institution has developed connection with Municipal Committee, Kapurthala for providing space to college for different activities and a spacious place for parking facility and with police administration for security forces, with forest office for donating plants and guidelines to make campus & surroundings more green and pollution free, with Virsa Vihar and with district administration etc.

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. Please provide details – certificates/recognitions from panchayat etc.

Various awards/ recognitions have been conferred on the Principal and the faculty for contributions to the social/community development:

Name of Faculty Members	Award/ Recognition
Dr. Archana Garg (Principal)	<ul style="list-style-type: none"> • Award of Honor for maximum contribution by the college to Fund Raising Programme of Indian Red Cross Society, Punjab in 2010, 2011, 2012 • Honored with special award for contribution by the college towards Armed Forces Flag Day, for the last four years consecutively (w.e.f. 2011-2012 to 2014-2015) • Honored with Appreciation Award for rendering valuable services towards National Legal Literacy Mission, presented by District Legal Services Authority, Kapurthala, 2012.
Mrs. Sarika Kanda	Appreciation Certificate from Pushpa Gujral Science city for Setting Up Red Ribbon club in the college for the session 2008-09
Mrs. Adarsh Parti	Appreciation award for organizing Inter College Competition with the collaboration of Rotary Club, Kapurthala for the session 2008-09
Mrs. Madhu Sethi	Appreciation award for organizing Inter College Competition with the collaboration of Rotary club, Kapurthala for the session 2008-09
Mrs. Paramjit Kaur	Appreciation award for organizing inter College Competition with the collaboration of Rotary club, Kapurthala for the session 2008-09
Mrs. Ritu Gupta	Honoured by Red Cross Society for donating blood consecutively for two years for the session 2011-12 and 2012-2013.
Ms. Ramandeep Kaur	Honoured by Red Cross Society for donating blood for the session 2012-13
Ms. Shivani	Honoured by Red Cross Society for donating blood for the session 2012-13
Ms. Suresh Sharma	Appreciation certificate from District Legal Services Authority, Kapurthala for the session 2012-13
Mrs. Sarika Kanda	Appreciation certificate from District Legal Services Authority, Kapurthala for the session 2012-13

	Appreciation award by Indian Red Cross Society, Kapurthala for the session 2012-13
Mrs. Neetu Bhargava	Appreciation certificate from District Legal Services Authority, Kapurthala for the session 2012-13
Mrs. Priyanka Sharma	Appreciation certificate from District Legal Services Authority, Kapurthala for the session 2012-13
Mrs. Minkal (Instructor, Office Management)	Appreciation certificate from District Legal Services Authority, Kapurthala for the session 2012-13
Mrs. Renu Bala	Appreciation certificate, District Legal Services Authority, Kapurthala for the session 2012-13
Ms. Preety Batta	Appreciation award by Red Cross Unit Chandigarh for attending two day camp organized in Shri Guru Teg Bahadur College, Anandpur Sahib for the session 2014-15

Table No. 3.6.2

Activities undertaken by the institution involving students and the faculty were always for societal and community interest to benefit the system directly or indirectly.

Contribution of the students to fund raising programmes of Indian Red Cross Society and Armed Forces Flag Day, was a gesture to be considerate for the widows and children of martyrs and also for the humanity at large.

Through Red Ribbon Club the cause of AIDS was focused to enlighten the people about its causes and precautions.

Projects undertaken in collaboration with District Legal Services Authority and Rotary Club were also to educate the learners about legal services benefitting the women or different sections of the society and social issues requiring educated women's attention.

Through NSS units, volunteers not only learnt through different projects but also helped the community women to acquire vocational skills like stitching, embroidery, cooking and other useful activities. In NSS camps, the volunteers arranged an expert talk of agriculture officer for the benefit of farmers. Facilities like free medical check-ups, medical advice and distribution of medicine are also offered to the villagers during these camps. The team of doctors gave them tips for good health and proper hygiene & sanitation.

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.

Though the college does not have any formal collaboration with any other Research body/organization, but by virtue of our affiliation with G.N.D.U., Amritsar and UGC, all our minor and major research projects are sanctioned and duly approved by these institutions. In addition to that some of our faculty members have been pursuing their research work from other universities too. The research scholars in the course of their research work utilize the expertise available with research guides, infrastructure and other

learning resources like library & hostel etc.

During UGC sponsored conferences & seminars, scholars & experts coming as resource persons and paper presenters exchange their knowledge with faculty and students.

Moreover this college is a reputed girls' institute of the area. It has developed a large infrastructure qualitatively and quantitatively. Its campus and other facilities are used by sister institutions like ANM School, Hindu Putri Pathshala for sports and academic events. Its library, Hostel and Labs welcome the readers and researchers from neighboring institutions.

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

The institution has collaborations with many institutions of local, state and national importance for the academic, co-academic and infrastructural development of the college. Formal & informal collaborations have been established with local administration, banks, insurance companies, offices of the Chartered Accountants, technology institutes, fashion houses, garment industries and print & media industry.

- Department of Commerce & Management has signed formal MOUs with Sethi & Associates, a local Chartered Accountant firm and with Mr. Amit Sharma, a faculty from National Institute of Information Technology, Jalandhar to provide knowledge of statistical tools for research to M.Com students.
- In 2009-10 two of our faculty members from CS & IT department attended a 10 day training programme 'Project Genesis', conducted by Infosys at Rajiv Gandhi IT Park, Chandigarh to enhance employability skills. The trained faculty then took special training classes of enrolled (98) students on 'Language Enhancement and Analytical Ability'.

Apart from the formal tie ups, students from different departments visit different fields for exposure and practical training.

- Students of Commerce department visited insurance companies, banks & industrial houses for internship and practical training.
- Students of Fashion Designing department visited garment industries & fashion houses like Neva, Sportking etc.
- Students of Journalism & Mass Communication department visited media houses(Big FM, Radio Mirchi, Zee News, MH One etc.) and print industry(The Tribune, Dainik Jagran, Dainik Bhaskar) to have training as freelance journalist, radio jockey, script writer, voice over artist & news reader.
- IBM, Birla Sunlife Insurance, HDFC Bank, YES Bank, Capital Local Area bank and local firms are the regular visitors for the placement drives of the college.

These collaborative arrangements have contributed towards the development of the

institution by providing exposure to the students for practical training, involving the students in different types of activities to enhance their learning experience. Some companies like the IBM and ICICI Prudential Insurance, Dream Weavers are the regular visitors in the placement cell of the college. Their bondage with the college has proved fruitful for the placement of college students.

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

The industry-institution-community interactions have contributed in establishing better academic facilities, up-gradation of learning resources and provision of placement services for students.

- The interactions with community have resulted in introduction of new courses and subjects.
- Learning resources i.e. library and various laboratories are updated & upgraded from time to time as per the feedback received from the community.
- Industry- institution interactions in certain courses have contributed in providing practical training & exposure to the students to supplement their theoretical learning.
- To enhance the employability quotient, Placement Cell interacts with different institutions like various industries, banking and insurance sector to offer job opportunities to the students as prospective professionals.

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 are the names of eminent scientists/participants who have contributed to the events like national and international conferences organized by the college during the last four years:

A: 3-Day UGC Sponsored National Conference on Corporate Governance in India: Emerging Trends

Organised by: Department of Commerce

Dates: February 2, 3 and 4, 2009

Refer to the list at Q. No. 3.1.8

B: 2-Day UGC Sponsored National Conference on Changing Trends of Communalism in Punjab

Organised by: Department of History

Dates: February 3 and 4, 2011

Refer to the list at Q. No. 3.1.8

C: 2-Day UGC Sponsored National Conference on **Corporate Social Responsibility**

Organised by: Department of Commerce

Dates: February 5 and 6, 2011

Refer to the list at Q. No. 3.1.8

D: 2-Day UGC Sponsored National Conference on “अहिन्दी भाषा प्रदेश पंजाब में रचित हिंदी साहित्य”

Organised by: PG Department of Hindi

Dates: February 17 and 18, 2011

Refer to the list at Q. No. 3.1.8

E: 2-Day UGC Sponsored National Conference on **Social Sector in India: Prespective and Solutions**

Organised by: Department of Economics

Dates: October 26 and 27, 2012

Refer to the list at Q. No. 3.1.8

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

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

Some of the informal linkages/ collaborations have resulted in formal MoUs and agreements. The linkages with industrial houses, cultural associations, NGOs etc. have benefited the students and faculty members. The purpose of these MoUs is to enhance or facilitate the following

Curriculum development or enrichment

Some of the faculty members are members of university bodies and are actively involved in the framing of the curriculum. Refer to question No. 1.1.6

Internship /on the job training

The college has links with various banks like Corporation Bank, Axis Bank, Co-operative Bank, insurance companies, Chartered Accountancy Firm, fashion houses & garment industries, print & media houses to provide opportunities for internship to students of professional classes.

Summer Placement

-----NIL-----

Faculty Exchange and Professional development

The college invites experts/ eminent educationists and scholars from universities and colleges for talks/conferences/seminars etc. and faculty of the college also goes to other institutions as resource persons. Members of the faculty attend Refresher courses, General Orientation Courses, summer/ winter school and short duration workshops etc. of different universities for their professional development.

Research

Faculty members also go to other universities for higher studies like Ph. d. and M. Phil. for their professional development. They are motivated to undertake major and minor projects of UGC. They are also encouraged to write research papers for research journals and participate in National and International Conferences, Seminars, workshops etc in other higher learning institutions.

Consultancy

Faculty of the college provides their consultancy services in their respective fields.

Coaching classes for different competitive examinations like IAS, PCS, UGC, TET, B.Ed. and banking are arranged in the college.

Extension

There are some of the extension activities undertaken by the college faculty and the students in collaboration with civil hospital Kapurthala, Red Ribbon Club of Pushpa Gujral Science City, Red Cross society, Punjab, Youth Welfare Department, Guru Nanak Dev University, Amritsar, Punjab Legal Services Authority Kapurthala, Unit 2 Pb Bn Jalandhar of NCC. All these linkages gave a theme, direction and guideline to students for extension activities, benefitting the youth, studying in higher education institutes.

Publication

Different publications are promoted by college culture. During the session 2008-09, the conference proceedings and Smarika (Souvenir) were published by commerce department for which some of the corporate sector financed the publication. For three research journals, various eminent scholars and contributors from different universities and institutions rendered their valuable services through the guidance and articles. College publication of

Deepanya, magazine, is totally a self-financed work of the college publishing the articles of students, staff and members of the managing committee.

Student Placement

Placement cell always makes efforts to create collaborations and linkages with different companies like IBM, Wipro, Birla Sunlife Insurance, other insurance companies and banks etc to provide job opportunities to suitable students.

Twinning Programmes

-----NIL-----

Introduction of new courses

As per the demand of the students, the college has introduced new courses like B.Sc.(Comp. Sci.), M.Com, M.Sc.(IT), M.A(Punjabi), M.A(Hindi), M.Sc(FD) and Fine Arts as an elective subject.

Students Exchange

-----NIL-----

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

For planning and establishing the Linkages/Collaborations, institutional efforts are stream and subject based where project work, practical training, one to one observation and dialogue-exchange are required to fulfil the requirement of a specific subject.

- For planning, HODs plan to visit the industries manufacturing units or plants, designing section of the fashion houses, workshops with workers on machine and fix the time for such visits, and the same is got approved by Advisory Body Chaired by the Principal. Plan also includes a list of the students, number of days required to visit, staff escorting the students and transport being availed from the institution.
- Students are given a guideline how to utilize such visits or how to collect some data and information.
- Once it is planned, the institution starts its efforts to correspond with such bodies so that students get due attention, information and required responses to their queries.
- Institutional initiatives are always towards healthy and strong linkages to benefit the learners in the long-run.
- For providing practical training & exposure to the students, the college has developed links with banks, chartered accountancy firms, fashion houses& garment industries and print & media industry.
- The institute upgrades its infrastructure, library and laboratories as per the requirements of the students.
- The placement cell of the college arranges on campus interviews in collaboration with different industries, banks and insurance companies to offer job opportunities to the students.

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facility

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

Infrastructural facilities are important determinants of effective execution of curriculum. There is a significant co-relation between the adequacy of infrastructural facilities and performance.

Physical surroundings and infrastructures play an important role in improving performance. So creation of infrastructure is always a priority. College Managing Committee is progressive, careful and considerate in providing quality infrastructure. Availability and quality, both the criterion, are given due consideration so that academic, co-academic and sports requirements may be met satisfactorily.

Institutional attitude is holistic for creating and enhancing the infrastructure to facilitate the process of growth.

Every year in the beginning of the session, the Principal gets requirements from all heads of the departments, from the head of sports and physical education, from the heads of departments having labs, from administrator of the college hostel, from librarian about library and reading room and from care taker about guest room, college stores & about parking place etc.

Principal at her own compiles all the demands after perusing their urgency, utility & necessity and the same is referred to the finance committee of the college governing body.

- After assessing the requirements for infrastructure, a proposal for the same is prepared by the Principal and is presented before the management.
- The Managing Committee after assessing the requirement and the availability of financial resources, sanctions the proposal.
- Before purchasing the big items, quotations from different reputed vendors are demanded and the same are compared and discussed thoroughly by finance committee of the managing committee & the Principal before placing final order.
- There is a full-time caretaker and a store keeper for maintenance of the infrastructural facilities available in the college.

Thus the college always looks forward to create and enhance the infrastructure facilitating effective teaching and learning. The college has already expanded its infrastructural facilities by adding new building, new floors, more computer labs, hostel, seminar hall, guest house, buses and generator etc.

4.1.2 Detail the facilities available for

a) Curricular and co-curricular Activities- class-rooms, technology enabled learning spaces, seminar hall, stationary shop, specialized facilities and equipment.

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

The College provides a wide range of curricular, co-curricular and extra-curricular facilities for the students.

Facilities Available for Curricular Activities:

The whole campus is elevated and beautified recently to provide a healthy and a neat environment for academic learning.

- 57 spacious and airy classrooms (20 newly constructed), well lighted, ventilated and fully furnished with furniture, ceiling fans, black boards and lecture stands, for regular teaching work.
- The college has ICT enabled and fully Wi-Fi laboratories in various departments like Computers, Fashion Designing, Commerce, JMC, Music, and language lab for communication skills. Department of Commerce and CS & IT have the projectors for PowerPoint presentations.
- The department of computer science has adequate number of computers with latest configuration and UPS.
- The college has one ICT enabled Conference Hall which is air conditioned, fully furnished and equipped with Projector, LCD/LED and Sound System. These facilities are used for educational Audio–Visual shows, conferences and interactive sessions, departmental functions and various programmes of students' clubs and societies.
- Five well equipped and Wi-Fi enabled computer labs with 76 computers, one language lab with 11 computers, three fashion designing labs with latest machines, computers and equipment, two home science labs with adequate appliances, refrigerators, hot cases, ovens, microwaves and gas connection etc.
- Two Music labs with modern and traditional instruments and gadgets, one Fine Arts lab, JMC lab, Physics lab, Chemistry lab and Biology lab for practical classes to supplement the theoretical teaching.
- There is one big and beautifully furnished faculty cum recreation room and eight departmental rooms.
- Academic growth needs an ever growing library and the institution provides a rich library with latest edition of books, encyclopedia, reference books, fiction, nonfiction, journals, magazines and newspapers.
- A separate reading room is also available for students to facilitate them to utilize their free periods for studying.
- Departmental libraries with sufficient number of books and journals. Besides, P.G departments have their own collection of books and periodicals.

- All students are issued Identity cum Library cards, thus enhancing their credentials to avail all the benefits from college as bonafide students.
- A UGC funded Network Resource Centre.
- College also has Wi-Fi facility where students can connect their laptops to download the study material from the internet.
- The college has one stationery shop with availability of all kinds of stationery and study material within the campus.

Facilities Available For Extra-Curricular Activities/Cultural Activities

For Sports students

- Arrangement of grounds and coaches for various games.
- Transport facility.
- Hostel facility for players.
- College avails space for practice in Basket ball, Kho-Kho & Kabaddi, in college campus, in adjoining Shalimar Bagh, Guru Nanak Stadium and grounds in neighboring institutions.
- Badminton court within the campus.
- Well maintained storage place to store sports equipment.
- Free boarding and lodging for players within the campus.
- Free sports kits for players.
- Fee concession.
- Book Bank Facility.
- Special classes for sports students.
- Free refreshment.
- **Outdoor and Indoor games:** Institution provides facilities for following indoor and outdoor games within the campus.
 - **Outdoor games:** Basket Ball, Volley Ball, Korf Ball, Net Ball, Kho-Kho Kabbadi and Tug of War.
 - **Indoor Games:** Badminton, Table Tennis, Chess and Carom Board.
- A well-furnished and fully equipped **Gymnasium** having various machines like Abpro-Multigym, Cycling Jogger, Twister, Vibrator-belt, Stepper, Electronic Jogger, Weight Lifting Rod, Tread Mill and Dumbles, available for students.
- **Multipurpose Hall:** Spacious and well ventilated auditorium with a green room.
- **Cultural Activities:** The College has a Music Department (Vocal and instrumental) with two labs/ class rooms, fully furnished and well equipped with various kinds of musical instruments/ gadgets.
- **Public speaking/ Public information System:** There is a facility of proper sound system (Microphones, amplifiers and speakers etc.), to make announcements or to address the students as and when required and also during the morning assembly.
- **Communication Skill Development:** The College has a well-furnished Language Lab with computers equipped with latest software, headphones, earphones and other required equipment to enhance the communication skills of the students.

- **Yoga:** An open, airy and sufficient space is available for yoga. The college also arranges trained yoga instructors for the students.
- **Health & Hygiene**
 - A well-equipped first aid room is available for the students and faculty with medicines and doctors (on call).
 - Seven water coolers at different locations of the college to provide safe drinking water facility. For regular supply of water, two submersible pumps, connected with generator are also there.
 - A Cafeteria providing a variety of good quality and hygienic food.
 - Nine blocks of lavatories/ toilets for the students.
 - Covered dustbins at every nook and corner of the college.
 - A team of 8 workers/sweepers is there for the cleanliness and waste management.
 - Contractual services of a private agency for garbage disposal.
 - Lush green lawns provide an area for students for discussions, group studies and for relaxing in free periods.
- **Any other:**
 - Office for NCC
 - Office for NSS units
 - Record Room
 - Store Room
 - Generator sets for power back up.
 - Inverters.
 - Common Room.
 - Visitors Room.
 - Heritage Room.
 - Fire Extinguishers.
 - Fleet of buses and other vehicles.
 - Free parking place for students and faculty.
 - Computerized administrative office to deal with student affairs.
 - Hostel facility.

4.1.3. How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any)

The complete college building, mostly newly built, with built up area of 11849.38 sq. metre/127545.67 Sq. Ft. is located in the heart of the city, easily accessible to college students and on the other side touching the garden, thus providing a healthy learning environment to students and faculty.

Any proposal or plan to augment infrastructure, in terms of building or furniture, appliances or machines, fans or coolers, vehicles or generator/power backup, always goes with academic growth, expansion of new courses and introduction of new subjects or classes.

Institutional policy is that goals should always be focused and stakeholders should never remain deprived of the facilities & essentials, necessary to reach the targets, i.e. promoting academic excellence.

Regular upgradation and modernization of all aspects of teaching-learning process is also an important part of policy making in order to meet the challenges of educational programmes, university directions and increasing expectations of the learners.

All the following infrastructure facilities not only go with academic growth but are optimally used throughout the session.

- The class rooms are occupied from morning till evening for teaching-learning process (6 days a week)
- All laboratories in different subjects remain busy throughout the day for practical classes.
- Conference hall and the Multi-purpose hall of the college are used for academic and co-academic purposes.
- Hostel facility is available for the students/faculty coming from far off places and for the students participating in sports & cultural activities etc.
- A well equipped gymnasium is also available for students & faculty.
- To ensure optimum use of classrooms and labs, hobby classes and other crash courses are organized after college working hours and during vacations.
- College campus is also made available to the outside institutions like university bodies, government & non-government institutions and banks etc. for different types of activities.
- To make optimum use of the hostel, in case of vacant rooms, working women from outside are allowed to avail hostel facility.
- To make the maximum use of college buses, the students of H.K.C collegiate school, a sister institution and faculty members are allowed to avail the facility.
- The bus routes are planned so as to cover the maximum possible distance for the students coming from remote areas.
- To utilize the classrooms during evening hours, coaching for competitive examination is offered for students & outsiders.
- NGOs, some departments and social organizations also get the spacious auditorium of the college for a variety of activities.
- Management Conference room, adjoining the Principal office is put to optimum use for meetings of faculty, Student Council, Managing Committee, vision committee, parents and Alumni etc. It is also used for candidates during interviews and a centre for evaluating the answer books etc.

- College authorities permit the Guru Nanak Dev University Amritsar, Punjab Technical University Jalandhar and other institutions for setting up marking/ evaluation centers in college campus and for conducting examinations for B. Ed., Railways and Banks etc. with a view to maximum utilization of space and infrastructural facilities.
- College auditorium is optimally utilized for Zonal Youth Festival (GNDU, Amritsar), events of Rotary Club & District Legal Authority, college convocation, prize distribution function, seminars, inter-college fests and other co-academic functions of the units and departments.
- College gymnasium facilities and instruments of music department are used by learners from outside during the hobby classes.
- Different appliances and machines of departments of Home Science and Fashion Designing are made available for learners joining the value added courses.
- College conference hall harbors multiple activities like national/international conferences and workshops, orientation programmes, activities of Staff Academy, interactive sessions with faculty, extension lectures, placement talks and demonstrations etc.
- Main library remains open from 9am to 4pm. Open reading hall facility is used by students freely. Apart from main library, a separate reading room is also available to the students where they can sit and study with their own books and notebooks. Outsiders pursuing higher studies are also offered reading facility in the library with special permission, thus the concept of social space also work in college library.

Details of the amount spent on augmentation of equipment and development of facilities during the last four years (In Rs.):

Year Facilities	2011-12	2012-13	2013-14	2014-15	2015-2016
1. Building	14,10,446	0	80,500	21,000	40,09,584
2. Furniture	1,74,722	1,69,249	3,15,400	2,53,680	26,55,998
3. Equipment	4,58,208	1,38,264	4,680	13,25,035	17,22,614

Table 4.1.1

Master plan of the college campus indicating the existing physical infrastructure and projected future expansions is enclosed as annexure.

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

The College pays special attention to the needs of physically challenged students. It ensures that the infrastructural facilities meet the requirements of such students adequately.

- There is a provision of wheel-chair in the campus for the convenience of physically challenged students.
- Water facility and toilets are easily accessible on ground floor for such students.
- The college ensures that the classes of students with temporary or permanent disability are adjusted on ground floor.
- Facility of ramp is also there.
- Special arrangements are made during the university examination days for accommodating such students on the ground floor.
- Supporting staff is also available for such students.
- Construction of lift is under plan for such students.

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

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

College provides newly constructed double storey hostel facility for students and staff.

Hostel Facility

A newly constructed double storeyed hostel, with 29 rooms, mess, dining hall, common room, reading room and lavatories is available for students and faculty.

Recreational facilities, gymnasium, yoga centre etc.:

- The college hostel has a well-furnished recreational/ common room having television (LED) with cable network for the entertainment of the students.
- Facility of indoor & outdoor games like badminton, table-tennis and carom board etc.
- Transport facility for tours and excursions for hostellers.
- Staff and students residing in the hostel avail the facility of a well-equipped gymnasium of the college.

Computer facility including access to internet in hostel:

- Two Computer Labs with 25 Computers
- Wi-Fi facility is also available in hostel.

Facilities for medical emergencies:

- First aid facility is available in the hostel.

- The college has an informal linkage with the local doctors of civil hospital and other private hospitals, in case of need.
- 24-hours conveyance is available within the campus to meet the emergent contingencies.

Library facility in the hostel:

- A library having books, magazines and newspapers, is there for catering to the needs of students and staff residing in hostel.
- A separate reading room is also available in the hostel.

Available residential facility for the staff and occupancy:

- The hostel facility is also available for the faculty coming from distant places.
- Apart from above, the teaching staff can also avail hostel facility as and when required, e.g. during the days of preparation/ practice of cultural activities for Youth Festival or due to some emergency.
- Residential quarters are allotted to some class four employees and a guest house is also available.

Constant Supply of safe drinking water:

- There is a provision of water purifier for ensuring safe drinking water.
- Facility of water cooler is also available.
- Two submersible pumps connected with generators for ensuring continuous water supply in hostel.

Security

- Hostel is within the campus and it is under 24 hour surveillance as CCTV cameras have been installed at different corners of the hostel.
- Security guard/ watchman keeps a strict vigilance day and night.

Other Facilities:

- Generator for uninterrupted power supply.
- Geysers to ensure the availability of hot water in winter seasons.

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

- A First Aid Room is made available within the campus for staff and students.
- Services of an expert doctor are availed in case of an emergency.
- All class IV employees and drivers are covered under ESI Act 1948 to get the medical facilities in case of sickness, accident or any health related problem.
- Transport facility is always available if any such need arises.
- Besides, college management has tie-ups with local hospitals for medical emergencies.
- Teaching faculty is given a facility of medical allowance every month.

- College management has covered some categories of college employees like instructors, drivers and class IV employees under a insurance scheme having a provision of benefit in case of any mishap or accident etc.
- The NSS units and Red Cross Unit of the college organize health check-ups like dental check-up and blood grouping camps from time to time.
- The Managing Committee and staff of the college are always ready to provide financial and non- financial aid to class four employees during medical emergencies. Financial aid was recently given one of the class IV employees, who met an accident.
- Institution makes efforts to train the students for First Aid and Home Nursing by arranging training programs in collaboration with St. John Ambulance Association.
- Off the campus health facilities include provision of medical leave for the students or employees and also transport & medical-aid in case of any mishap outside the college campus.

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

All the special units like IQAC, Grievances Redressal Unit, Women cell, Counselling & Career Guidance cell, Placement Unit, Health care Centre, Canteen, Recreational spaces, provision of safe drinking water and auditorium are integrally connected with the network available for beneficial services for both the stakeholders, i.e. learners and the teachers.

- Space wise, the meeting place of IQAC and Women Cell is the office of the Principal, separate rooms are allotted to Grievances Redressal Unit, Placement Unit, and Counseling and Career guidance Unit, to hold meetings and deliberations.
- Campus Café, located on the ground floor on the extreme south west corner of the college, is spacious and well furnished. It caters to the needs of the students and staff with a variety of high quality food items and safe drinking water. There is a separate cabin for the faculty members.
- Adjoining the Campus Café is a common room for the students to relax during their free periods through recreational activities.
- A newly constructed, spacious, well-furnished and fully air-conditioned staff room with the facility of dining space and pantry for the faculty members is available in the new building, adjacent to the administrative office on the ground floor.
- All academic and co-academic units work under respective faculty incharge, as conveners. They have been given independent office rooms where they are approachable to the students. All these units have been given sufficient space and infrastructure to provide different services to the students

4.2 Library as a Learning Resource

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

Yes, a library committee is attached every year with the main library of the college, comprising of senior faculty members.

Composition of the present library advisory committee is the following one:

1. Ms. Suresh Sharma, Head, Department of Punjabi
2. Mrs. Seema Rani, Head, Department of History
3. Er. Sunali Sharma, Head, Department of Computer Sc and IT
4. Dr. Neetu Bhargava, Head, Department of Commerce

Library is the central place for an educational institution engaged in higher education. Its user friendly environment is the main consideration. Its student centric traits act as a local gateway to national and global knowledge which have been the main focus of all initiatives taken by the library advisory committee and the ones implemented are enlisted below:

- Fully Computerized library with internet facility.
- Cataloging of books for easy access.
- Photocopier facility.
- A separate magazine/periodicals section.
- Open book shelf system for PG students and faculty.
- Number of reference books, text books, magazines and journals has been increased in the library.
- The number of books and the days for the books to be issued to P.G. students and the students opting for Honors have been increased.
- Display boards have been placed at the entrance of the library for displaying new arrivals.
- Library has a separate section for university calendars, question papers of previous years, syllabi of all the classes, university notifications regarding changes in patterns and syllabi.
- Book-Bank facility has been enhanced, enriched and expanded for needy as well as advanced learners.
- Seating capacity for readers has been increased. Some more area, adjoining the library, has been added to the library to create a separate cabin for staff members and P.G. students.
- An Archive Section consisting of old and rare books, journals & magazines and other study material required by faculty and students, for their research or projects, has been further enriched.
- Some changes have been made in library identity card to make it more informative.

- An arrangement has been made by providing an almirah at the entrance of the library, for keeping the bags of students. An attendant takes care of the bags and issues tokens for the same.

4.2.2. Provide details of the following:

***Total area of the library (in Sq. Mts.)**

*** Total seating capacity**

***Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**

***Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**

Total Area of Library (in Sq. Mts): 364.36 Sq. Mts

Total Seating Capacity: 120 Students

Working Hours (On working days, on holidays, before examination days, during examination days, during vacation):

- Library remains open on all working days from 9:00 am to 4:00 pm.
- Working hours of library are extended from 9:00 am to 7:00 pm before or during examination days as per requirement.
- During vacations the working hours of the library are from 9:00 am to 3:00 pm.
- In holidays, library is opened on request from students or faculty.

Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

- Library has a specified area for effective learning for students and teachers.
- Open book shelf system for PG classes.
- Separate periodical and magazine section.
- Archive section.
- Office of the Librarian.
- Two stores.
- Separate reading room for independent reading.

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.

Library staff remains updated with the new titles, new publications, e-journals and other study material. It gathers latest information, relevant for the library, from external sources, publication houses, book fairs and exhibitions etc. and makes it available to students and the faculty.

Library staff is also in constant touch with the requirements of different disciplines through teachers and students in need of the latest books, journals and other study material.

The librarian gets the demands from the staff and the learners and puts up the same in writing before the sanctioning authority and thus makes the purchases regular, prompt and systematic.

In some cases the teachers and the students contact the Principal with request for new books, journals, magazines and other study material. Librarian arranges the same with the permission of the competent authority.

Librarian and her staff always evince keenness to inform the readers and users of the new titles and new publications through its circulars to classes, to faculty members and to researchers, so that the purpose of providing intensive study material should not remain defeated.

Librarian, along with library committee members, arranges orientation talks providing guidelines to the new entrants to make use of the library and e-sources effectively and inquisitively.

- Information regarding library in terms of books, journals and other study material, rules and regulations and the system being followed is communicated to all stakeholders to ensure that such an important learning resource must be utilized optimally.
- Quotations are invited from the publishers; teachers also go to the publishing houses for the purchase of books and other study material.
- Information about the new books/arrivals is provided to HODs and other faculty members.
- Information of Titles (Jacket covers) is displayed outside the library.
- Display of titles on book stands in the library.
- Recommendation of new books by teachers in the class rooms.
- IT and other departments also give information regarding available e- journals.

Following is the detail of purchase of new books, journal and e-sources during the last 4 years:

Library Holdings

Library holdings	Year-1 (2012-13)		Year-2 (2013-14)		Year-3 (2014-15)		Year-4 (2015-16)	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Textbooks	531	96165.75	86	18389	378	69533	177	21834
Reference Books	299	102768	59	16092	174	57312	76	37423.25
Journals/ Periodicals/ Magazines	65	40619	62	58339	75	51796	73	53495
E-resources	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

Table 4.2.1

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

ICT and other tools

OPAC	Nil
Electronic Resource Management package for e-journals	Yes, the college has subscribed to INFLIBNET for access to e-books and e-journals.
Federated searching tools to search articles in multiple databases	Nil
Library Website	Nil
In-house/remote access to e-publications	Yes, there is in house access to e-publications.
Library automation	Yes
Total number of computers for public access	Two
Total numbers of printers for public access	Nil
Internet band width/ speed	2 Mbps
Institutional Repository	Nil
Content management system for e-learning	It is made available as per the requirement of the faculty.
Participation in Resource sharing networks/consortia (like Infflibnet)	Yes, subscription to INFLIBNET.

Table 4.2.2

4.2.5 Provide details on the following items

Average number of walk-ins	150 approximately (Daily)
Average number of books issued/returned	80-90 (Daily)
Ratio of library books to students enrolled	22:1 Total Books/Total Strength
Average number of books added during last three years	2013-2014 – 145 2014-2015 – 552 2015-2016 - 253 Total -950 =950/3 =316.66

Average number of login to opac (OPAC)	Nil
Average number of login to e-resources	4-5 (Daily)
Average number of e-resources downloaded/printed	Approx. 50 daily
Number of information literacy trainings organized	In the beginning of the session, orientation programme is organized by library staff every year. Information regarding new books and journals available in the library is provided to the faculty through circulation of notices. Information related to Identity cum library cards is given to the students by announcements in the morning assembly and notices on the notice board.
Details of “weeding out” of books and other materials	<p>Two types of books are weeded out.</p> <ul style="list-style-type: none"> • Pedestrian books (For Example Text Books and Other books without permanent value) are weeded out once in five years. • Books worn out by use beyond repair are weeded out once in a year. <p>Following is the procedure for weeding out these books, which are not required in the library:-</p> <p>A committee is constituted by the Principal. It includes:</p> <ol style="list-style-type: none"> 1. Heads of various Departments. 2. Librarian. <p>The list of books to be written off is prepared in consultation with the Heads of the Departments.</p> <p>At least one or two copies are kept in the library for future reference.</p> <p>The Principal is the final authority to approve the list of the books to be written- off. It is done as per university norms.</p>

Table 4.2.3

4.2.6 Give details of the specialized services provided by the library

Manuscripts	Nil
Reference	15718
Reprography	Yes.

ILL (Inter Library Loan Service)	Nil
Information deployment and notification	The list of new titles and other important information is displayed on the notice board outside the college library. Notices are also circulated for the information of faculty and students. Important information is also printed on the library cards for the students.
Download	Yes, if required.
Printing	No
Reading list/ Bibliography compilation	Nil
In-house/remote access to e-resources	Yes, through INFLIBNET access is made to the available e-books and e-journals.
User Orientation and awareness	Orientation programme is arranged for students in the beginning of the academic session. In such programme the students are made aware of rules & regulations of library, working hours, issue and withdrawal of books, book bank facility, open book shelf facility and Archive section available in the library.
Assistance in searching Databases	Yes, if required.
INFLIBNET/IUC facilities	Yes, the staff and students are given facility to use e-resources (e-books & e-journals) available through INFLIBNET.

Table 4.2.4

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

Library staff is always cooperative and supportive to faculty, students and researchers.

It has created a healthy, conducive and a peaceful environment in library to make all readers at ease while using the library resources for their academic goals. Restorers & attendants arrange and keep the books very systematically, subject wise and easily to be traced by the users.

Library staff helps the students and teachers to trace the books and journals. They help them to search the catalogue and also to search e-resources. Notices to the faculty are also circulated by the library staff regarding books, journals and latest syllabi or change in the syllabi if any. University question papers are also made available to the students for their guidance. The library staff helps the students and teachers to get the reading material Xeroxed. They help to maintain peaceful and academic environment.

When the new students are enrolled, library staff issues the identity card to them to get the benefit of the library. In case the card is misplaced, library provides duplicate I-card.

For using e-sources, library provides support for **Searching database, Remote access to resources, Downloading and Reference.**

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

The library staff is always ready to extend any help required to the visually/physically challenged persons. At present no visually and physically challenged student is enrolled in the college. Arrangements can be made by the library staff as and when need arises.

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

Yes, the college library gets the feedback from the students and it is used for improvement of the library services.

- The library has one suggestion box, through which students can give their feedback/suggestions.
- Feedback is also taken from the students in meetings of tutorial groups, student adoption scheme, students' council and student welfare committee.
- On the basis of feedback, the library is upgraded from time to time. New books are added to the library and infrastructural facilities are also enhanced to meet the rising needs of the students & faculty.
- Students and teachers are free to meet librarian and other restorers to discuss their views or problems regarding library services, library working and books or other sources of study material.
- Principal and librarian, often get direct feedback about working of the library and requirements of the users during their regular meetings/rounds in the library.
- The library advisory committee also goes on interacting with teachers, students and researchers informally. Members arrange meetings with HODs to analyze the feedback which is further used to bring improvement in the library services.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- **Number of computers with Configuration (provide actual number with exact configuration of each available system)**
- **Computer-student ratio**
- **Standalone facility**
- **LAN facility**

- **Wi-Fi facility**
- **Licensed software**
- **Number of nodes/ computers with Internet facility**
- **Any other**

As there is a move from content centered curriculum to competency based curriculum through technology facilitated approaches, computing facility (Hardware and software) has got a prominent place in the list of infrastructure. The use of ICT in institutional settings, by itself acts as a catalyst for change in this domain. Computing facility gives an opportunity for blended learning which provides students with an option of taking some learning material fully online or hybrid.

To meet the computing needs, the institution has made available a wide variety of computers and software.

The labs are equipped with following I.T based equipment and infrastructure with a high speed network and storage, an extensive collection of software including statistical, financial, accounting, programming and simulations software--- Printers, scanners and other equipment to provide effective and interesting learning.

To enable the learners to use ICT tools and their applications, instructors help students in the labs to attune them with advanced technology and techniques for effective learning.

Details of the Computing Facility available in the institution is as follows.

S.No	Item/Configuration	Qty	Location
1	PC- ZEBRONIC INTEL CORE i3-2100 PROCESSOR, 2GB RAM, 500GB HDD DVD WRITER	3	Fashion Designing
			Music Department
			Library
2	PC- FOXIN INTEL(R) ATOM™ PROCESSOR, 1.60GHz ,1GB RAM, 80GB HDD DVD WRITER	1	Library
3	PC- PEONY, INTEL(R) PENTIUM PROCESSOR, 1.60GHz ,3.00 GHz,248 MB RAM, 80GB HDD DVD WRITER	1	Library
4	PC- ZEBRONIC INTEL ® ATOM PROCESSOR, 1.60 GHz,1.99 GB RAM, 80GB HDD DVD WRITER	1	Library
5	PC-ASSEMBLED (TECH COM) GENUINE INTEL ® CPU 2140@ 1.60 GHZ 512MB RAM 80GB HDD DVD WRITER	1	Library
6	PC- HP CORE 2 DUA PROCESSOR, 2 GB RAM, 320GB HDD DVD WRITER	6	Admin office
			Management Room
			Reception
			Fashion Lab
			Language Lab - 2
8	PC- ZEBRONIC INTEL ® ATOM PROCESSOR, 2 GB RAM, 500GB HDD DVD WRITER	3	Admin Office
			Admin office
			Library
9	PC-HP CORE i3-4130 4TH GENERATION 4GM RAM 500GB HDD DVD WRITER	20	Computer Department

10	PC-ASSEMBLED (ODYSSEY) CORE i3 PROCESSOR 2GB RAM 500GB DVD WRITER	10	Computer Department
11	PC-ASSEMBLED(ODYSSEY) CORE i3 PROCESSOR 2GB RAM 500GB DVD WRITER	10	Language Lab - 8
12	PC-ASSEMBLED(ODYSSEY) CORE 2 DUO PROCESSOR 512MB RAM 80GB HDD		Fashion Lab - 2
13	PC-ASSEMBLED(ODYSSEY) DUAL CORE PROCESSOR 1GB RAM 80GB HDD		
14	CPU- ASSEMBLED (FRONTECH) P4 CORE2 DUO INTEL 2.93 2GB RAM 320GB HDD	9	8-Computer Department 1-Commerce Department
15	PC-WIPRO (SERVER) WITH CD DRIVE	1	Admin Office
16	PC-ASEMBLED (INTEL ATOM) 1GB RAM 80 GB HDD CD DRIVE	1	Computer Department
17	PC- WIPRO CORE 2 DUO, 3.00 GHZ 2GB RAM, 160GB HDD DVD WRITER	20	Computer Department
18	PC-PEONY P43.06 GHZ, 256 MB RAM 80 GB HDD, FLOPPY DRIVE	2	2-Admin Office
19	PC-LENOVO DUAL CORE 2GB RAM, 320 GB HDD DVD WRITER	20	CS & IT – 18 Admin Office – 2
20	PC-ASSEMBLED (TECH COM) GENUINE INTEL ® CPU 2140@ 1.60 GHZ 512MB RAM 80GB HDD DVD WRITER	2	1-Conference Hall 1-Fashion Lab
21	Not Working	8	CS & IT
Grand Total		119	
		(95 in CS & IT and 24 others)	

Table 4.2.5

- **Computer-Student Ratio** - 1:2
- **Stand Alone Facility** - None
- **Laptop** - 1

Sr. no.	Item/Configuration	Model	Location
1	Compaq	Presario V2000	Principal's Office

Table 4.2.6

- **Printer/Scanner/Fax Machine/Copier/LCD/OHP/ Headphones:**

Sr. No	Item	Configuration	Qty.	Department
1	Printer	3-1 Mono Laser	7	Administrative office
		HP LASERJET 1020 PLUS		
		Canon		
		3 in 1 Samsung		
		Laserjet 1020 Plus		
		Laserjet 1020 Plus		
		HP Scanjet 4 in 1		
		HP LASERJET P1505		
		HP LASERJET M1213 NF 3 IN 1		
		HP DESKJET 695 Cci		CS & IT
		HP DESKJET 5652		

2	Scanner	HP Scanjet G-2410	2	Reception Counter
		HP Scanjet -2400		CS & IT
3	Fax Machine	Sharp	1	CS & IT
4	Copier	Sharp AR552OS SharpAR562ON	2	Library Adm. Office
5	LCD Projector	Hitachi CP-RS55 - 1 InFocus IN224i - 2	3	CS & IT Commerce & Mgt. Conference Hall
6	OHP Projector	----	1	CS & IT
7	Head Phones	TechCom	10	CS & IT
8	Projector Screen	----	1	CS & IT
9	UPS (Offline)	ASIA POWER	21	CS & IT
10	UPS (Online)	LUMINUOUS ONLINE 6KVA - 1	4	CS & IT
		APC ONLINE 6KVA - 3		
11	Web Camera	—	1	CS & IT
12	USB	TENDA	28	CS & IT
		LinkSys	9	

Table 4.2.7

- LAN Facility**

All computers are connected to internet through LAN. The college has provided 7 internet labs, server room and language lab connected with accounts office, different departments, library, Principal's office and office of the managing committee.

Sr. No	Session	Network Type
1.	2007-2013	(i) LAN Wi-Fi (All Computer Labs)
2.	2013-2015	(i) LAN a. Wi-Fi- 1 b. Wired-5

Table 4.2.8

- Wi-Fi Facility**

Sr.no	Session	Connection	Company	Speed	Network Type
1.	2007-2013	Broadband	Connect	2MBPS	Wi-Fi- All Computer Labs
2.	2013-2015	Leased Line	Dream Tel	2MBPS	Wi-Fi- 1 Wired-5

Table 4.2.9

- **Licensed Software**

S. no	Software	Quantity
1.	WINDOWS XP	35
2.	PHOTO SHOP	1
3.	COREL DRAW	1
4.	TURBO C++	15
5.	OFFICE XP	1
6.	MACROMEDIA FLASH	1
7.	WINDOW 2000 SERVER	1
8.	ORACLE 8.0	1
9.	ORACLE 10G	1
10.	WINDOW 7 PRO	63
11.	WINDOW PRO MEDIA	2
12.	OFFICE 2010	35
13.	OFFICE 2010 MEDIA	2
14.	VS PRO 2010	25
15.	VS PRO 2010 MEDIA	2
16.	PHOTOSHOP CSS	10
17.	COREL DRAW	10

Table 4.2.10

- **Number of nodes/computers with Internet facility**

Sno	Department	Qty.	Total
1	CS & IT	41	56
2	Commerce	1	
3	Administrative Office	6	
4	Fashion Designing	5	
5	Music	1	
6	Principal's Office	1	
7	Reception	1	

Table 4.2.11

Any Other: Computer labs, the library, administrative office, examinations hall and P.G departments having central cabling are connected to the **Central Computing Facility (CCF)** using Local Area Network.

College has provided internet facility connected with accounts office, superintendent office, library, selected departmental offices, principal office and Managing Committee Office.

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

The internet acts as a powerful facilitator of education. It permits vast array of information from global sources and it also helps in application of information technology and computing, enlarging the scope of knowledge acquisition, speed and reducing knowledge acquisition cost.

Computer and internet facility is made available at three levels.

(a) **For faculty**, the library which is the major resource centre, is equipped with two computers with latest configuration along with internet facility.

- Departments like Commerce, Music, Fashion Designing, English and JMC have been provided with the latest computers with internet facility.

- Central Computing Facility (CCF) is available in the campus for teaching and non-teaching staff.
- Wi-Fi facility is available in faculty room.
- Staff makes extensive use of internet for their project work, practical work, power point presentation and internet surfing.

(b) **For students**, there are 5 computer labs, server room, language lab with 89 computers and internet connectivity for students opting for IT courses/subject.

- Language lab is equipped with all computing tools, computers and internet facility along with required software, study material and demonstration charts.
- Functioning of library is computerized and it provides an online access to books, journals and magazines.

(c) **Administrative office** is fully computerized with internet facility. Computers are used for fee collection, establishment work, examination work, collection and storage of data and correspondence with university, U.G.C office, central & state government and district authorities.

The institution doesn't have any off campus internet facility.

1.3.2 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

Institutional plans and strategies are always extended and upgraded regularly to meet the needs of the changing syllabi, challenging scenario and rising expectations of the learners.

Strategically, the institution plans to impart I.T knowledge to maximum students and faculty to make teaching environment interesting and effective, to arrange crash courses for non-teaching staff, for bettering the services of library & administrative branch and also to involve community too to get acquainted with computer basics.

To implement the plan, I.T infrastructure needs upgradation and maintenance to be kept operational all the time. The I.T infrastructure is deployed skilfully with the help of instructors and technicians in computer hardware and other tools.

For upgradation, stakeholders i.e. learners and faculty both assess the requirements before sending proposals to Principal and college managing committee. IT professionals are hired on contract basis. Software are purchased and installed, safety and security system is ensured and e-wastage is timely managed. Records are maintained by the coordinator of the I.T department.

Recently, the college has upgraded infrastructure with LCD projectors for computer science & IT and commerce departments. It also provides Wi-Fi campus for academic support to students and staff. New computers are procured to improve student -computer ratio.

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

Institutional budget is always student–centric, learner focused and institutional goal oriented. During the last four years, the institution spent liberally on procurement, upgradation, deployment and maintenance of computers and their accessories whether for labs or library, for administrative branches or for Principal’s monitoring needs, for departmental libraries or for language and skill imparting labs.

Provision made in the annual budget for Computers and Accessories

Year	2011-12	2012-13	2013-14	2014-15	2015-16
Expenditure on Equipment (In Rs.)	38,447	37,337	4,80,274	1,15,098	94,854

Table 4.3.1

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?

Institutional environment, strategies and policies aim at facilitating the faculty, students, researchers and officials for making maximum use of ICT resources and may have an easy access and keenness to avail these seamless sources to gain knowledge.

College provides an opportunity to adopt ICT as a medium of teaching - learning process to make it interactive and collaborative. The institution encourages its faculty to use ICT resources i.e. computers, internet, printer, projectors and LCDs etc. to supplement their content and also as teaching aids. Departments of Commerce, IT, Fashion Designing, Music and Conference Hall are also equipped with ICT resources. The institution ensures the extensive use of these resources by:-

- Providing LAN facility in computer labs to facilitate flow of data across computers.
- Providing Wi-Fi campus facility to staff and students.
- Providing CCF (Central Computing Facility) in Computer Lab-1.
- Besides, college has 2 LCD’S/LED’s and 3 projectors for lecture delivery.
- Students are facilitated by instructors and faculty to avail the maximum time for utilizing ICT resources to enrich the study material to show the brilliant results.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

All learning activities and technologies deployed to make the learning effective, are always focusing the students around whom the whole process revolves. Faculty being the teachers emerges as facilitators too to brush aside all hurdles, inhibitions, fears and apprehensions from the path of learning for students and providing them a sense of belongingness with the institution.

- Faculty is oriented towards student - satisfaction, student-upliftment, student- growth, while preparing their lectures, style of presenting content material in classes, using any teaching aid or using appropriate language and citing examples from the real life incidents, easily graspable for the students.
- All the following technologies are as per level, useable for syllabi prescribed by the affiliating university; their application is related with the areas and topics to be taught by the faculty.
- In case of slow learners, exceptionally weak students teachers become facilitator for more extensive interpretations, innovations and explanations, to make the technologies being applied having utility in comprehension of the complicated issues.
- Following technologies being applied for learning activities not only facilitate the teachers to give effective teaching but also reflect as how students are the major factors to be taught, shaped, enriched and involved in the whole process.
 - CCF (Common Communication Format)
 - Broadband internet connection
 - Printers, Scanners, Photocopies
 - Orientation Session
 - PowerPoint Presentation
 - audio Visual Aids
 - Multi Media Projectors
 - Language Communication Skill labs
 - Online Access to E- Journals, E- Sourcing, E- Books under the guidance of library staff

4.3.7 Does the institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

No, the institution does not avail of the National Knowledge Network connectivity through the affiliating university yet.

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)?

Institutional resources are well allocated and utilized for maintenance and upkeep of different facilities provided to all stakeholders. College is running diverse academic courses for which building, furniture, infrastructure, vehicles, computers, projectors, LED/LCDs, sewing machines and other appliances & gadgets etc. are being added year after year. The managing committee always ensures that all revenues and resources be allocated optimally.

- For construction and renovation of the building, a subcommittee of the Managing committee & principal identify the requirements of classrooms, labs, offices and departmental rooms etc. and discuss the same in the meeting, allocate the funds and get the same sanctioned by the managing committee. The same process works for upkeep and maintenance of the building. For structure designing, the services of qualified engineers, overseers are hired to get the layouts designed and the building constructed. In order to expand the building as per the need and availability of resources, the management has purchased new land adjoining the college and constructed new block. To redesign the green belt within the four walls of the college, the services of experts in landscaping were hired so that the learners and the faculty may get eco-friendly environment. The gardeners take care of the lawns.
- Whenever the requirement for new furniture (desks, tables, lecture stand, almirahs) is felt, the principal and managing committee assess the same before allocating the budget and quotations are asked for, keeping in view the resources & quality of the articles. Then the finance committee of the managing committee, after perusing the quotations thoroughly places orders to the supplier who provides the articles at reasonable price with best quality. The articles purchased are entered in stock register of the college. In some cases the contractors are hired to get the furniture repaired or made under the supervision of the college authorities.
- Whenever the requirements regarding equipment like ACs, refrigerators, deep freezers, Xerox machines, hot cases, microwave ovens, ceiling fans and geysers etc. are assessed in general or forwarded by departmental heads are generously considered by college authorities. The equipment for power supply and power backup system (Generator sets) are also maintained under the supervision of qualified technicians. College has also signed contracts with companies for maintenance & repair of sophisticated equipment annually.
- College hires expert technicians to take regular care of the maintenance of computers and their accessories. Lab attendants are permanently available for the upkeep of the labs. The major faults are regularly repaired by authorized dealers and companies.
- Vehicles- a fleet of 8 buses, a tempo traveller, Innova and a Maruti Van are regularly taken care by the concerned drivers. But in case of accidents or other emergencies, the services of reputed workshops are availed. A senior official from administrative office is the incharge to see the day to day upkeep and maintenance of all college vehicles. College arranges the safe parking place for all the vehicles, when they are not on the road.
- A caretaker & a storekeeper are appointed permanently for storage, upkeep, maintenance and repair of the building, infrastructure, furniture and power backup system etc.

Details of the budget allocation for maintenance and upkeep of following facilities during the last four years:

S.NO	Facilities	2011-12	2012-13	2013-14	2014-15	2015-16
1.	BUILDING	1410446	--	80500	21000	4009584
2.	FURNITURE	174722	169249	315400	253680	2655998

3.	EQUIPMENT	458208	138264	4680	1325035	1722614
4.	Computers	--	--	150000	--	--
5.	LIBRARY BOOKS	9010	15550	39292	140617	82535
6.	LAND	--	--	725000	--	--
7.	VEHICLES	--	--	--	--	224000

Table 4.4.1

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

There is a systematic and well operated mechanism for the maintenance and upkeep of the infrastructure, facilities and equipment of the college. Mechanism comes in to action when the equipment enters the very gate of the college as the gate keepers make an entry of all the articles coming in the college.

Then the equipment is entered in general stock register, under the signature of College Bursar.

Equipment is issued to different departments as per their requirement under the signatures of heads of departments who have separate stock registers for recording the new entries and the things being written off due to their poor condition.

A healthy practice of annual stock taking in general, of different departments, library and labs etc. also helps in maintenance of all facilities, articles, items and assets.

A network of committees and officials keep the infrastructural and other physical facilities in order, to be best used for academic activities and co- academic events.

Hostel warden, caretaker, store keeper, junior lab attendants, gardeners, safai sewaks and other class IV employees are assigned the responsibility to maintain the equipment, infrastructural facilities and services or to report to higher authorities immediately to restore the orderliness so that the teaching-learning process and all other activities should go on smoothly.

For repair or renovation, the contractual services of technicians, electricians, plumbers, carpenters and mechanics are hired for keeping the infrastructure in order and in operation.

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

The equipment and instruments available in different labs and departments are maintained under the supervision of concerned heads. Services of external agencies are hired for this purpose.

- The computers in various departments and office are maintained by the staff as well as by lab attendants. Services of trained computer engineers & technicians are also made available for repairing, maintenance and upgradation of computers.

- Buses, generators, refrigerators & deep freezers, sewing machines and other gadgets & equipment are also checked or upgraded from time to time with the help of external agencies.
- Musical instruments are well maintained by the instructors and are repaired & updated as and when required.
- Gymnasium equipment is also well maintained.
- Overhead water tanks and water purifiers are cleaned at regular intervals.

Frequency for calibration and other precision measures depends upon the specific requirement of the machines /tools/appliances etc. In case of branded equipment, it is as per the guidelines of the manufacturers. The frequency of this process also depends on requirements or the difficulties faced by learners also.

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

The institution is cautious about location, upkeep and maintenance of sensitive equipment and has adequately invested its resources to check the problem of voltage fluctuations and to keep the supply of clean drinking water uninterrupted.

The college has installed submersible pumps for the regular water supply in college. Overhead water tanks and water purifiers are installed in the college campus to provide clean drinking water to students and staff.

The institution has taken various steps to avoid the problem of voltage fluctuation:

- The college has installed its own transformer and voltage stabilizers to protect the gadgets from voltage fluctuations.
- The college also has generators for power backup to ensure uninterrupted power supply.
- Services of part time electricians are also hired by the institution to meet the needs of repair and maintenance of electrical gadgets.
- Earthing of electricity has also been done.
- The college land soil was tested by the experts from soil testing department of Punjab Agriculture University, Ludhiana to construct earthquake safe building. Every year a certificate about safety of building is also procured from the concerned department.
- Fire extinguishers have been installed at vital places like computer labs, home science lab, canteen and hostel etc.

CRITERION V

STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its update 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?

Yes, the college publishes its prospectus/ admission bulletin every year before the beginning of new academic session. It is a comprehensive document providing essential information, instructions and inspiration to new entrants. It provides the following information:

1. Vision, mission and goals of the institution.
2. Name of the office bearers and members of the managing committee
3. List of the members of College Vision and Advisory Committee.
4. Details of the academic programmes UG/PG/Diplomas/Value added courses available in the institution and their duration; semester wise- one year, two year or three years.
5. Admission procedure to guide the students
6. University rules and regulations regarding eligibility for admission to different classes, for appearing in university examinations and also percentage of marks, divisions and ranks etc.
7. Admission dates- regular (without late fee), with late fee and with the permission of V.C., GNDU Amritsar.
8. Detailed fee structure for different classes/ streams/courses, library security for new entrants, the schedule for paying the tuition fee/ funds and instructions for defaulters.
9. List of faculty (department/subject wise) and their qualifications, library staff, administrative staff and lab instructors etc.
10. Support services like classrooms, labs, library, college buses, hostel, student cafe, health care centre, gymnasium and power back up system etc.
11. Academic calendar(University and College) and a list of holidays(gazetted or restricted)
12. Details of the committees for college functioning, co-academic units, and subjects based associations, for involving the students in extra-mural/co-curricular activities.
13. Information about the routes covered by college buses.
14. Code of conduct to be followed by the students to maintain discipline and decorum of the college.
15. List of the fake universities as declared by the UGC.
16. Motto of the year.
17. College song nomenclatured as 'Vidyalya Geet' for morning assembly.
18. Information about different fee concessions, financial aids, incentives, awards and special scholarships for students.
19. List of meritorious students along with their photographs and marks & university/college positions.
20. Detailed information about the college campus.
21. List of the donors/benefactors.

The institution ensures its commitment and accountability through its prospectus, its distribution among the new students, providing complete information and implementing the same effectively.

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

The institution initiates various welfare schemes and generates sources to enable the students from under privileged sections of the society to empower themselves by getting education.

- Since 2008, an innovative student support scheme, '**Poshita- Girl Adoption Scheme for Higher Education**' has been launched through which members of the managing committee and other donors finance the needy and brilliant students keenly aspiring for higher studies.
- Sister concession is also given.
- Financial assistance is also given from Student Aid Fund.
- Provision of free books, uniform and help from Red Cross Fund is also available for the needy students.
- On poverty basis too, 10% students are given fee concession as per the policy of D.P.I Colleges, Punjab.
- An incentive in the form of cash award is also given to the university/class toppers.
- The institution extends full support to the students who are entitled to avail any kind of government stipends, scholarships or free ships by guiding them to fill the forms supported with required documents and forwards the same to the concerned government departments.

Detail of Institutional Scholarships/Free ships For Students & Amount Disbursed

Year	Categories of the students getting financial aid	No. of Beneficiaries	Amount Disbursed
2012-13	Incentives for Brilliant Students, Fee Concession for Needy Students, Sister Concession	218	5,47,300
	Financial help from Poor Student Aid Fund	26	60,600
	Financial help from Red Cross Fund	22	22,620
	Total Amount :		6,30,520
2013-14	Incentives for Brilliant Students, Fee Concession for Needy Students, Sister Concession	290	6,78,900
	Financial help from Poor Student Aid Fund	18	40000
	Financial help from Red Cross Fund	10	9500
	Total Amount :		7,28,400
2014-15	Incentives for Brilliant Students, Fee Concession for Needy Students, Sister Concession	245	7,77,300

	1. Financial help from Poor Student Aid Fund	14	30,700
	2. Financial help from Red Cross Fund	10	7,158
	Total Amount :	8,15,158	
2015-16	1. Incentives for Brilliant Students, Fee Concession for Needy Students, Sister Concession	249	9,43,600
	2. Financial help from Poor Student Aid Fund	NIL	NIL
	3. Financial help from Red Cross Fund	10	10,500
	Total Amount :	9,54,100	

Table 5.1.1

The institutional budget is planned according to the resources available and adequate amount is allocated under different heads.

The students in need of financial aid and concessions, get due consideration and financial assistance are given to them well in time so that they do not suffer on this account. Refer question 5.1.3 for details

5.1.3 What percentage of students receive financial assistance from state government, Central government and other national agencies?

Institutional goal to educate the women needs to support the interested girls to get enrolled and to facilitate them to avail all the welfare schemes of central & state governments and other national agencies meant for SC and other socially and economically backward categories, studying in graduate and post- graduate classes. The college helps all the students who have applied for financial assistance to receive the same as per the guidelines of the central & state government.

Detail and percentage of the SC/BC students who availed financial assistance during the last four years.

Academic year	Total no. of SC/ BC students enrolled	No. of students who availed Assistance		Percentage (%)
		Fresh	Renewal	
2012-2013	233	20	06	11.15
2013-2014	311	22	22	14.14
2014-2015	435	49	51	23
2015-2016	475	72	52	26

Table 5.1.2. Percentage of SC/BC students who availed financial assistance

5.1.4 What are the specific support services/facilities available for

- **Students from SC/ST, OBC and economically weaker sections**
- **Students with physical disabilities**
- **Overseas students**
- **Students to participate in various competitions/National and International**
- **Medical assistance to students: health centre, health insurance etc.**
- **Organizing coaching classes for competitive exams**
- **Skill development (spoken English, computer literacy, etc.)**
- **Support for “slow learners”**
- **Exposures of students to other institution of higher learning/corporate/business house etc**
- **Publication of student magazines**

Provision for student support services is gaining importance in the domain of higher education. The need to bring qualitative change in higher education necessitates that the learners be provided with support services that make their learning easier and more effective.

Therefore, the institution adopts a comprehensive strategy to put in place an effective mechanism towards student support services to supplement the regular curriculum, lectures and other classroom endeavors. These support services include facilities regarding infrastructure, laboratories, library, other learning resources, busses, Gym, Café and hostel facility etc.

College is committed to provide a quality education to shape the young girls into sensitive, aware, responsible and patriotic citizens by extending following support services & facilities to all categories & sections of the students.

Students from SC/ST, OBC and economically weaker sections

- Faculty members are deputed to guide the students for applying in time and to follow the procedure to avail all the benefits being given by center government or Punjab government.
- They are also given scholarships and stipends sponsored by government and non-government agencies or organizations.
- Fee concessions and special scholarships are provided to the students from economically weaker sections under ‘Poshita- Girl Adoption Scheme for Higher Education’ scheme.
- Facility of free books for the whole session from Book Bank of the college library.
- Students from SC/BC and economically weaker sections are identified at the time of admission and are given financial assistance to pursue their studies without any constraint.
- They are also given the facility of remedial classes and free access to computer classes.
- In special cases, they are given hostel facility, bus facility and free medical aid.

Students with physical disabilities

The college is always considerate towards the needs of students with physical disabilities. Although at present there is no such student enrolled in the college, yet the college has a

provision for extending them psychological support (guidance and motivational counseling) as well as infrastructural facilities (ramps, wheel chair and class rooms on the ground floor) for easy movement.

Overseas students

- The college has provision for proper guidance and motivation to the overseas students, if there are any.
- Hostel facility can be made available to them. Extra classes can also be arranged to help them to cope with subjects related to languages.
- Besides this, the institution helps her to get eligibility for affiliating university conditions to appear in examinations by arranging some bridge courses or opting for some extra subject.

Students to participate in various competitions/National and International

- Promoting the involvement of students in various competitions at national and international level is considered best for supplementing the effective outcomes of learning.
- Institution facilitates the students to participate actively and enthusiastically, by enrolling them in co-academic units, subject based associations and clubs, thus inspiring them to go with the contests and competitions arranged by these units.
- Promising players are identified and arrangements are made to provide sufficient time & space for regular practice under experienced coaches for different games.
- Arranging coaches, trainers and experts to guide the sports students to get ready for all types of competitions/tournaments.
- Providing adequate funds, college transport and travelling expenses, escorts(faculty), free boarding & lodging, free kits & refreshment (sports students), material from library or other sources and facility of extra classes in case they miss regular classes due to their participation in district, state and national level competitions, championships and tournaments etc.

Medical assistance to students: health centre, health insurance etc.

- Institution has a First Aid room with one doctor (on call) and one helper. First Aid kit with essential medicines and equipment is available. In case of an emergency, transport facility can also be provided.
- From time to time, medical check-up, dental check-up, blood group, haemoglobin check-up etc. of the students is conducted and parents of the students suffering from malnutrition or any other health problem are informed and advised to take care of their wards' health.
- In case of a student falling sick, college transport is provided to take her to hospital or home.

Organizing coaching classes for competitive exams

The college has a Competitive Exams & Personality Enhancement Coaching Centre with primary objective of providing awareness about different career opportunities and guiding them for competitive examinations at state or national level.

College arranges special coaching for the students interested in different competitive examinations and provides infrastructure, faculty, and guest faculty and study material to learners.

A strong linkage is created with Samkalp, an NGO of New Delhi, to motivate the students to prepare for civil services examinations at state or UPSC level. This centre also arranges workshops cum orientation programmes under the guidance of experienced faculty from Samkalp and other prestigious institutions.

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

The institute focuses on developing various skills in students to increase employability or to enable them to be self-employed. For this, the institute is running professional and inter-personal skill enhancement courses.

A detail of the Skill Courses given to students are as below.

Session	Department/Area	Skill/Course Offered	No. Of Beneficiaries
2015-2016	Commerce	<ul style="list-style-type: none"> Finance Retail (Under Pradhan Mantri Kaushal Vikas Yojana)	53 75
		Total:	128
	Information Technology	VB 6.0	47
		IT- Data Entry Operator (Under Pradhan Mantri Kaushal Vikas Yojana)	49
	Fine Arts	Painting & Sketching	8
	Home Science	Food Preservation & Baking	21
Total Number Of Beneficiaries:			253

Table 5.1.3

A **Literary Competition** is organized every year for all the students to develop their writing/communication skills in a language of their choice. Original and theme based writings are awarded by the college.

The students of the college are also enrolled under **Pradhan Mantri Kaushal Vikas Yojana** (Government of India since the session 2015-16). It undertakes three areas i.e. Finance, Retail and Information Technology to sharpen their acumen in soft skills, marketing research, computer literacy & academic equivalence of skill sets etc.

Support for “Slow Learners”

To support slow learners, remedial classes are arranged in different subjects to enable them to get through the examinations with good marks and to enhance their competency in their respective subjects.

For slow learners, teachers are always more concerned to guide them, to assist them, to support them in learning and grasping process, so that they may not lag behind in showing learning outcomes or the term end results.

The institution motivates the faculty members to give them more time, suggest simple version books, provide study material easy to comprehend, more time to correct their written assignments, give them feedback and time to improve.

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

Students are sent to other colleges to participate in inter-college events like debates, quizzes, demonstrations & exhibitions to display their skills, talents and performances.

Students are given exposure through participation in various events in Youth Festival organized by GNDU, Amritsar and the college has been winning overall champion trophies at zonal level, consecutively since last 5 years(From 2009-2010 to 2013-2014) and in 2016-2017 .

The sports students, as members of various teams, are also given an exposure through Inter college tournaments of the university, state, national and international level championships and competitions.

Educational excursions are also arranged for visiting business houses/ export houses/ garment industry in Ludhiana, stock exchange, Ludhiana, Rajiv Gandhi IT park, Chandigarh, FM; radio mirchi, Big FM, Jalandhar, Jalandhar Doordarshan, print media houses like Punjab Kesari, Dainik Bhaskar etc., Science City, Kapurthala and other such institutions for practical learning.

Publication of student magazines:

Annual edition of college magazine, 'Deepanya', is a regular feature for students, faculty members, alumnae and members of the governing body to express their thoughts, experiences, suggestions, and sentiments through articles, poems, short stories, tips and recipes etc.

It also highlights the student participation in different events at college & inter-college level and the positions achieved.

It includes comprehensive information about faculty's professional growth, research work, books published/edited or contribution to books. This section also provides the information regarding the faculty pursuing/pursued higher studies during job like M.Phil. and Ph.D. etc. A section is assigned specially for research work of the faculty and the students.

An adequate place is given to pictorial glimpses of different events organized by the college, different celebrities visiting the institution and students adding glory to college through their excellent performance in academics and co-academic activities.

Besides, a sports bulletin has also been published by the Physical Education department highlighting the activities of the department in sports and games.

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

Entrepreneurship is an art which makes one successful in whichever enterprise one takes up and aims to reach its zenith. The institution is well aware that training for becoming an entrepreneur has become necessary.

After becoming graduates and post graduates, they have to find ways and means to embark upon and develop their own ventures for which some basic training and knowledge of entrepreneurial skills can be helpful to them to ward off the dangers of risk and mismanagement. Apart from professional competency obtained through a degree and certificate, the learners should also have traits of entrepreneurship in them.

The college strives to inculcate certain distinctive traits and qualities such as persistence, creativity, innovation, social responsibility, enthusiasm, diligence, inquisitiveness, goal orientation, independence and self-confidence etc. to develop entrepreneurial skill among the students.

The institution has provided some special courses and subjects to students to enhance their business skill, communication skill, risk management skill, decision making skill, problem solving skill, numerical & mental ability skill, technical skill and human interpersonal skill etc.

The institution having a progressive and a student focused approach has made the following efforts to inculcate an entrepreneurial skill among the students:

The institution offers following opportunities to cultivate entrepreneurial skill and proficiency among the learners:

- Post Graduate Department of Commerce and Management offers degree courses like M.COM, B.B.A & B.COM to equip the students with requisite conceptual, entrepreneurial and analytical skills for efficient handling of business operations at various levels. They can also be self-employed by starting their own small scale industries/business. They can be placed as financial analysts/consultants in different companies and can join as lecturers in various schools, colleges and universities. The department also offers value added courses such as Insurance & Risk Management, Investment Management, Fundamentals of Commerce, Tally ERP 9 and Banking Operations to enhance the entrepreneurial skills and also to increase the chances of the employability.
- Department of CS & IT also develops entrepreneurial skills by training the students in computer hardware as well as software, computer language skills and a variety of projects. By choosing the courses in computers, the students get opportunities to enter in service industry such as hospitals, railways, banking, IT companies, schools and colleges etc. Department also offers Value Added Course such as VB (Visual Basic) 6.0. They can also be self-employed as web developers, media designers and animators etc.

- The college also offers disciplines like Fashion Designing, Home Science, Music and Fine Arts through which their artistic and creative skills are transformed into entrepreneurial skills. Such courses enable the students to run their own small scale business like designer houses, cookery classes etc.
- The students of **Mass Communication & Journalism** become efficient in various communication skills like speaking, writing and listening. They can become professional anchors, public speakers and editors etc.
- Apart from the above mentioned courses the college also organizes certain events to inculcate entrepreneurial skills, management skills and communication skill etc. **Students Fest** is one of the major events which is organized every year, where students organize stalls and act as entrepreneurial women.
- Its placement cell does a lot by organizing workshops, orientation programmes and extension lecture of successful entrepreneurs to enhance soft skills among the students

Impact of these Efforts

The impact of such efforts seems to be positive and fruitful, as a large number of students voluntarily participate in these activities.

- Our Students have been employed in public and private sectors as qualified professionals.
- Skill enhancement opportunities provided by college have opened their way to higher education in prestigious institutions in India and abroad.
- It infuses a spirit of professionalism among students.

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.

- **Additional academic support, flexibility in examinations.**
- **Special dietary requirements, sports uniform and materials**
- **Any other**

Institutional policies and strategies are pro-learners and it always promotes extra-curricular and co-curricular activities to provide an ever-learning environment for the students to develop their all-round personality.

Institutional approach is facilitating and inspiring the students to be oriented towards outreach activities to reach the target of holistic education.

All co-curricular and extracurricular activities are an integral part of the annual calendar of the college for which different units, committees, cells and associations are setup and the detailed information regarding these units is given in the college prospectus so that the learners may get informed in the very beginning.

The institution aims at the mission of developing an empowered women, intellectually grown, fully confident, socially sensitive and spiritually conscious. The academic and co-academic activities are well designed and implemented effectively throughout the session to accomplish the above mentioned mission.

Following policies and strategies are adopted by the college:

Additional academic support, flexibility in examinations:

- Extra classes are arranged for participants so that they might not suffer in their studies. Teachers attend to their academic requirements in their free periods.
- To promote the participation, the date sheet for internal or pre semester examinations, theory and practical both, is prepared very carefully so that their participation remains unaffected.
- In some cases special exams/tests are conducted for participants on the dates when they are free or available.
- Teachers are assigned the additional duty to prepare and guide the students to participate in academic competitions, quizzes, debates and discussions, to help them improve during practice & rehearsals by giving them tips for the best performance.
- In some cases, the date of university practical examination gets adjusted within the fixed dates of practicals.

For special dietary requirements, sports uniform and materials:-

- College fulfils special dietary requirement by providing refreshment to players participating in inter-college matches, events, tournaments and championships etc. College also provides sports kits, uniform and sports equipment to participate in competitions.
- College liberally provides funds for refreshment to participants in university youth festival or inter-college competitions. When the participants go out of the city, college pays for their food and other dietary requirements besides the transport and travelling allowance.
- If the students require medical aid and medicines during participation, college bears the expenditure.
- College also bears the expenditure of costumes and dresses for theatre items, group dances, fancy dress and Giddha etc.
- To promote participation, the college facilitates the students by providing hostel accommodation, college transport and attendants benevolently.
- Winners and position holders in academics, sports and extra activities are honored by the college authorities with commendation certificates, cash prizes and trophies etc.

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

The College provides support and guidance to students preparing for competitive exams. The college has a Competitive Exams and Personality Enhancement Coaching Centre which conducts classes on Reasoning, Communicative English, Quantitative Aptitude, Computer Awareness and General Knowledge etc. which helps the students to appear in different competitive exams.

Besides, the college has a strong linkage with SAMKALP of Delhi. It provides its expert faculty to college students for orientation programs and teaching the students on different papers for civil service examinations.

Frequently, orientation programmes cum workshops are organized to provide the guidelines about UPSC civil services examinations, profile of the civil services, how to prepare for preliminary & main exams and interviews etc. Students are motivated to choose Civil Services, Company Secretarial practice, Chartered Accountancy and banking etc. as their career options.

The detail of the students who have qualified the competitive exams is as follows

Session	UGC-NET/JRF	MBA	Defense Service	Banks	Any other
2007-2008	4	4	---	1	Total 2: 1-PICTES 1- Suwidha Centre
2008-2009	---	---	---	1	---
2009-2010	4	---	---	---	---
2010-2011	3	---	1	---	---
2011-2012	3	---	---	1	---
2012-2013	---	6	---	---	---
2013-2014	---	5	---	2	---
2014-2015	1	9	---	---	---
2015-2016	---	20	---	---	---

Table 5.1.4

Besides the above mentioned data, many other students cleared entrance exam for Teacher Eligibility Test (TET), Post office, Insurance companies etc. and got employment in the respective departments and educational institutions.

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

Institution provides different types of counseling to the students at different stages to support their academic and professional progression.

Academic counseling

- Academic counseling is made available to new entrants at the time of admission before the registration and enrolment. Admission committees do this work very effectively to assess the knowledge and level of the prospective students and guide them to choose a particular stream or subject for which they have interest and caliber.
- Academic counseling is made available to slow learners separately to enable them to keep pace with other students and also to perform as per the requirements of their subject

related challenges. They are counseled to shed off their fears, apprehensions and complexes to build their confidence.

- Advanced learners are also given special academic counseling apart from class room teaching to enable them to excel in their performance. They are provided with extra study material and reference books from library
- Counseling en masse is available in classes where teachers advise the students regarding examination pattern, style of attempting question, time management and various other things for success.

Personal counseling

Personal counselling is provided through Tutorial-Group system, Vidayalya Vikas Parishad and Student Adoption Scheme. Students are free to discuss their personal issues, problems, queries and requirements with the tutor in-charge and teachers who help them to remove their fears and weaknesses.

Career counseling

- Counseling regarding career is done by Placement and Career Counseling Cell which arranges talks of experts on career options for the students of different streams i.e. for Humanities, CS & IT, Commerce and Management.
- College faculty provides counseling about applying for a job online, giving an interview on-line and mock interviews are also arranged to prepare students to appear in the interviews.
- Special classes on interpersonal & soft skills are arranged for aspirants for different jobs.

Psycho-social counseling

It is a formative period for the young girls when they need psycho-social support for facing new situations, challenges, peer pressure, family problems and other disturbing factors. Senior staff members and the Principal give due attention to such particular cases to give them emotional support. Their parents are also contacted to share their concern, if required.

5.1.9 Does the institution have a structured mechanism for career guidance and placements of its students? If yes, detail on the services to provide to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes)?

The motto here is that growth of the youth is the growth of the nation, so a structured mechanism is made available to guide and assist the students for future career options and placement.

- Mostly the students undergo for UG courses and they are guided to go for PG courses, UGC test or any other professional course to enhance their employability.
- Placement Cell working under a teacher incharge remains active in identifying job opportunities for the graduate & postgraduate students. Human Resource departments of different companies, organizations and offices are contacted to know about their

demands and requirements of new employees and the same is brought to the notice of aspirants in college.

- Students are also given guidance to find out job opportunities through online sources and apply for suitable jobs.
- The placement cell of the college facilitates the students to attend campus recruitment drives organized by other institutions too.
- The institution, with the help of other professional agencies, organizes orientation talks, seminars, workshops and presentations etc. to acquaint the students with the nature of job opportunities available in the market, their employability conditions and financial benefits attached to them etc.
- Personality enrichment and development programmes are arranged with experts from various universities and higher learning institutes.
- Students are involved in group discussion sessions to sharpen their vision, communication skill, clarity of thought and spoken English, helping them to appear in interviews.
- As the inter-personal and other soft skills like body language, face expression and confidence etc. play an important role while appearing for an interview, so special emphasis is laid on developing these skills among the students to enhance their employability.
- Placement cell organizes orientation programmes for job seekers to keep them abreast with the latest trends of market, corporate sector or NGOs etc.

Detail of Percentage of Students selected during Campus Interview

Year	Students Appeared	Students Selected	%age	Name of the Employer
2012-13	22	2	9%	IBM
2013-14	60	37	62%	Nature Group of Companies
2014-15	58	12	21%	IDBI Federal Bank
2015-16	38	38	100%	Job Fest by Aryan Group of Institutions, Chandigarh

Table 5.1.5

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 Student Grievance Redressal Cell. Redressing the grievances of the students is a healthy practice working very smoothly in the institution. College students can bring forth their grievances to the authorities through student council, tutorial system and complaint & suggestion box. Most of the grievances are resolved as soon as possible by the college staff under the guidance of Principal.

A Student Welfare Committee is another platform for bringing forth the grievances of the students in meeting with college managing committee, principal and some faculty members. Grievances expressed in such meetings are redressed there and then only.

The grievance redressal cell thoroughly reviews the grievances and takes appropriate action to the satisfaction of the aggrieved.

Some of the grievances reported and redressed during last four years are:

- Grievances related to transportation were resolved by purchasing new buses catering to new routes.
- Grievances related to cleanliness were resolved by employing more sweepers.
- The requirement of reading room has been fulfilled.
- Number of water coolers and lavatories has been increased. Also, the water coolers have been reinstalled near the entrance of the college for the convenience of the students.
- Requirement for more books with latest edition is met by adding more copies.
- To improve the quality of food items in college canteen and rationalization of prices of eatables and beverages, the college authorities changed the canteen contractor to redress the grievances of the students.
- A separate open shelf P.G. section has been created in the library on the demand of P.G. students.
- Security at both the entrances of the college has been tightened.
- In some of the class rooms, the furniture and fans have been repaired or replaced.
- College lawns have been redesigned and walking pathways have been reconstructed.

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

The Institution has adopted a 'zero tolerance' policy for sexual harassment to provide safe environment to students. Since this college is only for girls and almost faculty members are female, so there is no occurrence of such cases.

As per the guidelines of UGC (issued in 1998) to protect human rights of gender equality and guarantee against sexual harassment within the college campus, the college has established an Anti Sexual Harassment Cell, headed by the principal.

The information regarding this cell has also been displayed on the college website to help the students and faculty to lodge their complaints to the cell, if there is any.

The college makes every effort to give its students and faculty, a congenial and conducive atmosphere. Otherwise also inculcating moral values among the students is an integral part of teaching-learning process.

- The entire premises is under continuous surveillance through a network of CCTV cameras to keep a strict vigil.
- A women cell is also setup to deal with such cases if faced by college students outside the college campus.

- Though male staff is also working in administrative office yet the atmosphere is so safe and secure that there is no possibility of women exploitation.
- No male staff, guests or visitors are allowed to enter the residential area of the college hostel.
- The institution gives priority to a strong character, moral values, self-control and a disciplined attitude to keep possibilities of sexual harassment at bay.
- Students are advised to report immediately to raise voice against sexual harassment, if any.

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

Yes, there is an Anti-Ragging Cell in the college, under teacher incharge with four members from faculty. The college authorities are very sensitive to such issues and take proper care to curb the menace of ragging. The college follows the instructions of 'The Punjab Educational Institutions Prohibition of Ragging Act, 2013' and has also incorporated the guidelines of UGC, in the prospectus to check the problem of ragging.

- The institution has created a healthy and a friendly culture among the students. Freshers are welcomed and seniors are respected. All are supposed to take care of each other.
- Anti-ragging cell ensures that every student feels secure in the college and nobody indulges in any form of ragging.
- The student aggrieved of ragging, if any, is at liberty to file complaint in writing to anti-ragging cell for disciplinary action.
- If any student is found involved in ragging, strict action is taken in form of heavy fine or even expulsion from the college in extreme cases.

No instance of ragging has ever been reported in the college as there is a healthy and a friendly culture in the college and the students are mentored to develop friendly relations with their peer group and new entrants.

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

The institution is committed to Social Justice & student welfare and ensures that no one should remain deprived of the essentials, required for higher education and also that students belonging to any background should not feel discriminated.

Following welfare schemes are provided for the students:

- There is a Student Welfare Committee comprising of class prefects, head girl and vice head girl for interaction with president, manager, secretary & principal and for getting new programmes for the welfare of the students.
- 'Poshita- Girl Adoption Scheme for Higher Education' to provide financial assistance to the needy and brilliant students.
- Student Adoption scheme, an innovative device to give personal attention to each and every student.

- Book Bank, to facilitate the needy and brilliant students to avail free books throughout the session/course.
- To arrange training and guidance for placements of eligible students.
- Value added courses to enhance the employability of students.
- Free access to college gymnasium for physical fitness and health care services. Yoga classes are arranged in the college to provide physical, mental and spiritual relief to students. The college also organizes the self-defense classes to create a sense of security among students.
- Centre for guidance to prepare for competitive examinations.
- Well-equipped labs of Home Science, Fashion designing, Fine Arts, I.T and Journalism & Mass Communication etc.
- Well-furnished hostel accommodation to provide homely, safe and secure atmosphere for students coming from distant villages.
- Deluxe buses, Tempo Traveler and Van etc. for comfortable and safe travelling while going on educational trips or for field work.
- Regular medical checkup to make them cautious towards their health.
- Special scholarships to remove financial constraints.
- A well-furnished canteen and cafeteria within the campus to have refreshment in free periods.
- Stationery corner within the campus to provide stationary requirements at reasonable rates.
- Special awards for university position holders and toppers of all the classes.
- Free access to high speed computer network and internet connectivity.

5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?

The institution has an active Alumnae association, which is in the process of registration, which helps in building up network of alumnae. The alumnae association has been functioning since 2003. It works to maintain cordial relationship between college and the alumnae to share their experiences and to felicitate their achievements & advancement in various fields. It also provides a healthy and a mature feedback on the growth of the college.

- The alumnae association has always been active in providing guidance to the students of the college by acting as resource persons for seminars or workshops.
- Some of the Alumni Members are associated with IQAC of the college who actively contribute to the quality growth of the college.
- They help in counselling of the students informally and help them in choosing subject or stream for graduation studies.
- They sponsor some scholarships and support the poor aspirants for higher studies.

- College analyses and uses the alumnae feedback regarding academic courses, curricular activities and infrastructural requirements.

Some of the alumnae have got very prestigious positions in different fields and are contributing very richly to social life.

Student Progression

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

Undoubtedly the girls after completing graduation or post-graduation get married but in changing scenario the trend is to go for higher studies, professional diplomas or employment. Chart below is a data regarding percentage of the student progression to higher education or employment.

Year	Student Progression & Employment	Percentage (%)
2012-2013	UG to PG	47
	Employed	
	- Campus selection	9
	- Other than campus selection	6
2013-2014	UG to PG	46
	Employed	
	- Campus selection	62
	- Other than campus selection	4
2014-2015	UG to PG	42
	Employed	
	- Campus selection	21
	- Other than campus selection	3
2015-2016	UG to PG	52%
	Employed	
	- Campus selection	--
	- Other than campus selection	46%

Table 5.2.1

5.2.2. Provide details of the programme wise 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.

List of class wise percentage and completion rate of students for session 2012-13						
Class	Admitted Student I	Appeared student II	Drop out Student in % III (From I & II)	Passed Student IV	Pass Percentage % V (From II & IV)	Course Completion rate % VI (From I & IV)
B.A. Part-II	168	161	4	154	95.65	91.66
B.Sc(Eco& C.sc)	17	16	6	16	100	94.11
B.Com-II	53	52	2	52	100	98.11
B.Com(Prof)-II	54	54	0	52	96.29	96.29
BBA Part-II	14	14	0	14	100	100

BCA Part-II	45	43	4	42	97.67	93.33
B.Sc(IT)-II	21	20	5	16	80	76.19
B.A.Part-III	209	205	2	200	97.56	95.69
B.Com-III	33	32	3	32	100	96.96
B.Com(Prof)-III	41	40	2	39	97.5	95.12
BBA Part-III	15	13	13	13	100	86.66
BCA Part-III	50	48	4	48	100	96
B.Sc(IT)-III	24	24	0	24	100	100
B.Sc(Eco & Csc)-I	41	41	0	41	100	100
PGDCA	29	26	10	26	100	89.65
PG Dip. In FD	15	14	0.66	14	100	93.33
DCA (Part Time)	3	2	33	2	100	66.66
DCA (Full Time)	3	3	0	3	100	
B.A. Part-I	209	193	3	189	97.92	90.43
B.Sc(Eco)-I Sem	21	21	0	20	95.23	95.23
B.Com-I Sem	46	44	4	44	100	95.65
B.Com(Prof)-I	49	49	0	49	100	100
BCA-I	64	59	8	59	100	92.18
B.Sc(IT)-I	15	15	0	15	100	100
BBA Part-I	21	21	0	21	100	100
M.Sc(IT)-I Sem	19	19	0	19	100	100
M.Sc(IT)-III Sem	18	17	6	17	100	94.44
M.A.(Hindi)-I Sem	17	15	12	15	100	88.23
M.A.(Hindi)-III Sem	17	16	6	16	100	94.11
M.A.(Pbi)-I Sem	29	28	3	28	100	96.55
M.A.(Pbi)-III Sem	15	14	7	14	100	93.33
M.Com-I Sem	26	25	4	25	100	96.15
M.Com-III Sem	26	25	4	25	100	96.15
B.Com-III	32	32	0	32	100	100
Total	1441	1384	145	1359	97.92	

Table 5.2.2

List of class wise percentage and completion rate of students for session 2013-14						
Class	Admitted Student I	Appeared student II	Drop out Student in % III (From I & II)	Passed Student IV	Pass Percentage % V (From II & IV)	Course Completion rate % VI (From I & IV)
B.A. Part-III	169	166	2	159	95.78	94.08
B.Com-III	49	43	12	43	100	87.75
B.Com(Prof)-III	53	53	0	53	100	100
BBA Part-III	14	14	0	14	100	100
BCA Part-III	40	40	0	40	100	100
B.Sc(IT)-III	20	20	0	20	100	100
B.Sc(Eco & Csc)-I	16	16	0	16	100	100
B.A.-II Sem	161	148	8	146	98.64	90.68
B.Sc(Eco)-II Sem	27	24	11	23	95.83	85.18
B.Com- II Sem	60	59	2	59	100	98.33
B.Com(Prof)-II Sem	54	51	6	51	100	94.44
BCA-II Sem	53	45	15	41	91.11	77.35
B.Sc(IT)-II Sem	14	13	7	13	100	92.85
BBA -II Sem	23	21	9	20	95.23	86.95
B.A.-IV Sem	161	155	4	155	100	96.27
B.Sc(Eco)-IV Sem	20	18	10	18	100	90
B.Sc(IT)- IV Sem	12	12	0	12	100	100
B.Com-IV Sem	49	48	2	48	100	97.95
B.Com(Prof)-IV Sem	48	46	4	46	100	95.83
BBA -IV Sem	19	18	5	18	100	94.73
BCA-IV Sem	53	52	2	52	100	98.11
DCA (Full Time)-IISem	7	7	0	7	100	100
M.Sc(IT)-II Sem	21	20	5	20	100	95.23
M.Sc(IT)-IV Sem	19	18	5	18	100	94.73
M.A.(Hindi)-II Sem	12	10	17	10	100	83.33
M.A.(Hindi)-IV Sem	17	17	0	17	100	100
M.A.(Pbi)-II Sem	36	32	11	32	100	88.88
M.A.(Pbi)-IV Sem	24	23	4	23	100	95.83

M.Com-II Sem	49	45	8	45	100	91.83
M.Com-IV Sem	23	23	0	23	100	100
PGDGC&FD-II Sem	10	10	0	10	100	100
PGDCA-II Sem	26	26	0	26	100	100
Total	1359	1293	149	1278		

Table 5.2.3

List of class wise percentage and completion rate of students for session 2014-2015						
Class	Admitted Student I	Appeared student II	Drop out Student in % III (From I & II)	Passed Student IV	Pass Percentage % V (From II & IV)	Course Completion rate % VI (From I & IV)
B.A.- I Sem	186	171	8	171	100	91.93
B.Sc(Eco)-I Sem	28	28	0	28	100	100
B.Com-I Sem	68	64	6	64	100	94.11
B.Com(Prof)-I Sem	59	57	3	57	100	96.61
BCA-I Sem	46	46	0	46	100	100
B.Sc(IT)-I Sem	19	17	11	17	100	89.43
BBA-I Sem	13	12	8	12	100	92.30
B.A.-III Sem	138	132	4	132	100	95.65
B.Sc(Eco)-III Sem	17	17	0	17	100	100
B.Sc(IT)-III Sem	8	8	0	8	100	100
B.Com-III Sem	53	52	2	51	98.07	96.22
B.Com(Prof)-III Sem	53	52	2	51	98.07	96.22
BBA-III Sem	26	20	23	20	100	76.92
BCA-III Sem	46	40	13	40	100	86.95
B.A.-V Sem	158	145	8	145	100	91.77
B.Sc(Eco)-V Sem	17	17	0	17	100	100
B.Sc(IT)-V Sem	12	11	8	11	100	91.66
B.Com-V Sem	46	46	0	46	100	100
B.Com(Prof)-V Sem	46	46	0	46	100	100
BBA-V Sem	18	18	0	18	100	100
BCA-V Sem	52	50	4	50	100	96.15
DCA(Full Time)-I Sem	5	5	0	5	100	100
M.Sc(FD)-I Sem	13	13	0	13	100	100
M.Sc(IT)- I Sem	25	24	0	24	100	96
M.Sc(IT)-III Sem	20	20	0	20	100	100
M.A.(Hindi)-I Sem	9	9	0	9	100	100

M.A.(Hindi)-III Sem	12	10	0	10	100	83.33
M.A.(Pbi)-I Sem	24	22	17	22	100	91.66
M.A.(Pbi)-III Sem	29	28	3	28	100	96.55
M.Com-I Sem	61	58	5	58	100	95.08
M.Com-III Sem	43	42	2	42	100	97.67
PGFDC-I Sem	13	13	0	13	100	100
PG DD-I SEM	2	2	0	2	100	91.93
Total	1365	1295	127	1293		

Table 5.2.4

List of class wise percentage of student for session 2015-16

Class	Admitted Student I	Appeared student II	Drop out Student in % III(From I & II)	Passed Student IV	Pass Percentage % V(From II & IV)	Course Completion rate % VI (From I & IV)
B.A. Part-II	120	110	8	110	100	92
B.Sc(Eco& C.sc)	24	22	8	22	100	92
B.Com-II	110	106	4	106	100	96
BBA Part-II	12	11	8	11	100	92
BCA Part-II	42	42	Nil	42	100	100
B.Sc(IT)-II	17	14	18	14	100	82
B.A.Part-III	128	119	7	119	100	93
B.Com-III	58	58	Nil	58	100	100
B.Com(Prof)-III	48	48	Nil	48	100	100
BBA Part-III	19	19	Nil	19	100	100
BCA Part-III	39	39	Nil	39	100	100
B.Sc(IT)-III	8	8	Nil	8	100	100
B.Sc(Eco & Csc)-III	16	14	12	14	100	88
PGDCA	22	13	41	13	100	59
DCA (Full Time)	4	3	25	3	100	75
B.A. Part-I	163	130	20	130	100	80
B.Sc(Eco& CS)-I Sem	25	23	8	23	100	92
B.Com-I	118	107	9	107	100	91
B.Com(Prof)-I						
BCA-I	43	40	7	40	100	93

B.Sc(IT)-I	9	6	36	6	100	66
BBA Part-I	30	23	24	22	100	76
M.Sc(IT)-I	18	14	23	14	100	77
M.Sc(IT)-II	22	22	Nil	22	100	100
M.A.(Hindi)-I	14	12	14	12	100	86
M.A.(Hindi)-II	8	8	Nil	8	100	100
M.A.(Pbi)-I	26	21	19	21	100	81
M.A.(Pbi)-II	19	18	6	18	100	94
M.Com-I	42	40	5	40	100	95
M.Com-II	54	52	4	52	100	96
M.Sc FDGC I	9	7	23	7	100	77
M.Sc FDGC II	13	13	Nil	13	100	100
Total	1280	1162				

Table 5.2.5

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The institution works hard to facilitate the student progression for both the ends, i.e. to get admission for higher studies or to get placed suitably. It is a competitive world and seats or vacancies are limited everywhere. It is the outstanding performance of the students which makes them eligible either for next course or to be fit for a particular role attached with a job in an organization or office.

Institution is deeply concerned with the future of its stakeholders. For progression to higher level of education, the students are guided and motivated to pursue higher education in their area of interest and ability. They are provided model question papers, solved and unsolved, to understand style and level of attempting the question papers. It is their befittingness which contributes to the brand making of the college and enhances the credibility for the prospective students.

They are given character cum college leaving certificates with positive comments which enable them to get weightage for higher studies in other institutions.

Faculty explains to students the social relevance of their subject, its applicability in professional life, its wider scope with diverse dimensions and accordingly prepares them for future studies.

It also persuades the students to opt for some research project as per their ability, calibre and interest, to get weightage for progression to higher level of education.

To facilitate them towards **employment**, is always an important concern for the institution and for this, placement cell plays an important role. Besides equipping the students with

knowledge and information, the institution enhances their employability skill through skill-related lectures, courses and interactive sessions.

They are equipped with managerial skill, analytical skill, interpersonal skill, decision making skill and art of problem solving through workshops, seminars, discussions, group discussions, extension talks and orientation programmes.

Students are informed about the vacancies offered by government and other agencies and the process to reach for such posts.

Placement cell of the institution arranges formal and informal training for students by conducting mock interviews, to prepare them for interviews and art of responding to questions of interview panel. College invites reputed companies for campus recruitment.

A rich exposure is made available through internal environment and external agencies, directly and indirectly to extract the potential of the students and nourish the same either for higher level education or for employment /self-employment etc.

College has facilitated the UG students to join master degree courses i.e. higher level education by introducing five PG courses in languages (Hindi & Punjabi), Fashion Designing, I.T. and Commerce. The college invested for class rooms, infrastructure, books & journals and qualified faculty.

Add on courses for certain professional and other hard & soft skills development to enhance employability, are provided to students.

Moreover institution also makes efforts for;

1. Facility of regular updated learning resources like library and laboratories etc. to support teaching-learning process and enhance practical knowledge.
2. Special coaching for the students attempting to crack entrance examinations of MBA, IAS, PCS, CA, Banking, Insurance, NET, B. Ed, TET, CTET etc.
3. Peer learning is encouraged between advanced and slow learners, where advanced learners help the slow learners in their studies by engaging themselves in peer group discussions within or outside the class.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

This College is known for its quality education, discipline and commitment to women education. If it does not look into the cases which are at the risk of failure or drop out, the very purpose stands defeated.

- Experienced faculty soon identifies the weak students and the causes behind them. For such groups, diagnostic and remedial classes are started so that the risk of their failure gets minimized.
- Extra written work and correction work by faculty, feedback to students and persuasion to them to work more hard help a lot to change the whole scene, especially when the

students being girls are advised to brighten their future to live a life of respect, dignity and self-reliance.

- For weak students, question banks are prepared. Readymade material is provided to them to save their time. Simplified answers are provided to them to enable them to get pass marks and improve the percentage of college results too.

To keep a check on drop-out rate, college tries to take timely measures.

- Firstly, the causes of drop-out are identified which are often financial, psychological and social, mostly due to family circumstances.
- Parents of such students are called or contacted to ease out the situation for their wards. All sort of financial, psychological, personal, moral and emotional support is provided to the students to fulfil the commitment towards higher education.
- Through continuous observation the teachers identify the slow learners in each subject and then make special efforts to enable them to complete the course. The teachers apply innovative teaching methods and aids to make such students understand the course content.
- The college interacts with the parents at regular intervals telephonically, by sending letters or even by calling them to discuss the performance of such students and the reasons for their irregularity in the classes.
- Sometimes to control the drop-out rate, the bus routes are changed so that they may suit the students coming from distance and enable them to attend the classes regularly.
- To check the drop-out rate, parents of such students are counseled by the faculty members to motivate them to co-operate with their daughters for higher studies to brighten their future life.

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 an all-round development of student personality, students are involved in various sports, games and physical activities within and outside the campus through competitions and contests.

Institution provides following games to students to participate in inter-college university tournaments:

- Basket Ball
- Net Ball
- Korf Ball
- Kho-Kho
- Tug of War
- Hand Ball
- Volley Ball

- Athletics
- Tae-Kwando
- Kabaddi

College also takes care of regular practice in these events, refreshment requirements of players, health care, sports kits, trainers, coaches, extra coaching in studies and hostel accommodation for those who come from distant villages.

Besides, students are involved in different events on sports day celebration and well-disciplined march past. They enthusiastically participate in relay race, chati race, sack race, 100 meter race, 400 meter race, obstacle race, tug of war, javelin throw and discus throw etc.

College gymnasium, well equipped with high-tech fitness gadgets, is also made available to students.

Institution involves students in yoga classes and martial art training during camps and otherwise also.

Details of the participation in Sports Session 2012-13

Sr. No.	Name of Participants	Event	Venue/Place/ Institution
1	Amandeep Kaur	Basket Ball	Ludhiana, Kapurthala, Amritsar(2), Jharkhand, Dabuliyen
2	Radhika	Basket Ball	Ludhiana, Kapurthala, Amritsar(2), Jharkhand, Dabuliyen
3	Gauri	Basket Ball	Ludhiana(2), Kapurthala, Amritsar(2), Jharkhand, Dabuliyen
4	Geeta	Basket Ball	Ludhiana(2), Kapurthala, Amritsar(2), Sonipat, Jharkhand, Dabuliyen
5	Palak	Basket Ball	Ludhiana(2), Kapurthala, Amritsar(2), Sonipat, Jharkhand, Dabuliyen
6	Sonia	Basket Ball	Ludhiana(2), Kapurthala, Amritsar(2), Jharkhand, Dabuliyen
7	Vishu	Basket Ball	Ludhiana(2), Kapurthala, Amritsar(2), Jharkhand, Dabuliyen
8	Ranjit	Basket Ball	Ludhiana(2), Kapurthala, Amritsar(2), Jharkhand, Dabuliyen
9	Menu Minakshi	Tug Of War	Amritsar
10	Sandeep Kaur	Tug Of War	Amritsar
11	Seeta Rani	Tug Of War	Amritsar
12	Manpreet Kaur	Tug Of War	Amritsar
13	Komalpreet Kaur	Tug Of War	Amritsar
14	Rajinder Kaur	Tug Of War	Amritsar
15	Manwinder Kaur	Tug Of War	Amritsar
16	Parmajit Kaur	Tug Of War	Amritsar
17	Navdeep Kaur	Tug Of War	Amritsar
18	Kamaljit Kaur	Kabbadi	Kapurthala, Amritsar

19	Seeta Rani	Kabbadi	Kapurthala, Amritsar
20	Ramandeep Kaur	Kabbadi	Kapurthala, Amritsar
21	Menu Minakshi	Kabbadi	Kapurthala, Amritsar
22	Komalpreet Kaur	Kabbadi	Kapurthala, Amritsar
23	Navdeep Kaur	Kabbadi	Kapurthala, Amritsar
24	Kamaldeep Kaur	Kabbadi	Kapurthala, Amritsar
25	Gurpreet Kaur	Kabbadi	Kapurthala, Amritsar
26	Rajwinder Kaur	Kabbadi	Kapurthala, Amritsar
27	Navpreet Kaur	Kabbadi	Kapurthala, Amritsar
28	Parmajit Kaur	Kabbadi	Kapurthala, Amritsar
29	Menu Minakshi	Kho-Kho	Amritsar
30	Sandeep Kaur	Kho-Kho	Amritsar
31	Seeta Rani	Kho-Kho	Amritsar
32	Manpreet Kaur	Kho-Kho	Amritsar
33	Komalpreet Kaur	Kho-Kho	Amritsar
34	Rajinder Kaur	Kho-Kho	Amritsar
35	Manwinder Kaur	Kho-Kho	Amritsar
36	Parmajit Kaur	Kho-Kho	Amritsar
37	Kamaljit Kaur	Kho-Kho	Amritsar
38	Sarabjit Kaur	Kho-Kho	Amritsar
39	Gurpreet Kaur	Kho-Kho	Amritsar
40	Rajwinder Kaur	Kho-Kho	Amritsar
41	Menu Minakshi	Athletics	Amritsar
42	Komalpreet Kaur	Athletics	Amritsar
43	Sarabjit Kaur	Athletics	Amritsar
44	Seeta Rani	Athletics	Amritsar
45	Parmajit Kaur	Athletics	Amritsar
46	Navdeep Kaur	Athletics	Amritsar
47	Ramandeep Kaur	Athletics	Amritsar

Table 5.3.1

Details of the participation in Sports Session 2013-14

Sr. No.	Name of Participants	Event	Venue/Place/ Institution
1	Gauri	Basket ball	Kapurthala, Amritsar, Bathinda, Ludhiana
2	Radhika	Basket ball	Kapurthala, Amritsar, Bathinda, Ludhiana
3	Geeta	Basket ball	Kapurthala, Amritsar, Bathinda, Ludhiana
4	Poonam	Basket ball	Kapurthala, Amritsar, Bathinda, Ludhiana
5	Rakhi	Basket ball	Kapurthala, Amritsar, Ludhiana
6	Kamaljit Kaur	Basket ball	Kapurthala, Amritsar, Ludhiana
7	Ranjit Kaur	Basket ball	Kapurthala, Amritsar, Ludhiana
8	Seeta Rani	Basket ball	Kapurthala, Amritsar, Ludhiana
9	Komalpreet Kaur	Tug of War	Amritsar

10	Ramanpreet Kaur	Tug of War	Amritsar
11	Navdeep Kaur	Tug of War	Amritsar
12	Diljeevan Kaur	Tug of War	Amritsar
13	Harpreet Kaur	Tug of War	Amritsar
14	Menu Minakshi	Tug of War	Amritsar
15	Rajinder Kaur	Tug of War	Amritsar
16	Paramjit Kaur	Tug of War	Amritsar
17	Rajwinder Kaur	Tae Kwando	Amritsar
18	Navdeep Kaur	Tae Kwando	Amritsar
19	Rajinder Kaur	Tae Kwando	Amritsar
20	Paramjit Kaur	Tae Kwando	Amritsar
21	Sumandeep Kaur	Tae Kwando	Amritsar
22	Komalpreet Kaur	Kho-Kho	Amritsar
23	Sarabjit Kaur	Kho-Kho	Amritsar
24	Rajwinder Kaur	Kho-Kho	Amritsar
25	Kamaljit Kaur	Kho-Kho	Amritsar
26	Hardeep Kaur	Kho-Kho	Amritsar
27	Manjinder Kaur	Kho-Kho	Amritsar
28	Amandeep Kaur	Kho-Kho	Amritsar
29	Navpreet Kaur	Kho-Kho	Amritsar
30	Gurpreet Kaur	Kho-Kho	Amritsar
31	ramanpreet Kaur	Kho-Kho	Amritsar
32	Lovepreet Kaur	Kho-Kho	Amritsar
33	Menu Minakshi	Kho-Kho	Amritsar
34	Rajwinder Kaur	Athletics	Amritsar
35	ramanpreet Kaur	Athletics	Amritsar
36	Komalpreet Kaur	Athletics	Amritsar
37	Paramjit Kaur	Athletics	Amritsar
38	Rajwinder Kaur	Athletics	Amritsar
39	Harpreet Kaur	Athletics	Amritsar
40	Sarabjit Kaur	Athletics	Amritsar

Table 5.3.2

Details of the participation in Sports Session 2014-15

Sr. No.	Name of Participants	Event	Venue/Place/ Institution
1	Geeta	Basket Ball	Ludhiana(2),Amritsar ,Kapurthala, Rajasthan, Kanpur, Madras
2	Veena Devi	Basket Ball	Ludhiana(2),Amritsar ,Kapurthala, Rajasthan, Kanpur, Madras
3	Somi Kumari	Basket Ball	Ludhiana(2),Amritsar ,Kapurthala
4	Savita Rani	Basket Ball	Ludhiana(2),Amritsar ,Kapurthala
5	Manpreet	Basket Ball	Amritsar ,Kapurthala

6	Gurpreet	Basket Ball	Amritsar ,Kapurthala
7	Sweet Kaur	Basket Ball	Amritsar ,Kapurthala
8	Kamaljit Kaur	Basket Ball	Amritsar ,Kapurthala
9	Himashu	Basket Ball	Ludhiana, Amritsar ,Kapurthala
10	Neha Kalia	Kabbadi	Kapurthala, Ludhiana, Amritsar
11	Baljit Kaur	Kabbadi	Kapurthala, Amritsar
12	Gurjeet Kaur	Kabbadi	Kapurthala, Ludhiana, Amritsar
13	Ramanjot Kaur	Kabbadi	Kapurthala, Ludhiana, Amritsar
14	Rajwinder	Kabbadi	Kapurthala, Ludhiana, Amritsar
15	Amandeep	Kabbadi	Kapurthala, Amritsar
16	Amandeep	Kabbadi	Kapurthala, Amritsar
17	Paramjit Kaur	Kabbadi	Kapurthala, Amritsar
18	Manpreet	Kabbadi	Kapurthala, Amritsar
19	Inderpreet	Kabbadi	Kapurthala, Amritsar
20	Simarjeet Kaur	Kabbadi	Kapurthala, Amritsar
21	Amandeep	Tug Of war	Amritsar
22	Amandeep	Tug Of war	Amritsar
23	Manpreet	Tug Of war	Amritsar
24	Ramandeep	Tug Of war	Amritsar
25	Paramjit Kaur	Tug Of war	Amritsar
26	Kulwant	Tug Of war	Amritsar
27	Inderpreet	Tug Of war	Amritsar
28	Sandeep	Tug Of war	Amritsar
29	Manpreet	Tug Of war	Amritsar
30	Satinder Kaur	Tae Kwando	Amritsar, New Delhi
31	Amandeep	Kho-Kho	Amritsar
32	Satinderjit	Kho-Kho	Amritsar
33	Sandeep	Kho-Kho	Amritsar
34	Kulwant	Kho-Kho	Amritsar
35	Simarjeet Kaur	Kho-Kho	Amritsar
36	Hardeep	Kho-Kho	Amritsar
37	Navpreet	Kho-Kho	Amritsar
38	Paramjit Kaur	Kho-Kho	Amritsar
39	Inderpreet	Kho-Kho	Amritsar
40	Manjeet	Kho-Kho	Amritsar
41	Simarjeet Kaur	Kho-Kho	Amritsar
42	Sarabjit	Kho-Kho	Amritsar

Table 5.3.3

Details of the participation in Sports Session 2015-2016

Sr. No.	Name of Participants	Event	Venue/Place/ Institution
1	Geeta	Basket Ball	Guru Nanak Dev University , Amritsar
2	Gurpreet Kaur	Basket Ball	Guru Nanak Dev University , Amritsar
3	Savita	Basket Ball	Guru Nanak Dev University , Amritsar
4	Manpreet Kaur	Basket Ball	Guru Nanak Dev University , Amritsar

5	Veena Devi	Basket Ball	Guru Nanak Dev University , Amritsar
6	Soni	Basket Ball	Guru Nanak Dev University , Amritsar
7	Seeta Rani	Basket Ball	Guru Nanak Dev University , Amritsar
8	Poonam	Basket Ball	Guru Nanak Dev University , Amritsar
9	Heena	Basket Ball	Guru Nanak Dev University , Amritsar
10	Harinder Kaur	Basket Ball	Guru Nanak Dev University , Amritsar
11	Himanshu	Basket Ball	Guru Nanak Dev University , Amritsar
12	Japinder Kaur	Basket Ball	Guru Nanak Dev University , Amritsar
13	Geeta	Net Ball	Guru Nanak Dev University , Amritsar
14	Gurpreet Kaur	Net Ball	Guru Nanak Dev University , Amritsar
15	Savita	Net Ball	Guru Nanak Dev University , Amritsar
16	Manpreet Kaur	Net Ball	Guru Nanak Dev University , Amritsar
17	Veena Devi	Net Ball	Guru Nanak Dev University , Amritsar
18	Soni	Net Ball	Guru Nanak Dev University , Amritsar
19	Seeta Rani	Net Ball	Guru Nanak Dev University , Amritsar
20	Poonam	Net Ball	Guru Nanak Dev University , Amritsar
21	Heena	Net Ball	Guru Nanak Dev University , Amritsar
22	Harinder Kaur	Net Ball	Guru Nanak Dev University , Amritsar
23	Himanshu	Net Ball	Guru Nanak Dev University , Amritsar
24	Japinder Kaur	Net Ball	Guru Nanak Dev University , Amritsar
25	Gurpreet Kaur	Korf Ball	Nagpur Stadium Senior National
26	Himanshu	Korf Ball	Nagpur Stadium Senior National
27	Heena	Korf Ball	Nagpur Stadium Senior National
28	Seeta	Korf Ball	Nagpur Stadium Senior National
29	Amanpreet Kaur	Kho-Kho	Guru Nanak Dev University, Amritsar
30	Kulwant Kaur	Kho-Kho	Guru Nanak Dev University, Amritsar
31	Sandeep Kaur	Kho-Kho	Guru Nanak Dev University, Amritsar
32	MANpreet Kaur	Kho-Kho	Guru Nanak Dev University, Amritsar
33	Simranjeet Kaur	Kho-Kho	Guru Nanak Dev University, Amritsar
34	Davinder Kaur	Kho-Kho	Guru Nanak Dev University, Amritsar
35	Hardeep Kaur	Kho-Kho	Guru Nanak Dev University, Amritsar
36	Baljinder Kaur	Kho-Kho	Guru Nanak Dev University, Amritsar
37	Jaspreet Kaur	Kho-Kho	Guru Nanak Dev University, Amritsar
37	Jaswant Kaur	Kho-Kho	Guru Nanak Dev University, Amritsar
38	Karanpreet Kaur	Kho-Kho	Guru Nanak Dev University, Amritsar
39	Tamanna	Kho-Kho	Guru Nanak Dev University, Amritsar
40	Navroop Kaur	Tug of War	Guru Nanak Dev University, Amritsar
41	Kamaljit Kaur	Tug of War	Guru Nanak Dev University, Amritsar
42	Gurpreet Kaur	Tug of War	Guru Nanak Dev University, Amritsar
43	Amandeep Kaur	Tug of War	Guru Nanak Dev University, Amritsar
44	Manpreet Kaur	Tug of War	Guru Nanak Dev University, Amritsar
45	Rajneet Kaur	Tug of War	Guru Nanak Dev University, Amritsar
46	Somi Kumari	Tug of War	Guru Nanak Dev University, Amritsar
47	Seeta Rani	Tug of War	Guru Nanak Dev University, Amritsar
48	Baljinder Kaur	Tug of War	Guru Nanak Dev University, Amritsar
49	Geeta	State Women Festival Tournament	Sangrur Stadium
50	Savita	State Women Festival Tournament	Sangrur Stadium
51	Veena Devi	State Women Festival Tournament	Sangrur Stadium
52	Somi Kumari	State Women Festival Tournament	Sangrur Stadium

53	Himanshu	State Women Festival Tournament	Sangrur Stadium
54	Seeta Rani	State Women Festival Tournament	Sangrur Stadium
55	Heena	State Women Festival Tournament	Sangrur Stadium
56	Geeta	Senior State Championship	Lovely Professional University, Jalandhar
57	Somi Kumari	Senior State Championship	Lovely Professional University, Jalandhar
58	Veena Devi	Senior State Championship	Lovely Professional University, Jalandhar
59	Gurpreet Kaur	Senior State Championship	Lovely Professional University, Jalandhar
60	Manpreet Kaur	Senior State Championship	Lovely Professional University, Jalandhar
61	Poonam	Senior State Championship	Lovely Professional University, Jalandhar
62	Seeta Rani	Senior State Championship	Lovely Professional University, Jalandhar
63	Himanshu	Senior State Championship	Lovely Professional University, Jalandhar
64	Heena	Senior State Championship	Lovely Professional University, Jalandhar
65	Geeta	District Level Tournament	Guru Nanak Stadium, Kapurthala
66	Somi Kumari	District Level Tournament	Guru Nanak Stadium, Kapurthala
67	Veena Devi	District Level Tournament	Guru Nanak Stadium, Kapurthala
68	Gurpreet Kaur	District Level Tournament	Guru Nanak Stadium, Kapurthala
69	Manpreet Kaur	District Level Tournament	Guru Nanak Stadium, Kapurthala
70	Poonam	District Level Tournament	Guru Nanak Stadium, Kapurthala
71	Seeta Rani	District Level Tournament	Guru Nanak Stadium, Kapurthala
72	Himanshu	District Level Tournament	Guru Nanak Stadium, Kapurthala
73	Heena	District Level Tournament	Guru Nanak Stadium, Kapurthala
74	Geeta	Senior State Tournament	Ludhiana Stadium
75	Savita	Senior State Tournament	Ludhiana Stadium
76	Gurpreet Kaur	Senior State Tournament	Ludhiana Stadium
77	Manpreet Kaur	Senior State Tournament	Ludhiana Stadium
78	Veena Devi	Senior State Tournament	Ludhiana Stadium
79	Somi Kumari	Senior State Tournament	Ludhiana Stadium
80	Seeta Rani	Senior State Tournament	Ludhiana Stadium

81	Himanshu	Senior State Tournament	Ludhiana Stadium
82	Heena	Senior State Tournament	Ludhiana Stadium
83	Geeta	Shaheed Bhagat Singh Tournament (Punjab Cup)	Ludhiana Stadium
84	Savita	Shaheed Bhagat Singh Tournament (Punjab Cup)	Ludhiana Stadium
85	Gurpreet Kaur	Shaheed Bhagat Singh Tournament (Punjab Cup)	Ludhiana Stadium
86	Manpreet Kaur	Shaheed Bhagat Singh Tournament (Punjab Cup)	Ludhiana Stadium
87	Veena Devi	Shaheed Bhagat Singh Tournament (Punjab Cup)	Ludhiana Stadium
88	Somi Kumari	Shaheed Bhagat Singh Tournament (Punjab Cup)	Ludhiana Stadium
89	Seeta Rani	Shaheed Bhagat Singh Tournament (Punjab Cup)	Ludhiana Stadium
90	Himanshu	Shaheed Bhagat Singh Tournament (Punjab Cup)	Ludhiana Stadium
91	Heena	Shaheed Bhagat Singh Tournament (Punjab Cup)	Ludhiana Stadium
92	Veena Devi	North Zone Tournament	Delhi

Table 5.3.4

Cultural activities:-

Institution arranges various cultural activities involving the students of all classes and streams to widen their horizon regarding cultural heritage, values, customs, folklore, folk songs, dances, traditional dresses and social life-style etc.

These activities help in socialization of the youth apart from the bookish knowledge. Following cultural activities are organized during the academic session along with the normal teaching work. The details of the students participation in cultural and extra-curricular activities is at **Q. 5.3.2**

- The Three Arts Club and other co-academic units offer following activities to students to participate in Inter College and University level competitions like debate, declamation

contest, quizzes, poetry recitation, elocution, acting (Play, Mimicry, Mono acting), dancing, solo & group dances, singing (group song, group shabad, solo-singing), painting(landscape, still life, sketching, cartooning), collage making, clay modeling, rangoli making, stitching, embroidery, crochet work, phulkari, day celebrations, group discussions etc..

- Through different co-academic units, students are involved in camps, field surveys, rallies, educational excursions, exhibitions, photography competitions, writing skills through literary competition, essay writing and tree plantation etc.
- The institution also involves the students in awareness programmes about Voters day, Earth Day, Women Day, Human Rights Day, Martyrdom Day, Environment Protection Day, Legal literacy Day, Yoga Day and AIDS awareness Day etc.

Thus the range is very wide and diverse natured, and helps in expanding their vision, unfolding their potential, dissipating their inhibitions and enriching their experiences.

Proposed activity calendar for the Academic session 2016-17

Sr. No	Activities	Time
		2016
1	Akhand Path of Shri Ramayan Path Ji	4th week of July
2	Talent Hunt(School & College)	30 th July/1 st Week of August
3	A Function by Nature Eco-Club	1 st Week of August
4	Blood donation camp/medical camp(by NCC/NSS/Red Cross/Red Ribbon Club	16 August
5	Activity by Student Service Club	Last week of October
6	Activity by Extension Activities Committee	1 st week November
7	Path of Sri Sukhmani Sahib ji	12 th November
8	Workshop by Staff-Academy	2017
		10 th January
9	Makar Sankranti celebrations	14 th January
10	Student Fest	29 th January
11	Annual Sports Day	11 th February
12	Activity by Student Legal Literacy Cell	Last Week of February
13	Inter-College competition (UMANG-2017)	11 th March 2017

Table 5.3.5

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.

Details of major student achievements in sports/games, co-curricular, extracurricular and cultural activities at different levels are given below:

Achievements in Sports/Games

Basket Ball

2012-2013

- The college team won 2nd position in NBA Tournament held at Ludhiana.
- The college team won 4th position in Reliance Tournament held at Ludhiana.
- The college team bagged 1st position in Women Festival Tournament held at Kapurthala.
- The college team bagged 2nd position in Women Festival Tournament held at Amritsar.
- The college bagged 3rd position in Inter College Tournament held at Guru Nanak Dev University, Amritsar.
- Ms. Geeta and Ms. Palak participated in North Zone Tournament held at Sonipat and bagged 3rd position.
- The College team won 3rd position in Open tournament held at Jarkhad, Ludhiana.
- The college team won 1st position in District Tournament held at Kapurthala.

2013-2014

- The college team won 1st position in 3rd Captain Dhothar Basketball Tournament held at Kapurthala.
- The college team got 3rd position in Inter College Tournament held at Guru Nanak Dev University, Amritsar.
- Ms. Gauri, Ms. Radhika, Ms. Geeta and Ms. Poonam participated in Women Festival Tournament held at Bathinda and bagged 4th Position.
- The College team won 3rd position in Senior State Tournament held at Jarkhad (Ludhiana).

2014-2015

- The college team won 3rd position in Inter College Tournament held at Guru Nanak Dev University, Amritsar.
- The college team won 1st position in District Tournament held at Kapurthala.
- Ms. Savita Rani and Ms. Somi participated in Women Festival Tournament held at Ludhiana and bagged 4th Position.
- Ms. Geeta and Ms. Veena participated in North Zone Tournament held at Kanpur and bagged 3rd Position.
- Ms. Geeta, Ms. Savita and Ms. Veena participated in tournament held at Chennai and got 3rd position.

2015-2016

- The college team bagged 1st position in District level tournament.
- The college team bagged 3rd position in Inter College tournament held at GNDU Amritsar.
- Ms. Geeta, Ms. Savita, Ms. Veena, Ms. Somi, Ms. Himanshu, Ms. Seeta and Ms. Heena participated in Women festival tournament held at Sangrur from 17th oct. To 19th oct. 2015 and baggad 4th position.

Tae-Kwando

2014-2015

- Ms. Satbir Kaur won 3rd position in North Zone Championship held at New Delhi.
- Ms. Satinder Kaur won 3rd position in Inter College Tournament held at Guru Nanak Dev University, Amritsar.

Tug of war

2012-2013

- The college team bagged 3rd position in Inter College Tournament held at Guru Nanak Dev University, Amritsar.

Kabaddi

2012-2013

- The college team won 3rd position in District Tournament held at Kapurthala.

2014-2015

- The college team got 4th position in Inter College Tournament held at Guru Nanak Dev University, Amritsar.
- The college team won 1st position in District Tournament held at Kapurthala.

Kho-Kho

2012-2013

- The college team got 4th position in Inter College Tournament held at Guru Nanak Dev University, Amritsar.

2013-2014

- The college team got 4th position in Inter College Tournament held at Guru Nanak Dev University, Amritsar.

2014-2015

- The college team got 3rd position in Inter College Tournament held at Guru Nanak Dev University, Amritsar.

2015-2016

- The college team won 4th position in inter-college tournament held at Guru Nanak Dev University, Amritsar.

Athletics

2013-2014

- Ms. Komalpreet Kaur bagged 4th position in 200 mtrs race in Inter College Tournament held at GNDU, Amritsar.

Major Student Achievements in Cultural Activities for the last Four Years The college won **OVERALL CHAMPIONSHIP TROPHY** in Zonal Youth Festival of Guru Nanak Dev University, Amritsar for the session 2009-2010, 2010-2011, 2011-2012, 2012-2013, 2013-2014, and won first Runner-Up trophy in session 2014-2015 and 2015-2016.

- College students won **first position in Phulkari**, in inter-zonal youth festival of Guru Nanak Dev University, Amritsar, Session 2010-2011.
- College students won **third position in Folk Dance**, in inter-zonal youth festival at Guru Nanak Dev University, Amritsar, Session 2014-2015

Details of Student Achievers in Zonal Youth Festival from 2012-2016

2012-2013

Sr. No	Item	Name	Position
1	Classical vocal	Ms. Gurjinder Kaur	3 rd
2	Kavishri	Ms. Harmeet Kaur, Ms. Hardeep Kaur , Ms. Paramjit Kaur	1 st
3	Geet/Gazal	Ms. Jaswinder Kaur	1 st
4	Folk Song	Ms. Jaswinder Kaur	2 nd
5	Group Shabad	Ms. Jasbir Kaur , Ms. Gurjinder Kaur, Ms. Navjot Kaur, Ms. Ranjit Kaur, Ms. Jaswinder Kaur Ms. Jaspinder Kaur	2 nd
6	Group Song Indian	Ms. Jasbir Kaur, Ms. Lovepreet Kaur, Ms. Navjot Kaur, Ms. Gurjinder Kaur, Ms. Jaswinder Kaur, Ms. Bimla Hembrom	1 st
7	Vaar Gayan	Ms. Paramjit Kaur, Ms. Harjit Kaur	2 nd
8	Folk Orchestra	Ms. Jatinder Kaur, Ms. Harmeet Kaur, Ms. Hardeep Kaur, Ms. Loveleen Kaur, Ms. Simranjot Kaur, Ms. Manpreet Kaur, Ms. Amandeep Kaur , Ms. Harjit Kaur, Ms. Japreet Kaur	1 st
9	Western Vocal	Ms. Jaswinder Kaur	3 rd
10	Western G.Song	Ms. Jasbir Kaur, Ms. Lovepreet Kaur, Ms. Navjot Kaur, Ms. Amandeep Kaur, Ms. Jaswinder Kaur, Ms. Bimla Hembrom	2 nd
11	One Act Play	Ms. Daljit Kaur, Ms. Amandeep Kaur, Ms. Mahima Bhatia, Ms. Harpreet Kaur, Ms. Jasmeet Kaur, Ms. Shvinder Kaur, Ms. Amritpal Kaur, Ms. Tara Rani, Ms. Amanjot Kanojia	1 st
12	Fancy Dress	Ms. Paramjit Kaur	2 nd
13	Skit	Ms. Navpreet Kaur, Ms. Shivani Bhutani, Ms. Pramjit Kaur, Ms. Ranjit Kaur, Ms. Ramanjit Kaur, Ms. Prabhjot Kaur	2 nd
14	Mime	Ms. Navpreet Kaur, Ms. Sanjana, Ms. Shivani Bhutani, Ms. Ranjit Kaur, Ms. Paramjit Kaur, Ms. Ramanjit Kaur	1 st
15	Mimicry	Ms. Paramjit Kaur	2 nd
16	Elocution	Ms. Kirat Kaur	1 st
17	Debate	Ms. Gurpreet Kaur and Ms. Deepika Sharma	1 st
18	Quiz	Ms. Rajwinder Kaur, Ms. Manpreet Kaur, Ms. Prabhjot Kaur	2 nd
19	Painting(on the spot)	Ms. Mittu Tudu	1 st
20	Cartooning	Ms. Manpreet Kaur	3 rd
21	Poster Making	Ms. Rajwant Kaur	1 st
22	Collage	Ms. Ramandeep Kaur	2 nd

23	Clay Modeling	Ms. Kawaljit Kaur	3 rd
24	Rangoli	Ms. Manpreet Kaur	1 st
25	Gidha	Ms. Manpreet Kaur, Ms. Pooja, Ms. Preety, Ms. Rupinder Kaur, Ms. Rekha, Ms. Varinder Kaur, Ms. Ms. Sandeep Kaur, Ms. Navneet Kaur, Ms. Mandeep Kaur, Ms. Sonampreet Kaur, Ms. Kamalpreet Kaur	3 rd

Table 5.3.6

2013-2014

Sr. No	Items/Events	Name of the Participant	Position
1	Poster Making	Ms. Rajwant Kaur	1 st
2	Clay Modeling	Ms. Kawaljit Kaur	1 st
3	Mime	Ms. Harpreet Kaur, Ms. Daljit Kaur, Ms. Pawandeep Kaur, Ms. Madhvi Arora, Ms. Gunjan, Ms. Rajvir Kaur	1 st
4	Landscape	Ms. Sandeep Kaur	1 st
5	Collage Making	Ms. Ramandeep Kaur	1 st
6	Installation	Ms. Manpreet Kaur, Ms. Navjeet Kaur, Ms. Gurpreet Kaur, Ms. Manpreet Kaur	1 st
7	Phulkari	Ms. Kulbir	1 st
8	Group Shabad	Ms. Ranjit Kaur, Ms. Gurjinder Kaur, Naina, Ms. Palak, Ms. Nitika Rana, Ms. Manpreet Kaur	1 st
9	Folk Orchestra	Ms. Harmeet Kaur, Ms. Amandeep Kaur, Ms. Simranjot Kaur, Ms. Manpreet Kaur, Ms. Amandeep Kaur, Ms. Mikhila Anand, Ms. Deepika, Ms. Sarabjeet Kaur, Ms. Shubhleen Kaur	1 st
10	Folk Dance	Ms. Mamta, Ms. Neha, Ms. Navjot Kaur, Ms. Sonia, Ms. Baljeet, Ms. Simranjeet Kaur, Ms. Sandeep, Ms. Lovepreet, Ms. Jaspreet, Ms. Reena	1 st
11	Rangoli	Ms. Anu	1 st
12	Cartooning	Ms. Manpreet Kaur	2 nd
13	Poetical Symposium	Ms. Sonia	2 nd
14	Giddha	Ms. Navreet Kaur, Ms. Rupinder Kaur, Ms. Mandeep Kaur, Ms. Gurpreet Kaur, Ms. Sukhjinder Kaur, Ms. Nisha Ladda, Ms. Kamaljit Kaur, Ms. Parminder Kaur, Ms. Amandeep Kaur, Ms. Amandeep Kaur, Ms. Parampreet Kaur, Ms. Roop Kanwal Kaur,	2 nd
15	Skit	Ms. Amanjot Kanojia, Ms. Baljinder Kaur, Ms. Amarjit Kaur, Ms. Gurpreet Kaur, Ms. Jasmeet Kaur, Ms. Prabhjot Kaur	2 nd
16	Group Song	Ms. Ranjit Kaur, Ms. Lovepreet Kaur, Ms. Palak, Ms. Naina, Ms. Vishali Sharma, Ms. Gurjinder Kaur	2 nd
17	Vaar Gayan	Ms. Sarabjeet Kaur, Ms. Gurpreet Kaur	2 nd
18	Kavishri	Ms. Harmeet Kaur, Ms. Sarabjeet Kaur, Ms. Manbir Kaur	2 nd
19	Western Solo	Ms. Palak	3 rd
20	Folk Song	Ms. Manpreet Kaur	3 rd
21	Classical Instrument Non Percussion	Ms. Mahima Bhatia	3 rd
22	Classical Vocal	Ms. Manpreet Kaur	3 rd
23	Debate	Ms. Rashmi Sood and Ms. Gurpreet Kaur	3 rd

24	Mimicry	Ms. Gurpreet Kaur	3 rd
25	Quiz	Ms. Saloni, Ms. Himani, Ms. Sandeep	3 rd

Table 5.3.7

2014-15

Sr. No	Items/Events	Name of the Participant	Position
1	Poster Making	Ms. Anupam Atwal	1 st
2	Cartooning	Ms. Manpreet Kaur	1 st
3	Clay	Ms. Kawaljit Kaur	2 nd
4	On the spot Painting	Ms. Sandeep Kaur	1 st
5	Installation	Ms. Navjeet Kaur, Ms. Amandeep Kaur, Ms. Gurpreet Kaur, Ms. Manpreet Kaur	2 nd
6	Collage Making	Ms. Gurjeet Kaur	1 st
7	Rangoli	Ms. Anupam Atwal	1 st
8	Phulkari	Ms. Kulbir Kaur	1 st
9	Quiz	Ms. Sharanjeet Kaur, Ms. Saloni Arora, Ms. Arzoo	1 st
10	One Act Play	Ms. Tara Rani, Ms. Kulwinder Kaur, Ms. Harpreet Kaur, Ms. Baljinder Kaur, Ms. Rupinder Kaur, Ms. Kiranpreet Kaur, Ms. Parminder Kaur, Ms. Manpreet Kaur, Ms. Akanksha Sharma	1 st
11	Giddha	Ms. Navreet Kaur, Ms. Sukhjinder Kaur, Ms. Amandeep Kaur, Ms. Parminder Kaur, Ms. Parampreet Kaur, Ms. Komalpreet Kaur, Ms. Dilpreet Kaur, Ms. Gurpreet Kaur, Ms. Nisha Ladda, Ms. Navpreet Kaur, Ms. Prabhjot Kaur, Ms. Rupinder Kaur	2 nd
12	Skit	Ms. Gurpreet Kaur, Ms. Amarjit Kaur, Ms. Subah, Ms. Priya, Ms. Prabhjot Kaur, Ms. Mandeep Kaur	1 st
13	Fancy Dress	Ms. Mandeep Kaur	3 rd
14	Mime	Ms. Gurpreet Kaur, Ms. Dolly, Ms. Mamta, Ms. Inderpal Kaur, Ms. Dhaliwal, Ms. Pinky Devi, Ms. Amita Sethi	2 nd
15	Folk Dance	Ms. Sonia, Ms. Simranjeet Kaur, Ms. Jaspreet Kaur, Ms. Monika, Ms. Navjot Kaur, Ms. Kajal, Ms. Neha Rani, Ms. Loveleen Kaur, Ms. Pawanpreet Kaur, Ms. Lovepreet Kaur	1 st
16	Western Solo	Ms. Palak	1 st
17	Classical Vocal	Ms. Manpreet Kaur	3 rd
18	Classical Inst.(NP)	Ms. Mahima	2 nd
19	Group Song(Indian)	Ms. Vishali, Ms. Palak, Ms. Navdeep, Ms. Naina, Ms. Baljeet Kaur, Ms. Manpreet Kaur	1 st
20	Western Group Song	Ms. Palak, Ms. Vishali, Ms. Amandeep Kaur, Ms. Naina, Ms. Komaljeet Kaur, Ms. Manpreet Kaur	1 st
21	Group Shabad	Ms. Naina, Ms. Navdeep, Ms. Baljeet Kaur, Ms. Rupinder Kaur, Ms. Komaljeet Kaur, Ms. Manpreet Kaur	3 rd
22	Kavishri	Ms. Rupinder Kaur, Ms. Navdeep Kaur, Ms. Sarabjeet Kaur	2 nd
23	Folk Orchestra	Ms. Amandeep Kaur, Ms. Sarabjeet Kaur, Ms. Amandeep Kaur, Ms. Deepika, Ms. Mikhila, Shubleen Kaur, Ms. Mahima, Ms. Babusha, Ms. Gunjan	1 st

Table 5.3.8

2015-2016

Sr. No	Items/Events	Name of the Participant	Position
1	Group Song	Ms. Navdeep Kaur, Ms. Palak, Ms. Vishali, Ms. Manpreet, Ms. Naina, Ms. Amandeep	1 st
2	Western Group Song	Ms. Komaljeet, Ms. Palak, Ms. Vishali, Ms. Mannpreet, Ms. Naina, Ms. Amandeep	1 st
3	Kavishri	Ms. Harjit, Ms. Pooja, Ms. Sarabjit	2 nd
4	Classical Instrumental(NP)	Ms. Mahima	3 rd
5	Painting	Ms. Neeraj Bala	1 st
6	Clay Modelling	Ms. Malika	2 nd
7	Vaar Gayan	Ms. Harjit, Ms. Pooja	3 rd
8	Cartooning	Ms. Lovepreet	1 st
9	Folk Orchestra	Ms. Amandeep, Ms. Mikhila, Ms. Deepika, Ms. Mahima, Ms. Sarabjit, Ms. Gunjan, Ms. Shubleen, Ms. Itti, Ms. Manpreet	3 rd
10	Collage	Ms. Ramneek Kaur	1 st
11	Rangoli	Ms. Ravina	2 nd
12	Photography	Ms. Davinder Kaur	3 rd
13	Gidha	Ms. Dilpreet Kaur, Ms. Rajbir Kaur, Ms. Gurpreet Kaur, Ms. Manpreet Kaur, Ms. Komalpreet Kaur, Ms. Navpreet Kaur, Ms. Amanpreet Kaur, Ms. Gurpreet Kaur, Ms. Gaganpreet Kaur, Ms. Parampreet Kaur, Ms. Nisha Ladda, Ms. Manpreet Kaur, Ms. Navnit Kaur	3 rd
14	Phulkari	Ms. Kulbir Kaur	1 st
15	Installation	Ms. Gurpreet Kaur, Ms. Hardeep Kaur, Ms. Rajvir Kaur, Ms. Sandeep Kaur	2 nd
16	Skit	Ms. Gurpreet, Ms. Priya, Ms. Amarjit Kaur, Ms. Kiranpreet Kaur, Ms. Kulwinder Kaur, Ms. Rupinder Kaur	2 nd
17	Mime	Ms. Amita Sethi, Ms. Priya, Ms. Amarjit Kaur, Ms. Rashmi Sood, Ms. Gurpreet Kaur, Ms. Amandeep Kaur	1 st
18	Quiz	Ms. Kiranpreet Kaur, Ms. Supreet Kaur, Ms. Amandeep Kaur	2 nd
19	Debate	Ms. Gurjeet Kaur, Ms. Kiranpal Kaur	2 nd
20	Poem	Ms. Anshula	2 nd
21	Folk Song	Ms. Harjit Kaur	2 nd

Table No. 5.3.9

Students Achievers in Inter-College competitions & Contests (2013-2016)

2013-2014

- Ms. Rajwant Kaur and Ms. Manpreet Kaur won 2nd prize in Color Me up in SYMPHONIC 2014 at KCL Institute of Management & Technology, Jalandhar on 21st Feb, 2014
- Ms. Rajwinder Kaur and Ms. Anu won 2nd prize in Play with Color in SYMPHONIC 2014 at KCL Institute of Management & Technology, Jalandhar on 21st Feb, 2014
- Ms. Harjit Kaur and Ms. Kawaljeet Kaur won 2nd prize in Make me Pretty in SYMPHONIC 2014 at KCL Institute of Management & Technology, Jalandhar on 21st Feb, 2014

- Ms. Sarbjeet Kaur and Ms. Gurpreet Kaur won 1st prize in Vaar Gayan in Inter College Competition held at All India Cultural Association, Kartarpur on 8th & 9th Feb, 2014.
- Ms. Sarabjeet Kaur and Ms. Harmeet Kaur won 2nd prize in Kavishri in Inter College Competition held at All India Cultural Association, Kartarpur on 8th & 9th Feb, 2014.
- Ms. Gurpreet Kaur won 2nd prize in Mimicry in Inter College Competition organized by All India Cultural Association, Kartarpur on 8th & 9th Feb, 2014.
- The College won 1st prize in News Paper Making Competition in Inter College Competition held at HMV College, Jalandhar On Feb 25, 2014.
- Ms. Rajwant Kaur and Ms. Neeraj won 1st prize in Poster Making Competition in Inter College Academic and Cultural Festival at Lyallpur Khalsa College, Jalandhar, on March 02nd, 2014
- Ms. Mittu won 1st prize in Painting Competition in Inter College Academic and Cultural Festival at Lyallpur Khalsa College, Jalandhar, on March 02nd, 2014
- Ms. Kawaljit Kaur won 1st prize in Cartooning in Inter College Academic and Cultural Festival held at Lyallpur Khalsa College, Jalandhar, on March 02nd, 2014

2014-2015

- The College got 3rd position in Inter College Quiz Competition held at Babe Nanki University College, Mithra.
- Ms. Navroop Kiran got First prize in Literary Quiz Competition held at Virsa Vihar.
- The College got 1st prize in Clay Modelling, 3rd prize in Landscape Painting and Cartooning in Inter College youth festival at Doaba College, Jalandhar.
- The College got 3rd position in Life Drawing Competition held at Namdev Bhawan, Jalandhar.
- The College won 2nd position in Skit in Inter College Competition held at Kamla Nehru College, Phagwara.
- The College won Runners Up trophy at Inter College Competition “Colors” at CT Institute, Jalandhar.
- The College won 1st prize in Street Play and 2nd prize in Master Play in Inter College Competition at Regional Campus, Jalandhar.
- The College won 1st prize in Street Play and 2nd prize in Poster Making in Inter College Competition at Apeejay Institute of Management, Jalandhar.
- The College won 1st prize in Fresh Flower Arrangement and 1st prize in Institutional Activities in Flower Show Competition by Science City, Kapurthala.

2015-2016

- Ms. Gurpreet Kaur of BA-Vth Semester won 1st prize in Pot Making competition held at CT Institute, Jalandhar on 29th and 30th January 2016.
- The college won first Prize in Fresh Flower Arrangement competition held at CT Institute, Jalandhar on 29th and 30th January 2016.

- The college won Second Prize in Business Plan competition held at CT Institute, Jalandhar on 29th and 30th January 2016.
- The college won Second Prize in Ad –Mad show competition held at CT Institute, Jalandhar on 29th and 30th January 2016.
- The college won Third Prize in Folk Dance competition held at CT Institute, Jalandhar on 29th and 30th January 2016.
- The college won Third Prize in Rangoli competition held at CT Institute, Jalandhar on 29th and 30th January 2016.
- Ms. Komalpreet Kaur got Punjaban Mutiyaar award from International Cultural Fair organized by Sadhu Singh Hamdard Virasti Mela held at Virsa Vihar Kapurthala on 18th Feb 2016.
- Ms. Gurpreet Kaur and Ms. Navpreet Kaur won title of Suchachi Mutiar and Taur Punjaban di in International Cultural Fair organized by Virsa Vihar Kapurthala on 18th Feb 2016.
- The college won second position in Skit in JANTA College, Kartarpur on 11th February 2016.
- The college got first position in Nukkad Natak, Debate and Ad–Mad show competition held at APPEJAY Technical Institute Jalandhar on 19th Feb 2016.

Student Participation And Achievements in Extra-curricular activities At Inter-College, State and District Level

NCC

- Our cadets got 1st prize in Line Area, Solo Dance, Obstacle and Dril and 2nd prize in Cross Country during CATC Camp Activities from 14 Oct 2012 to 23 Oct 2012.
- From 7th Nov, 2013 to 16th Nov, 2013- NCC's 19 Cadets attended Combined Armed Training Camp and participated in various activities. They won 1st prize in Line Area and Essay writing and won 2nd Prize in Debate.
- 22 Cadets attended a 10 day Camp held at Jandiala (Jalandhar Cantt) from 1st August 2014 to 10th August 2014, in which they got different positions. 2 cadets won 1st prize in Solo Dance, 1 cadet got **Overall Best Cadet** prize, 1 cadet got Best Cadet Prize and 1 cadet donated blood.
- Our cadet Ms. Rajdeep was selected for high jump and 400 meter race at KMV Jalandhar

NSS

- NSS unit organized a talk on Teachings and Preaching of Swami Vivekananda on 7th August 2015 and a talk on Independence Day was also given on the same day.
- Students took an oath on 20th August 2015 on the occasion of 'Sadbhawna Diwas' to promote communal harmony.

- National Voter Day was celebrated on 25th Jan 2016. A talk was delivered by Ms. Suresh Sharma, Associate Professor, and Department of Punjabi on the topic ‘Significance of the Right to Vote for students’.

Red Cross Unit

- Ms. Gurpreet Kaur and Ramandeep Kaur got 3rd prize in Group Discussion and Declamation contest respectively in Red Cross Training Cum study camp by Punjab Red Cross Society at Haridwar during the session 2012-2013.
- Ms. Heena got Best Volunteer prize in Red Cross Training cum study camp by Punjab Red Cross Society at Haridwar during the session 2012-2013.

Red Ribbon Club

See its activities at **Q. 3.6.4.**

Nature Eco Club

See its activities at **Q. 3.6.4.**

Student Service Club

See its activities at **Q. 3.6.4.**

Students’ participation and achievements in Co-curricular activities organised by Subject based associations and units

Munshi Prem Chand Sahitya Sabha

This Sahitya Sabha of Hindi Department is in action since the beginning. Every year it organized seven days program with different events to promote the use of Hindi Language in our daily life. This year too in the month of September this association organized following events in which the students participated.

- Meri Bhasha Hindi
- Maulik Hindi Lekhan
- Quiz
- Slogan competition
- Hand writing competition.

To apprise the new generation with rich cultural heritage of India, a book titled ‘**Hamari Dharohar**’ was published, depicting subtle values enshrined in Indian scriptures.

- A one day workshop regarding career counseling was organized by the department to discover the new horizons in the field of Hindi Language and Literature on 14 Sept, 2013. Dr. Harmahinder Singh Bedi, Professor and Head, Department of Hindi, Guru Nanak Dev University Amritsar addressed the students.
- The students of the department went to Doordarshan Kendra, Jalandhar- A Hindi Play “Sone Ke Frame Wala Chashma” was enacted by the students of the department in Doordarshan campus on 10th March, 2016.

Sukhmani Sahit Sabha

Sukhmani Sahit Sabha of Punjabi Department arranged a holy path of Sri Sukhmani Sahib, a religious book and arranged ‘Guru Ka Langar’ (community lunch) for faculty, staff and guests, thus strengthening communal harmony in the college.

- Keerat Kaur of B.Com (P)-II participates in Declamation Contest on theme Female Feoticide organized by Sant Prem Singh Karamsar College, Begowal and was placed at first place. She was honoured with a cash prize of Rs.5000/.
- On 15 Sept 2014, a seminar was organised by Punjabi department and Dr. Jagbir Singh delivered a talk on topic “Concept of Myth in Gurbani”
- Baljeet Kaur B.A VI Sem got the Ist Position in Inter College Declamation Competition held at Sant Hira Dass College, Kala Sanghain on March 2016.

Business Forum

- During the session 2013-2014, Business Forum organized a talk on relevance of Accounting Software for the up gradation of Commerce students in present era.
- A practical workshop was organized on 4th Nov 2014 statistical software-SPSS by NIIT campus Jalandhar.
- On 13th Feb 2015, a seminar was organized on ‘How to stay positive in Tough Competition’.
- On 26th Feb 2015, students participated in Inter College Competition held at GNDU Regional Campus, Jalandhar and won 2nd prize in Master Plan.
- Students participated in Inter College Competition held at CT institute, Jalandhar and students got 2nd position in Business Plan.
- Students participated in Inter College Competition held at APJ college of Management and technology and students got 1st position in AD-MAD show.
- Inter college Competition Umang 2016 held on 4th march 2016 in our college. Students of Commerce department participated in choreography, Ad mad show and Business Plan. In Ad mad show students got 1st prize, in choreograph got appreciation award.
- Students of M. Com 2nd Sem attended SPSS workshop held on 16th April 2016 in college campus.

IT Forum

- A seminar was organized on Ethical Hacking during on 6th and 7th sept 2012, delivered by Mr. Harpreet Khattar, Mr. Kshitij Adhlakha, Secugenious Security Solutions, and Ludhiana.
- A seminar was organized on Graphics and Web, 3D Animation & visual effects during 2013-2014 and a talk was delivered by Mr. Japinder Singh, Mr. Amit, Mr. Himanshu from OXL School of Multimedia, Jalandhar.
- A seminar was organized on Android, C++, Java during 2014-2015 and a talk was delivered by Mr. Amit from Dreamweavers From Jalandhar.

- A seminar was organized on Vedic Mathematics on 2014-2015 and the students were addressed by Mr. Rohit Verma, Mrs. Kanchan Expert, Mathematical Techniques APJ College of Mgt. & IT, Jalandhar.
- On 26th Feb 2016 a job fest organized by Aryan Group of institutions, Chandigarh with collaboration of 102 companies related to various IT sectors at different locations in India. From our department, 24 students participated in same and all were selected for next level/ call for interview.
- Seminar on “HTML” and “ASP.net” was organized by IT department. The speakers were from Bir Infosys, Kapurthala. Students got skills of HTML and ASP. Net.
- 29 March, 2016 Seminar was organized on “Mobile Applications Development” by Lovely Professional University, Phagwara. Students of MSC (IT) II AND IV Semester participated and grasped the skills related to Android based applications given by experts over there.

Three Arts Club

To promote artistic skills and to explore the potential of talented students, “Three Arts Club” of Music department remains in action throughout the session. Following Activities were organized by the club:

- On 25th Jan 2014, Music department organized a seminar on the topic ‘Vartman Samaj Ka Sangeet Ke Prati Drishatikon’.
- Basant Panchami Fest was celebrated by Music department. Students of BA 3rd year presented Drut Khayal of Rag Basant on 4th Feb 2014.
- On 8th Feb 2014, students of department presented a group folk song on Sports day.
- On 8th and 9th Feb 2014, students participated in Vaar Gyan and Kavishri Gayn organized by Indian Cultural Association Kapurthala and got 1st position in Vaar Gayn and 2nd position in Kavishri Gayn.
- On 13th Feb 2014, students presented a group Bhajan.
- On 7th Feb 2015, member of club presented a Folk Song on Sports day.
- On 5th Feb 2015, Rupinder Kaur participated in Folk Song Competition at CT group of institutions, Jalandhar.
- Navdeep Kaur participated in Rap Competition at Regional Centre, GNDU campus, Ladewali Jalandhar.

Social Sciences Association

This association is the common forum for the students of Political Science, Philosophy, Public Administration, Sociology and History. It provides an opportunity for expert talks on burning issues of social significance, awareness, orientation and for celebration of national days.

- On 17th August 2013, department conducted a debate and declamation contest in Debate. Navnit Kaur got 1st position and Ravneet Kaur got 2nd position. In declamation contest, Prabhjot Kaur and Manjit Kaur got 1st and 2nd position respectively.

- On 23rd August 2014, Declamation and Poetical contest were arranged by the college involving the students from different classes and Dr. Sukhwant Singh Professor of GNDU Amritsar was the chief guest.
- On 27th Sept. 2014, a seminar was organized on the topic ‘The Teachings of Swami Vivekanand and Youth Class’.
- An Extension talk was organized on 4th sept 2015 and Dr. Chander Kanta delivered a lecture on the topic ‘Importance of Social Sciences Subjects in Modern Era and Involvement of Kapurthala in World War I’.
- On 15th Feb 2016, a talk was delivered by Dr. Vishnu Bhagwan from Choudhary Devi Lal University, Sirsa on the topic of ‘Good Governance: Issues and Challenges’.

Home science and Fashion Designing Association

This association provides a healthy atmosphere to students for out letting multi-natured tastes and skills.

- Every year, on Students Fest, a Designers Exhibition is arranged by the students of Fashion Designing department. The Exhibition, containing different sections like kids wear, party wear section for kids, ethnic wear, night wear, Punjabi suits for teenagers, remains the centre of attraction on that day. The garments are prepared by the students of Fashion Designing department under the guidance of their teachers. Apart from this, various handicrafts, house hold items made by students of Fashion Designing Department are also displayed and sold.
- A sale counter is also set up by the department to instil the spirit of self-employment in the students and to generate some funds for the college.

Any other

Some efforts made by the institution to inculcate moral and social values

The Most important Goal is to infuse cultural heritage in new generation specially the girls who are endowed with unique qualities of toleration and compassion to sustain the society and the nation.

- **Havans** are solemnized regularly in the beginning & end of the session and on every Sankranti, to apprise the students with its spiritual impact.
- Another healthy practice of **Morning Assembly** daily after third period doing wonderfully to strengthen nationalistic values among the students, begins with the recitation of prayer to almighty and ends with the national anthem. Here, students and teachers share their lofty thoughts thus giving good thoughts for a good and a strong character.

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

A healthy and a strong practice is working to get observations and feedback from the graduates of the institution through different modes.

- Convocation is the occasion when all graduates assemble to receive their degrees. On this occasion, they fill a feedback sheet to convey their mind, experiences, comments and suggestion regarding its academic programmes, co-academic activities & events, learning environment, student support services and infrastructural facilities etc. to improve the overall functioning of the institution.
- This sheet is a comprehensive Performa and brings a lot of food to review and to improve.
- The members of alumnae association give their opinions, narrate their experiences as students in the college and point out the weaknesses and appreciate the strengths of the institution. They also express their views about the changing requirements of the society and desire that the college should keep pace with changing expectations of the learners by adding some more courses, short term diplomas and new personality development programmes.
- Some of the graduates and postgraduates get employment in the college and they give feedback regarding their teaching-learning experience in staff meetings and during their interaction with principal, colleagues and members of the Managing Committee.
- The outside employers, who have employed our students, meet the principal, members of the governing body & the faculty, whenever they get an opportunity, and share their experiences regarding their employees graduated from this college.
- Institution is responsive to the feedback obtained from the graduates as well as employers which is significant and purposeful for the educational journey of the college. The same is incorporated and put into practice while planning for new policies, changes or improvements in future.

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

Getting higher education is incomplete without developing communication skills among the students. Purposeful and flawless writing is an additional strength for a learner to out pass others in all competitions today.

Institution takes extra care to develop art of writing by providing different modes for expression and through inspirational talks.

College publishes its magazine 'Deepanya' annually. Students voluntarily contribute towards different sections of the magazine, in a language of their choice i.e. Hindi, Punjabi and/or English.

College makes efforts to encourage more involvement through its editorial board by offering them an opportunity to write editorials and articles, as student editors. Heads of Departments and teacher-editors, circulate an information to students to write articles which are creative, original and socially relevant for college magazine.

Student editors too, motivate their classmates to explore their potential to write good articles/stories/poems/book reviews etc. for college magazine.

Apart from the above, the department of English organizes literary competition annually that involves the total strength of the college to write something original and creative.

Different departments like Hindi, Punjabi and English arrange essay writing competitions to motivate the students to participate in writing – exercise and learn to express/communicate.

Even during morning assembly announcement is made for all the students to initiate writing. Staff helps in correction of such efforts to write.

Special efforts are made by department of Hindi to celebrate ‘Hindi Protsahan Saptah’, and the students are motivated to participate in literary competitions like Essay writing on important current issues, Life sketches of prominent literati of Hindi, Short stories, Poems and Quotation writing etc. Students are invited to express their views on Hindi Language on Display Board lying openly in college assembly grounds.

Writing for Wall-Magazine is another mode for communicating their thoughts, being practised by different departments. College students are motivated, persuaded and guided to contribute for college magazine Deepanya, an annual issue and Wall Magazines being brought out frequently by the departments of CS & IT, Commerce, Fashion Designing, Fine Arts and Journalism and Mass Communication. During the last five years, 300 students have contributed with their diverse natured material which is entertaining, informative, enthralling, spicy and knowledge enhancing.

The material given by students is multi-natured, i.e. News Views, short and long stories, critical and humorous articles, jokes, meaningful and theme based poems, their experiences about some journey/excursions, meetings, visits or any event attended.

Students are free to write in any language of their choice. Specially, the Wall Magazines are very colourful attempts because students show their styles, art of painting and sketching, handwriting and design while writing on the wall. Even news of the date, achievements of the department or the individual students are also depicted for the information of the readers. Future activities to be organised by the departments is also a part of their news.

Apart from the above, advanced learners are motivated to read books and write book reviews to develop their analytical skills through writing.

Students of Commerce department write script of Ad-Mad show and other stage performances in college and inter-college events.

Library committee involves the students in preparing catalogue for new arrivals in the college library.

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

Yes, a student council representing the student community is a body which is set-up every year after the admissions are over. It democratizes the functioning of the college as its

opinions are given a due weightage in policy formulation, decision making and project planning by college authorities.

Student council is composed of class representatives, two from each section of all the classes & streams, a head girl, two vice head girls and one class prefect from each class.

- A healthy and a democratic procedure is followed for electing head girl and a vice head girl.
- Head girl is always from the third year class.
- Interested students fill a nomination form describing their academic/co-academic achievements.
- Date to select head girl and vice head girl is intimated to all the students well in time. On a fixed day, all students assemble at a place decided by the Principal. The procedure works under the supervision of a committee of faculty members.
- The candidates introduce themselves highlighting their academic/co-academic profile, other interest and qualities to the assembled students. The faculties monitoring the whole procedures, observe and evaluate their public speaking skills.
- All students are to vote through a secret ballot. Then the votes are counted in the presence of interested candidates and committee members.
- Weightage is given to three aspects i.e. academic record, participation in co-curricular/extra-curricular fields during the previous years and number of votes scored.
- The student candidate getting the maximum marks is declared the head girl and the candidates getting second and third position are nominated as vice head girls of the college.

Student council is vested with following responsibilities:

- The members of student council give a feedback about teaching, infrastructure, students' behavior and requirements etc. in its periodical meetings.
- During Morning assembly/change of periods/college events/ functions etc., they maintain discipline within the college campus.
- They help in conveying the instructions of the Principal and the teachers to all the students for effective compliance.
- They bring the grievances of the learners to the notice of the college authorities.
- They do a surprise checking of the students' possessions or bags to stop them having any objectionable or indecent material.
- For all the activities of the student council, no extra fund or expenditure is required. If needed then it is incurred from college resources.
- If student's council members plan any program at their own, then that is a contributory activity.
- Student Council is well recognized and a popular unit among the students. All its members wear a special badge as an identity token. A group photograph of the Student Council is given a due place in college magazine 'Deepanya'.

Besides Student Council, another unit called **Student Welfare Committee** consisting of class prefects with the faculty members whose names are proposed by students, works actively to meet students' demands for a student centric environment. It also represents all the classes. It has an access to college highest authorities thus making the system student oriented.

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

Students have been given an adequate representation in various academic and administrative bodies of the college. The detail of the academic and administrative bodies having student representation is as under:

Vidyalya Vikas Parishad works through students in different subcommittees i.e. Assembly Sub-Committee, Campus Cleanliness Committee, Surprise Check Committee, Discipline Committee, Environment Committee, Hostel Mess Committee, Thought of the Day Committee, Canteen Committee and Infrastructural committee. Each sub-committee works under one teacher in-charge and is assigned different activities.

Prefectorial Board, consisting of the students from different classes works to persuade the authorities for introducing some progressive programmes for the students and also for redressing their grievances.

Prefects from all classes are active members of the Student Welfare Committee.

Head Girl and Vice Head Girl of the college are given representation in IQAC of the college.

The Editorial board of the annual magazine 'Deepanya' gives representation to students in each of its sections.

Students are represented as volunteers, cadets and members in N.S.S units, N.C.C unit and Red Ribbon club of the college.

Students are associated with **library and book bank committee** enriching the book bank every year and extending volunteer services for the maintenance of the library.

Students also get representation in Women Cell of the college.

It is the students who form the membership of all subject based associations and societies. It comprises HOD as teacher in-charge, other faculty of the department, students as president, vice president & secretary and other student members.

A special Committee is formed to operate the financial aid scheme for needy students, named 'Poshita- Girl Adoption Scheme for Higher Education'. Head girl of the college as student representative is one of the member of the committee.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The College has developed a strong network with its alumnae and former faculty. With the help of social networking sites, college remains in touch with the alumnae.

The Alumnae Association arranges meets and re-union days for old students, in college premises where all management members, Principal and faculty interact with alumnae members on different matters regarding institutional projects and plans.

College invites alumnae for various functions, requests them to give some counselling talks to students, spare some time to take classes, if eligible, in case of regular faculty going on leave, to sponsor some scholarships for needy students and financial aids to needy students.

Advice and suggestions of the distinguished alumnae are given due consideration by college authorities.

Former faculty is given due regard and recognition while contemplating current plans and projects or developmental activities.

A strong network with former faculty has developed a healthy environment for contributing traditional values to the young teachers holding anchors of institutional ship.

Some of the former faculty members are associated with the managing committee of the college as Smt. Gulshan Yadav (Ex Principal), rendered her services as a Director, and now as a Secretary, Managing Committee, ,a convener of Academic subcommittee of Managing Committee, member of Appointment Subcommittee, Promotional Grade Sub-committee, a representative of College Managing Committee in IQAC, Staff Welfare Committee and college vision committee.

Mrs. Adarsh Parti, former faculty member from department of Music, has been rendering her services as a member of vision & advisory committee of the college, a member of general body, Managing Committee and now as a member of Executive committee and member of Academic Sub-committee of the Management.

Dr. Veena Dada and Mrs. Ramlesh Kanda, former faculty members of the college are the members of Vision & Advisory Committee of the college and are contributing valuable services for different projects.

Some of the former faculty members are contributing towards 'Poshita- Girl Adoption Scheme for Higher Education' a special fund to help the needy but brilliant students.

Former faculty members are invited for functions like Convocation, Prize Distribution, Student Fest, and Sports Day etc.

Some of the faculty members have been invited as resource persons for delivering talk to N.S.S volunteers, to faculty in faculty development programmes or to students for value-infusion and skill inculcation.

Some of the former faculty members have been awarded life-achiever awards after they left the institution, for their commendable services to college.

Even for admission drives their experience and guidance is sought to contact the parents and prospective students.

Any other relevant information regarding Student Support and Progression which the college would like to include.

Student support and progression become meaningful only when the system takes care of their internal strength and a strong character, equip them with finer values of life resulting in an integrity and unwavering mind.

Character building of the students is the strongly focused consideration.

The college has developed a network of healthy practices to infuse fine and noble values among the students.

- Some special awards are instituted to appreciate the qualities like honesty, simplicity, truthfulness, punctuality, volunteering for services, etiquettes and hard work among the students.
- A code of conduct and a dress code for two days in a week are specified for the students, to avoid distraction from the studies, so that students may concentrate on studies and self-growth. The same is communicated through the college prospectus
- Morning assembly is a forum to share good thoughts and ideas, inspiring their fellow students to be good human beings.
- Inauguration of the session with ‘Akhand Path of Sri Ram Chrit Manas’ and solemnization of Havan Yajanas, on every Sankranti, involving students and faculty. Students collectively recite the holy path of ‘Shri Sukhmani Sahib’ and prepare, serve & partake ‘Guru ka langar’. Such activities apprise the students with the rich Indian Cultural Heritage.
- ‘Dikshant Samkalap’ ceremony for graduates, who take an oath to use their knowledge for the welfare of others, with degrees in their hands making them selflessly committed to the cause of society.
- The office bearers & members of Student Council taking an ‘oath’ to use their capability and capacity to enhance the dignity and prestige of the college, strengthen their will power to rise above petty intents.

A sense of belongingness is strengthened

An institute is for human beings. The students who are rational and living human beings and not the dead wood to be dealt mechanically. They should emotionally feel attached with the college, its goals and mission. So the institution makes strenuous efforts to make the students sensitive for each other and also for all the elders and yongers in college premises. Some healthy practices are developed for this purpose.

- Juniors and seniors sit together in tutorial group meetings and share their experiences with their fellow students.
- For camps, educational excursions, group events, C.R meetings, sports teams, juniors and seniors attend the programmes together so that all complexes about seniority or juniority get disappeared.
- Bonding with the institution gets strengthened through Student Adoption Scheme, which is to create a feeling of oneness with the college. Each and every student is monitored and taken care of, very closely under the scheme.
- Outgoing class is given a farewell party. All students and teachers give their good wishes to outgoing students.
- Before the annual examinations, greetings are sent to all students by the college with prayers for success in their examination with an advice to work hard.

- The college authorities strongly curb the menace of ragging to provide congenial atmosphere to new entrants.
- New students are oriented by teachers and principal through special sessions to acclimatise them with college culture and traditions.

Institution endeavors its best to develop leadership quality among the students

- To enable the students to lead, to initiate, to decide, to manage, to control, to visualize the situation, to analyze and to take action, they are involved almost in all the outreach activities, events and programmes of the college. They are made to share the responsibility of arranging rallies or the projects of N.S.S camps and collection of funds or articles to help the disaster victims or to plan for educational tours & excursions.
- Throughout their stay in college, the students are motivated to overcome their complexes, fears, inhibitions & worries by realizing their strength & potential.
- The institution takes care of students' future for higher studies and progression by training them for adaptability & team work in all groups, in all organizations and in all situations. Feeling uprooted or alienated should always be avoided as life is to enjoy dissimilarities and diversities.

Criterion VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

Hindu Kanya College, Kapurthala (Punjab) envisions to empower women/students of the society through a comprehensive and holistic education based upon Sanatansit and Cosmopolitan values and the rich cultural heritage of India.

As stated earlier in 1.1.1, the vision of the institution is to empower the women, through a globally relevant and qualitatively enriched education, enabling them to be a vital force to explore their potential and to expedite the changes required to keep pace with advancing scenario while living a life of dignity.

To convert the vision into an achievement, the institution works through all its efforts, endeavours, projects and plans of its managing committee with one target that all post graduates of this college will enter into their professional life as strong and confident contributors. They should emerge as a competent entity to handle all issues firmly but with uprightness.

In its academic journey so far, the college has developed its characteristic features and programmes to transform its vision and mission into its goals and objectives to be achieved. Its distinctive characteristics are not only to produce degree holders but simultaneously by providing well educated women force.

Distinctive characteristics of the institution are multi-natured and all impact the social fabric very deeply with far reaching effects.

Institutional vision and mission while focusing on an all-round personality of the students;

- Provides diverse academic courses to be opted by the learners as per their choice goes on introducing more and more new degree courses to meet the growing expectations of the learners.
- Provides various direct and indirect modes of learning like auditory, visual, read/write, kinesthetic, demonstrations and tests & trials etc.
- Creates in abundance the opportunities for student participation, student involvement, student management and student community interaction etc. through different academic and co-academic events & activities.
- Students get exposed to events, activities, classes, discussions, comparisons, competitions, changing situations and traditional value based forums.

- Complete institutional structure, from bottom to top, remains in action to benefit and to energize the learners by removing all hurdles and impediments from the path of her formation, so that the following objectives may be achieved: -
 - Her intellectual growth along with a scientific, analytical, positive & a progressive outlook.
 - Her being professionally skilled and well equipped with related skills to be employable for a suitable job.
 - Her being fully apprised with social and cultural fabric to lead a harmonious life.
 - Her being ready and sensitive to all issues to contribute to society, nation & humanity and as an asset to her family.
 - Her being empowered to lead a life of respect & dignity and shouldering equally all the responsibilities with her counterpart.

This institution focuses on young students to dream and teaching them the skills to materialize the dreams.

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

The academic vibrancy of the institute largely depends on the commitment of the top management.

- An innovative, accountable and effective top management (Governing body) along with principal and faculty is the only answer to institutional quality requirements in policy formulation & plans implementation to navigate the college to excellence.
- The top management is committed to its vision & mission. Its progressive & dynamic working style is pivotal in designing all policies and programmes by launching new academic courses, diplomas, crash/ value added courses and upgrading the infrastructure in class rooms, labs, conference hall and library. It gets prepared the annual academic/co-academic calendar, full of multi natured activities, enriching the core content of university syllabi. The management defines its strategies & policies for Quality assurance, Quality Sustenance, Quality Enhancement, Quality Manual, Quality Planning and Monitoring Cell and a mechanism for a periodic review.
- Governing body and principal are jointly responsible for ensuring educational quality to envision its new goals to cope with opportunities and challenges of the changing scenario.
- Designing and planning for enhancing the quality of learning outcomes, is the result of joint efforts of the top management, head of the institution, heads of departments and the college staff.
- Foreseeing the future requirements of the competitive market, the management interacts with Principal and faculty to prepare the students for the global demands. Office bearers of the governing body interact with members of college advisory and vision committee,

who are from different fields of life, to design new policies and plans. Experiences and new ideas of different experts from other higher education institutes, celebrities and visitors are shared through occasional interaction with them, before planning towards a better results.

- While planning for quality enhancement, IQAC is an important body for open deliberations, exchange of views, about the output of existing courses, their effectiveness, their absorption in open and competitive market, their relevance, about learners' response to these courses, community satisfaction, shortcomings and their causes, their success rate and the failure extent.
- Principal, as the head of the administrative machinery, remaining within the preview of the statutes and regulations framed by the U.G.C and the affiliating university convenes the meetings of advisory body, heads of departments, conveners of the committees & other stakeholders and works on the details of the quality policy and charts out the plans. Thus vision & mission of the institute are collectively visualized and goals are shared.

The role of the principal is multi-dimensional. She follows the policy of inclusiveness. A self-mapping exercise is conducted to see the strength, weakness and challenges of the new policies before distributing the responsibilities. Then conveners of the committees, heads of the departments, faculty and members of IQAC work jointly for academic growth and excellent performance, thus involving all for the fulfillment of stated mission.

So the top management's role is like a navigator, charting the course by long range strategic planning. It is the top management that approves all new constructions, new programmes and new ventures. It makes efforts for overcoming inertia in the organization and makes the institution enterprising.

6.1.3. What is the role of the leadership in ensuring?

- **The policy statements and action plans for fulfillment of the stated mission**

Principal is the chief administrator and the administrative leader of the institution to ensure that policy statements and action plans should go side by side with the stated mission of the institution.

She is the academic head, who is facilitated by the management and is fully supported by the staff so that all programmes and projects stand implemented. She is the pivot of the administrative machinery. She pursues the mission, vision and goals of the institution and moves on the track of action, fulfilment and accomplishment of the ideas. It is her assessment and observation which help in designing a strategy to reach the target.

Her involvement is at every step from beginning to final targets. She gets plans & policies from management for execution, assigns the work to suitable employees & monitors the same, receives report, reviews & revises the whole process to achieve the desired results.

She adheres to the rules and regulations of the university, perceives the expectations of the top management, prepares and guides the members of the different committees and takes the institution close to the stated mission.

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

Principal ensures that there is timely formulation of action plans for all operations and incorporation, befitting the institutional strategic plans and she has devised her mechanism so that no delay, no overlapping, no duplication and no wastage of resources or time hampers the movements of the college and its stakeholders.

Being the head, accountable for all operations and internal coordination, she delegates her authority to college registrar to conduct internal examination, to bursar to check the finances, to conveners for extra mural activities, to chief tutor for tutorial meetings, to heads of departments to manage their departments, to office superintendent to manage the administrative staff and to librarian to manage the library etc., and coordinator IQAC. Thus, she prepares a network for her multi- dimensional role through all the expert hands and brains under her.

She also constitutes various committees of teaching and non-teaching staff members, assigning them different roles like discipline maintenance, construction, renovation, equipment stock taking, purchasing, and correspondence with higher offices and monitors them from time to time and gets ensured that all works are being managed by responsible hands and in an efficient manner.

Thus the up-gradation of institutional standard, policy formulation, policy implementation, co-ordination and mutual collaboration go on smoothly under her supervision, control and competent handling.

- **Interaction with stakeholders**

Office bearers of the managing committee, conveners of different committees of the managing committee and the Principal ensure a healthy and a conducive interaction with all the stakeholders, i.e. students, alumnae, faculty members, parents, peer group, visitors, community representatives, industrialists, government and non- government bodies from time to time in a formal and informal manner. Such interactions become the primary source to know about their aspirations and to ensure their participation in institutional projects & plans.

Such a healthy feedback renders strength to the teaching-learning process and also some suggestive comments for corrective measures to be initiated by the college authorities. Principal ensures that such frequent occasions should be provided and availed.

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

Leadership takes care of changing needs for outlining the policies & strategies keeping in mind the research inputs and responses of the stakeholders, so that supportive environment is created.

Top management and principal are very positive and open to innovative ideas and the changes. All stake holders, experts and scholars are encouraged to suggest improvements in existing policies & plans of the college on the basis of global demands, current research areas and analysis of national and international best practices. All these outputs are taken very positively and incorporated in new policies and planning of the institutional programmes.

- **Reinforcing the culture of excellence**

The leadership ensures that all components of the institution, working for culture of excellence work hard and take care of consistency and continuity in their efforts. The principal strives to keep the momentum moving in all activities of learning whether it is academic, co-curricular/extra-curricular, sports, or the social outreach programmes of the institution.

A spirit to reinforce all the strategies towards culture of excellence, targeted actions, management of available human resources and result oriented efforts, ensures that no type of casualness by any staff member hampers the progress of the institution, required for excellence in this competitive age.

- **Champion organizational change**

No human organization remains static or stagnant. Excellence does not stay, if change is not absorbed slowly and smoothly in organizational strategies. College leadership is always conscious of the fact that ‘old is not always gold’ if it is not adapted to new age, new challenges, new requirements and new styles. It is the active involvement of the leadership and its constructive inputs that help in meeting the demands of the changing time.

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?

Monitoring and evaluating the policies & plans of the institution for effective implementation and improvement is a regular action of the institution. An educational institution is to move with the passage of time by reviewing and revising its approach and strategies.

In a hierarchal order, the task of monitoring and evaluation is conducted very smoothly by the top management to get the desirable results of all the policies and plans regarding academic efforts, co-academic endeavors and sports etc.

Meetings of the governing body are held quarterly but can be called earlier too as per the requirement of the institution or the urgency of the matter. The agenda for the meeting includes proposals for fee structure, new appointments; leave cases of the faculty and staff or granting promotional grade to eligible employees. After adequate deliberations, the policies framed are forwarded to Principal for effective implementation.

President and Manager guide the Principal and other heads of the departments for effective execution of the policies. In next meeting, the Governing Body gets a report of the follow up action on the policies given in the previous meeting. Principal being chief administrator,

executing the policies and plans appraises the members with the steps taken, difficulties faced, results obtained and the need of any change, rectification or any deletion of the policies, thus a reviewing exercise is done on the floor and the path is paved for smoothness and improvements.

Principal is fully autonomous to get the policies and plans executed and administered. She intimates the faculty and staff through circulars about the new policies, regarding the leave availing or submitting some research papers for presentation, hostel accommodation or availing college vehicles, salary structure or allowances and faculty arranging educational trips or field visits of the students. Such circulars are posted at notice board in faculty room for a wide circulation.

Students are intimated about the new policies and plans through announcements in the morning assembly or through instructions/orders circulated in the classrooms or through a meeting of class representatives and Prefectorial board.

Principal calls meetings of the advisory body comprising of senior faculty members, heads of the departments, administrative staff, library staff and the members of the IQAC to discuss the newly framed policies, if any, received through resolutions of the governing body. She also explains the purpose of these policies for the stakeholders and a line of action to be initiated to prepare an environment for effective implementation.

Through all such modes feedback is obtained hierarchically and the data and the information received are utilized very carefully for improvements or changes for the coming sessions or terms to facilitate the beneficiaries in a better and a quicker way.

Thus the institution works as a living organism, moving on the wheels of flexibility, adaptability and firmness, all to achieve the results in a disciplined way and all the procedures coded or conventional render a healthy bonding to all the parts of this organization.

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

Top management of the college provides academic leadership to the faculty and guides them for a significant performance in teaching-learning process. Because ultimately, it is the responsibility and accountability of the top management to raise and maintain the educational standard. It is the members of the governing body who are to be motivating and mentoring for the principal, faculty and staff.

Top management gives appropriate directions for various parameters of academic development in the college and appoints the principal with high academic profile to lead the institution and also appoints faculty of merit, experience and research aptitude to provide an academic environment in class rooms.

Institutional management arranges faculty development programmes from time to time, by inviting scholars from universities, to address the faculty on educational requirements, challenges, academic & professional growth and motivating them for research projects to excel in their subjects.

Principal and the teachers are given adequate freedom to evolve high standards of quality education through innovative approaches in teaching-learning process. Teachers are motivated to provide student centered education and deployment of dynamic teaching methods with new attitudes and new skills.

It gives an exposure to the academic community to the outside world through regular, well planned training programmes, workshops, seminars and refresher courses at national and international level.

Managing Committee encourages the faculty to present research papers at national and international conferences and to organize conferences & seminars on the campus every year involving faculty & research students.

The management provides resources for up gradation of the library with quality books, magazines and journals, strengthening academic resources for faculty and students.

It invests for creating new infrastructure and appointing faculty for new courses, subjects, classes and disciplines at UG as well as PG level.

It recognizes and awards the scholars, position holders in university examinations, internal tests and examinations and appreciates the faculty members giving good results.

Academic committee of the top management also stresses in its meetings that education is an essential prerequisite of modernization. Faculty should enable the students to know the world beyond their own surroundings and transform them to be rationalist and humanist.

Faculty is encouraged to supplement the lecture methods with other methods that lay stress on self-study, personal consultation between teachers and pupils and dynamic sessions of seminars and workshops.

It is the top management and the principal, who jointly discuss and plan to widen the area of academic programmes and undergo the whole procedure so that the faculty may be facilitated to teach the same in their classes.

Being an academic leader, governing body motivates the faculty to impart education innovatively, interestingly and effectively and get trained and attuned to new ideas, new information, new devices and teaching aids, so that learners may grasp the things easily and deeply.

Thus the top management is not confined to meetings only, rather they share the efforts for quality education by maintaining dialogue with Principal, faculty & students to put the college in higher orbit.

6.1.6 How does the college groom leadership at various levels?

Grooming leadership is the top most quality in age of transformation, especially in women. Strong leadership starts with being able to pull together a group of people, having nothing common, but with a strong vision, making them to work collectively as a group and achieving different results.

College takes care of the activities and events, cultivating & grooming qualities of a leader in students and the faculty members. The leadership is groomed at different levels effectively.

At **student level**, section wise class representatives, while performing their duties, controlling the class in the absence of teachers and representing the problems of their classmates/peer group before the faculty, Principal or the governing body learn a lot as how to be leaders. They also convey the rules & regulations of the college to their class fellows. While undergoing this process, they become good manager, communicator, collaborators & leaders.

Students working in different committees/boards like Student Council, Prefectorial Board etc. learn teamwork, adaptability with others to achieve the target within the allotted period, managerial skills, rationality and firmness in their decisions, creativity and innovation to show desired outcomes.

At **faculty level**, teachers as the conveners of different units, associations & committees, are assigned with different duties and responsibilities to work independently and judiciously. Programme officers of NSS units are at liberty to chalk out the activity calendar for the volunteers benefitting the learners & community. While managing the activities of these units, they get an opportunity to develop their leadership qualities as the masters of whole show in different camps.

Faculty members of **Internal Examination Committee** conduct house examinations, get evaluated the answer books and send the report to parents in time and get benefitted with such experiences to work independently.

Faculty going as escorts with groups of students for educational tours manages all the work independently and responsibly so that students should not face any inconvenience and the purpose of such excursions may be served successfully.

Two staff representatives sit in the meetings of the top-management and observe the functioning of the highest body running the college, discussing various matters, formulating the policies for progress, discussing the budget & financial matters, highlighting the strength & weaknesses of the institution and get groomed the best way for future prominent roles.

One faculty member is assigned the important role of staff secretary, thus an effective office to work for the faculty requirements and thus learns to work as a leader representing the whole faculty to authorities.

Academically, the departments with more than one faculty member, have heads of departments who have different roles and functions to monitor, control, guide and supervise the academic output of their departments.

Along with Principal, the college advisory body comprising of HODs/senior faculty members share the responsibility of communicating the vision of the college to the stakeholders. This kind of participation helps in developing a temperament of taking initiative befitting a good leader.

May it be university youth festival or sports tournaments, may it be planning for Students' Fest or Extension activity project, all jobs are assigned to one or the other faculty members to initiate, to plan, to divide the duties and to get the work accomplished.

At **administrative level**, office superintendent leads and holds the whole situation and controls the work of different branches like fee collection, accounts maintenance, leave records, establishment branch, university work branch, store keepers, caretakers and all the class IV Employees working in labs, in library, in hostel, in office, at college gates and for miscellaneous work. It is the office superintendent who is supposed to keep all records up to date whether with UGC or university or with DPI office, etc.

At the top, Principal as the executive head, is fully empowered to run the college and execute all the policies of the top management in letter and spirit. Motivated & guided by the governing council, she tries her best to lead the college to new heights and glories to fulfil all the institutional goals and the mission.

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?

Principle of decentralization and division of work are practised to expedite the routine working in an efficient manner.

Education is a transformative process and due to technological advancement, it has become complex and demanding. It's not a one man job. Therefore decentralization and delegation of work is imperative for achievement of goal.

The principal is well versed in management & inter-personal skills and involves the staff in shouldering the responsibilities, thus delegating the work to achieve the goals.

- **At top management level**, some sub committees are formed to manage the affairs independently like appointment subcommittee, academic matters committee, building committee, sports committee, promotional grade subcommittee and finance subcommittee. These committees discuss the different matters independently and send their policies, suggestions, ideas in the shape of recommendations to the executive committee for necessary approval which is usually granted.
- **Principal as an academic head**, delegates the authority to the HODs to manage the academic affairs of their respective departments, hold departmental meetings, interact with the faculty in the departments, allocate the periods & subjects to them and give instructions to them to complete the syllabi within the time frame, make circumstantial adjustments in time table. The HODS are also given the responsibility to purchase new edition books, journals & magazines and the latest study material, to upgrade the subject contents available in the library to keep the level up close to the institutional goal
- Principal delegates her authority to second-in- command to take care of the functioning of the college in her absence. Thus the institution goes on operating as usual.

- Academically, faculty is vested with full authority to deal with the teaching requirements of the students. They follow the university syllabi, unitize it term wise, prepare the teaching plans and complete the curriculum satisfactorily within stipulated period and convey the same to the heads of their departments & principal.
- In case of the absence of the president, the supreme head of the management, all his powers stand delegated to the vice president of the college. For legal matters too, the governing body of the college delegates the authority to president / manager/ principal to sign the legal documents, incur the expenditure and to hire the professionals to safeguard the interests of the college.
- In administrative matters, principal delegates the authority to superintendent or other officials of the administrative office of the college with authority letters to receive grants from offices of DPI, UGC and other district authorities, submitting reports to affiliating university or UGC or DPI, on behalf of the head of the institution, receives awards or important orders etc.
- The conveners of various committees, appointed by the principal, have the complete authority to plan, schedule & execute the curricular/co- curricular/cultural/extra-mural/sports activities.
- During various functions of the college, the conveners of various committees like refreshment, discipline, decoration etc. assign duties to other committee members in order to manage their work efficiently.
- Bursar, financial administrator, checks the bills/vouchers, accounts, fee collection, receipts & payments etc.
- Chief Editor & teacher editors of various sections of college magazine select & edit the articles to be published in the magazine.

6.1.8 Does the college promote a culture of participative management? If ‘yes’, indicate the level of participative management.

College/Institutional environment is participative from the top to bottom. It is a decentralized organization in its functions, processes, management and even at policy formation stage.

College policies are formulated, undoubtedly in the meetings of general body and managing committee, where the issues and trends are put forward for open discussion and exchange of views. Principal also participates in the meetings of managing committee and general body as an ex-officio member. Staff participation is ensured through two staff representative.

In managing the affairs, college manager discusses new ideas, visions and new policies with the Principal to chalk out the course of action and the same is shared with advisory body (senior faculty members), heads of departments, librarian & office superintendent and with the members of IQAC. If it deems necessary, the same is shared with the head girl, vice head girl and class prefects. Even the course of action or the execution-mechanism is unfolded and discussed to watch whether the new line of action suits all the units and the stakeholders.

For teaching, learning and evaluation processes, Principal being an academic head, involves all the heads of departments to ensure effective teaching, result oriented learning & unbiased evaluation and the same get implemented in its true spirit with all sincerity.

For all co-academic, associations and extra-mural activities, different associations & committees are formed and the names of the conveners & members are printed in the college prospectus. They participate in various activities & events at planning, pursuing, following-up and final execution levels.

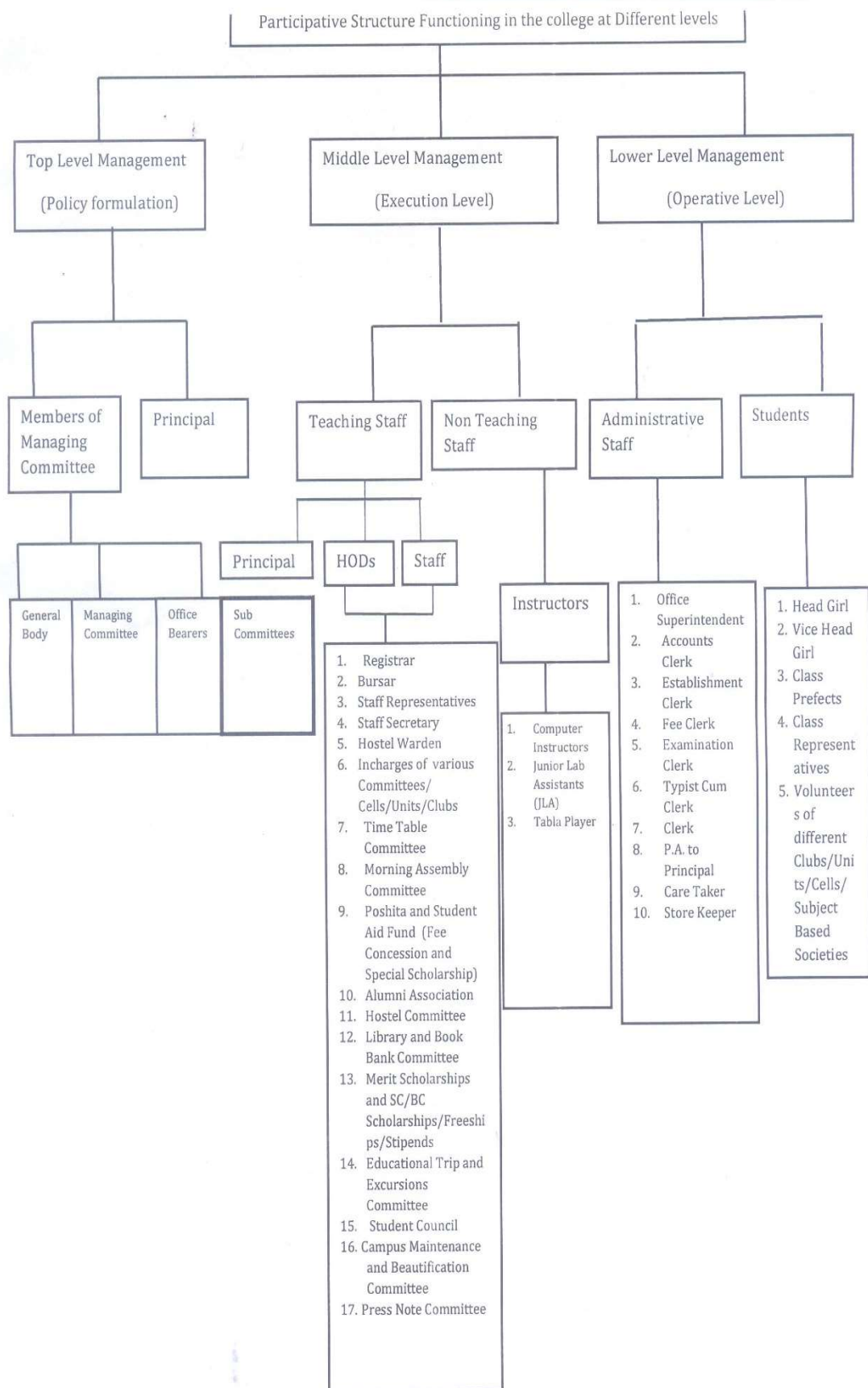
During the functioning of the college, redressal of grievances, counselling of students, placement drives & activities and extension activities also involve students and faculty members. For the up-gradation and expansion of library and labs, the students put forward the demand for the purchase of new books or appliances.

Student-centric environment is ensured through student interaction through student council, student welfare committee and other subject based associations, units and clubs with college management, Principal, HODs and in charge of various clubs/associations/units for the smooth functioning of the college.

Student participation is regular force to impact the college management through Student Council as a body and class representative as an individual.

Not only the class representatives, many other students are involved in stage performances, morning assembly prayers, NSS projects, reception committees for guests, refreshment committees, escorting the celebrities in NCC uniform, maintaining discipline during functions, running stalls during student fests.

Thus, the institution promotes participation of all the stakeholders, at each and every level of the management, whether it is at policy formulation or execution, at teaching or learning level, at reviewing or evaluation level.



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?

To promote a culture of academic excellence, it is essential for an institution to have a quality policy, whether formally or informally stated for all the projects and plans of the college.

College authorities have one agenda to reach the goals qualitatively, i.e. to provide quality education, qualified faculty, quality environment and quality infrastructure. All attempts are made to endorse quality at every stage by policy formulating authorities. While formulating quality agenda in academics, members of college vision committee are invited to participate, members of IQAC define parameters of holistic quality education i.e. developing the students, physically, emotionally, mentally and spiritually. Members of academic sub-committee of managing committee also contribute effectively to frame policies for enhancing the quality of education, teaching techniques and learning outcomes.

Once the quality policy is defined, designed and shaped, then it is forwarded for deployment. The management and the Principal deploy quality policy for teaching-learning process by providing experienced and qualified staff, well-structured timetable, learning oriented class rooms, labs and well-furnished library. The college authorities keep a constant vigil on the different parameters providing quality education and brush aside all the weakening factors.

Development and driving forces go on working inspite of all the challenges. All hindrances are removed by the Principal, Heads of Departments and advisory body of senior faculty on the way of imparting quality education.

During the deployment process, the college authorities provide the alternative faculty for uninterrupted teaching if anybody goes on leave; guidelines for time management and invest for student support facilities like books, equipment & transport etc.

Reviewing is done after a feedback is received from stakeholders, which moves from bottom to top, i.e. from students to top management, but in a proper hierarchical order.

Thus, feedback of stakeholders regarding the whole teaching-learning process paves the path for remedies, changes, additions or deletions and improvements at all levels.

The same mechanism works to enhance the quality in infrastructure, dealing with different offices, student support services, extra-co-curricular activities, teacher taught relations or the units working for personality development.

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

Yes, the institute has a perspective plan for development. Being responsible and committed to society, the institution to prove its relevance should have developing characteristics. It always needs a developing approach, to meet the needs of the youth of present generation.

Thus the role of the institution is always very crucial to formulate a well-designed perspective plan for development of the institution and its stakeholders.

The college is undergoing a journey for excellence. The perspective plan for development gets its roots from different corners such as suggestions of IQAC, demands from heads of the departments, proposals from staff representatives, student welfare committee, advice given by college advisory committee, stated observations of the visitors interacting with the college authorities and officials, views expressed by parents in parent-teacher meetings and experiences shared in alumnae meetings. All the suggestions and experiences are compiled & analysed by the Principal and perspective proposal is prepared to be put in the meeting of the Managing Committee or sub-committees of the Managing Committee for necessary approval before execution.

The perspective plans prepared by the management includes the following matters for development in future, to make the system widely accepted.

- To augment faculty development programmes and motivate and facilitate the faculty to attend such programmes.
- To promote research work among students and the faculty members.
- To enhance the linkages with industries, higher learning institutes, research bodies and NGOs etc.
- To upgrade the class room infrastructure with smart boards, projectors and to encourage the use of audio-visual aids for teaching-learning process.
- To get affiliation from GNDU, Amritsar, for the new courses to be introduced such as B.Sc. Medical and Non-Medical classes.
- To furnish three Science labs constructed recently.
- To organize conferences, seminars and workshops to enhance the knowledge, ability and competency of the students for appearing in various examinations.
- To introduce some professional courses in the college to enhance the employability of the students.
- To construct an elevator to facilitate the faculty and the disabled students for easy access to different floors of the college.
- To start some more welfare programmes for students, staff and faculty.

6.2.3 Describe the internal organizational structure and decision making processes.

The College has a democratic setup. Each department/association/club/unit of the college is given adequate freedom to plan its projects, programmes, strategies and course of action for its smooth functioning.

Internal Quality Assurance Cell comprising Principal, representatives of management, experienced faculty members, student representatives, alumnae, community representatives in its periodic meetings and deliberations evolves strategies for quality enhancement and quality sustenance of the institutional programmes and the same get endorsed or supplemented by academic sub-committee of the managing committee and finally approved by the Managing Committee/General Body of the college.

Then the principal in the meetings of advisory body of the senior faculty members, registrar-house examination, heads of the departments and conveners of the committees, elaborates the growth strategies and monitors their implementation to improve the academic standard.

A chain of committees like admission committee, time table committee, examination committee and fee concession committee etc. performs the specific tasks assigned to them.

Administrative office with Superintendent, the establishment office, accounts branch, miscellaneous branch and university work branch contribute efficiently towards the student-support services.

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

- **Teaching & Learning**
- **Research & Development**
- **Community Engagement**
- **Human Resource Management**
- **Industry Interaction**

Quality improvement is a determining factor for all the policies of the institution, to prove its existence in ever advancing era of today. While adapting its strategies, the consideration is to go higher and in a better way. The same is reflected in the following aspects:

Teaching and Learning

College has a team of faculty who is well qualified, experienced, dedicated to the cause of academic-excellence. It takes initiatives to learn, to improve and to strive for individual and institutional excellence.

Institution orients the faculty to make learning student centric & learner focused and motivates them to experiment with innovative learning methods and advanced learning techniques.

Academic results are reviewed. Student feedback is obtained on teaching strategies and faculty is counselled to improve their teaching strategies to suit the learners and enhance their competency in challenging global competition.

Research and development

The college motivates the faculty and the students to develop scientific temper & research aptitude.

College strategy is augmenting and encouraging to facilitate the faculty to attend the meetings of research bodies, consult the research scholars for guidance and send proposals to UGC for minor and major research projects on globally and contemporary relevant topics.

Research journals in different subjects are subscribed as recommended by different departments for college library. The college authorities motivate and finance the departments to publish research journals in their respective subjects.

Community Engagement

Institution through its outreach programmes is closely integrated with the community as it educates the women of society.

During the camps organized in slum areas, students get an opportunity to interact with the people living in backward areas and undertake projects to provide literacy to women and children, to make them aware about health & hygiene, sanitation and organize medical check-up camps for them. They also conduct stitching, tailoring and cooking classes for the women of the area.

The students of extension committee present cultural items like choreography, skits, mono-acting on environmental/social issues for people living in villages and slum areas to create an awakening among them. They are also acquainted with national calls on social issues like Safai-Abhiyan, save daughter and educate daughter etc. through expert talks & seminars etc. especially organized for them.

Human Resource Management

Institution gets an assessment about the requirement of human-resources for teaching, labs, administrative work, library and hostel or for other auxiliary services and sanctions the posts required.

Principal is authorized to proceed with recruitment process, i.e. advertisement of the posts in newspapers, arranging interviews, inviting appointment sub-committee to conduct interviews and filling the post in time, thus managing the need of human resources.

Service conditions are made congenial for all employees, teaching as well as non-teaching.

Top management though maintains strict discipline in the staff but the required warmth and consideration are always kept in mind while mentoring the employees.

Industry Interaction

The Institution provides the opportunities to the students and faculty to interact with industrialists and entrepreneurs from different fields.

To enhance the entrepreneurial skills among the learners, industrial professionals and technical experts are invited to deliver lectures, arrange group discussions and make the students aware about the opportunities available for them in the industries.

College also encourages the faculty to arrange visits to reputed industries for students to observe the working style of the workers and the industrialists.

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 Head of institution, Principal, is adequately well informed to discuss the college issues with the top management in meetings and informal interaction. To get ensured that she has the complete information to apprise the top management or the stakeholders, she peruses all the government circulars, notifications, correspondence, letters from UGC office, from university offices, from district offices and all the affiliating university calendars.

Moreover, she gets reports, feedback performas, and observations of parents from the concerned conveners to know the facts before the things are put up on the floor for discussion or before responding to the queries, demands and questions of the stakeholders.

She hierarchically interacts with all the units from time to time before making her mind for framing or reviewing any policy, norms or strategy

Principal has devised various tools to get feedback from students, parents, teachers and other stakeholders about institutional programmes and institutional demands and gathered information is conveyed in periodical meetings of the top management with a view to review the activities of the institution.

She also remains in touch with written reports on different matters sent to top management. Only after thorough discussions and deliberations the existing facilities and activities are reviewed and decisions are taken for the implementation of new plans.

Thus she taps different sources coded and un-coded to be well-informed before taking to higher authorities and the stakeholders to avoid any embarrassing position.

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

Participatory management involves the staff at different levels in policy making, in decision making and designing of the plans & projects for improving the effectiveness and efficiency of the different institutional processes. It ensures fairness & transparency, commitment & accountability in mobilizing its resources and strength.

Management calls two members of the faculty as staff representative, invites more than two as special invitees in the meetings while envisioning new policies for the institution.

Heads of Departments and faculty as conveners and members in various committees, co-academic units and subject based associations, are given full authority to plan their programmes and execute the same independently for raising the standards/stature of college.

In appointment process, heads of related department sit in panel as subject experts, thus participating in selection process.

In the beginning and during the session, office bearers of managing committee, arrange interactive session with faculty members, share their vision and future plans with faculty and give motivational talks to them to shoulder the responsibility actively. Staff members are given freedom to give suggestions and opinions which are taken into consideration before making any decision.

In sports subcommittee and staff welfare committee, faculty is given the opportunity to share the proceedings of the meetings of these committees. They are free to put up proposals for faculty welfare. Thus working as a team, creates a healthy atmosphere of encouragement & support and faculty feels enthusiastic and attached with all the future plans of the institution.

6.2.7 Enumerate the resolutions made by the management council in the last year & the status of implementation of such resolutions.

Since January 2015, the managing committee has passed the following resolutions in its meetings and the status of implementation of such resolutions is mentioned here with.

Besides the routine matters like sanctioning the leave of the employees, approving the fee structure proposed by the Principal, granting permission for advertising the posts and filling the same, some other matters were also resolved unanimously.

Sr. No.	Resolution Passed	Status of Implementation
1	It was resolved to get a unit of B.Com (Honors) in lieu of B.Com (Professional).	Case was sent to university and got the permission.
2	It was resolved to set up three labs for Physics, Chemistry and Biology/Zoology as instructed by GNDU, Amritsar inspection committee to introduce B.Sc. Medical and Non-Medical.	The same were constructed and are equipped with the required equipment and inspected by university authorities to grant permission to college for admission to these classes.
3	It was resolved to send a proposal to DPI (Colleges), Punjab to convert the aided post of Assistant Professor in Sanskrit into Commerce as this department has no aided post at present, as per the option given by the government itself.	Principal was directed to send the case to DPI (Colleges), Punjab and the same is approved by the DPI.
4	It resolved to proceed with the procedure to fill the vacant aided posts lying vacant since 2006, as per the new policy of the government of Punjab.	Principal is directed to start the procedure for necessary implementation of the resolutions of the managing committee so that the posts may be filled in due time.
5	It was also resolved to call contractors to get the whole building white washed and painted to give it a good look and also to purchase necessary furniture required for the new staff room and new office of Managing Committee.	Same has been implemented. Whole campus is white washed and painted. Staff room and managing committee office have been fully furnished to be used.
6	It resolved to accept the recommendations of Promotional Grade Sub Committee and directed to send the case of Smt. Seema Rani Assistant Professor in History, for increase in AGP to DPI (Colleges), Punjab, Chandigarh and also to enhance the salary of teaching/non-teaching unaided staff as proposed.	Both the decisions have been implemented as per the resolution of governing body.
7	It also resolved to initiate correspondence with the office of the DPI (C) Punjab to grant one post of the Professor to the College, so that the case of the eligible candidate may be sent to affiliating university for approval.	Resolution got implemented as the case was sent from the office of the Principal for necessary approval to officiating university.
8	Realizing the need of more accuracy and efficiency in collection of fee, it resolved that in future Principal should give the instructions to dealing officials in writing for collecting fee and funds, endorsing the information printed in college prospectus.	Same got implemented immediately.

9	It resolved to introduce a scheme for the welfare of some categories of the employees, i.e. peons, drivers and instructors to cover under Pradhan Mantri Jeevan Jyoti Beema Yojna. Its premium of Rs. 342/-p.a. for each employee, will be paid by the institution.	The copy of the resolution was given to Principal for immediate action to discuss the details with the manager, Managing Committee HKC, Kapurthala. The same was implemented.
10	It resolved to accept all the recommendations of the sports subcommittee for giving concessions, facilities and a coach to players of the college for the academic session 2015-16	Principal got the copy of the decision of the Managing Committee and implemented the same intoto.

Table 6.2.1

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?

Yes, the affiliating university has a provision to grant the status of autonomy to any college who makes request and efforts for it, but this college has no plan to go for autonomous status in near future.

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

The College has a 3-tier redressal mechanism to deal with the problems of all the stakeholders i.e. students, faculty and parents:

Grievances Redressal mechanism for faculty/staff:-

- The faculty, as members of staff welfare committee, convey complaints and problems of the staff to principal and management in the meetings of this committee. It also places suggestions to redress these grievances.
- Staff Representatives also help in resolving complaints / grievances of faculty, in the meetings with management.
- Staff secretary plays an effective role to deal with the day to day grievances of the faculty members and the same get resolved immediately by the Principal or conveyed to Managing Committee, if deems fit.

Grievances Redressal Mechanism for the students

- Student Welfare Committee is constituted & it works actively throughout the year.
- Grievances are also redressed through the meetings of Tutorial Groups & Students Adoption scheme groups.
- Women's cell and the committees against sexual harassment & ragging, have been constituted for addressing the complaints regarding harassment at college level or outside the college, if any.

- Student council is a forum where the section wise representatives try to get the grievances resolved or complaints removed.
- College has also developed a practice of calling the students directly and explaining the reasons for some happenings, rules & regulations, to get willing cooperation & compliance from them and to promote better stakeholder relations.
- For some general/ common grievances, the faculty utilizes the morning assembly as a forum to explain the reasons behind some irritants to the students, in a persuasive manner to remove their misunderstanding.
- To minimize the chances of complaints and grievances, the meetings of tutorial groups are used to explain the purpose for any policy, practice or strict action of the management. Thus the foul air (complaints) gets ventilated for fresh relations.

Grievance Redressal mechanism for the parents:-

- Direct interaction of parents & students with Heads of Departments and subject teachers, both formal and informal way, is a regular feature of the college.
- The principal also interacts with parents to solve the problems of their wards, if required.

It is ensured that complaints are resolved and grievances are redressed at the earliest in a very empathetic & positive manner, through internal grievance redressal mechanism of the college.

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

During the last four years there had been two court cases against the institution.

In one case, Mr. Pawan Kalia, Office Superintendent has been dismissed from his services since December 2012, due to serious misconduct on his part. DPI (C), Punjab has accorded its approval for the proposed penalty against him and Education Tribunal, Colleges has also given the approval. Now an appeal has been filed by the employee against the decision of Education Tribunal and it is lying pending in honorable High Court of Punjab & Haryana, Chandigarh.

In another case, there was a writ filed by Mr. Sanjeev Nanda, husband of Late Mrs. N.L. Nanda for gratuity which stood dismissed as withdrawn on 18.03.2016 as the high court is not a fit forum for such cases. Now it is lying pending in the Punjab Education Tribunal.

6.2.11 Does the institution have a mechanism for analyzing student feedback on institutional performance? If yes, what was the outcome & response of the institution to such an effort?

Institutional mechanism to get feedback, works formally as well as informally through meetings of class representatives, prefectorial boards, interaction in tutorial periods, with parents, alumnae and visitors. The outgoing students fill feedback proforma and suggestion box is also available for the students.

After receiving the feedback, the institution reviews and analyzes the feedback to plan and formulate policies and strategies for improvement and changes within the resources available. Institutional response is always spontaneous, persuasive and corrective towards the facts based and relevant feedback.

Some positive outcomes are cited below:

1. A separate PG Section has been created for students of PG classes in library. Apart from it, a separate reading room has been provided to all the students.
2. The disciplines like B.Sc. Medical & B.Sc. Non-Medical are being introduced in the college on request of the students.
3. Water coolers have been purchased and installed at new places where they are easily accessible to students.
4. To make the bus users comfortable, more buses have been purchased.
5. Language lab is upgraded.
6. Conference hall has been renovated and made fully air conditioned.
7. A well-furnished common room has been made available for the students.
8. Some new magazines and journals have been subscribed, for the main library.
9. Parking place is cemented and widened for vehicles of the students.
10. There is a well-furnished visitor room, adjacent to the Principal's Office. The P.A. to the Principal is always available to attend to the visitors or parents.
11. Administrative office has been made more student-centric with different branches to deal with different problems of the students.

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?

To enhance the professional development of its teaching and non-teaching staff, the institution adopts a patronizing approach and multi-pronged efforts are made towards this direction.

For non-teaching staff, senior officials are always ready to teach and guide the new appointees and juniors about the nature and technicalities of their job.

In some cases, services of the experts are hired from outside to train the college employees, so that they may learn to work in the right direction.

Computer Science & Information Technology Department arranges essential basic courses and gives classes to non-teaching staff of the college to employ technology for managing the office work and recording the data relating to results, admission, accounts and other significant correspondence, with different offices.

- Institute gives permission to the employees/staff members for higher study, who are keen to learn new things.
- The institution also provides the facility of Wi-Fi to the faculty members to access any online information to enhance their knowledge.
- For teaching staff, it is believed that “a teacher to be effective should always be a learner. If he ceases to be a student, he ceases to be good teacher”.
- So, the institute motivates the faculty to pursue higher studies like M.Phil. & Ph.D.to improve their profile.
- They are granted the permission to attend refresher courses, orientation programmes, national & international conferences, seminars, training programmes, workshops and faculty development activities organized by higher learning institutes, universities and research bodies. They are given duty leave for the same.
- To promote the research aptitude in the faculty, a research committee has been formed to work in this direction actively.
- They are also persuaded and encouraged to take up minor and major research projects and to guide &supervise M.Phil students.
- They are motivated to interact with scholars, analysts, authors and share the teaching-learning experiences of their peer-scholars in conferences and seminars.
- Teachers, when invited as resource persons to deliver talks on education related issues, are facilitated to go and contribute effectively.
- College staff academy, an innovative body, is a forum to offer various opportunities to faculty to share their learning and research experiences. It often arranges faculty development programmes within the campus and invites reputed scholars to deliver lectures on the topics like challenges before the higher education, academic excellence, teacher-taught relationship and inter-disciplinary approach etc.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining, and motivating the employees for the role and responsibility they perform?

Teachers play a crucial role for the growth and development of a higher learning institution. So the top management is well aware of the fact that good teachers are costly, but bad teachers cost more. No college can prove its true worth if it lacks competent and empowered faculty members.

So, the focus is on enlightening the teachers about the fundamentals of higher education, keeping them abreast with the latest developments taking place in their own field, thus enabling them to be capable to use various teaching-learning aids and strategies.

Faculty empowerment implies faculty full of knowledge, confidence, competency and capability.

- On one hand, in interactive sessions with the managing committee, teachers, especially the new entrants are told about how the college should function for its primary role and what is their role and responsibility while imparting education to students.
- On the other hand following strategies are adopted by the institution to provide training, retraining and motivation to faculty:
- The college administration empowers the faculty members by updating and improving their knowledge, their teaching and other skills by participating in orientation programmes, refresher courses, extension lectures, talks, seminars, workshops and meetings of the subject related associations and making maximum use of the library etc.
- The institution also motivates the faculty to use different teaching aids, methods and skills to teach effectively.
- Institution encourages the faculty to attend training and retraining programmes of university and Academic Staff College to upgrade their knowledge and to provide quality education to students.
- Institution adequately supports the employment of new patterns of teaching, evaluation and assessment of the learners through its encouraging attitude.
- The institution invites resource persons from various fields of specialization for delivering extension lectures in orientation programmes to faculty and bears the expenses of their visits.
- It also sets up a documentation centre cum- library for reference and source materials necessary for the courses being handled by the faculty.
- College creates a culture of learning and self- improvement among teachers, so that it becomes an integral part of the educational system in the campus.
- It also provides opportunities for teachers in service to exchange their teaching experience with their peers, thus enabling them to learn from each other.
- It conducts capability enhancement programmes for technical staff to strengthen the teaching-learning environment.

Thus persistent efforts are made to empower the faculty through support, sponsorship, stimulation, recognition, guidance, advice, assistance, feedback and direction towards the goals.

All these strategies help the faculty, other technical and office staff to enhance their efficiency & capacity and empower them to perform diverse kinds of roles and responsibilities to go closer to institutional objectives.

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.

Timely and regular performance appraisal of the staff is an essential practice working through a well-defined mechanism throughout the history of this college.

It works as a check as well as stimulation for the entire staff, involved in taking the institution towards the desirable goals and purposes.

Appraisal of performance and conduct of an employee is an important criterion when probation period of an employee, teaching or non-teaching, is extended or due to adverse report one is relieved. And after two year probation period, employee is confirmed, if the head of the institution gives good report about his/her performance and conduct.

Institution has a healthy practice of getting self-assessment proformas filled by the faculty members, for obtaining information on multiple activities, performed, undertaken or transacted by them. It contains first-hand information about their academic/co-academic achievements, publications, any higher studies pursued throughout the session and any other event managed by her/him. The same is perused by the Principal and then endorsed by the president or the manager.

Annual confidential reports are filled by all teaching and non-teaching staff members regarding the conduct, general behavior and attitude of the employees. It contains remarks and observation of the principal.

Negative or adverse comments on such self-appraisal reports are conveyed to employees concerned with some advisory instructions to improve in future.

All these appraisals are considered for the eligibility for recommending the names of employees for higher grades or senior/selection scales to higher authorities. Heads of departments submit periodical reports of their junior-staff to the principal containing observations on their performance, results, conduct, attitude and behaviour.

President/manager conducts a performance appraisal of the head of the institution every year.

Thus such mechanism disciplines the whole staff as well as takes care of the due autonomy to each and every one.

6.3.4 What is the outcome of the review of the performance appraisal reports by management and the major decisions taken? How are they communicated to the appropriate stakeholders?

Performance appraisal report is an important determinant to enable the top management decide accordingly.

Besides the annual ACR's and self-assessment reports, there is another criterion to review the performance of the faculty by observing the results of classes taught by them. Results are analyzed quantitatively as well as qualitatively.

For weak results, the management warns the faculty and instructs them to be more attentive to slow learners. In extreme cases, such warnings or censures are entered in the service record of the employees.

The management also gives instructions to the faculty to improve the performance of advanced learners to bring more positions or ranks to bring laurels to the institution. For brilliant results, the faculty is honored with appreciation letters and incentives etc.

In case of serious misconduct or violation of service and conduct rules, managing committee suspends the defaulters, initiates departmental enquiry against them and may also terminate their services. In case of minor violations, censure notices are served to defaulters. In exceptional cases, dismissal orders have been passed by the managing committee, an unpleasant step but essential for maintaining discipline in the institution.

Major decisions whether positive or negative and to give award or to penalize some employees are communicated to appropriate stakeholders through proper channel i.e. through principal, the head of the institution. In case of academic matters, the decision of the principal is communicated to faculty concerned directly and a copy given to head of department for information.

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?

The college management has always been like a benevolent captain of the team, taking care of the needs of the employees in a considerate manner.

Institution has provided a well-operating mechanism i.e. staff welfare committee to ponder over the welfare needs & schemes for its employees from time to time and get the same implemented through managing committee of the college.

However following welfare schemes are available for employees at present:

- Opportunity for those who wish to improve their qualifications.
- All class IV employees and other categories, entitled under the law, are covered under ESI scheme.
- All employees are covered under C.P.F. scheme and thus get the benefit of contributory Provident Fund Scheme at the rate of 10% of their basic salary.
- Different kinds of leave benefits with pay are given to all employees.
- Interest free loan from college resources is given to employees in case of any emergency.
- Some class IV employees get free accommodation and electricity facility within the college campus.
- Financial assistance to class IV employees in case of any emergency.
- Provision of advance amount against salary in emergency.
- Fee concession and free books to the wards of the staff studying in the college.
- Free uniform and special deepawali gifts for class IV employees of the college.
- Special accommodation provision for faculty members in college hostel.
- College provides free transport facility to faculty on request.
- Nearly 90% staff does not get any grant from government but all get medical allowances & medical leave under staff welfare rules.
- Maternity leave benefit to women employees from teaching or non-teaching staff, working against unaided & aided posts.

- A newly built spacious and well-furnished staff room with attendants, spacious sections for self-study and for mutual interaction etc.
- Though 95% posts are maintained through managing committee resources, yet managing committee revised the grades of all employees as per government notification and pays a handsome salary including facility of AGP.
- Superannuated employees get a respectable send-off, arranged by college management, a commendable service certificate and beautiful souvenir for the services, they have rendered for the college.
- A gratuity cheque on the day of retirement of the employee and all support to get back their money from the office of provident fund commissioner.
- Medical facilities for minor ailments.
- Healthy working conditions.

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

A good management attracts good faculty and merit students from anywhere and everywhere. It is a board which appoints all professors and the staff and is responsible for health and well-being of the institution.

So it tries to attract and retain eminent faculty by taking following measures:

- To attract good faculty, it gives attractive advertisements, offering good salary as per qualifications and experience of the candidates. To find out meritorious and suitable candidates, panel for interview includes experts to test their profile and personality.
- Handsome salary, allowances, perks and facilities are offered to teachers.
- Creates an environment favorable for learning by creating quality policies, quality manuals (prospectus, annual report and college magazine etc.) and recognizing the quality performance.
- Facilitates the good faculty with innovative teaching aids, technology, smart class-room and the latest study material, so that they may get job satisfaction.
- Sharing the feedback from learners with teachers very amicably and ensuring for help to improve their performance.
- Ensuring the capable and competent teachers for confirmations and promotions for placing them in higher grades.
- Accommodating with the genuine problems of the teachers if otherwise, they have potential to prove their worth for institutional growth.
- While assigning the prized duties /offices, the sincere and dedicated workers are given preference.
- The management appreciates the performance of the faculty by giving good remarks and comments in their annual confidential reports, by honoring the privilege of academic

freedom of the teacher, by strengthening the values like trust, confidence, encouraging initiatives, building team partnership and rewarding & celebrating their achievements.

- By being easily accessible to staff and teachers to give a patient hearing to their suggestions, grievances, difficulties and showing promptness to meet the same in a positive manner.
- By providing a progressive, democratic and a faculty oriented approach while running the administrative machinery.

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?

For various development works of the college, funds are allocated and utilized very judiciously and economically. All income/receipts and expenditures are closely and effectively monitored by the college accounts branch. Office superintendent, account official and college bursar manage and maintain all the accounts accurately, transparently and efficiently. All financial resources are optimally utilized to meet all the requirements of the stakeholders in a prudent manner.

Institutional mechanism is well designed, involving the governing body, head of the institution, heads of the departments, office superintendent, accounts office and a faculty member working as bursar.

First stage of this mechanism is to prepare annual budget of the institution including all income and expenditure of previous year and estimated income and expenditure for the next financial year. Funds are allocated under different heads for different requirements of the institution as per availability of the financial resources. The same get approved for execution for various needs.

- The Governing Body has constituted a five member Finance Sub Committee to manage and regulate the financial resources of the college. This committee ensures that the college funds are used prudently for the growth and development of institution.
- Internal auditor keeps a check on inflow & outflow of funds and audits the college accounts to maintain the accuracy and transparency.
- The college managing committee has appointed a CA as External auditor to audit the accounts of the college to be sent to different authorities like university, DPI (Colleges) and UGC etc.
- Salaries are deposited directly in accounts of employees through a designated bank.
- All purchases are done by following the defined procedure of the governing body that monitors the utilization of funds. For the purchase of different items, quotations are invited from different vendors/dealers and orders are placed to those who provide the best quality at the lowest price under suitable terms.

- The grants received from UGC/ Government are used as per the directions and instructions of the concerned authorities.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance?

The institution has a strong mechanism to get the accounts of the college and managing committee both, audited internally as well as externally.

The Governing body nominates one of the members of management as internal auditor who is authorized to audit the books of accounts, vouchers and bills etc. every year. He submits the reports to the governing body about discrepancies, if any, in the preparation/maintenance/accuracy of the accounts or in utilization of funds to take corrective measures.

- The external audit is done by External Auditor (a registered Chartered Accountant), who is appointed by the managing committee. The External Auditor checks all the accounts regularly. The external auditor also provides the certificate regarding utilization of funds received from UGC & DPI (Colleges), Punjab.
- The audit team appointed by Accountant General (Audit) Punjab, Chandigarh audits the accounts of the college. Till the financial year 2008-2009, the accounts have been audited by it and there were no major audit objections raised by them. In case of minor objections, they were settled and removed within stipulated time.
- All grants received for salary against 95% deficient in aid are audited by a team appointed by the office of deputy controller (Finance and Accounts), Kapurthala. Till the year 2014-15, the college accounts have already been audited.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and reserve fund/ corpus available with Institution. If any

It is a private aided college. Most of the courses are self-financed. College arranges its own ways for receipts and funding to meet all the planned and unplanned expenditures.

Following are the sources of institutional receipts and funding.

1. 95% Deficient grant in aid for 14 posts to disperse salary to aided employees (Teaching and Non-teaching)
2. Funds and dues collected from the students.
3. Funds generated through the students' fest.
4. Through sale of printed material (prospectus, applications for employment, for fee concession and leave form etc.).
5. Bus fee from those who are availing college-transport facility.

6. Donations from the donors.
7. UGC Grants.
8. Membership fee from the members of the governing body.
9. Hostel charges from the hostellers.
10. Funds generated through crash/value added/hobby courses.
11. Grants given by ministers visiting the college from MPs/MLAs from their discretionary/MP LAD fund.

The deficit is always manageable within the resources generated by the managing committee.

Annexure: Audited income & expenditure statement of the academic and administrative activities for the previous four years i.e. Session 2012-2013 to 2015-2016.

Hindu Kanya College				
Kapurthala				
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2016				
	PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
To	Electricity Bill charges	869399.00	By College Fees	21890690.00
To	Salary		By Interest	1431155.00
	Teaching	13403315.00	By Red Cross	18825.00
	Non-Teaching	4727838.00	By Examination charges	74645.00
To	Provident Fund	1599352.00	By Collegiate School	7178690.00
To	Electricity Repair	450638.00	By Management	2275376.00
To	Advertisement	220303.00		
To	Employee State Insurance	438456.00		
To	Printing & Stationary	663377.00		
To	Miscellaneous Expenses	726098.23		
To	Water & Sewerage	50200.00		
To	Audit Fee	40012.00		
To	Generator Repair	1600.00		
To	Youth Festival	506416.00		
To	Medical fee	9423.00		
To	Building Repair & Maintenance	311961.00		
To	2% Notional share	8100.00		
To	5% Management share	689445.00		
To	Sports Account	19656.00		
To	Furniture Repair	94649.00		
To	SC/BC Scholarship	632769.00		
To	Difference in books	254.23		
To	Monthly havan A/c	11895.00		
To	College badges	2565.00		
To	Bus diesel	277082.00		
To	Practical Charges	375984.00		
To	Depreciation	3370066.87		
To	Remuneration	936514.00		
To	NSS	84000.00		
To	Gratuity	417886.00		
To	University Charges	394860.00		
To	Innova Repair	300000.00		
To	Excess of income over expendit	1235266.67		
	Total Rs. :	32869381.00	Total Rs. :	32869381.00

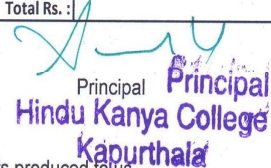

Accountant

Dated :


Office Superintendent

Auditors' Report


Compiled from the books of accounts produced to us
and found the same to be correct.


Principal
Hindu Kanya College
Kapurthala

Hindu Kanya College (General)				
Kapurthala				
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2015				
	PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
To	Electricity Bill charges	773,840.00	By Practical Charges	907,369.00
To	Salary		By College Fees	22,328,605.00
	Teaching	13,512,055.00	By Interest	1,607,955.00
	Non-Teaching	3,694,761.00	By Red Cross	7,827.00
To	Provident Fund	1,153,462.00	By Examination charges	45,240.00
To	Electricity Repair	138,347.00	By Collegiate School	4,076,114.00
To	Advertisement	147,703.00	By University Charges	1,110,011.00
To	Employee State Insurance	383,540.00		
To	Printing & Stationary	746,244.00	By Excess of Expenditure over Income	943,539.45
To	Miscellaneous Expenses	592,422.46		
To	Insurance	15,878.00		
To	Water & Sewerage	49,776.00		
To	Audit Fee	32,026.00		
To	Generator Diesel	16,317.00		
To	Generator Repair	15,550.00		
To	Van Petrol	22,502.73		
To	Van Repair	13,416.00		
To	Youth Festival	930,058.00		
To	Medical fee	9,173.00		
To	Management Account	3,817,330.00		
To	Building Repair & Maintenance	399,606.00		
To	2% Notional share	8,500.00		
To	5% Management share	1,014,948.00		
To	Sports Account	51,861.00		
To	Furniture Repair	25,890.00		
To	TDS	289,603.00		
To	Difference in books	150.36		
To	Special award	20,900.00		
To	Monthly havan A/c	2,815.00		
To	College badges	9,160.00		
To	Bus diesel	400,395.00		
To	Depreciation	2,738,430.90		
	Total Rs. :	31,026,660.45	Total Rs. :	31026660.45

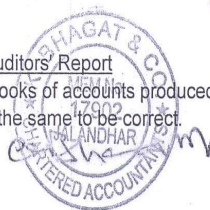

Accountant


Office Superintendent


Principal
Hindu Kanya College
Kapurthala

Dated : 6.1.16

Auditors' Report
Compiled from the books of accounts produced to us
and found the same to be correct.

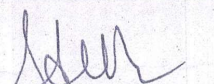


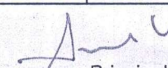

Hindu Kanya College
Kapurthala

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2014.

PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
To Electricity Bill charges	714304.00	By Practical Charges	1483985.00
Salary		By College Fund	22084425.00
Teaching	11141266.00	By Interest	1567598.00
Non-Teaching	2958068.00	By Red Cross	14700.00
To Provident Fund	556345.00	By Examination charges	7050.00
To Electricity Repair	47010.00	By Collegiate School	3843625.00
To Advertisement	176001.00		
To ESIC	364447.00		
To Printing & Stationary	695778.00		
To Misc. Expenses	390618.00		
To Insurance	208997.00		
To Water & Sewerage	48423.00		
To Audit Fee	28652.00		
To Generator Diesel	89755.36		
To Generator Repair	36672.00		
To Van Petrol	69395.80		
To Van Repair	1360.00		
To Youth Festival	421624.00		
To Medical fee	9102.00		
To MGT Account	1755864.00		
To Building Repair & Maintenance	107125.13		
To 2% national share	8400.00		
To 5% MGT share	1153667.00		
To Sports Account	51359.00		
To special award	41700.00		
To Gratuity	1589127.00		
To Bus diesel	197015.00		
To Depreciation	2967141.85		
To Net Profit	3172165.86		
Total Rs. :	29001383.00	Total Rs. :	29001383.00


Accountant

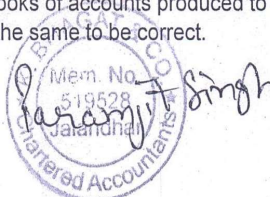

Office Superintendent


Principal


Dated :

Auditors' Report

Compiled from the books of accounts produced to us
and found the same to be correct.



HINDU KANYA COLLEGE, KAPURTHALA.

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31.03.2013.

EXPENDITURE	DETAIL	AMOUNT	INCOME	DETAIL	AMOUNT
TO SALARY ACCOUNT			BY COLLEGE FUND		18,592,588.00
- TEACHING	12,018,754.00		BY PRACTICAL CHARGES		2,556,698.00
- NON-TEACHING	2,539,098.00		BY INTEREST		1,303,368.00
TO INSURANCE	24,573.00		BY RED CROSS		11,855.00
TO ADVERTISEMENT	209,901.00		BY EXAMINATION CHARGES		2,560.00
TO ELECTRICAL REPAIR CHARGES	121,134.00		BY COLLEGIATE SCHOOL		9,269,485.00
TO ELECTRICITY BILL CHARGES	593,427.00		BY DISTANCE EDUCATION FUNDS		222,858.00
TO MEDICAL FEE	5,171.00				
TO WATER & SEWERAGE CHARGES	48,267.00				
TO MONTHLY HAWAN	34,576.00				
TO PROVIDENT FUND	498,059.00				
TO MISCELLANEOUS EXPENSES	459,889.63				
TO FURNITURE REPAIR	78,387.00				
TO SPORTS FEE	7,428.00				
TO AUDIT FEE	23,981.00				
TO GENERATOR DIESEL	156,904.87				
TO VAN PETROL	125,027.25				
TO 5% MANAGEMENT SHARE	617,847.00				
TO 2% NOTINAL SHARE	8,700.00				
TO GENERATOR REPAIR	7,993.00				
TO BUILDING REPAIR & MAINTENANCE	202,175.00				
TO VAN REPAIR	9,020.00				
TO PRINTING & STATIONARY	663,925.00				
TO SPECIAL AWARDS	90,700.00				
TO ESIC A/C	321,139.00				
TO SUBSTANCE	67,928.00				
TO MANAGEMENT ACCOUNT	1,474,481.00				
TO COLLEGE BADGES	4,340.00				
TO GRATUITY	5,495,657.00				
TO YOUTH FESTIVAL	797,744.00				
TO DEPRECIATION	3,187,170.25				
TO EXCESS OF INCOME OVER EXPENDITURE	2,066,007.00				
TOTAL RS.	31,959,404.00		TOTAL RS.	31,959,404.00	

ACCOUNTANT

SUPRINTENDENT

PRINCIPAL

DATED : 08.07.2013.

AUDITORS'S REPORT

COMPILED FROM THE BOOKS OF ACCOUNTS PRODUCED TO US
AND FOUND THE SAME TO BE CORRECT, SUBJECT TO OUR
SEPARATE REPORT ENCLOSED HEREWITH.

FOR K. BHAGAT & CO.

CHARTERED ACCOUNTANTS



6.4.4. Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

To provide quality infrastructure and faculty, the institution is always in need of huge funding.

No doubt the college receives the grants from DPI (Colleges), Punjab, UGC and ministers who visit the institution on different occasions, but these are never adequate to meet the multi-natured requirements of the college. So the college has to make following efforts to raise the sources and the occasions to create funds:

- Institution sends its proposals to UGC through its affiliating university for different schemes and projects to avail grants.
- It arranges college events and invites ministers or industrialists to chair the functions, who release grants for different developmental activities.
- The college introduces new courses and disciplines to attract & admit more students to generate more revenue for the institution.
- Value added, hobby courses & crash courses are arranged during vacations in the college campus to generate more funds.
- Office bearers of the governing body contact the industrialists, businessmen, leaders and philanthropic personalities and motivate them to contribute for 'Poshita' scheme, by adopting the poor students financially studying in college and to sponsor prizes for student fest.
- College has also started a collegiate school to generate funds for meeting the requirements of the college.
- Invests more in college infrastructure, like buses to approach the remotest areas to facilitate more students and also increase revenue and funds of the college.
- Alumnae are motivated to develop a sense of belongingness with institution, to sponsor scholarships and expanding financial aid for college developmental activities.
- All funds are rationally allocated to different heads (academic/co-academic) of expenditure, and are utilized efficiently and transparently for developmental activities.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance

Yes, college has set up an IQAC in 2007 and since then it has been channelizing and systematizing all the efforts and measures of the college, towards quality enhancement for academic excellence.

It proposes the strategies to strengthen quality parameters in academic and co-academic programmes.

It also works out the plans to remove deficiencies and ensures consistent improvement in the teaching-learning processes.

In its formal & informal interaction with students, alumnae, faculty and the community at large, it communicates the plans of the college regarding new courses or short term courses introduced due to changing trends of global scenario and social milieu.

Through IQAC, the institution focuses on infrastructural requirements, teaching-learning requirements, strategies for further improvement in academic, extra-curricular activities, sports activities, developing linkages, awareness programmes for students, efforts to instill values and a sense of responsibility among students, proposals for workshops, seminars, conferences and other welfare activities for the students and staff and promoting the use of technology for making teaching-learning process, ICT enabled.

It also focuses on evaluation process to make it more purposeful, objective, transparent and effective.

It plays a pivotal role in keeping the institution abreast of and abuzz with quality academic/co-academic/extra mural activities.

IQAC of the college generates good practices and ideas for planning, implementing and measuring the outcome of academic and administrative performance.

Before the commencement of the session, the policies for quality assurance in overall functioning of the college, are defined and planned by IQAC and the advisory body.

For the implementation of these policies, the Principal forms different committees involving all the staff members.

The Principal being the chairperson, of IQAC evaluates and reviews the activities of various committees and guides them where necessary, to ensure result oriented implementation of plans and policies formulated by IQAC.

Thus, IQAC takes care of all round development of the learners & teachers and adds strength to institutional goals.

b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

Following are some of the decisions of IQAC which were approved and implemented by the management:

1. M.Sc. Fashion Designing is introduced in the college since 2014-15 due to a suggestion of the members of IQAC.
2. IQAC suggested to introduce for B.Com (Honors) due to a change in the policy of the Guru Nanak Dev University, Amritsar, the affiliating university to close B.Com Professional. The same got implemented.

3. IQAC insisted to promote research culture in the college, so the special committee has been set up to motivate faculty and students to go for research work/ projects.
4. It also organizes the orientation programmes from time to time for new faculty & students in the college to make them aware about goals, vision and mission of the institution.
5. It creates opportunities for personality development of the students through their optimum participation in extra activities.
6. Wall magazines are introduced in some of the departments to inspire the students for creative writing and for reading habit.
7. It lays more stress on faculty up-gradation and professional development through interactive session with scholars from higher learning institutes and governing body.
8. The IQAC gave suggestions to upgrade the Physics lab for the students of B.Sc. Computer Science.
9. It also recommended to make the campus Wi-Fi and the same was implemented.
10. On recommendations of IQAC, a self-employment center was created to provide valuable courses in cooking, baking, beauty & skin care, homemaking, interior decoration and cutting & tailoring to enable the students/women of the area for self-employment.
11. It suggested to make sincere efforts to increase and strengthen linkages with industries, national and international organization to provide more job opportunities and centers for practical training etc.
12. The college is introducing B.Sc. (Medical and Non-Medical) most probably from the session 2016-17 on the recommendation of IQAC to promote scientific temperament among the students of the area.
13. The IQAC suggested to organize some activities involving members of 'Alumnae Association' to strengthen its association with the institution. A reunion meet was organized by the alumnae association in collaboration with the college within the campus and new plans and projects were discussed and suggestions were invited.
14. The IQAC makes every effort to ensure 'ragging free' environment in the college.
15. For physical fitness, students should be motivated and trained to avail the facility of college gym and to participate in games & sports.
16. Centre for competitive examination should be strengthened and its activities should be given wide publicity to increase the number of beneficiaries.
17. Campus accommodation given to some class IV employees for taking care of the college property, should be renovated and expanded and the same has been started by the management.
18. More steps to be taken for welfare schemes for class III and class IV employees of the college.

19. More healthy practices should be introduced and incorporated in the functioning of the college to instill more values, sensitivity and compassionate attitude among the students. Keeping this recommendation in mind, the college authorities initiated some more healthy practice like 'Poshita', 'Student Adoption Scheme', 'Inter-disciplinary teaching-learning', 'Yoga and 'Training for self-defense' etc.
20. It encouraged the faculty to focus on student centric practices, aids & strategies to improve the performance of the students and to bring them closer to institutional framework.
21. Parents-teachers interaction and meetings should be increased to share the common concern, i.e. personality development of the learners.
22. Exposure to outer world for students should be increased through more educational trips, field visits and participation in inter college or inter university contests & functions.

All the above mentioned recommendations made and the decisions taken by the IQAC have been approved by the management and implemented accordingly for the development & progress of the college. But some of the decisions approved by the management are in pipeline.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes, the IQAC has two external members from society:

1. Sh. Sudesh Sharma (Educationist and a Social Activist)
2. Mrs. Raghubir Kaur Walia (Educationist & Former Principal, S.D.S.P College, Rayya (Amritsar))

They significantly offer their services for different projects and stress on wide awakening among the learners about new schemes of the government of Punjab and India. Due to their long experience, academic background and broad vision, IQAC stands benefitted.

d. How do students and alumni contribute to the effective functioning of the IQAC?

Students and the alumnae, both are the vital stakeholders of the institution and the constituents of IQAC.

Interaction with students, feedback of the same, suggestions given by the students and their demands are always a mobilizing force for IQAC to ponder over more thoroughly on the courses, student support services, employment opportunities in future and the challenges ahead and to take significant decisions about future plans, strategies and fund generation activities to make all the programmes result oriented.

Even the Alumni affects the process and deliberations of IQAC very deeply and meaningfully. They narrate their experiences in the college when they were the students and impact the cell with their new roles and new capacity gained after doing graduation from the college.

The alumnae become dynamic partners in all the efforts and endeavors of their almahater to help it in creating a healthy society with empowered women force. Their supportive and endorsing observations strengthen the institutional initiatives.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

Functioning of the IQAC is based on a participative approach. For ensuring efficient performance, IQAC coordinates with all the committees and units to convey its decisions.

Principal, being the chairperson of IQAC assigns the work to conveners of committees, to heads of departments or to office superintendent, gives time bound targets to all and motivates them to work actively, sincerely and effectively.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization.

Earlier too, it is stated that college is an organism integrating all branches to meet the goal, may it be academic excellence or the commendable results in co-academic activities.

The institution has a unified and a streamlined framework, sharing and working collaboratively for quality enhancement and assurance in all aspects, i.e. academic, co-academic, sports, administrative, examination and evaluation processes.

Integrity and team spirit, from top to bottom, help in identifying the targets, available resources, challenges to be faced and weaknesses & the strengths to be explored. All the components of the whole system prevail & operate independently as well as inter-dependently.

Top Management, Principal, IQAC and vision committee, all collectively determine goals for the institution and its stakeholders to be achieved semester wise, yearly or for a long term, depending on the nature of the goal.

Principal, as the chief administrator, in collaboration with administrative staff, academic conveners and co-academic in-charges, moves on the track with determination and full confidence.

For implementation of curricular work, Principal works with heads of departments, sports targets with the head of physical education department and the coaches, for extra-curricular activities she monitors all the conveners of the committees & units, for infrastructural work with office superintendent and caretaker under the supervision of various sub-committees of the managing committee. Meanwhile during the session, Principal meets all of them in different meetings, to know about the progress or the problems on the way. She discusses the same with managing committee & IQAC to find out the solutions to overcome the hurdles, thus journey continues towards the goals to be achieved, with its completeness. Piecemeal approach is avoided at all levels and in all plans.

Thus the system moves like a chain, connecting all the parts, ensuring continuity and targeted operationalization.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

The institution, if, is to touch the parameters of quality assurance and quality sustenance, it has to undergo the rigorous exercise along with its staff at all levels. Top management is to frame the policy. Principal is to convey the same to heads to work to translate the vision into reality, so giving appropriate, adequate and timely training so that work is to be done regularly and carefully.

College authorities feel deeply concerned for regular and continuous academic & professional growth of its faculty and other staff members, keeping in view, the changing and a challenging era of the day.

When the session starts, managing committee interacts with the faculty to apprise them with the parameters of goal oriented quality education.

IQAC also contributes to elaborate the parameters & quality norms and the same are conveyed by the Principal to faculty and staff members. These parameters are mainly related to academic growth as per the requirements of society, modern life and global market.

College organizes workshops for faculty to impart skills and knowledge in newly introduced areas of study.

If staff shows its interest to learn something new, college extends its support and allows them to attend classes or courses outside the campus.

The management and the institution motivate the faculty to attend training courses, seminars, conferences, orientation or refresher courses outside the campus or organizes the same, either management sponsored or UGC sponsored, within the campus to upgrade the faculty to deal with the challenging contents of their disciplines or departments.

The senior and experienced faculty of the college is assigned the task to give training to new entrants to prepare them to show quality results.

Impact

All the efforts done show some impact as during the session, following members of the staff were sent by the institute for professional training:

- Mrs. Jaswinder Jaggi & Mrs. Ritu Gupta (Department of English): Exploring Grammar in English organized by Guru Nanak Dev University, Amritsar, Punjab.
- Dr. Neetu Bhargava & Mrs. Suvit Das (Department of Commerce): Statistical Package For Social Sciences(SPSS)-A software used for statistical analysis, at Guru Nanak Dev University.
- Dr. Sukhwinder Kaur Bawa, attended a workshop on same domain at Khalsa College, Amritsar.
- Ms. Shivani (Department of CS & IT) : attended the courses on Research Trends In Computational Techniques, organized by DAV College, Jalandhar and on Software Technology, organized by Guru Nanak Dev University, Amritsar

- Ms. Surbhi (Department of CS & IT) : attended the courses on Research Trends In Computational Techniques organized by DAV College, Jalandhar.
- Mr. Sanjeev Sharma & Mr. Dilpreet Singh (Administrative Office) attended a workshop on Entering online attendance of candidates in theory & practical examination and award lists of practical exams, organized by Guru Nanak Dev University, Amritsar.

Apart from the above, the computer department of the college helps to solve the queries of other departments like administrative office, library, department of fashion designing and commerce etc. for their computer related technicalities.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If ‘yes’, how are the outcomes used to improve the institutional activities?

Academic audit is the gateway to excellence. It is an assessment to keep a stringent and a continuous vigil on quality. It is a regular exercise to ensure whether the college is on the right track in its quest for excellence.

For this exercise, IQAC plays a major role specially for three key areas, i.e. teaching-learning, research and evaluation with a view to establish quality and perusing excellence in all its academic and research projects.

Members of teaching staff are required to submit the monthly/ quarterly progress report to the concerned heads of the department.

The Principal keeps a regular check on academic functioning through monthly reports, result proformas, reports of HOD’s and meetings of students’ council etc.

The heads of departments also hold meetings of their departments to assess academic performance of the students in their particular subjects and to solve problems being faced by the students.

The external review of the academic provisions is done through periodical inspections of the affiliating university every five years. In case they find any discrepancies, the same are removed by the institution and the suggestions are welcomed.

An audit is also conducted by the affiliating university before granting affiliation for any new subject, stream or class. It is a comprehensive audit regarding faculty, books/journals, class rooms, labs and equipment and justification given by the institution. It is a two folded audit: firstly, while granting provisional affiliation and then confirming the affiliation. College has to abide by all the norms, conditions and instructions of the affiliating university.

In addition to that, from administrative point of view, the college manager and the Principal along with office superintendent, minutely observe the working of different branches in the office and suggest improvement, up-gradation or rectification in the procedures being followed.

All the major recommendations of the academic audit or external review are taken into consideration. Consequently, the library & laboratories are enriched with books and latest

equipment, candidates with highest qualification as Ph.D. are selected and other conditions are also fulfilled which help to enhance the academic ambience of the college.

Outcomes of academic audit help in drawing a roadmap for improving academic profile of the institution, to provide a vision and a dynamic planning with regard to extension activities, to focus on infusing a philosophy into extension & outreach programmes and for proper documentation of all the activities & achievements, ranging from competitions to various outreach programmes.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The College aligns its internal quality assurance mechanisms with various external quality assurance agencies like the affiliating University, UGC and Director Public Instructions (Colleges), Punjab by following their rules & regulations and guidelines issued regarding teaching-learning process, appointment system, salary structure, tuition fee structure, examination & evaluation system, various academic & co-academic activities and welfare schemes etc.

This alignment with the requirements of the relevant external quality assurance agencies or regulatory authorities, is reflected through college prospectus, to apprise the students, faculty, parents and administrative staff, with the latest laws, instructions, rules, norms and regulations of these agencies etc.

Wherever the institution has developed its own practices or tools for assuring quality, there is some logical justification for the same, supplementing the requirements of the relevant external agencies.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

Teaching-learning process needs a continuous review to prove its productivity and purposeful contribution to students' career, to check out the inertia and its weaknesses.

Review is at two stages. Firstly, when the results of the university are out, a comparative study is made regarding the college results of current year and previous years to see whether they are better or deteriorated and a comparison with other institutions of the area, whether the institution is proving its worth, showing a difference in academic quality and proving better for future progression of the students.

Secondly, the review is conducted in between the session after unit/class test and pre semester tests. The outcomes of such reviews are conveyed to faculty for better and more rigorous efforts and to change their methodologies, modus operandi and teaching style for better results in ensuing university examination.

Structurally, it is the academic committee of the managing committee, Principal and heads of departments along with IQAC members, who interact, diagnose the malicious factors and discuss the outcome with student representatives and future course of action is planned.

Faculty is instructed to give extra periods/time, question-answer sessions, difficulty solving session and interaction with parents to analyze the factors for weak or poor performance.

Remedial classes are arranged. Sundays and holidays are used for extra coaching to students/learners, if urgent requirement is felt.

Working hours in all labs are increased to provide longer time for practical learning.

Librarian is directed to be more considerate towards advanced & slow learners and to faculty in need of more study material.

All these efforts improve the outcomes every year. Due to hard work by both faculty and students, results improve quantitatively as well as qualitatively.

College bags more ranks and positions in university results, thus adding a dignity to the ambience of the institution.

Lecturers giving good results get appreciation letter and for weak results, some sort of warning is issued.

The principal and the management review the performance of the faculty through ACRs, self-appraisal reports, monthly reports, confidential reports by the heads of the departments, syllabus completion reports and result reports etc.

The teaching-learning process is also reviewed through feedback obtained from Student Council and Student Welfare Committee.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

Quality assurance policies & mechanism and the related outcomes or effects need immediately to be communicated to all the stakeholders i.e. principal, faculty, students and parents. The quality lacks, if the stakeholders show their reluctance to these policies, mechanisms, strategies and rules& regulations. The endeavors in pursuit of excellence also get hampered if the administrative staff shows casualness in complying with the same while performing its administrative duties, for documentation of all the policies, instructions, and data figures.

The institution is quick and prompt, clear and strong enough in communicating its quality assurance policies, mechanisms and outcomes through its web site, college prospectus, newsletter and even the annual report.

Advertisements in newspapers, cable TV, leaf lets and banners also reflect institutional approach to maintain quality in education being imparted to the students.

It is reflected in orientation sessions for the students, staff meetings, alumnae meets and induction sessions between class teachers & the learners.

For external stakeholders, the institution keeps on sending its periodical reports to different bodies and departments like the affiliating university, D.P.I (Colleges) office, U.G.C office and District authorities.

Criterion VII

Innovations and Best Practices

7.1. Environment Consciousness

7.1.1. Does the Institute conduct a Green Audit of its campus and facilities?

Green audit is the process of assessing the environmental impact of an organization, its processes and projects on its environment and surroundings. College authorities are always sensitive to green surroundings in the sense, ‘environmentally sound and beneficial’.

The institution preserves energy, water and natural resources through an informal green audit. Its focus is always to adopt ways to keep cleaner, safer and healthier environment. College is committed to spread awareness about nature centric environment through academic courses, expert talks, celebrating Van Mahotsav, tree plantation and chetna rallies etc. Several steps are taken to make the college-premises eco-friendly. Nature-Eco club, NSS and NCC units also undertake different projects and utilize their time and energy in ensuring greener & cleaner environment.

A unique and healthy practice of the college is to dedicate every session to an ideal, i.e. **Motto of the Year**, to make the students aware of issues of social, cultural and environmental values. In the recent past, the college dedicated its academic sessions to environmental issues like Be Eco-Friendly, जलसंरक्षण-जीवनरक्षण, Preserve Biodiversity, Save Forests; Save Trees: Save Life, Live for Trees: They Live for Us, Go Green, Save Water and Save Mother Earth: Say No To Plastic etc. College has sufficient manpower to keep the campus eco-friendly, maintain the green lawns and take care of trees & plants. Students are awakened about the laws of the government and rules of National Green Tribunal (NGT) to protect a safe environment.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- a) Energy Conservation
- b) Use of Renewable energy
- c) Water Harvesting
- d) Check Dam Constructions
- e) Efforts for carbon Neutrality
- f) Plantation
- g) Hazards waste management
- h) E- Waste management

College authorities remain concerned and cautious to the urgent requirement of making the campus eco-friendly and a healthy place for students, staff and others.

For all the following issues some steps have already been taken by the institution.

Energy Conservation-A committed attitude is developed in the staff and the students to be involved in energy saving drives. There is sufficient natural light and cross ventilation in the classrooms to make minimal use of electricity. The lights and fans are switched off by

students, staff members and peons. Discipline committee members and class representatives while on round, ensure that fans and lights are not going on in vacant rooms, laboratories and common rooms etc. In non-reading and non-working areas, minimum electricity is used. Air conditioners and coolers are switched off when not needed. In hostel, electric heaters, hot plates, irons or hair dryers etc. are not allowed to be used. Different units like Eco Club, NSS, Youth Service Club and Extension Activity Committee organize various awareness drives to save energy, water, natural beauty, plants and trees through extension lectures, quizzes, poster making competitions and essay writing contests etc.

The college has replaced the regular tube lights and bulbs with CFL and LEDs so as to reduce the consumption of electricity and conserve energy.

Use of Renewable Energy- College is always attentive to the present day eco related issues and is planning to install devices to conserve the depleting sources of energy. Installing solar-water heaters in offices, hostel and guest room is under consideration. Expert talks are also organized to awaken the students & staff as an outreach activity for the same.

Water Harvesting-Water is undoubtedly an elixir of life, therefore, saving it, is essential not only for present generation but also for the future generation. So college does its best to conserve water resources by avoiding wastage of water. “जल संरक्षण— जीवन रक्षण” has been the motto of the year to make the youth conscious about the scarcity of water. It is widely conveyed to students through college prospectus and in orientation talks. To conserve rain water by underground pipes is under consideration. College avails the services of a good plumber to keep a watch on all the taps working well to avoid any wastage of water.

Check Dam Constructions- College is not involved in any project of dam construction.

Efforts for Carbon Neutrality- The institution has taken some preventive measures to check the emission of carbon dioxide. Parking of the vehicles of the employees and of the students is not allowed in the college campus. There is a well-cemented parking place constructed outside the college campus, which helps in keeping the campus, clean and pollution free. It is mandatory for the college vehicles to get pollution check certificates regularly. Students are motivated to use bicycles.

Dead leaves are buried in the soil and the waste papers are disposed-off. Staff and students are advised to pool their travel to check the use of vehicles. The college prefers to provide transportation facility to the students coming from far off places to reduce the number of personal vehicles and to minimize the carbon footprints.

Plantation – Students are motivated for plantation drives inside the campus, in their houses and in the areas where they come from. NSS units and Eco-Nature Club primarily focus on more and more plantation in surrounding areas. It also helps to reduce the level of carbon in air.

- a) **Van Mahotsav** is celebrated every year during the rainy season and students are motivated to own the plants individually and take care & protect them from all risks. The student with most healthy plant is awarded.
- b) **Saplings** are distributed every year in the adjoining villages under community awareness programmes.

- c) College has two beautiful lawns having different variety of flora thus, adding freshness to environment.
- d) The celebrities/ dignitaries visiting the college on special occasions are requested to plant saplings from time to time which are maintained by the dedicated volunteers of Eco-Nature Club and the college gardeners.
- e) Permanent gardener works day and night to plant new trees, flower-plants and ornamental plants as per the weather and takes care of the lawns etc.
- f) Different corners are kept green and beautiful with earthen flower pots.

Thus, eco-friendly environment is always the main concern of the institution.

Hazardous Waste Management –

1. The College encourages its students and staff to minimize the use of non- biodegradable and toxic material in all forms.
2. The college has banned the use of polythene/plastic bags within the college campus.
3. If hazardous chemicals and harmful elements are used in the laboratories, the wastage is cautiously drained out.

E-Waste Management- For e-waste management, the college has made an arrangement by signing an agreement with the supplier of electronic goods. Electronic waste such as discarded computers, monitors and printers are scrapped in a suitable way. It is handed over to experts only for dismantling and recycling.

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 practices assist in the process mapping and process measurement of quality culture of institution. It depends upon the practices, developed and monitored well as per the institutional needs. Quality is not the monopoly of glamorous campuses, rather it is the zeal to work for excellence which helps in generating innovative strategies to make the youth a real wealth for the nation and the society.

Previous assessment & accreditation of the college by NAAC and the recommendations given by peer team have been inspirational guidelines for the governing body of the college to generate its own innovative practices to make education inclusive, relevant, and easily accessible.

Some of the innovations giving a unique identity to the college are elaborated below:

Step to promote interdisciplinary teaching - College management envisioned to keep the students busy and engaged in learning about other subjects, which are not opted for by them. Without taxing the routine time table, faculty members are motivated to prepare some special presentations on the topics which are not a part of the syllabi and such presentations are delivered to classes which are free due to their subject teacher being on leave. Thus this

practice has benefitted the students doubly. They don't feel unattended in college when the subject teacher is not available and they get a talk in a subject other than their own stream which gives them useful information about life related challenges and helps them to know beyond their own subject. Such faculty members are duly rewarded with some incentives by the college authorities thus their special efforts get appreciation and recognition.

Student Adoption Scheme- Teacher-Taught relationship is given a strength and sanctity through Student Adoption Scheme. The scheme is working very effectively to bridge the gap between the teachers and the students.

Under this scheme, the total strength of the college is divided into various groups having 25 to 30 students. Faculty Incharge of each group acts as a mentor, guide, facilitator, care taker and a counselor. She keeps a record of all the details about each student. She tries to know the personal goals, hobbies, interests and academic level of the student. She also tries to be reliever for her stresses, tensions or troubling points. Thus a personal rapport is maintained between the mentor and the learner. The mentor also takes care of her interests even when she leaves the college after completing her Graduation or Post graduation.

Interactive Session - Top management is conscious about the fact that to unshackle the higher education institute from its mediocrity brand, the only panacea is quality teachers. The attitude of faculty taking teaching as a cake walk career by just covering the syllabi, evaluating the answer sheets to test the memory power and producing degree holders only, needs to be relinquished. So interactive orientation of the faculty, in the beginning & in between the session, counseling of the faculty to understand their responsibility to contribute towards national development, foster global competencies, inculcating values, applying technologies and excel in every field, has been another healthy practice. Such orientation clarifies the vision & goals of the institution to them and removes the ambiguity & confusion, if any. This exercise also creates a sense of joint venturing to nourish the youth towards right direction. As teachers are the backbone of all academic/co-academic/extra mural activities of the institution, it is essential for the faculty to adopt the systematic professional approach. In this process, such kind of programmes has a deep impact on the learning outcomes.

Self-Employment Centre- A strong network of various co-academic units is always active for the stakeholders. One of these units is Self-Employment Centre for the students. It was introduced during the session 2013-2014, with a motive to launch some special courses for the girls who can be proficient in one or the other skill, while doing U.G or P.G courses. Such a skill may enable them to be self-employed and empower them to be financially independent. They may learn stitching designer dresses or become expert in cooking, baking, making pickles & jams, art & craft and the art of beautician etc. The college provides space & infrastructure within the college campus for such courses and enables the centre to render valuable services with the help of professionals from different fields to the students. Having such a competency, they won't feel unemployed or helpless even having a degree.

Competitive Exams & Personality Enhancement Coaching Centre- One of the many distinctive characteristics of the college is Competitive Exams & Personality Enhancement Coaching Centre. In pursuit of excellence in competency and capacity building, this cell

endeavors to sharpen and develop the competitive skills and intellectual capabilities of the aspirants. The centre in collaboration with SAMKALP, New Delhi, organizes workshops & orientation programmes for civil services and motivates the students to prepare for other state and national level entrance/competitive examinations. The competitive cell also conducts coaching classes for guiding the college students and aspirants from outside, preparing for various entrance tests such as banking, National Eligibility Test (NET), Teacher Eligibility Test (TET) and B. Ed etc. College teachers as well as visiting faculty deliver lectures on profile of competitive examinations and provide guidelines for the preparation of such examinations. Resource persons with specialized knowledge in different disciplines from premier institutes are invited to share their information and experiences with the students. This cell provides ample study material & test series and conducts mock interviews to enable the students to be selected for different posts and offices. Apart from this, the cell also inculcates the values of hard work, commitment, dedication and understanding of socio-economic and national issues.

Promoting Management sponsored Career Oriented Add on Courses and Value Added Courses- Skill and Career oriented courses are a regular practice, sponsored by the managing committee. To meet the current job-situations, some Value Added courses such as Insurance & Risk Management, Investment Management, Fundamentals of Commerce, Tally ERP 9, Banking Operations, VB 6.0, Food Preservation & Baking, and Painting & Sketching have been designed by the institution and made available to the students. These programmes improve the basic and essential skills of the students to make them employable and increase the job avenues for the students in industries. Such courses are run parallel to the regular degree courses. Thus the students get practical training with a nominal extra fee. In addition to these Value Added courses, the College also runs some crash courses during Vacations like Spoken English, Art & Craft, Cooking and Computer Fundamentals.

Yoga and Self Defence - The institute is driven by a passion to improve, enhance and expand its services to meet the emerging needs of the women students. Apart from regular teaching, college arranges classes in yoga and self-defence for the students, through the department of Physical Education. Special emphasis is laid on Yoga which is highly beneficial for the physical, mental and spiritual health of students, and acts as a stress buster. In addition to that, experts are invited from time to time to train the students in Judo & Karate and other self-defence techniques to make them self-confident and strengthen their physical as well as mental capability to defend themselves from the challenges posed to them from outer world. Related books and literature are also made available in the college library. Students are involved in competitions and exposed to practical demonstration in yoga and martial arts. Thus their personality gets strengthened and institutional goals get fulfilled.

Women Cell- The college authorities are aware of the fact that women have different challenges in their families and society.

Since the session 2014-2015, a "Women Cell" has been set up in the college to give a hearing to the sensitive issues like eve teasing or sexual harassment of students outside the college campus.

This cell creates awareness among the students about their rights and duties through seminars and extension talks etc. It is a platform for the girls to share their experiences and views regarding their status in the society. The members of this cell work enthusiastically & tirelessly to infuse self-esteem, self-confidence, sense of security and enhance their decision making ability.

Student Welfare Committee- To increase the involvement of students in college administration, Student Welfare Committee functions as an active body. This committee is formed every year. It comprises of President, Manager & Secretary of Managing committee, Principal, two faculty members (selected by the Student Council) and one prefect from each class. Its meetings are arranged either by the principal to know about students' expectations, suggestions and requirements or on request of the students. The students participating in the meeting discuss the college policies and their impact very frankly and request the authorities to bring some amendments for better functioning of the college. Thus they get an opportunity to share their ideas in a very comfortable atmosphere and become the partakers in policy formulation. Authorities too, convey the institutional vision to the students through the members of Student Welfare Committee.

Publications and Research- College has been publishing its annual magazine since its inception, to promote young writers to articulate their thoughts and write original articles, stories or other experiences, poems, jokes and share their talent with the readers. A research corner is dedicated to young researchers in college magazine. Another publication is annual report of the college, narrating an account of college activities, results, student participation, functions organized and the celebrities visiting the college. College prospectus is published before the commencement of new session giving complete information about the profile of college, courses being run, support services being provided and fee/fund structure etc. Besides, the departments of Hindi, Commerce and Social Sciences regularly publish research journals containing quality research articles providing rich content for learners, research scholars and fresh entrants in teaching profession. Students are directly involved in the publication of the college magazine as for each section one student editor helps in compiling the matter. Students actively contribute to the wall magazine of different departments by writing themselves and also by persuading their classmates to contribute to its contents. Sports department publishes a sports bulletin to highlight the sports, games and competitions of the session and names of the brilliant players bringing laurels to the college. Thus academic pursuits are nourished with healthy publications.

Promoting the use of technology and computerization of administrative office and library-The institution can claim to do away with the age old pattern of working in library, college administrative branch, accounts branch, establishment branch and the result branch. Staff working in library and other offices is given free training to use modern technology. It has resulted in transparency, efficiency, promptness and connectivity in different branches. The digital multimedia and fully automated library with e-sourcing is becoming much better learning source for the students and the faculty members. The college has a Wi-Fi enabled campus. ICT enabled techniques are used for dissemination of knowledge and power-point

presentations. Audio Visual aids such as smart boards, OHP and LCD projectors are used for effective teaching and seminar work.

Biometric machine has been installed for inculcating the habit of punctuality among the entire staff of the college. This ensures transparency and smooth functioning of the institution.

The college has introduced an innovative bulk SMS service to build up a harmonious relationship between the parents & teachers and to intimate the parents about the performance/attendance in classes, class tests and pre-semester exams etc. of their wards.

As the use of technology has become very vital in imparting quality education, the institution encourages the staff to undergo training on computer aided teaching-learning. Top management is always ready to promote such programmes.

Students Training for software development programme- Students are encouraged and given training for software development.

It is a call of the time that students of IT should be pushed towards developing software.

The college has a research/software development lab for faculty and the students. IT faculty is encouraged to take initiative of developing software through good students of the senior classes for various branches of the institution and for the sister institutions thus actively engaging the students aims to give practical training to them. This lab prepares the software for different departments/seats in administration office.

Moreover for software development, websites are developed by the students of M.Sc. IT, BCA, B.Sc. IT by using different technologies like ASP.NET, PHP, Dreamweaver etc. Projects are developed using VB 6.0 or with latest edition as a part of their syllabi. Prior training is given to Vth semester students.

The purpose is to make all the students aware with the real time applications of the subjects, which they learned theoretically.

Faculty members of the computer science department are deputed as guides cum mentors. Thereafter, students develop, implement and test the project before submitting the same to the Guru Nanak Dev University, Amritsar. The idea of encouraging students for developing software is to make them competent for the competitive market.

Besides this, the students are also involved for meeting the smaller data processing needs of the college, from time to time.

Openness for Linkages- Institution has created linkages with various clubs and NGOs like Bharat Vikas Parishad, Rotary Club, Inner Wheel Club, Lioness Club & Seva Bharti and TV & radio channels like Big FM & Doordarshan Kendra, Jalandhar etc. Students are actively involved in the activities of their organization, giving a multi-natured exposure to the learners. It helps in the personality enrichment and knowledge enhancement. College has also developed linkages with Samkalp, New Delhi to provide guidance for civil services examinations, Gayatri Parivar of Haridwar to strengthen moral values among the students, collaborated with Pushpa Gujral Science City for a campaign against AIDS, Pahal, Heritage society of Kapurthala, Shiksha Sanskriti Uthan Nyaas, and SPIC MACAY for sharing cultural heritage etc. Faculty and students both are encouraged to work with national and international level NGOs like Red Cross, Red Ribbon Club, Legal Literacy Cell, Akal

Channel Canada & other print and electronic media houses etc. Such a practice widens the horizon of the students and prepares them to accept the 'GOOD and CONDUCTIVE' from each and every source.

Academic Diary writing - Apart from other healthy practices, academic diary writing by faculty is another practice which is instrumental in improving teachers' performance. It helps in making the teaching-learning process well organized so that the syllabi may be completed within the stipulated time frame.

The faculty members in each department make daily/weekly lesson plans and follow the same keeping in view the syllabus, its unitization and the available time span.

The institution motivates the teachers to write diaries explaining their teaching plan with date, topic to be introduced and discussed, teaching aids/methodologies used and reference books vis-à-vis learning outcomes of the topic.

Apart from the above mentioned innovations developed during the last four years, there are some other healthy practices which have already been developed and have become an integral part of the functioning of the institution:

Vision Committee: - Vision Committee comprising of experts from Academia, Information Technology, Medical profession, Paramilitary Forces, sports, social activism and industries etc., is actively associated with quality enhancement, monitoring and evaluation of the institution. It is chaired by the President of the governing body of the college.

In its meetings, there are open interactions and deliberations on the existing functioning of the college and also for growth, new projects, challenges of changing scenario and new trends & issues. All these visionaries show a keen interest in women education and empowerment so that, she may emerge as a wheel of change. Their valuable suggestions to provide value laden, vocational and professional education to the women of today, becomes an inspiration & strength for the head of the institution and faculty members. It works as a beacon's light.

Imparting Values- The institution is very cautious and careful to its obligation towards the students who have been entrusted to faculty to be shaped, developed and refined. The focus is to impart finer values of life to make the students dutiful, sensitive, compassionate, respectful, genuine, truthful, tolerant and patient in their outlook, behavior and conduct. It strives to instill leadership qualities, management skills, analytical approach and positive & optimistic attitude among the students of the college. They should learn an art to live for others. To cultivate such qualities, college provides various opportunities, arranges a variety of events, scholarly talks and subscribes to books and magazines, so that the learners get an exposure for their mental and spiritual growth. A harmonious temperament is nurtured in students to enable them to accept all the differences, dissensions, conflicts and diversities in a positive and humane way, so that they should emerge as vital assets, ready to contribute towards society in a healthy way.

'Morning Assembly' in regular time table of the college is another healthy practice which provides a common forum to all the faculty members & students from all classes, streams &

sections to assemble and share thoughts & values collectively. All students participate in singing college prayer & national anthem and get value- inculcating and boosting thoughts from the faculty members in which they are told about the significant days in history, significant personalities making the history, some events and news too. Significant achievements of the college and names of the achievers are announced for the information of the students, thus inspiring the non-achievers to do more work, satisfying the achievers being recognized in such a gathering and giving news of pride to all the students being associated with this college.

Developing Organizational Skill- Changing scenario, full of riddles, risks and hazards can be handled successfully by the educated woman who are equipped with inter-personal skills, organizational skills, leadership qualities, risk management, soft skills and finance management. Often the students are given opportunities to organize students' fest, teachers' day celebration and farewell get together and athletic meet under the guidance of faculty. Even during camps, different committees of students are formed to deal with cooking, sanitation, cultural items and all projects to be undertaken for the community. For college functions, they are assigned the duties for reception of guests and celebrities, maintaining discipline, decoration of stage and beautification of college campus, helping in Prize-Distribution, convocation and other functions of the college. In library too, the students offer their voluntary services during their free periods. In this way, they get a preliminary training for organizing the big events in their life to come.

A practise of giving multi-natured exposure to supplement the classroom teaching with real life experience is promoted by the institution. Students are motivated to visit places like Nari Niketan, orphanages, hospitals and slum areas to observe the life style of the people and the problems being faced by them. During surveys, they contact the people, working women, children to know about their standard of living, their work place conditions and the circumstances compelling the children to indulge in child labour. During camps they visit 'bastis' to interact with people and to impart basics of literacy, tailoring and health care needs. During some draught or floods etc. the students go to help the victims and also get awareness about social problems. This exposure helps in getting practical learning.

Archive Section- A new section has been created in college library where old and rare books, journals and newspapers are kept as **archives**. A separate room is allotted for such valuable study material and it is maintained by one restorer of the library. It helps the students to find out some rare or old information for any study. Library committee makes maximum efforts to enrich this section.

A **literary competition** is a regular feature of academic activities. All students of the college are involved in this competition. Students are to write something original and creative in any language of their choice. Best articles in all languages are awarded. It is to promote creative writing skills among the students.

Student Fest- To avail a multi-dimensional, multi-purpose, multi-faceted and a colorful event management opportunity, students arrange a student-Fest every year in the month of January, last week, mostly on Sunday. Weather wise it adds fun to the event as it is a function

with community of the city. It is a student initiative and creative activity. It is inaugurated with welcoming some celebrity, hoisting college flag, some cultural items by college artists and opening of the theme of the fest by the head of the college. Whole campus is given a festive look. Designers' exhibition displaying fabulous dresses, kids wear, woollen-dresses, ladies wear, and handmade art-craft items attracts the visitors from all corners which shows the talent of the students of Fashion Designing Department. A variety of competitions attract contestants like mehndi competition, gift Packing, saree-draping, flower- arrangements, table setting, salad, sweet dish, snacks preparation, hobby-display etc. in which students enthusiastically participate and exhibit their artist and aesthetic tastes. One corner is dedicated to those participants who are fond of collecting traditional things being used in home, the kitchen, for gardening, for exercises, for beauty enhancing, for dressing up etc., who arrange an exhibition called, Heritage of Punjab and apprise new- generation with traditional, rich and healthy styles of life.

A baby show is also arranged. Children from 1 month to 3 years with their mothers are invited to be checked up medically by team of expert Doctors and assistants. The healthiest and the most active child is crowned as Prince and Princess of the day

Students also arrange various stalls of eatables, traditional and modern food, games and mental exercises for the audience and the students to get thrilled and entertained.

D.J (Disc Jockey) is also arranged for there who want to show their dancing- talent.

While closing the function all are invited for stage performances to compete in fancy-dress, child of the day, grace of the day, couple of the day and modeling etc. Winners of all the competitions and staff and students cooperating for generation of funds on this day are appreciated and awarded by the principal and the management.

This fest is highly exciting as well as very educating, experience enhancing and a learning day for the students. Learning through fun is the theme of the fest. It always remains a much awaited day of the year and primarily it is a show of the student council, student-representatives and prefects who successfully keep the students fully engaged and engrossed in creative activities.

Student centric environment- Student centric environment is always in focus for the college authorities to enable the girls to interact with each other as well as with teachers in a friendly manner and expose their potential in the most fruitful way.

The purpose of the student centric Teaching-Learning environment is to give students the opportunity to develop their cognitive skills in a well-functioning learning environment. For the teachers, this new role is to ensure that all students participate actively in the process of learning. The objective is to make students aware of themselves as learners and to develop those skills that students want to learn or acquire. Often the students' choice and voice are given weightage for fixing schedules, tests, date-sheets or other events etc.

Moreover, student centered teaching-learning environment enables the students to ask questions and to find solutions.

It nourishes a capacity among the students to confidently enter this highly competitive world.

Institutionalizing some special awards for the achievers – i.e. Saraswati and Gargi awards by the management of the college to honour the hardworking students of the college. Students who tops in university/board results for five years/three years are awarded with a college memento, citation and a cash award by a celebrity on the occasion of prize distribution function of the college. Such a healthy practice inspires other students also.

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 practices galvanize the institution and give it a distinct identity. They work as a strong support system to help any HEI achieve its goals and objectives. Every institution envisions, plans and develops its own healthy practices in alignment with its mission of imparting quality education. Therefore, this institution too, has always strived to develop and enliven some of the best practices to complement and augment its efforts in pursuit of excellence in higher education by overpowering all constraints and hurdles. These practices are distinctively being followed in correspondence with local, national & global needs of modern era and have strengthened our system to enable the students to emerge as good and responsible citizens.

Practice – I

Title of the practice – Poshita – ‘Girl Adoption Scheme for higher education’

Objectives of the practice:

A strong network of healthy practices works as blood and flesh for the institutional fabric. Poshita is one of such practices introduced in academic session 2007-2008. It was conceived by philanthropic members of the governing body to create a special fund with a noble goal of helping the needy students.

It was to go with the institutional goal to empower the women section of the society through quality based higher education.

Financial constraints were depriving some of the good students of their right to education as parents felt helpless due to increasing cost of higher education.

For such cases, extending financial aid to girls became imperative. Other aids in means & kind, and fee concessions were proving insufficient to help and support a large number of girls coming from poor economic background. Resultantly they were trying to get engaged in low salary jobs or sitting idle in their homes. Thus, this practice goes with the institutional goal to empower the women from the poor section of the society through quality education.

The Context

It is an era when women need to be educated and self-dependent. If women remain deprived of the opportunity to get higher education, their equal participation in the social development processes cannot be ensured.

It is an established fact that without higher education and enhancing self-esteem and self-confidence, women cannot play the major role in getting employed and pave their way to success in this highly competitive world.

This college is strongly committed to equip women with leadership qualities, managerial skills and decision making capability which are essentially required in social development. It is the foremost duty of the college to provide an opportunity to women who are eligible and interested to be educated, and should not feel discouraged due to financial constraints. This college strongly envisioned a society with educated women, by creating all facilities.

Creation of 'Poshita Scheme' was also a step in this direction to support all women keen to be qualified as graduates or post graduates.

Through this scheme, financially weak parents are motivated to allow their daughters to get admission in the college without any tension of high fee and funds.

Poshita, an innovative financial aid scheme, is a support for students from poor section of the society but otherwise potentially strong enough to get through all the examinations and tests with regular teaching in the classes.

The Practice

It is a finance based practice, initiated by the college managing committee, as a philanthropic exercise. The Managing Committee of the college raises funds for this scheme through various resources and the same is utilized to help out the students to pay their fee & funds. A separate bank account has been opened for this under the head '**Poshita**'. The recipients of the benefit are recommended by a sub-committee consisting of Principal, one senior most staff representative, convener of Students' welfare committee and the Head girl of the college.

The funds under this scheme are generated from the donors of the city and outside who donate liberally for this scheme. Some former faculty members and alumnae living abroad and in India who are financially well off, have also joined hands for this noble cause.

'Poshita Scheme is elaborately highlighted in college prospectus for the information of the students, parents and other stakeholders.

Prescribed proformas are available in the college office. The needy students fill the proforma providing information regarding their family back ground, level and source of income, number of members in family and also their previous academic record etc.

One responsible official from administrative office is deputed to collect all the proformas.

The amount is adjusted against the fee and other dues of the concerned students by the college office. The schedule for the interview of the applicants is intimated to them well in advance. The Financial aid being given to the students stands withdrawn if:

- The student fails to attend 75% of the lectures delivered in the class.
- The student fails in any subject in the Pre-Semester Examination or Semester Examination.

Thus the fee is totally financed by the College Managing Committee and the donors.

Details of the students getting benefits from Poshita Scheme

S. No	Year	Financial Assistance Given	No. of Beneficiaries
1.	2007-08	224140	217
2.	2008-09	197080	158
3.	2009-10	446585	194
4.	2010-11	329150	172
5.	2011-12	447150	213
6.	2012-13	547300	218
7.	2013-14	678900	290
8.	2014-15	777300	245
9.	2015-16	943600	249

Table 7.3.1

Evidence of Success

The scheme is working fruitfully and successfully with positive results.

More than 200 students are being benefitted every year under this scheme.

Number of beneficiaries is also increasing every year since its inception in 2007, thus the students getting this aid are being relieved from a stress and pursuing their higher studies enthusiastically and the primary cause of women empowerment is served successfully.

The dropout rate due to financial aid has been reduced considerably and more students have been able to complete their studies successfully.

Gradually the list of donors has increased, thus the scheme is proving its credibility for the source creators.

It has proved a boon to the cause of women education and goodwill ambience of the institution has been elevated.

Problems Encountered: - Initially some problems were encountered while putting the proposal into practice, because of the dearth of money and a small number of donors. So it needed a wide publicity through personal contacts with the benevolent personalities of the city.

Number of the applicants has always been larger than the funds available, so aid given to learners is not sufficient, still it can't be 100% help to those who need it.

Resources required: - Not much administrative resources are required to run this scheme. Some additional duties are assigned to the existing staff of the college. An official, who collects fee and funds, collects the donations given under the head 'Poshita' and maintains the whole account very efficiently and transparently.

A subcommittee of faculty members is formed to interview the applicants.

Rules and regulations are also framed by the President of the governing body and Principal to ascertain the genuineness of the beneficiaries requesting for aid from 'Poshita Fund'.

Beneficiaries are also instructed to be serious and careful in their studies while availing the concession from this fund so that the purpose of the scheme, i.e. enabling the students to

complete their education may be served in the true spirit and the money of the donors should be utilized in a genuine way and benefit should reach the truly deserving students only.

Practice – II

Title of the practice –Motto of the year

Objectives/Goals of the practice:

Having been inspired from the national and international scenario for dedicating the year to some social, environmental or spiritual theme to promote the activities for a better environment, this college also started a healthy practice of dedicating every session to some special motto/theme of the year and focusing on the same through awakening talks, events and activities throughout the session and engaging the students & faculty members in some useful theme or task besides the normal teaching and also making the students aware towards their social and humanitarian responsibilities.

The main goal of such a practice was to add something more important to institutional goal of imparting holistic education, to widen the mental horizon of the learners and to rise above the self and feel concerned with something more essential calling their attention and time.

It was also to make the education value based for the learners, who are to be shaped within the college premises, to be responsible and sensitive towards environment, society, cultural heritage, diversity among fellow human beings and to make them compassionate towards the deprivations of others. It also focused to develop them into considerate persons, feeling concerned for everything happening all around them.

The Context

The idea of such a healthy practice was initially conceived by the chairman of the college managing committee, feeling deeply concerned with the role of women for social, spiritual and humanitarian values.

So the institution, honoring the innovative idea of adopting some ‘Motto for the year’, introduced the practice since the academic session 1997-1998.

A gradual erosion of values, prevailing in social scenario can be avoided only when the youth coming ahead to anchor the social system is morally educated. Inculcating higher moral values like integrity, toleration, secularism, selflessness, patience, accountability, transparency, compassion and helpfulness should also be the primary job of educational institutions. Students are not empty vessels to be filled with information only but they are the innocent candles to be sparkled with divine light within, through a class room, where teachers give them motivation to behave as ethical human beings.

With the change of time, crucial issues like climate change, global warming, pollution, extinction of birds, wild diversity, draughts and the hazards of industrialization have raised their heads like monsters, impelling the top management to associate the student community with all such themes and issues, threatening human life & purity of nature. Therefore the college started dedicating its academic sessions to themes like ‘Save Water’, ‘Save Biodiversity’, ‘Say no to Polythene Bags’, ‘Back to Nature’ etc. So inculcating moral values

and developing an ethical outlook being the foremost duty of the educational institution, has been the contextual background behind the practice launched, followed up and sustained for about last 18 years.

The Practice

The practice is selecting a theme for the session, having relevance for the young students and incorporating the same in the college prospectus, before the new academic session starts.

Then the Principal highlights the theme of the practice in staff meetings, in her inaugural speech for the students, in the meetings of the Advisory Committee and IQAC etc.

A line of action is also planned to be put into different activities stressing on the significance of the practice for students and for society in general.

The same is highlighted through wall-magazines, as a reminder to every reader to assimilate the crux of theme and change her mind-set accordingly, to contribute something good, whether it is for communal harmony, secular outlook and respect for all religions as the session 1999-2000 was dedicated to the Shere Punjab Maharaja Ranjit Singh and the lofty idealism behind it or it is for respect to womanhood, her natural qualities and contribution to mankind, whether it is a call to save water and to ensure safe drinking water, making the young students very conscious and concerned about the problem of water crisis. The students are also advised to avoid the use of polythene bags which cause irreparable damage to environment.

To go with the 'Motto' strongly different competitions are arranged for the students like poster making competition, collage making, quotation writing and painting & sketching competitions to highlight the theme of the year, its relevance and its connection with day to day life. Damages being caused due to one's carelessness to these issues can cause future volcanic blasts if we remain deaf and silent.

Expert talks are arranged by the faculty members and scholars from outside to advise and suggest the students to identify themselves with the theme for the life and to practise the spirit of the theme in day to day life without getting disturbed with dissensions and deviations as new and untreaded paths are always challenging for the human beings.

Students are also motivated to read some literature on the issue, enshrined in theme or 'SANKALP' of the year to get more knowledge and to grasp the logic of the 'ideal' given by the institution to them.

'Motto' of the year is printed in the college prospectus and is given a publicity to be accepted as a positive force to change the environment in a routine behavioral style.

In all the functions of the college, the guests and the celebrities are also told about the practice of the college and they are requested to widen the sphere for such 'Mottos' or 'needs' to be adopted in future years.

S.No Motto Of The Year – So far adopted

1. नैतिकता व शुद्ध आचरण को समर्पित
2. राष्ट्र की गरिमा एवं राष्ट्र प्रति निष्ठा को समर्पित
3. जीवन के उच्च नैतिकता पूर्ण सांस्कृतिक मूल्यों व मान्यताओं को समर्पित

4. शेर- ए-पंजाब महाराजा रणजीत सिंह – The great king of Punjab
5. मानव जीवन के शाश्वत मूल्यों को समर्पित
6. नारी अस्मिता एवं प्रतिष्ठा को समर्पित
7. Be Eco-Friendly
8. जल संरक्षण—जीवन रक्षण
9. Preserve Biodiversity.
10. Save Forest, Save Trees, Save Life. Live for Trees: They Live for Us.
11. Go Green.
12. Save Water
13. Save Mother Earth- “Say No To Plastic”.
14. Motivate- Educate-Excel –Celebrate
15. बेटी बचाओ, बेटी पढ़ाओ

Evidence of Success

This practice has contributed very positively to college culture and its academic health as students get motivated with the theme and readily get engaged in various activities to fulfill the purpose of the theme.

Communal harmony is practically lived and reflected among the students and faculty members. All participate in holy recitation of Shri Ramcharit Manas and Shri Sukhmani Sahib very respectfully, cook Guru ka Langar and enjoy the same in a traditional manner. A family atmosphere is created within the college campus when all festivals are celebrated together by staff and students.

Getting inspired by the Mottos like ‘Save water’, ‘Preserve Bio-Diversity’, ‘Save Mother Earth- “Say No To Plastic”’, ‘Women Empowerment’, ‘Eternal Values of Life’, ‘Go Green’, students get awakened about all the current social and eco-related issues and develop a sensitivity towards nature, gender equality, causes of pollution, saving wild life and the programs of the plantation or growing more and more trees.

Though the students use their own vehicles yet they behave very carefully to maintain their vehicles pollution free.

All these mottos have given some genuine Causes and Goals for arranging activities and competitions, involving student participation at a large scale, keeping them engaged and creative even outside the class-rooms, have increased their information level, have directed their mindset to be responsive to the need of time and contribute positively and enthusiastically in minimizing the causes worsening the situation.

Continuity in pursuing the practice since 1997 itself is an evidence that the vision enshrined in such practices or mottos are enriching the educational outcomes for learners. They not only accept as regular part of college activities but willingly take initiative to make the

‘motto’ a success and purposeful. They feel identified with the surroundings and the impact they have on their lives to come.

It has enriched a value laden conduct among the learners. Gradually they start checking each other’s behavior against wasting water, plucking flowers, damaging plants, using abusive language, showing apathy to manners or the code of conduct meant for them. It has given a sense of self-discipline within the campus. Visitors’ comments on disciplined behavior of the students in all events substantiated the claim that the practice is bearing a desirable fruit.

Problems Encountered- No hurdles or constraints have been faced for following such a healthy practice because it seems to be educating and is in consonance with institutional goals and vision. Rather such ‘sankalp’ develops its firmness for some noble cause and social responsibility among the students.

Faculty members are to be motivated by the top management to go deep into the purpose behind such steps initiated by the college. Though the faculty is busy in teaching-learning process, yet they are persuaded to arrange some activities involving the students in different drives, like competitions, awareness talks and rallies etc., highlighting the ‘Motto of the Year’.

The purpose behind this practice is to bring a mental change in the learners. Unless the underlying and implied purposes don’t get embedded in their minds, they will be incapable to understand the cause. Here in comes the role of Principal and the faculty members to explain the ‘Motto’ in their orientation talks and to instil awakening and its long run positive impacts on human life.

Top management also liberally invests funds for arranging extra activities relating to the ‘Motto of the year’ but special efforts have to be made to explain to the students that education does not mean getting a degree only. It means enhancing some soft skills in one’s personality to make the society, earth and surroundings better, worth living, healthy and safe.

Though the practice is showing its results slowly and slowly, yet the college authorities feel convinced that even such slow impact will be everlasting because they come through an internal will power.



Self - Study Report (SSR)

Volume-I

HINDU KANYA COLLEGE KAPURTHALA

Amritsar Road, Kapurthala (Punjab) - 144 601

Phone: 01822-231277

Email: hkc_kpt@rediffmail.com

Website: www.hindukanyacollege.com