



**AKAL DEGREE COLLEGE FOR WOMEN**  
**SANGRUR-148001 (Pb.)**

Ref. No. 29.58/Akal/2014

Dated 05/12/2014

To

The Director,  
National/Assessment and Accreditation Council,  
P.O. Box No.1075, Nagarbhavi,  
Bangalore – 560072, Karnatka,  
India.

Subject: Submission of Self Study Report for Re-Accreditation Cycle-II

Respected Sir,

It is a matter of great satisfaction for us to submit the Self Study Report of our college for Re-Accreditation Cycle-II. This SSR has been prepared as per the guidelines of the NAAC. Preparing the SSR gave us, once again, a wonderful opportunity to assess our Strengths, got to know certain grey areas where we need to work hard in the times to come.

The seven criteria laid down by the NAAC have been thoroughly looked into and our staff has taken all the pains to make honest inputs. I also ensure you my further support and co-operation in any matter that might need my assistance.

Kindly informs us about the tentative dates of visit of worthy Peer Team well in advance. May I share with your good office that by mid – March the University examination commences and before that preparatory holidays for students are declared and the next session will commence in July-August. So kindly adjust accordingly for a healthy interaction.

With warm regards.

Place: Sangrur

Date: 05/12/2014

Aka *Sukhmeen Srothi*  
with seal (Punjab)

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SSR-2014 – Akal Degree College for Women, Sangrur

**Self Study Report (SSR)**  
for  
Re-Accreditation  
of  
**AKAL DEGREE COLLEGE FOR WOMEN,  
SANGRUR-148001(Pb.)**



**Submitted to :**  
**NATIONAL ASSESSMENT AND  
ACCREDITATION COUNCIL  
P.O.BOX No.1075, Nagarbhavi,  
Bangalore-560072**



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**AKAL DEGREE COLLEGE FOR WOMEN**  
**SANGRUR-148001 (Pb.)**

Ref. No. ....

Dated.....

**Declaration by the Head of the Institution**

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

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

I am aware that the Peer team will validate the information provided in the SSR during their visit to the college.

*Sukhmeen Sodhu*

Signature

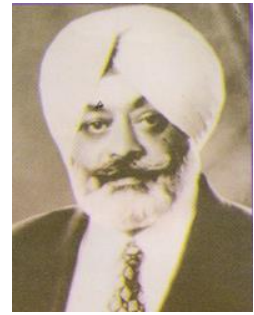
Head of the Institution with seal

Place: Sangrur  
 Date:- 05/12/2014

Phone : 01672-234323, 502224  
 Fax : 01672-221280

E-mail: [akal.degree@yahoo.com](mailto:akal.degree@yahoo.com)





### **FROM THE CHAIRPERSON'S DESK**

It gives me immense pleasure to know that Akal College for Women, Sangrur is submitting its Self Study Report-2014 for the second phase of reaccreditation by the National Assessment and Accreditation Council of India which is the premier agency of assessing and evaluating higher education institutes of the Country.

It is heartening to see that under the dynamic and able guidance and leadership of Dr. Sukhmeen Kaur Sidhu, our Principal, the teaching and non-teaching staff has left no stone unturned to furnish the SSR well in time. Recalling the devotional efforts of previous Principals, Miss Sivraj Kaur and Dr. Harjit Kaur, I must admit that to a very large extent the progress of this college is due to their initiative, hard work, imagination and administrative ability. I would also like to recapitulate the untiring efforts of Prof. Surjit Singh Gandhi our secretary who besides being an educationist happens to be an eminent historian.

This institution is a part of Akal group of institution purely in the service of young rural and urban women for their educational upliftment, addressing their needs when the winds of social change are blowing fast and gender gap is being narrowed down in a patriarchal and feudal society. May I take it as an opportunity to bring to the kind notice of the prospective NAAC-Peer Team that all the stake-holders of higher education have been equally addressed here despite various financial constraints.

Already accredited with B+ grade by NAAC in 2004, the college has progressed vigorously by adding new technological courses of study and by incorporating all the suggestions made by the then Peer Team. "Women Empowerment" with a visionary and futuristic approach is the aim of our management. I am confident that we will live up to the expectations of the NAAC-Peer Team when it obliges us with its auspicious arrival. On behalf of our Trust and Managing Committee, I extend warm welcome to the forthcoming Peer Team for assessment.





### **FROM THE PRINCIPAL'S DESK**

It is a great privilege for our esteemed Akal Degree College for Women, Sangrur to present its Self Study Report-2014 (SSR-2014) for its Reaccreditation Cycle-II of National Assessment and Accreditation Council (NAAC), an autonomous body of University Grants Commission (UGC) of India.

The college is the brain child of its founder Late. S. Gurbakhsh Singh Sibia, who besides being a leading Politician was a philanthropist dedicated to the cause and concern of young rural and urban girls of this backward Malwa belt of Punjab State. Since its inception in 1970, it has blossomed fully in the last 44 years with the dedicated and consistent efforts of benevolent Managing Committee, comprised of visionary educationists of the area. The college has upgraded itself since its first accreditation in 2004, with new technological courses to address the needs of young rural women specially in this period of brisk social transformation. Despite various bottlenecks and financial crunches, the college has kept up its commitment towards quality higher education. In this contemporary society where women are supposed not only to be economically independent but also to be confident, holistically grown up and awakened individuals of Indian and global society, the institution has carefully carved out various programmes to bring the necessary and desired attitudinal changes in the young minds.

Our teaching and non-teaching staff have worked hard to bring out the SSR with deep introspection. We understand that self appraisal gives us an opportunity to assess our weakness and strength and provides an excellent mechanism to improve because education is a never-ending process. I feel deeply indebted to the staff and management for their cooperation.

We eagerly await the arrival of worthy NAAC-Peer team for its assessment and extend a hearty welcome to its eminent and learned members in anticipation.

(Dr. Sukhmeen Sidhu)

Principal

Akal Degreee College for Women, Sangrur



# Self Study Report (SSR)



## Profile of the Affiliated / Constituent College



### Profile of the Affiliated / Constituent College

1. Name and Address of the College:

Name :	AKAL DEGREE COLLEGE FOR WOMEN, SANGRUR	
Address :	OUT SIDE NABHA GATE SANGRUR	
City : SANGRUR	Pin : 148001	State : PUNJAB
Website :	<a href="http://www.adcwsangrur.com/">http://www.adcwsangrur.com/</a>	
E-Mail Address	<a href="mailto:akal.degree@yahoo.com">akal.degree@yahoo.com</a>	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Sukhmeen Sidhu	O:1672-502224 R:	98721-00051		
Vice Principal	Mrs. Jatinder Kaur	O:1672-234323 R:	98761-71153		
Steering Committee Co-ordinator	Mrs. Shavinder Kaur	O:1672-234323 R:	94652-08007		

3. Status of the Institution:

Affiliated College

Constituent College

Any other (specify)

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education

b. By Shift

i. Regular

ii. Day

iii. Evening

5. It is a recognized minority institution?

Yes

No

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





## 6. Sources of funding:

Government

Grant-in-aid

Self-financing

Any other

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

7. a. Date of establishment of the college: **1<sup>ST</sup> July 1970** (dd/mm/yyyy)

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

**Punjabi University, Patiala**

## c. Details of UGC recognition:

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

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

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

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

(Enclose the recognition/approval letter)

## 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 *	<b>SANGRUR</b>
Campus area in sq. mts.	23 Kanal 14 Marle
Built up area in sq. mts.	

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

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

• Auditorium/seminar complex with infrastructural facilities

• Sports facilities

\* play ground ✓

\* swimming pool

\* gymnasium ✓

• Hostel

\* Boys' hostel

i. Number of hostels ii.

Number of inmates

iii. Facilities (mention available facilities)

✓ Girls' hostel

i. Number of hostels **ONE**ii. Number of inmates **108**

iii. Facilities (mention available facilities)



\* Working women's hostel

i. Number of inmates

ii. Facilities (mention available facilities)

**-N.A.-**

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

• Cafeteria —

• Health centre –

**-N.A.-**

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance..... Health centre staff –

Qualified doctor      Full time  Part-time

Qualified Nurse      Full time  Part-time

- Facilities like banking, post office, book shops
- Transport facilities to cater to the needs of students and staff
- Animal house
- ✓ Biological waste disposal
- ✓ Generator or other facility for management/regulation of electricity and voltage
- ✓ Solid waste management facility
  - Waste water management
  - Water harvesting

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

SI. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
	Under-Graduate	B.A.	3 Years	10+2	Pbi., Hindi, Eng.	No Limit	441
	Under-Graduate	B.C.A.	3 Years	10+2	English	40 Each Class	86
	Integrated Programmes PG						
	PG Degree	M.Sc.IT	2 Years	B.A. in Any Stream	English	30 Each Class	19
	M.Phil.						



	Ph.D						
	Certificate courses						
	UG Diploma						
	PG Diploma	PGDCA	1 Years	B.A. in Any Stream	English	60	13
	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	01
-----	-------------------------------------	----	--------------------------	--------	----

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)	UG	PG	Research
Arts	English, Punjabi, Hindi, Education, Economics, Political Science, History, Math, Music (Inst)	01	----	-----
Commerce		----	----	-----
Any Other (Specify)	Computer	01	02	-----

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

a. annual system

b. semester system

c. trimester system

17. Number of Programmes with



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

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

Yes  No

If yes,

- a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)  
and number of batches that completed the programme b.
- NCTE recognition details (if applicable)
- Notification No.: .....
- Date: ..... (dd/mm/yyyy)
- Validity:.....

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

Yes  No

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

Yes  No

If yes,

- a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)  
and number of batches that completed the programme b.
- NCTE recognition details (if applicable)
- Notification No.: .....
- Date: ..... (dd/mm/yyyy)
- Validity:.....

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

Yes  No



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

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government <i>Recruite</i>	----	----	----	05	----	07	03	08	----	----
<i>Yet to</i>	----	----	----	----	----	06	01	04		
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>	----	----	----	----	01	15	03	01	----	----
<i>Yet to</i>	----	----	----	----	----	----	----	----	----	----

\*M-Male \*F-Female

## 21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers	05				02		07
D.Sc./D.Litt.				----	----	----	----
Ph.D.				----	----	01	01
M.Phil.				03	----	----	03
PG				02	----	01	03
Temporary teachers	01				14		
Ph.D.							
M.Phil.					----	01	
PG					----	09	
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

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

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

Categories	Year 1		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC		24		52		75		77
ST								



OBC		10		14		08		22
General		555		478		463		449
Others								

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

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	519	28	-----	-----	547
Students from other states of India	01	----	-----	-----	01
NRI students					
Foreign students					
Total	520	28			548

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

less than 1%

PG

less than 1%

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. 6022-00

(b) excluding the salary component

Rs. 1887-00

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

Yes

No

If yes,

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

Yes

No

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

c) Number of programmes offered

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

Yes  No



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

BA 60 : 1

BCA 40 : 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: **2004** Accreditation Outcome/Result...B+.....

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

Cycle 3 Accreditation Outcome/Result.....

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

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

152 (B.A.) , 155 (Computer)

32. Number of teaching days during the last academic year

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

118 (B.A.) , 140 (Computer)

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

**04/06/2007** (dd/mm/yyyy)

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

AQAR (i) **04/12/2014** (dd/mm/yyyy)

AQAR (ii) **04/12/2014** (dd/mm/yyyy)

AQAR (iii) **04/12/2014** (dd/mm/yyyy)

AQAR (iv) **04/12/2014** (dd/mm/yyyy)

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





## **CRITERION I: CURRICULAR ASPECTS**

### **1.1 Curriculum Planning and implementation.**

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

#### **Our Vision**

To be the Hog bearer of women empowerment through higher education that combines emerging global trends with value-based nurturing of enlightened young women.

#### **Our Mission/Objectives**

1. Transmission of knowledge and education of the masses in the rural, semi-urban and urban areas of sangrur district and to promote and facilitate sustainable development of Higher education in consistence with policies and acts of University, UGC and the Government.
2. To focus on personality development of each student through development of positive attitude, leadership qualities and self awareness.
3. Promotion of Punjabi Language and culture.
4. Imparting higher education to less privileged and deserving sections of our society and lend a helping hand to them.
5. Involving the youth in community activities through NSS, NCC, Youth Welfare to inculcate a sense of discipline in them so as to make them responsible citizen of nation with secular outlook.
6. To establish strong communication network between the college, parents, Alumni and the society at large to create healthy atmosphere for vision oriented growth.

The Vision, mission goals and objectives of the college are communicated to the students, teachers and other stakeholders by displaying them at the various notice boards, getting them printed in Prospectus, College Magazine and updated on College Website.

At the time of commencement of new academic session each year, the College Principal, teachers in charge of various societies/clubs like NSS, NCC, Sports Department, Library In charge etc. address assemblies of students of different undergraduate streams and apprise them of the college vision, mission and goals and what is expected of them in regard to their conduct and discipline in the college.

Apart from these measures, the college makes serious attempts to include these goals into the curriculum itself. Computer education and soft skills are now an integral component of the employability skills. The College offers BA with Computer Education as one of the elective subjects. BCA, M.Sc. IT, and PGDCA have computer education as their core subjects.

We provide the students facilities and train them to develop their communication skills. They are encouraged to participate and organise various programmes, festivals etc. so that they realise and develop leadership skills as



well as experience team work, and learn how to share responsibilities and manage things on their own.

Lessons in moral education are also delivered through talks from eminent scholars. Our library has a richly collected moral literature. Pingalwara (a destitute home) literature is also distributed to the college community free of cost

**1.1.2. How does the institution develop and deploy action plans for effective implementations of the curriculum. Give details of the process and substantiate through specific examples.**

The College prepares an academic calendar every year for effective implementations of the curriculum. The academic calendar is prepared keeping in mind the academic calendar of the University. Principal holds a meeting with senior faculty members for the coming academic session in which number of working days, distribution of syllabus into different units, examination plans, seminars to be conducted, appointment of temporary teachers, tentative time table, academic and co-curricular activities, new innovative teaching methods, framing a checklist of various community welfare programmes through NSS and NCC units are thoroughly discussed so that institutions can provide something more innovative in the curriculum than the previous year to compete at the national and global trends of education.

For example, the instructions are given to teachers and they are encouraged beforehand to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, seminars apart from regular/traditional teaching methods.

To monitor the program of the students, apart from the regular tests, two House Exams are conducted for the students as laid down in academic calendar.

**1.1.3. What type of support do the teachers receive (from the university and / or institution) for effectively translating the curriculum and improving teaching practices?**

The College encourages the teachers to participate in the Orientation / Refresher Courses / Workshops / Seminars organized by the affiliating university to update the knowledge and to improve the teaching aptitude of the teachers. The faculty of the College can discuss their issues or problems, if any, while participating in the meetings of undergraduate Board of studies, faculty of Languages and faculty of Social sciences.

The College, on its part provides all infrastructural facilities and logistic support to all the teachers for improving teaching practice. These facilities include a well stocked library, computer labs etc. The college also provides sample books and software and internet facilities to ensure effective delivery of curriculum.



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

The College and the teaching faculty have taken many initiatives for effective delivery of the curriculum. Though the curriculum is designed and revised by the Punjabi University, Patiala but for the effective curriculum delivery, we give weightage to academic improvement and at the same time give sufficient importance to overall development of students by encouraging them to work with various forums of the college such as student council, Publication Committee, Library Advisory Committee, Co-Curricular / Extra Curricular Committee, NCC and NSS etc.

- Computer Labs are well equipped with the latest computers. Internet facility is made available at the library. Latest books are made available to the faculty for their reference in the library. The Wi-Fi facility is set up to provide wide accessibility of the Broadband Internet to students and staff.

- In addition to the regular subject classes, the college also organizes special lectures by inviting experts from various fields to share their knowledge with the students. The college also organizes special personality development programs for its students.

- The students are also taken out for educational tours such as trade fairs, exhibitions and places of historical importance to provide them a first hand knowledge of various things. Furthermore, for effective curriculum delivery, the college has got the provision at special / remedial classes for slow learners. Special classes are conducted for those students, who could not attend the classes on account of NCC camp or participation in extra curricular activities to make up their loss.

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

The institution has formed a Career Guidance Cell consisting of efficient lecturers who can maintain a strong liaison with the Industries, Banks, UGC, Universities and the neighboring institutions, apart from this, the cell also maintains a liaison with university authorities to get the latest information about the courses available along with the latest technology and methodology in teaching. Learned professors of National and International repute are frequently invited to college to update the knowledge of the teachers about the global system of education.

**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, students feedback, teachers feedback, stakeholders feed back provided, specific suggestions etc.**



Faculty participation in the curriculum planning process is considered essential so that the drawbacks in the curriculum may be identified and concrete solutions are offered. The college has little choice but to follow the syllabus prescribed by the university. However, many senior members of the staff, in the various departments, are associated with the decision making bodies of the universities like Board of studies and other bodies such as faculty of social science, faculty of languages etc in which they express their point of view in the process of syllabus design. Many of the teachers, in various capacities, attend the workshops organized by the university to discuss and update the curriculum. Frequent stakeholder feedbacks including student, Teacher and Parent Feedback are conducted and suggestions are utilized for improvement of College prospects.

The College does not enjoy the freedom to frame its own curriculum for any of the academic programs. However, the college tries to supplement the syllabus by inviting experts from various fields.

#### **1.1.7. How does institution analyse / ensure that the stated objectives of curriculum are achieved in the course of implementations?**

- It has always been the Endeavour of the institution to ensure that during the course of implementations the stated objective are achieved.
- The institute analyses the implementations of the course curriculum through the performance evaluation of students. It comprises term wise examination, continuous assessment, unit tests, practical tests, course work assessment, participation in the class, debates etc.
  - ❖ Through this, slow learners are identified and remedial measures like extra coaching, playing individual attention and personal guidance are rendered. Bright learners are also given extra help so that they achieve higher percentage.
  - ❖ In case the institution realizes that the stated objectives are not achieved properly or as per expectations, remedial actions / strategies are advised to achieve the desired goals.

### **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.**

Teaching and learning is consistent with goals and objectives of this institution, which are to empower especially down trodden and underprivileged girl students. The traditional courses are knowledge oriented of which as the self Financing Courses and Vocational Courses are job oriented as these programmes cater to the demands of the market. The college offers the following courses at the UG and PG level.

- ❖ Bachelor of Arts.
- ❖ Bachelor of Computer Application.
- ❖ M.Sc. (IT)
- ❖ Post Graduate Diploma in Computer Application.



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

- No, at the present moment, the college does not offer any programme that facilitates twinning / dual degree. But the college is planning to have certain short courses. So, that twinning may become possible.

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

- Range of core / Elective options offered by the University and those opted by the college.
- Choice based credit system and range of subjects options.
- Courses offered in modular form.
- Credit transfer and accommodation facility.
- Vertical mobility within and across programmes and courses.
- Enrichment Courses.

The College has made the following provisions with reference to academic flexibility and course enrichment:

S. No.	Class	Subjects	
1.	BA	Compulsory / Core	Optional
		English General	Elective English, Elective Punjabi, Elective Hindi, Economics, Mathematics, History, Political Science, Music, Education, Computer Applications.
		Punjabi General	
		Mudhla Gyan	
Environmental Studies			
2.	BCA	Math, English, Punjabi (Mudhla Gyan), Fundamentals of Information Technology, Programming Using C, Database Management System, Object Oriented programming, System Software, Computer Networks, System Analysis and Design, Software Engineering, Java Programming, Web Designing using HTML, Numerical Analysis and design.	

- ❖ For students in Arts Stream, English and Punjabi are compulsory. They have to choose three of the available elective options subjects. Environmental Education, Compulsory for all students ensures the responsibility of keeping the environment safe as good citizen.

All these courses definitely enhance the employable skills among the students that in turn help them progress in higher studies.

- Choice Based Credit System and range of subject options.  
Not Available.



- Credit transfer and accumulation facility.  
Not Applicable.
- Lateral and Vertical mobility within and across programmes and courses.

The affiliated status of the college ensures that and the college is guided by the rules and regulations of the University in regard to academic flexibility. The students at the entry level of undergraduate programmes are allowed horizontal mobility and they can change their stream (from BCA to Arts Stream and vice versa) provided they fulfil the basic qualification for admission to the programme they seek to shift to. The students, in the first year of the undergraduate programme are also allowed to change their subjects they had taken up at the time of admission. within specified period notified by the university, It is mentioned in the prospectus.

#### **Enrichment Courses**

Enrichment Courses: The College organizes seminars / workshops / guest lectures / debates / desalinations /creative writing competitions to generate awareness about burning social issues such as female foeticide, drug abuse and environmental pollution related issues. This is how the college enriches the existing courses.

In order to develop the oral and written communication skills, students are encouraged to participate in class room discussions. They are assigned certain tasks and are made to give presentations.

#### **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 the following Self-financed Programmes.

- BCA
- M.Sc. (IT)
- PGDCA

These Programmes differ from the regular programmes in regard to their having greater component of skill-development leading to enhanced employment potential.



S. No	Programmes Offered	Curriculum Dev.	Admission Process	Curriculum	Fee Charged	Teacher Qualification	Salary Rs.
1	BCA	Designed by University	As per the Punjabi University Norms	The curriculum is designed and approved by Pbi. University	/ per annum as recommended by Pbi. Uni.	P.G. in respective Subjective	Consolidated salary ranging from Rs. 8000/- to Rs. 19000/-
2	M.Sc.(IT)	„	„	„	/ per annum as recommended by Pbi. Uni.	„	„
3	PGDCA	„	„	„	/ per annum as recommended by Pbi. Uni.	„	„

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

-- The College offers BCA, M.Sc. (IT), PGDCA and BA with computers which impart necessary computer education to the students so that they are well equipped to tap the employment opportunities in the current market.

Various Lectures are arranged to train students towards regional / global competence. The communication skills, personality development seminars / workshops are conducted to enhance the IQ level, interpersonal skills and communication skills of the students.

Seminars, Inter College Debate / Declamation and essay writing contests are organized on the topic like Human Rights, Women empowerment and Environmental issues to develop their social skills.

Oral and written communication skills are strengthened by encouraging the students in interactive participation in the class, group discussion etc. The students are also encouraged to participate in creative writing workshop.



**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 provisions for the benefit of students?**

-- There is no provision in the rule and regulations of the affiliating university to combine conventional face to face and distance mode of courses.

**1.3 Curriculum Enrichment**

**1.3.1. Describe the efforts made by the institution to supplement the university’s Curriculum to ensure that the academic programmes and institutions goals and objectives are integrated?**

The institution has taken the following measures to supplement the university’s curriculum by integrating College’s goals and objectives in it.

- The institution stands for imparting education to young women/girls to free them from economic dependency. Therefore the college has introduced job oriented courses.
- One of the goals of the institution is to ensure that all the girls must have the social and technical skills needed for living and working in the modern world. To realize this goal the institution organizes a number of curricular, co-curricular and social activities, through out the year.
- Special care is taken to inculcate ethical and moral values among the students by celebrating the religious functions and national days and important women days such as international Women Day, Violence against Women day, Widow women day. Students are encouraged to take the religious examination conducted by Guru Gobind Singh study circle, Ludhiana.
- The College also organizes UGC sponsored remedial classes for empowerment of SC/BC and other backward classes so that they should be given equal education, security and training.

The College makes serious efforts to integrate environmental issues, gender issues, Human rights and let etc. into the curriculum.

**Environmental Issues:-**

- The Affiliating University provides for compulsory environmental studies to UG level students.
- Van-Mahotsva is observed every year.
- The college has a very healthy tradition of getting trees planted by visiting dignitaries on Van-Mahotsva.
- The NCC and NSS units organise free plantation and cleanliness drive every year on a routine bases.

**Gender Issues:-** The College Youth club, NSS and NCC units organise Debates and deflation Contests and Rallies on issues concerning female foeticide and women’s Empowerment. Issues such as Eve-teasing / sexual harassment are discussed at Tutorial Group Meetings. The NCC girls learn Self defence techniques





**Human Rights:-** The College has a legal literacy cell which plays an important role in generating awareness about Human Rights. Academic excellence along with inculcation of local consciousness is our main goal. Our students through NCC, NSS try to reach out to the society.

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

The college strictly adheres to the syllabus designed by Punjabi University, Patiala but while delivering the syllabus content to the students, our faculty enrich it with their own expertise and experience so that the students also gain employable qualities that enable them get jobs in this highly competitive world.

The institution can only enrich and organize the curriculum by supplementing it with extra courses (discussed in point 1.3.1) so that the students are benefitted in the best possible manner.

Computer labs are well equipped with latest computers. Internet facility is made available at the library. LCD Projectors have been used for effective communication and teaching. The study of this enables all graduates to be familiar with computer fundamentals which enhance employability.

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

The College is playing a progressive role in transforming society by holding various revolutionary activities like gender issues, climate change, environment education, human rights and ICT etc. into the curriculum. Social issues are deliberated upon and discussed at various seminars organized in the college. Talks and awareness campaigns are an integral part of the co-curricular activities.

**Gender issues:-**

The College observes International Women's Day every year in a befitting manner by organizing seminars / Debates/ Poster making contests etc. on Gender Issues.

The College Youth club, NSS & NCC units organise Debate and Declamation Contests and Rallies on issues concerning Female Foeticide and women's Empowerment. Issues such as Eve-teaching / Domestic Violence, Sexual harassment are discussed at NSS camps and Tutorial Group meetings.

**Human Rights:-**

The College has a legal literacy cell which plays an important role in generating awareness about Human Rights. Seminars are organised to make the students aware about their rights and duties, Violence against



women and free legal aid which is provided by legal Services Authority of Punjab State.

### **Environment Issues:-**

- ✓ A Compulsory paper of Environment Education forms a part of the curriculum.
- ✓ The College Environment society makes serious efforts towards sensitizing students to issues relating to climate change and Environment degradation.
- ✓ Van-Mahotsva is observed every year.
- ✓ The NCC and NSS units organise tree plantation and cleanliness drive every year on a routine bases.

A paper of fundamentals of computer application has been introduced in BA classes to enable the students to get them acquainted with the latest technology for their technological empowerment.

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

The institution as such does not offer any value added courses. However there are many enrichment programmes which are regularly organized to develop different skills of the students along with the course work.

#### **(a) Moral and Ethical Values:-**

- Regular lectures are arranged on variety of topics by the experts in the field and the students are motivated so as to instil moral and ethical values in them.
- Various activities under NSS and Youth Club are regularly organized for the college students highlighting the necessity of imbibing above qualities opt for community services.
- The college has a worship house in the college campus premises. Gurupurab and Janam Ashatami are celebrated collectively by students and faculty.
- Silver medal is also provided to the student who is the best in Gurbani recital. (Zapuji Sahib Kanth Mukable).

#### **(b) Employable and Life skills:-**

Programmes such as BCA, M.Sc. (IT) and PGDCA take care of employable skills. There are also strong student forums like Youth Club, Eco Club, Legal Literacy Club and various others which maintain the discipline among students, organise various cultural programmes, competitions, seminars, workshops, peace rallies, awareness rallies, environmental rallies. All these activities improve their team spirit and organizing skills.

(c) Community Orientation:- The College NSS unit, Red Ribbon Club, Youth Club, Legal Literacy Club and NCC provide opportunities to the students through their various programmes to reach out the larger community.



The College's NSS unit adopts a school, along with students holds the camps and campaigns to make the people aware about the social evils like Drugs-Intoxication, Gender Inequality, Female Foeticide etc. Rallies, Blood Donation camps, Tree plantation, Traffic Rules awareness camps, Pulse Polio Campaign, General Body Health Checkup, Eye Checkup, Skin Checkup, Female Foeticide awareness workshop etc. are also organised keeping in mind liability and responsibility towards community and society welfare.

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

The College has a feedback cell which includes the college students, alumni and parents. The students express their opinion about enriching the curriculum through the Performa circulated among them. Oral responses are also considered. Alumni and parents also express their views. Their recommendations help in locating the areas of focus while framing the activities in upcoming academic session. The Principal of the college interacts with the students from time to time, and invites their suggestions.

Colleges teachers also discuss various issues related to curriculum with their peers at workshops, seminars and refresher courses. The Collected response and opinion are then shared in the general staff meeting of the college for the purpose of creating awareness and generating new ideas. Such exchange of ideas helps in conceptualizing the necessary changes and improvements in curriculum revision permitted within the rules.

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

Regular meetings between the Principal and concerns of different enrichment programmes are held at which the progress of these programmes is evaluated and suggestions for further improvement in their functioning are mooled.

## **1.4 Feed back System**

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

To keep the track of the new developments in the respective areas of specialization and to improve academic skills, the teachers are encouraged to participate in National and International Conferences / Seminars organised by University and other institutions. Faculty members also attend orientation and refresher courses held in University from time to time.

The College teachers play an active role in designing and developing the curriculum prepared by the University. The College teachers who are members of different boards of study (f. of S. Sciences ) of the affiliating university, based on their actual teaching experiences and after formal and informal discussion with their academic peers, put forward their suggestions



for affecting required changes in the curricula at the University / Board meetings.

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

Feedback from students, alumni, Parents and academic peers are obtained.

- a) Students:- A Performa based on NAAC recommendations has been designed to obtain feedback on curriculum. The Performa is distributed through random selection of students.
- b) Alumni:- Alumnae meet also provide a platform to its old students to participate in college activities and give their valuable suggestions on curriculum.
- c) Parents:- The feedback on curriculum is obtained during the parent. teacher meet organized to apprise the parents with the performance of their work and obtain their feedback on the functioning of the college.
- d) Academic Peer:- National Seminars , workshops and extension lectures organised from time to time facilitate exchange of ideas with the peer group and update the faculty about the latest emerging trends.

The feedback thus obtained is analyzed. The Principal discusses the key findings with senior teachers for appropriate solution. The changes recommended are put forward at the University/ Board meetings by the teachers who are the members of Boards of study in the University.

Thus the institute has no autonomy with regard to curriculum design but its contribution is marked in the form of suggestions made by the Senior teachers who are the members of Board of Studies at University.

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

NIL



## **CRITERION II : TEACHING – LEARNING AND EVALUATION**

### **2.1. Student Enrolment and Profile**

#### **2.1.1. How does the college ensure publicity and transparent in the admission process?**

At the beginning of every academic year, in the month of May and June, our institute makes wide publicity about the admission, its process, various programmes offered and criteria. A prospectus containing the details of Programmes, Eligibility, Fee structure and other regulations are issued along with application forms. The above details are also published on our Website and other Regional, National and Daily Newspaper wide publicity about the admission is also done Via the local Cable Television Network. Handbills list the salient features of the college are also circulated in regional newspapers to enhance the quality and quantity of admission.

Any Other:

- ✓ Promotional CD has been prepared to give glimpse into the life at ADC.
- ✓ Banners are put at prime locations.
- ✓ Scrolling the salient features of the college on Cable TV.

**Transparency in the admission process:** For Classes like BA, number of seat are open, flexible and the admissions are done according to rules and regulations prescribed by the university. Dates for admission are strictly adhered to and clear instructions are given by the members of Admission committee to the students.

#### **2.1.2. Explain in detail the criteria adopted and process of admission ( Ex. (i) merit (ii) Common admissions test conducted by state agencies and national agencies (iii) Combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.**

As per the prescribed date of admission by the affiliating university, students get Admission Forms along with Prospectus from the office and after thoroughly considering the choices of streams available, the choice of courses available, the choice of mediums available and with the help of the counseling Team available in the college, the students fill their forms very neatly and thoroughly. The Admission / Counseling Committee also guides the students about the process of admission of the respective streams / courses. The Admission Committee after verifying the actual facts put their signatures on the admission performas and directs the students to appear before the Principal. And the Principal, after going through the performas and counseling the students, ensures that she has opted a right choice of subjects and is allowed to deposit her fee.

However, our institution remains true to its mission of imparting holistic education to young women from all strata of society. Hence, the student profile in the college is often a healthy mix of young women who are high achievers and under achievers, the privileged and



marginalized, cutting across different economic and social backgrounds. There is no entrance examination for any programme of study.

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

The College offers three years Undergraduate degree courses in Humanities and computer application streams. We strictly abide by the norms of the affiliating University with regard to the admission eligibility and criteria. The selection of students for various courses is made on the following basis as per the directives of Punjabi University.

But Humanities students prefer to go to Govt. Colleges because of the fee structure.

Program	Mode of Selection
BA	Must have passed 12 <sup>th</sup> standard.
BCA	Must have passed 12 <sup>th</sup> standard with minimum 45% marks.
PGDCA	Graduation in any stream (BA, B.Sc, B.Com, BCA) with 50% marks
M.Sc. (IT)	50% Marks Must have passed BCA/B.Tech./ BE in Computer Science Examination with 50% marks.

Our mission being to provide the benefit of education to the lesser privileged and marginalized section, there is no cut off percentage for admission at the entry level.

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

The admission Committee comprising of highly responsible faculty and Administrative staff members under the mentorship of the Principal is the key body responsible for reviewing the Admission Process. It is made sure that no deserving candidate is denied admission. For years now we have been following the process with the minor changes according to the situation / demand and till date no complaint has been registered regarding it. Our Admission form which is well designed, well defined and clear along with our elaborate prospectus which is constantly improved is another of our strong points.

So, Internal guidelines of the college related to the admission process and student profiles at the intake level are reviewed from time to time. Various steps are evolved to screen and help the students during the admission process such as counseling regarding subject combinations etc. We have a help desk and a counseling Committee during admission days to guide the new comers. The college reviews the profile of students admitted annually. However, eligibility criteria, admission mechanism are framed by the University and have little scope for flexibility at the college level. A record of students doing



exceptionally well in any field is maintained and they are motivated with scholarships. Economically weak students are also encouraged with scholarship and free books.

As the outcome, the college has a sharp rise in students maintaining discipline. They have learnt to channelise their energy and their potential into more constructive activities.

**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.**

India is a multi cultural land of diversity and variety. As much as it is varied we also understand that it is an amalgamation of the rich and the poor; privileged and under privileged; physically able and differently able. As understanding completely the constitutional implication of catering to the need, ADCW always has endeavored to make the institution on a true replica of the diversity.

**(a) Students from SC/BC Community:**

Fee concession benefits are extended to these students. The college facilitates these students with special book-bank provided by different agencies. The college makes tireless efforts to create awareness on the importance of higher studies i.e. education as a means of socio-economic change and a means of empowerment.

**(b) Women:-** College being a Women College, there is no need for reservation for women in admission. However the college provides counseling to the parents of women students on the importance of women education, exclusive facilities available for women, financial incentives and security and protection provision.

**(c) Differently-abled:-** There is reservation for students belonging to differently abled categories as per UGC notification. Their requirements and needs are given a special case and attention. The college ensures that all their classes are held on the ground floor only.

**(d) Economically weaker sections of the society:-**

- Students from disadvantaged / less privileged section of society are given liberal concession.
- Students belonging to this section are allowed to pay the fees in installments.
- Books are given from the Book Bank.

**(e) Minority Community:-** The College under the direction from the central Govt., State Govt. and its affiliating University offers every possible help to students belonging to the minority community. Liberal scholarship and concession from the college funds are also provided to such students.



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

S. No.	Programme	No. of Students admitted			
		Session 2010-11	Session 2011-12	Session 2012-13	Session 2013-14
1.	BA -I	154	188	198	226
	BA-II	97	112	114	106
	BA-III	103	97	102	109
2.	BCA-I	49	29	38	29
	BCA-II	37	45	26	32
	BCA-III	45	35	41	25
3.	PGDCA	40	18	18	13
4.	MSC (IT) I	16	07	12	12
	MSC (IT) II	36	15	07	07

As per the above details there is an increase in the number of students admitted in various humanity stream of the college. In order to continue with the same trend we strive hard to enhance the teaching learning process. We employ dedicated and hardworking faculty, stress on the all round development of students maintain discipline and also we adopt new techniques of methodology. However, it is observed that BCA trend on the whole is as decline. Moreover number of colleges offering BCA are on the increase as compared to placement opportunities. The college is planning to have more subjects in the social science group of Humanities stream.

## **2.2 Catering to Diverse Needs of Students**

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

- ✓ Their classes are arranged to be conducted on the Ground Floor.
- ✓ Case is taken and instructions are delivered to many teachers as well as students that they should accommodate such students to the fullest. The Differently abled students are never made to realize their disability rather encouraged and counseled to explore their strengths.
- ✓ Vocational Guidance and counseling is provided to get them settled in a healthy working environment by dealing pre hand with any inhibitions that may be holding them back.
- ✓ The general student community is also sensitized to recognize their needs. Special efforts are made to bring out talent in them.





**2.2.2. Does the institution access the students need in terms of knowledge and skills before the commencement of the programme? If ‘yes’ give details on the process.**

Before the commencement of the programme, the students knowledge and skill is assessed on the basis of their merit in previous class and the proofs given by them to validate their claim (in the form of certificate issued to them by competent authorities, appended to the application forms) which are thoroughly scrutinized by the concerned teacher in charge. Students are attached to counselor and the weak students are traced out for their betterment. A counseling committee and helpdesk is established during the admission days and students are encouraged to take up subjects and courses according to their taste and talents.

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

The College understands that the student finds a sudden change of environment as she enters the higher educational arena. The expectations, methods of working, bent of mind and many other things go under a drastic change. To help students during this transitional phase and make it a smooth transition rather than a roller coaster ride college makes different efforts.

Students are given one month time period to make themselves comfortable with the subjects in which they are enrolled. After the admission, Class tests and informal interaction is conducted to assess the level / standard of the students which help in assessing the students knowledge and skills. During this period the teachers guide them at every stage. If students find it difficult to continue with a particular programme, they are allowed to change from one stream to another (where possible) or from one subject to another. Teachers guide the students in making the right choices by judging their knowledge, skill and aptitude. They also give extra time to the students to help them cope with the programme to which they are enrolled.

Many enrichment programmes in the form of NCC / NSS, various clubs and societies such as legal literacy Club, Red Ribbon Club, Youth Club etc. are on offer.

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

- ✓ Sensitization comes through awareness and removal of ignorance. A broad, global thinking and contemporary outlook is also important. How we feel for society, community and Nation including realizing and recognizing its demands and what is expects of us as citizens that is inculcated during the educational years of our life. We here at college realize that an immense effort goes into this enlightenment



process and into rearing a sense of belongingness with in students. Thus, we make sure that a lot is put into the effort.

To sensitize women about their status, identification and role, the college has established women's cell.

- ✓ Seminars and workshops on problems relating to women like female foeticide, dowry and violence against women, breast cancer, AIDS are organized to prepare them to face challenges undauntedly.
- ✓ Awareness Rallies on female foeticide, Crime against women, AIDS awareness are organized to enlighten the students about momentous issues concerning society in general and mankind at large.
- ✓ Time relevant and contemporary issues such as improving the status of women are dealt with by organising Awareness Programmes, Issue based advocacy, and by providing them a free access to counseling under the aegis of the Legal Services Authority of Sangrur District.
- ✓ To sensitize the students about their rights, lectures with special reference to rights of women are organized under the Awareness Programmes. The students are made aware of free legal aid available to all women irrespective to their studies for protecting their rights.

#### **Environment Related Issues:-**

- ✓ Van Mahotsav is celebrated every year in the college. Activities like tree plantation and drive against use of polythene bags are undertaken regularly.
- ✓ Essay writing, slogan writing, poetic recitation competitions are held on the topics relating to environment protection.
- ✓ Skits, plays and rallies dealing with pressing environmental issues and social concerns are organised to spread social message across all sections of the society. Many NGOs have been involved in these.
- ✓ Trips are made to local govt. forest nurseries for knowledge of plants and tree samplings.

The Principal and faculty through constant interaction, speeches, ethical, social issues, global issues, and moral sessions with them during general assemblies, meetings etc. try to keep them informed active and concerned.

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

Advanced learners are identified through interactive classroom teaching as well as on the basis of their performance in House Exams. Such students are inspired to read original texts and give presentations in the class. Various extension lectures are organised to respond to learning needs of advanced learners. They are constantly encouraged and guided for preparation of various competitions. They are also encouraged to participate in paper presentations, poster presentation and quiz contests. They are



honoured during our Prize Distribution function with Roll of Honour, College Colour and Merit Certificate.

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

Generally, the teachers in the classes, through their lectures, tests, discussions and face to face interaction, come to know about the risk of drop out students,. Usually the students that are traced out are from the disadvantaged sections of the society and slow learners. Either they are not able to cope up with the course work or they do not have the resources to do so. Teachers identify such section of students and boost them by giving Counseling sessions and remedial classes are also organised for them, Underprivileged students are offered books, study material, free access to library.

### **2.3. Teaching Learning Process**

**2.3.1. Teaching Learning & evaluation schedules are discussed and planned before the commencement of the new academic session. The details are given in the academic calendar.**

Different committees propose action plan of various activities such as cultural programmes, seminars, special lectures, NSS, NCC and sports events.

A unit wise syllabus is discussed with the faculty of the department and the course work is distributed. The students are given topics for project work, presentations and classroom discussion.

The two house examinations are held as per university schedule in the months of September and December, help in evaluating students on the basis of their performance and results. The internal assessment is based on the students' performance in the two house examinations, her regularity in classes, participation in various activities and written assignments.

All the faculties maintain work diaries. Thus college follows the process of continuous evaluation which includes Monthly tests, Mid Semester Exams, House Exams, Assignments, seminars and Annual Examination continuous assessment is done by the college. After evaluating the answer sheets of Monthly tests, Mid Semester Exams, and House Exams, the teachers have to submit the Award list by a specified date. The Semester / Annual Exams are conducted and evaluated by the University.

**2.3.1. How does the college plan and organise the teaching, learning and evaluating schedules? (Academic Calender, teaching plan, evaluation blue print, etc.)**



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

In the first place college IQAC explores the possible capabilities of departments in general and of individual faculty members in particular. The main thrust of the college IQAC is focus on Quality Enhancement, the meetings of Heads of Departments are held in which they are motivated to arrange their activities in a manner to be able to rise to a still higher level. IQAC helps the various departments to propose and initiate activities for the development of the skills of the students. Its contribution to improve teaching learning process in an institution is exemplary. It plans in the beginning of the academic session and reviews the same in the subsequent meetings. The college IQAC also helps the teaching departments in the documentation of their activities.

The college possesses several features that contribute greatly to acquiring knowledge, management skills and transform students into life long learners and innovators. Great efforts are made by the teachers to inculcate qualities / values and skills that would last a life time. In order to promote independent critical thinking among students, a very vital role is played by the Students Council. This council acts as an open body to plan, execute, control and manage various students related and other activities of the college. The formation of this council is highly beneficial as it gives opportunities to all students to use their judgement, creativity and scientific temper during college days. It is a conscious effort on the part of the faculty to let the students plan and execute events themselves as it gives them a good experience in Event Management as they look after several aspects such as:

- ❖ Contacting, inviting and receiving guests.
- ❖ Hospitality
- ❖ Making stage arrangements, decorations etc.
- ❖ Anchoring the function.

This experience in Event Management within the safe environs of the college campus makes them confident and helps them in acquiring skills that are useful throughout life.

The College magazine ‘Testimony’ plays a pivotal role in nurturing creativity among students. It provides a platform to students to give expression to their creative outpouring, while encouraging them to write and create. Other activities like Debate, Group Discussions, Seminars and Presentations etc. promote critical thinking among students.

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

Learning is made more student centric by laying stress on specific learning outcomes for all courses and making it more participatory and interactive through the following types of participatory activities: Group



Activities like Group Discussions, Field work; Role Playing and Academic debates which while strengthening the knowledge base contribute to skill formation and managerial skills both at personal and interpersonal level. The Language departments organize Quizzes, Magazine-designing, Creative Writing Competitions, Debates and Poetry competitions. Various clubs have also been established with the aim of tapping, nurturing and channelizing the energies of every individual student. The academic clubs organize activities to facilitate the creative academic pursuits of students individually and collectively. Almost all the departments organize various types of co-academic and cultural events like quizzes, poster making, paper reading, debates, skits etc. that help students in chiseling their personality. Independent learning is continually assessed through the examination system and classroom feedback.

Thus, the various 'spaces' in the College and outside as well, like the classroom, the play grounds, the library and the seminar Hall, give a platform to the students for wholesome, multi dimensional learning.

**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?**

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

In order to provide an effective learning experience, teachers are encouraged to use modern teaching aids, ICT, Internet etc. We have three fully equipped computer labs with Wi-Fi and internet facility.

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

The latest books and magazines are provided for the students. The usage of Internet facilities and daily newspapers help the students and faculty to keep abreast of the recent developments. Educational Tours also the students give exposure and knowledge to along with recreation. Extension lectures are arranged to enhance the knowledge of the students and the faculty. Seminars are also conducted in various departments where eminent academic personalities are invited to deliver lectures. Faculty is encouraged to attend refresher courses, Orientation Courses, Workshops and trainings in other Universities.



**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 advise) provided to students?**

Academic support and guidance is provided at every step, right from the admission time. A special guidance and counseling committee is constituted at the time of admission to help students in seeking admission to the college. They are asked about their area of interest and advised accordingly, keeping in mind their performance in the lower examination. Sometimes, renowned scholars from other institutes are also invited to deliver lectures for the benefit of students. Women Welfare Cell of our college takes care of the social needs of the girls students. NSS inculcates the spirit of social service among students. So during their stay in college, students are constantly guided and supported by the teachers as well as tutors who mentor them. There is also a Grievance Redressal Cell which resolves complaints of the students.

**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?**

- ✓ The Faculty is constantly motivated and encouraged to adopt innovative approaches / methods in the classroom:-
- ✓ The faculty uses “Chalk and Talk” as the primary method of teaching. Practical / Lab. work is also an integral part of all practical courses.
- ✓ Group discussions are often held in the classrooms to discuss the pros and cons of a particular topic. This practice not only increases the knowledge but also verbal skills of the students.
- ✓ Role playing is another method used in classrooms. Very often, Drama is taught in literature classes by assigning different roles to the students. College also invites eminent writers to interact with students. This proves to be a very inspiring and motivating approach adopted by the faculty.
- ✓ Mock vivas are also conducted by various departments.
- ✓ Presentations by students are held on assigned topics for comprehensive understanding of the syllabi.
- ✓ A number of educational trips and tours are also organized, so that classroom knowledge is supplemented.
- ✓ Project based learning is followed by the BCA / PGDCA / M.Sc. IT students.
- ✓ Internet facility has been provided to the students in the library.

Thus the impact of all these students in innovative ideas is that monotony is broken and boredom is dispelled. It gives exposure to our students and interactive methods, discussions, tutorial session debates etc instil confidence in our students.



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

The library is well stocked and enriched with reference books, light reading books like fiction, biographies of eminent personalities, magazines, journals and newspapers. The stock is regularly updated to keep abreast with the latest academic development. A facility of Book Bank is also available to provide books for full session to the needy as well as meritorious students. Internet facility is provided to the students in the library. Exhibitions of books are arranged in the library from time to time, in which latest books and journals on different subjects are displayed.

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

The institution has not faced any major challenge in completing the curriculum within the planned time frame and calendar. Faculty members chalk out the outline in the very beginning of the session and divide the syllabus according to the upcoming house tests in September and December. College activities and functions are mostly planned in such a way that they do not affect the classes much. However, if syllabi completion is affected due to certain unforeseen circumstances, teachers take extra classes in order to ensure that syllabus is completed well in time.

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

To monitor and evaluate the quality of teaching-learning, teachers of all the departments collect the required data related to performance of the students on the basis of class tests, assignments and house exams. The results of the house tests are discussed in the staff meetings where teachers discuss their results and plan a strategy for the improvement in results of weak students. The tutorial system ensures that students open up to their tutors regarding the problems they face during their stay in the college. The system of feedback from students also serves to monitor and evaluate the teaching learning process.

## **2.4 Teaching 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.**

It is a universally accepted fact that only competent, experienced and expert teachers can meet the changing requirements of the curriculum.



In order to recruit best available teachers the College advertises its requirements in the local and national newspapers. After getting the applications a scrutiny is made and a merit list is prepared according to Punjabi University guidelines. Then the college applies to the affiliating University for a panel of experts to conduct the interviews.

- The interview Board constituted by the Punjabi University conducts the interview and selects the most competent available teachers.

After the interview and the selection of the most deserving candidates, appointment letters are given. There after approval is sought DPI and the affiliating University.

Some extra facilities too are provided to selected teachers in order to retain them. To retain the available staff, they are paid salaries according to the grades specified by University / UGC. The staff is also provided other requisite facilities like Medical leave, Casual Leave, On Duty Leave, and Minority leave etc. They are also given study leave if they wish to upgrade their qualification by pursuing M. Phil. or Ph. D.

**The details of the faculty are given here under:**

<b>Session 2013-2014</b>				
<b>Designation</b>	<b>Ph.D</b>	<b>M.Phill.</b>	<b>MA</b>	<b>No of Teachers</b>
Associate Prof.		03	02	05
Assistant Prof.	01		03	04
Adhoc / Tem. Teachers		02	11	13
Total	01	05	16	22

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

✓ In order to keep pace with the changing times, the college started BCA, PGDCA & M.Sc.(IT). All these are self-financed courses which have been started after proper affiliation from the University. Recruitment of faculty in these emerging areas and their retention does pose a challenge since the recruitments are made on purely contract basis with fixed Salary component. Those teachers whose performance is satisfactory, are allowed to continue in the next academic session.

To keep pace with recent developments and emerging trends in various fields, subject matter experts are also invited to the college to deliver lectures.





Faculty members are encouraged to participate in Seminars and Conferences at all levels (State, National and International). The College also provides internet facility to the students and teachers so that they have access to the latest information from the Web. In addition to this, the College is subscribe to various Journals which keep the students and teachers updated on latest developments in their field of interest. It is also mandatory for the teachers to attend a fixed number of Refresher Courses in their subject.

**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 during last four years.**

Academic Staff development programmes	Number of faculty nominated	
Refresher Courses	2010-11	--
	2011-12	--
	2012-13	01
	2013-14	--
HRD Programmes	NIL	

Orientation Programmes	2010-11	--
	2011-12	--
	2012-13	--
	2013-14	01
Staff training conducted by the University	NIL	
Staff training conducted by the Institution	NIL	
Summer / Winter Schools, Workshops, etc.	2010-11	--
	2011-12	02
	2012-13	--
	2013-14	--

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

- Teaching learning methods / approaches
- Handling new curriculum
- Content / knowledge management
- Selection, development and use of enrichment materials
- Assessment
- Cross Cutting issues
- Audio-Visual Aids / Multimedia
- OER'S
- Teaching learning material development, selection and use.

However, formal training programmes to empower the faculty in the



use of various tools and technologies for improved teaching-learning have not been organized by the college. The Heads of the department provided informal guidance to the newly recruited staff in how to handle the course content and how to involve students in the teaching-learning process. The newly recruited teachers are also given tips about evaluation of answer sheets etc. The faculty members are trained in Computer and Internet handling by the Computer Department. They are also trained to use Computer-aided Teaching-Learning material and use them most effectively. Extension lectures of prominent subject experts are arranged in the college to enable the faculty to handle the subject in new curriculum most effectively.

College provides valuable support to the faculty for their enhancement by providing access to latest books, study materials that are incorporated into its comprehensive library.

We not only give importance to the building of skills and competence of our teachers but also try to keep them connected to their spiritual self. The body and soul development is aimed at through Yoga session.

- **Content:- Knowledge Management : Faculty members of different departments are advised to discuss** among themselves the latest topics added to their respective subject in the New Curriculum prescribed by the affiliating University. Their knowledge is enhanced by their participation in Refresher Course, Orientation Programmes organized by the various Universities.

- **Assesment:-** Annual Confidential Report (ACR) of every teacher is maintained by the college Principal. All types of performance of faculty members are recorded in ACR which is consulted at time of award of increment, promotion and appraisal etc.

ACR controls and assesses the teacher's performance towards efficiency and achievement.

- **Cross Cutting Issues:-** The Cross Cutting issues like Gender, Climate change, Environment Education, Human Rights, ICT etc, find an ample space when it comes to applying them positively into the curriculum. The College makes arrangements for Seminars where in the experts from above mentioned fields are invited to share and deliver their experiences and knowledge. The college regularly organizes Seminars, debates, essay writing competitions on Women Empowerment and Female Foeticide also. The cause of Women Education is also supported by the college by offering free books to girl students. College has been celebrating tree plantation drives by our Environment society. The subject of environment education is a part of the college curriculum. It is compulsory for all the students to clear the paper of Environment. Similarly college offers introduction to Computer Science to the students of the college thereby enabling them to learn the latest technology which can help them make a better future.

- **Audio Visual Aids / Multimedia:-** Our Computer department is provided with audio-visual aids as per their requirement. We have latest computer aided packages, as per our requirement. It includes projectors, computers, sound



system etc. Faculty members are provided with computers with internet facility for preposition of teaching / learning materials.

• **Teaching learning material development, selection and use:-** The teachers of our institute are given free access to internet. This help them collect learning material from the internet etc. College has a well developed library which contains thousand of books on various subjects. Besides this the college organizes Seminars and Conferences which help as a learning source for the faculty.

**(c) Percentage of faculty:-**

- Invited as resource persons in workshops / Seminars / Conferences organized by external professional agencies: **Approx. 10%**
- Participated in external workshops / Seminar / Conferences recognized by National/ International professional bodies: 27%.
- Presented papers in Seminars / Conferences conducted or recognized by professional agencies: **Approx. 10%**

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

- ✓ The policies and systems to recharge the teachers are:
  - (a) All teachers who wish to participate / attend seminars / conferences / workshops or are invited as resource persons to other institutions are granted duty leave for this purpose.
  - (b) Those teachers who attend Refresher / Orientation Courses are also granted duty leave.
  - (c) Teachers are encouraged to publish their research papers in journals and other academic publication. All these activities are highlighted in the College Annual Report.
  - (d) The Seminars and Extension lectures organized by the College also help in recharging teachers.

**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 contribute to such performance / achievement of the faculty.**

NIL

**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?**

In the very beginning of new session, the Principal holds a meeting of the whole staff, shares her vision about evaluation process. The Principal also informs them about any changes regarding evaluation process made by the University. Then in the inaugural function the students are informed about the



various rules and regulations, evaluation methods, and mandatory attendance etc.

Staff meetings are held to discuss evaluation process and all major notices are put up on the notice-boards. At the time of admission, the students are given all information regarding the evaluation methods by the teacher incharge. Rules are also mentioned in the college Prospectus. The Prospectus contains the internal test schedule, list of holidays etc.

**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?**

The affiliating University has introduced Semester System for all BA classes also from the academic session 2014-2015. The University has also introduced the system of Internal Assessment where the faculty evaluates and assesses the student on the basis of their performance throughout the semester. Internal assessment is based on their performance in September and December House Examination Teachers also take into account the students regularity and performance in the class throughout the year while preparing the assessment.

- ✓ Introduction of OMR Answer Sheets.
- ✓ Same pattern of questions paper is used in house exams.
- ✓ Introduction of table marking and evaluation through secret roll nos. so as to make each evaluation process more objective.
- ✓ Class tests and unit tests are conducted to evaluate the performance of students.
- ✓ Student centric learning is carried out through assignments, seminars and practical sessions.

**2.5.3. How does the institution ensure effective implementation of the evaluation reforms of the University and these initiated by the institution on its own?**

The College understands that the students are its priority. It ensures the best for them and it also tries to ascertain that no discrimination or lapse on the part of the institute sees loss for them. Therefore, the college judges them not merely on their academic performance and marks but on the basis of how they have been able to cope up with the curriculum, extra curricular and co-curricular activities including their overall holistic development because each student is a different individual. The regular evaluation procedure is communicated to the students at the beginning of the year with regard to evaluation process, internal assessment, mid-term assessment, term-end evaluation and external evaluation. Taking into consideration the effective implementation of the evaluation reforms of the university and those initiated by the institution on its own, complete transparency is maintained in communicating the evaluation outcome to the students. On the basis of the outcomes, faculty also gets their feedback and improves upon their teaching methods and repeats the topics in the class if necessary and / or takes extra



classes if the whole class did not perform well. Remedial classes and re-tests are arranged for weak students. Assignments are also given on such topics for improvement.

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

The institution adopts both formative and summative methods of evaluation. Formative approach involves measuring the students learning through verbal skills, group discussions, seminars and weekly class tests. The evaluation done through these methods gives the teacher a direction in which to proceed with her teaching taking into account the student's level. The summative evaluation is done during the 2 terminal tests that are held in the month of September and December on the University pattern.

The answer books of the students with good scores are discussed and shown in the class to the other students so that they get motivated to perform better next time. The students who score high in each subject and overall aggregate in December Exam are given prizes at Annual Prize Distribution Function of the College which enhances the morale of Prize winners and inspires others to do well. The students who secure 1<sup>st</sup> position in University exam in each faculty are also given prize. This incentive motivates the students to study well and perform better.

The weak students can join the remedial class in order to do well in the Annual Examination.

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

- The faculties from the respective disciplines monitor the students' progress and performance by following a number of evaluation or evaluative methods such as classroom interactions, class tests, assignments, student seminars, project works and the house examinations, held in the month of September and December respectively.
- The evaluated answer scripts and corrected assignments are returned to the students with suitable comments on the presentation of answers and with exemplary remarks as a source of motivation.
- The progress of the students is informed to their parents during Parent-Teacher meetings. The result is dispatched to the students at their home address. If due to any unavoidable reason, the parents are not able to attend the meeting then information regarding the irregular / underperforming students is communicated to the parents telephonically. Mentors also keep



track of their student's progress by keeping records of their results and attendance.

Punjabi University results of last 4 years of the students.

Class	2013-14	2012-13	2011-12	2010-11
BA-I	84.73%	63.74%	73.96%	81.87%
BA-II	93%	100%	97.24%	98.93%
BA-III	100%	99%	95.48%	97.08%
BCA-I	26%	52%	86%	51%
BCA-II	81%	92%	50%	35%
BCA-II	100%	49%	65%	86%
M.SC.IT-I	100%	80%	29%	63%
M.SC.IT-II	100%	14%	66%	77%
PGDCA	92%	82%	52%	36%

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

- The University has initiated evaluation reforms by introducing September Schemes in which the University has introduced the system of Internal Assessment when the faculty evaluate and assess the students on the basis of their performance throughout the semester. Staff meeting is held before finalizing the internal assessment. The parameters such as academic performance, participation in co-curricular activities, class attendance, behaviour etc. are fixed which are followed by teachers to evaluate and give the assessment. The internal assessment is put up on the notice board. Students are given chance to raise an objection. After that the revised assessment is finalized and sent to the University.

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

Yes, the assessment / evaluation of students serves as our important indicator for;

- Evaluating student's performance.
- Achievement of learning objectives by the students.
- Ability for proper planning for achievement of some goals.

Students with distinction get prizes at the Annual Prize Distribution function of the College while remedial classes are taken for performing students.

For evaluating students performance a large number of curricular, co-curricular and extra curricular activities are planned and executed in the college through out the year. Academic performance of a student in various tests / exams, competitions in numerous literary, cultural, social and community related matters goes to the credit of the students. The institution



also holds a number of functions, from time to time, which are whole heartedly organized by the student's while working as a team striving for the success of that particular function, which would depict their ability for proper planning for success of the function.

### **2.5.8. What are the mechanisms for redressal of grievances with reference to evaluation both of the college and University level?**

The evaluated answer sheets of mid semester / house exams are shown to all the students in the classroom. The grievances of the students are resolved there and then. All the award lists are put on the Notice Board. In case of any anomaly, the aggrieved student can go to her concerned teacher or can go to the examination committee and represent their case in writing. Such anomalies are removed to the total satisfaction of the concerned students.

In the case of University exams, the students' grievances can be of two types in general as given below

- (i) The first grievance can be in regard to the question paper. The representation made by the college students are forwarded to the controller, examination Punjabi University with the recommendations for necessary action.
- (ii) The other grievance can be regarding evaluation. The students can apply for re-checking and re-evaluation of their answer books as permitted under the University rules.

## **2.6. Student Performance and Learning Outcomes**

### **2.6.1. Does the college have clearly stated learning outcomes. If 'yes' give details on how the students and staff are made aware of these?**

- ✓ The College is very clear in its mission that all kinds of learning provided here must be result-oriented and centered round the enrichment of holistic and wholesome personality development of girls / women of the society. All kinds of learning must concentrate on providing sound and value based Education for girls. Other thing that the college strives at is providing education to deprived section of society.

These learning outcomes are made known to the students and staff in the following ways.

- ❖ During the inaugural function the college learning outcomes and performances are reported by the Principal to the students and the staff.
- ❖ Students and Parents are made aware of these outcomes through the college prospectus.
- ❖ Annual report is read out by the Principal at Annual Prize Distribution function.
- ❖ Various Cells, organizations and clubs of the College, assemblies, meetings, circulars, notices all contribute towards spreading awareness about the learning outcomes expected and how to go about it.



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

- ✓ The College adopts the following manifold teaching, learning and assessment strategies in order to achieve the intended learning outcomes:
  - To encourage girls to make a contribution for the Welfare community?
  - To instil knowledge attitude and habits that will contribute in making the student a citizen of the time, enlightened and articulate, conscious of the dimensions and needs of a developing country's aspirations for social justice, equality, fair share in economic welfare and self-determined.

Teachers also plan their syllabus accordingly beforehand to achieve goals. Internal assessment given to the students in their respective subject is ascertained on the basis of their marks, scored in September and December Exam. The results are sent to their parents via post.

The Students have to score at least 25% marks to fulfil their condition. If they secure below this they are warned well in time and have to appear in condition test. If they do not clear condition test (1) they are not allowed to sit in Annual University Examination. Another condition 75% attendances as per University rules, is compulsory and is strictly implemented in the college. All these strategies ensure the achievement of intended learning outcomes.

**2.6.3. What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality jobs, entrepreneurship, innovation and research aptitude) of the courses offered?**

- The institution adopts numerous measures / initiatives in order to enhance the social and economic relevance of the courses offered by it. These diversified courses have their full-fledged departments which have been given below:-

Department of English, Economics, Maths, Punjabi, Education , Computer Science, History, Hindi, Music and Political Science.

Our institute is quite vigilant about its social as well as economic responsibilities. Therefore, the courses run by it have both social as well as economic relevance. College understands its responsibility in the socio-economic parameters. The institution at the time of admission provides counseling regarding the choice of option the students wish to opt. They are guided regarding the future prospects with various options. Further they are sensitized on the social responsibilities through guest lectures. The students are motivated through personality development programmes. Students are encouraged to participate in activities for social and community service. Effort is also made to make education practical and therefore of utility friendly. The college has started professional courses like BCA, PGDCA and M.Sc. (IT) which are helpful in getting employment.





#### **2.6.4. How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?**

- The institution collects and analyzes data on student learning outcomes through different means as given below:
  1. Data on Scholaristic achievement of the students are collected from the results of class tests, mid-term tests, examinations, project work, assignments, their classroom attendance etc.
  2. Data on various aspects of personality development are collected on the basis of performance and achievements of the students in various competitions organized in literary and cultural activities.
  3. Data on Social values are collected during Social welfare activities conducted by the college.
  4. Data on spirituality of students are collected from their participation in religious functions and religious activities etc.

In case the institution finds some barriers for learning the above said qualities by the students all necessary measures are adopted by the faculty for the removal of such barriers. For example, based on an analysis of the data, slow learners are identified and they are given extra attention in the form of special tests and remedial coaching. Generally the barriers are inadequate communication skills, incomprehensibility of the reading material and economically and educationally impoverished backgrounds. These barriers are sought to be removed by encouraging the weak students to speak out / read from their books by explaining them how to read the course content and make sense of it. Sometimes, special tests are also conducted for them. They are given home tasks also.

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

To achieve maximum learning outcomes, the college makes an effective strategy in the very beginning of the session. Attendance is compulsorily taken in every lecture. The class tests and assignments are evaluated within a short duration and the marks are recorded which act as a ready reckoner for the academic progress of the students. The students participation in classes and the assignments help to judge the students by the staff members. The results of the tests, exams are recorded and evaluated for every semester. The slow learners are taken care of and remedial programs are arranged for slow learners. Library registers, attendance register are monitored to know about the student interest in academic activities. Department wise result is done for every term.



**2.6.6. What is the Graduate attributes specified by the college / affiliating University? How does the college ensure the attainment of these by the students?**

The college aspires to be a premier institution in the field of education by inculcating in them qualities of competence, confidence and excellence.

The College has its own specific graduate attributes.

- To make our students achieve distinction in its academic programme, cultural and moral sensitivity.
- The college aims to make its students employable.
- To be creative, strategic and critical thinkers with highly developed problem solving skills.
- Exhibit a positive work attitude and work ethics in order to achieve successful outcomes.
- To have the ability to communicate effectively.

The College ensures the attainment of these attributes through the following:-

- Well qualified faculty who work consistently and tirelessly to impart wholesome education.
- Special emphasis is laid on inculcation of moral and ethical values through value added activities.
- Personality Development workshops.
- Participation of the students and the faculty in extension activities of NSS, NCC and other social organizations.



### **CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION**

#### **3.1. Promotion of Research.**

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

No.

**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 implementations and their impact.**

Though we don't have any specific research committee but whenever any request for research work from the faculty comes, Principal of the college considers this and provides the possible required facilities to the concerned teachers. Faculty is always encouraged to pursue M. Phil. and Ph.D degrees and publish their research work.

Teachers have started participating actively in seminars, conferences and paper presentation. Now some of the teachers in the faculty have enrolled for M. Phil. & Ph. D.

**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 finding authorities.

- Faculty is entitled for Travel Grants and for participating in Seminars and Conferences.
- Faculty members are also encouraged to undertake Research on part time basis and are given academic flexibility to involve themselves in Research Activities after the class hours.
- The institution extends laboratory, library and Internet facilities for Research activities.

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

As all the educational institutions are supposed to have it as their hidden agenda to promote scientific temper among the society and its students, we also make it sure to promote research aptitude among our pupils. We inspire our students for research work through our teaching by inviting resource persons from outside and through educational tours to various Universities.



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

The college offers only U.G. courses with its area of activity mainly confined to the theoretical aspects of knowledge. In spite of less facilities available for research, the college faculty is actively involved in research. A majority of the teachers on roll of the college have successfully completed research work in their areas of interest upto Ph. D. or M. Phil. Some of them have got / are getting themselves registered for Ph. D. Some of them are involved in publishing activity and presenting their papers in National & International seminars.

Faculty members are also encouraged to attend or to participate in some workshops conducted or research related to their subjects at some college or university.

- Ms. Harpreet Kaur of Department of Punjabi is pursuing her Doctoral Research at Punjabi University Patiala.
- Ms. Rimpay Kaur of Department of Punjabi is pursuing her Doctoral Research at Govt. Ranbir College, Sangrur.
- Ms. Pritpal Kaur of Department of Economics is pursuing her Doctoral Research at Punjabi University Patiala.
- Dr. Raminder Kaur edited a book with the title “Gill Moranwali”.

**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 imbuing research culture among the staff and students.**

Following Seminars / Lectures are organised by the institution in the session 2012-13 and 2013-14.

- A lecture on ‘Rights of Women’ was delivered by Mrs. Gurmeet Kaur Bhattal – Former Principal, Govt. Ranbir College, Sangrur on 11/09/2012.
- A lecture on the topic ‘Gender Bias’ was delivered by Mrs. Nisha Sarad, Former DPI Colleges, Punjab on 06/10/2012.
- A seminar was organised by legal literacy Club of the college on ‘Human Rights and Women’ in which C.J.M. Sangrur Mr. Vijay Kumar delivered lecture on awareness regarding “Rights of Women and Free Legal Services” on 11/09/2012.
- A lecture on the topic “Naarie Chetna” (Women Empowerment) was delivered by Dr. Arvinder Kakra, a writer and Ass. Professor at Public College Samana.
- Mr. Arvind Marban ADA, Sangrur delivered a comprehensive talk on the topic ‘Legal Protection for Women and Children; on 07/09/2012.



- A seminar was organized with the help of Guru Gobind Singh Study Circle on the Subject ‘Place of Women and their Duties in Sikh Religion’. Principal Satnam Singh Slowpuri was the main speaker.
- A lecture on the topic “Personality and managing your skills” was organised on 02/09/2013. The Resource Person was Mrs. Poonam Bakshi.
- The Department of Punjabi organized a seminar on the topic ‘Sahit Sirjna Ate Alochna’ on 23/12/2013. The Resource Person was Dr. Jaswinder Singh, Dean Research & Dean Alumni Relation, Punjabi University, Patiala.

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

Nil.

**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 all efforts to invite researchers / teachers of eminence as resource persons to interact with teachers and students. The resource persons are provided TA/DA and honorarium for visiting our campus.

Topic of Extension Lecture	Resource Person	Session
1. Rights of women	Mrs. Gurmeet K. Bhattal, Principal, Govt. Ranbir College, Sangrur	2012-13
2. Human Rights and Women	Mr. Vijay Kumar, PCS, CJM Sangrur	2012-13
3. ‘Gender Bias’	Mrs. Nisha Sarad former DPI colleges Punjab	2012-13
4. Personality & Managing your skills	Mrs. Poonam Bakshi	2013-14
5. Sahit Sirjna Ate Alochna	Dr. Jaswinder Singh Dean Research and Dean Alumni Relations Pbi. University, Patiala.	2013-14
6. Natural calamities and Importance of trees	Mrs. Shalinder Kaur IRS, DFO, Sangrur	2013-14
7. Declining Sex Ratio in Punjab	Dr. Gurinder Kaur Prof. Pbi. University, Patiala	2011-12
8. Pachami Sabhiachar ton Nijat Ate Samajik Naitikta Val Jhuka	Dr. Harshinder Kaur (A women activist) Govt. Rajindra Hospital Patiala.	2013-14



**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?**

Nil.

**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)**

Eminent scholars who are invited by the College create awareness among the college students about latest researches being conducted in their respective fields.

### **3.2. Resource Mobilization For Research.**

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

Nil.

**3.2.2. Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years.**  
There is no provision for providing seed money.

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

Nil.

**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.**

Nil.

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

The facilities provided by the college for research are:

- a. Updated 3 Computer Laboratories
- b. Well stocked library.
- c. Internet Connectivity (wi-fi campus)
- d. Photocopier.



**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.**

Nil.

**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.**

Nil.

### **3.3. Research Facilities**

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

- 3 Computer labs with latest facilities like Wi-fi.
- Well stocked Library
- Internet Connectivity on the campus.
- Seminar Hall.

**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?**

Institution encourages and promotes small surveys in collaboration with Women Studies Centre of Punjabi University Patiala both for the students and the faculty members.

**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.**

→ Nil.

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

→ Social Surveys, regarding women's economic and social empowerment at family level and societal level.

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

→ The College has provided internet facility in the College library.

**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.**

→ Nil.



### 3.4 **Research Publications and Awards**

3.4.1. **Highlight the major research achievements of the staff and students in term of**

- ❖ **Parents obtained and field (process and product):**  
No.
- ❖ **Original research contributing to product improvement :**  
No
- ❖ **Research studies or surveys benefiting the community or improving the services :**  
No
- ❖ **Research inputs contributing to new initiatives and social development:**  
No

3.4.2. **Does the Institute publish or partner in publication or research journal (S)? If ‘yes’ indicate the composition of the additional board, publication policies and whether such publication in listed in any international database?**

Nil.

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

- **Publication per faculty.**
- **Number of papers published by faculty and student in peer reviewed journals.**
- **Number of publications listed in International Debates (for example: Web of Science, Scopus, Humanities International Complete, Dare Database, International Social Sciences Directory, EBSCO host, etc.)**
  - **Monographs**
  - **Chapter in Books.**
  - **Book Edited**
  - **Books with ISBN / ISSN number with details of publishers.**
  - **Citation Index \_\_Nil**
  - **SNIP \_\_\_ Nil**
  - **SJR \_\_\_ Nil**
  - **Impact factor \_\_\_ Nil**

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.**
- **incentive given to faculty for receiving state, national & international recognition for research contribution.**

→ Nil.





### **3.5 Consultancy**

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

→ Nil.

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

→ Nil.

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

→ Nil.

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

→ Nil.

#### **3.5.5. What is the policy of the institution in sharing the income generated through consultancy and its use for institutional development?**

→ Nil.

### **3.6. Extension Activities and Institutional Social Responsible (ISR)**

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

The College promotes institution neighborhood community network and student engagement through its community oriented programmes steered by the NSS units, NCC units, Youth Club, Red Ribbon Club, Legal Literacy Club and Environment Society.

- Many Community oriented programmes / events are organized by these units / clubs throughout the year.
- Large number of NSS Volunteers remain ever ready to donate blood on life saving emergency calls.
- Lectures / Debates / Rallies etc. are organized on burning social issues such as Dowry, Female Foeticide, Drug Abuse, Importance of Participation of Eligible Voters in Electoral process, AIDS Awareness etc.
- The college units of NSS organize camps for cleanliness and Tree plantation so as to raise the awareness of students towards Environmental Issues. During these camps, lectures by eminent resource persons are organized on important issues affecting the society.
- Van Mahotsava is celebrated every year by planting trees. The College NSS and NCC units are actively involved in Van Mahotsava.



- The College NSS wing has adopted a school in Dheebar Basti Sangrur for active engagement with kids of weaker sections of society.
- Field visits (old Age Homes Pingalwara, Orphanages) are organised in which students visit the community / neighborhood to get a foretaste of real life situations every year Students also visit old age homes and become socially sensitive.
- The College Environment Society organizes lectures to generate awareness among students for environmental concerns.

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

The College strives to instil civic responsibility in the young minds of students through extension programmes so that they develop into sensitised socially responsible women. The college offers extension programmes in addition to those supported by the University. To inculcate the spirit of humanism, responsibility, discipline, patriotism and oneness with the social cause, our college encourages students to participate actively in various social welfare programmes such as NSS, NCC and various community outreach extension activities such as community Development, Health and Hygiene Awareness programmes, Aids Awareness Programme, Environmental Awareness, Women Empowerment Cell, and other societies function round the year to involve the students in various movements and activities which promote citizenship roles. Field visit (Old Age Homes, Pingalwara, Orphanages) are organized to sensitize the students to the problems of less privileged. Equal opportunity Cell of the college makes effort to provide equal opportunities to SC/BC and downtrodden students by providing favorable atmosphere. The students also celebrate important days of national and international importance. Students also organize awareness rallies, "Say no to Drugs campaign" and many other programmes. These activities encourage interpersonal interactions that are good for building a strong civil society.

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

→ College has always maintained open minded policy to welcome suggestions or advice from any of the stakeholders. College thankfully accepts the constructive criticism by any of the stakeholders such as Students, Staff, Parents, Alumni and management tries to improve its overall performance and quality. College takes note of all the suggestions and pieces of advice, received from the stakeholders and ensures their proper implementation by the staff and College authorities.



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

→ The College lays tremendous stress on activities organised by NSS, NCC. A number of students are enrolled in these activities in every year. Various camps of NCC and NSS are arranged. The College makes plans for NSS camps which are intimated by the NSS Coordinator, Punjabi University, Patiala. Therefore, with proper sanction from the University, the NSS camps of 7 day duration are organized by the college on its own. The teachers are also motivated to participate in extension activities, viz Aids Awareness Rally, Blood Donation camps, Tree Plantation, General Body Health checkup, Eye checkup, Skin checkup and Female Foeticide & Drug addiction awareness rallies etc. are organized.

Copies of College balance sheet for the last four years enclosed : Annexure IV.

OR

Event	2010-11	2011-12	2012-13	2013-14
Youth Festival	20,300	40,335	51,701	53,621
Sports	12,908	34,157	38,657	48,581

**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?**

→ It has been a healthy tradition of College to promote an attitude of discipline among its pupils by making them participate in various activities organised by NSS, NCC and Blood Donation Camps. It makes them feel responsible and vital organs of society.

The students who render themselves selflessly for the upliftment of our society are adequately rewarded and recognized by us in our functions. We give them prizes and merit certificates. Promising students are selected for most outstanding awards of the College like College Color. College also makes sure that all these students are involved in our functions so that they may get deserving recognition. Eminent social workers, representatives of NGOs and NCC officers are also invited in the College campus for interactive sessions with students to encourage them to take part in extension activities. The institution fully supports the NCC cadets who go for camps. They are given extra lectures to compensate their lecture shortage and extra classes are also arranged for them to help them complete their syllabus. The college is flexible with regard to attendance for those cadets who are selected for Independence Day and Republic Day Parade functions.



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

→ The institute has made a conscious effort to promote social justice as a value in learning process and administrative interactions. The institution sincerely practises state social affirmative schemes introduced by the government for the provision of higher education to underprivileged communities.

Legal Literacy club of our college organizes seminars and talks with the help of local judicial officers to make the students aware of the free Legal services available for them under privileged sections. College is having Collaboration with ‘ Rani Breast Cancer Trust’ Chandigarh. Students and faculty members of our College organise Cancer Awareness rallies and distribute literature in the city and in neighbouring villages to make them aware and to motivate them for regular medical checkups. College also honors those students who assist their parents in earning bread and butter and who are self employed to pay their fees to motivate other students. Most of the students from underprivileged section get financial help from our faculty to continue their higher studies or for getting admission at some other places. Our retired teachers also donate books to the college book bank so that these students are able to get these books issued for the full session.

**3.6.7. Reflecting on objection and 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.**

→ Extension activities conducted by the institute always imbibe academic learning experience, values and skills not only in students but also in faculty.

- The College is an ‘equal opportunity’ institution established to provide knowledge and quality education to all sections of society.
- To provide knowledge and quality based education to the students by inculcating moral values, scientific temper and adopting new technologies.

The result of the participation in the various socially relevant activities have resulted in inculcating the feeling of being Socially Awakened Citizens in the students.

The students who have been a part of this process have been spreading awareness in the institution and motivating other students as well as to stand tall for the cause of social upliftment. The students who got chance to take part in extension activities, gained in confidence and exposure which resulted in better academic performance.

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



- The college students organise rallies in the city for generating awareness among the larger community about important social issues such as AIDS, need for Blood Donation, Female Foeticide, Women Health, Gender Bias, Drug Abuse etc. This is how college tries to involve community in its outreach programmes.

- NSS Volunteers and NCC cadets are taken to Old age Homes and Orphanage so as to involve the under privileged members of community in the outreach programmes of the college.

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

→ The college maintains constructive relationship with institution of the locality with cordiality and trust worthiness as under:

→ Principal, Sukhmeen Sidhu is a member of District Lok Adalat constituted by District Session Judge. So women cell of our college has contributed in giving counseling to couples / families who have conjugal disputes.

Our NSS students also participate in joint camps whenever situation arises. Our college also assists local district administration for conducting functions in the college. For instance we provide our college rooms, staff members and other facilities for various training programmes planned by the Local administration. We also involve whole of our college whenever local administrator directs us to celebrate Voter's Day, Tree Plantation Programs etc.

The College has a cordial interaction with District Courts in organizing joint activities related to legal literacy.

The College utilizes the expertise of government Ranbir College, Sangrur, Bhai Gurdas Instituted of Law & Other Nursing Institutes of the area.

Our College provides our infrastructure to conduct B and C Certificate examination to the 4 Pb. Girl Bn, Patiala and during this exam we play host to girl students of Ranbir College.

Our Students pay regular visit to Pingalwara. This makes them aware of their responsibilities towards differently abled and homeless people and sensitizes them about rights of disabled.

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

Nil

**3.7. COLLABORATION**

**3.7.1. How does the Institution collaborate and interact with research laboratories, Institutes and industry for research activities. Give examples and benefits accrued of the initiatives –collaborative research, Staff exchange, sharing facilities and equipment, research scholarships etc.**

Nil



**3.7.2. Provide details on the MOUs / Collaborative arrangements (if any) with institutions of National importance / other Universities / Industries / Corporate etc. and how they have contributed to the development of the institution.**

→ Nil.

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

Nil

**3.7.4. Highlighting the name 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.**

Nil

**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.**

Nil

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

Nil



## **CRITERION IV INFRASTRUCTURE AND LEARNING RESOURCES**

### **4.1 Physical Facilities**

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

In order to create and enhance the infrastructural facilities for effective teaching and learning, the policy is framed according to the strength of students in different streams. As per requirement, the institution approaches UGC in order to seek financial assistance. The management too actively offers help as and when any infrastructural change is required. The infrastructural enhancement is liberally funded on need basis and on the availability of the funds.

**4.1.2. Detail the facilities available for (a) Curricular and co-curricular activities –Classroom, technology enabled learning spaces, Seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**

**(b) Extra –curricular activities sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, Cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

The College management makes elaborate plans to upgrade and create new infrastructure to facilitate effective teaching and learning.

The college has two separate blocks Arts Block and Computer Science Block. It has 12 Classrooms with proper electricity arrangement to accommodate the students. The college has 3 well equipped computer labs having internet facility and also a legal literacy club, equipped and well stocked library with internet facility. The staff is given free access to internet so that they can enrich their knowledge and then, in turn, the students can benefit from their experience and knowledge.

The college is having a seminar hall with seating capacity for more than 300 persons for conducting seminars & workshops etc. There is one music room also and tutorial groups are taken in class-rooms and sometimes in lawns.

For Extra –Curricular activities the College has sports ground and a well equipped Gymnasium and fitness Centre also.

The college has one and a half units of NSS. The students are always ready to render help for social services like Aids Awareness Rally, Tree Plantation, General Body Health Checkup, Eye Checkup, Skin checkup, Drug De addiction awareness rallies etc. are also organized.

The college has one NCC unit. The students are encouraged to enroll for NCC activities at the beginning of the academic year. The teachers are also motivated to participate in extension activities.



Our college always salutes the rich cultural and traditional values of India. Students take part in Youth Festival and all the Cultural Functions are celebrated in the College with great enthusiasm.

College organizes Yoga Camps and lectures on Health and Hygiene related issue. College has a Health Care Centre and necessary medical facilities are provided free of cost to the students. There is a well equipped hostel and clean kitchens, washroom facilities and sufficient bathrooms. To provide pure drinking water to the students, water coolers with RO system have been installed.

**4.1.3. How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optionally 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 institution plans and ensures that the available infrastructure is in line with its academic growth and is optimally utilized.

- The Time Table is framed in a way so as to ensure that all the class rooms are occupied at any given time during the college hours.
- It is made certain that small clean rooms are allotted to those classes which are small and bigger classrooms are allotted to bigger classes.
- The college library is available to the students and staff during college hours. The college keep on strengthening the facilities by utilizing the grants from all the possible sources.

Master Plan is to be attached

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

Although the percentage of differently abled students is very low yet the institution is fully conscious to ensure that infrastructural facilities must meet the requirements of the students with physical disabilities according to their need. Students and staff is instructed to be more sensitive and humane in dealing with physically challenged students and these students are allotted rooms on the ground floor for their classes.

**4.1.5. Give details on the residential facility and various provisions available with in them.**

- **Hostel Facility-** College has it own hostel with all the basic facilities. There are two blocks of hostel separately for BA and BCA students, comprising of spacious rooms, a prayer hall, a dining hall and recreation room. The college hostel has a capacity to accommodate 250 students. It has Water Cooler with RO systems and generator which ensures electricity and water supply for 24 hours.





- **Recreational facilities, gymnasium, yoga center, etc.**  
T.V. Rooms and Indoor Games, Hostel Mess facility & a tuck shop for daily need articles is there in the hostel. There is a well equipped Gym for students and staff.
- **Computer facility including access to internet in hostel.**  
N.A.
- **Facilities for Medical Emergencies:-** There is a dispensary within the college campus. A part time doctor looks after the health needs.
- **Library facility in the hostel:** The College hostel has a reading room for extra reading and study (magazines, newspapers, periodicals, etc.)
- **Internet and Wi-fi facility.** NA.
- **Recreational facility-common room with audio-visual equipments.**  
There is a T.V. Room and indoor games, Common room with audio-visual equipment in the college hostel.
- **Available residential facility for the staff and occupancy constant supply of safe drinking water.**  
Water Cooler with RO purified water with constant supply of safe drinking water is available in the college hostel.
- **Security:-** We also have a 24 hours watchman for the safety and security of the students, faculty and institutional assets.
- Fire extinguishers are installed at important places in the institution.
- Identity cards are provided to students for security reasons, which are checked at the entry point to avoid unauthorized entry.

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

There is a dispensary within the college campus. A part time doctor looks after the health needs. Arrangements for first-aid and medical care are fully available for the staff as well as the students inside the campus. In case of serious medical emergency, help is provided by shifting the ward to a nearby hospital.

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

The college has clearly marked space for common facilities available on the campus. The college has a IQAC Room, a room for Grievance Redressal Cell and Women Cell, Counseling and Career Guidance Cell, the Red Cross Cell, a Canteen, Staff-room, girls, common room, safe drinking water facility and a provision of seminar hall. Each faculty has been put under the charge of a senior faculty member who takes care of it most effectively.



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

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

Yes, the college has a well constituted Advisory committee consisting of the Principal, faculty Members, Librarian and student representatives.

The following significant initiatives have been taken by the Library Advisory Committee:

1. Assisted the Librarian in the smooth functioning of the library.
2. Monitored the proper distribution of books to students.
3. Recommendation to Librarian to subscribe for desired magazines and journals.
4. Recommendation to Librarian to procure latest editions in all subjects.
5. Helped in organizing book exhibition.
6. Undertook the stock verification at the end of the academic year.
7. To write off the books.
8. Timely binding of the books.

**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)**

Details of the following:

- |   |                              |
|---|------------------------------|
| ▪ Total area of the library ( in Sq. Mts.)                | 52 feet length 27 feet width |
| ▪ Total Seating Capacity                                  | ___ 35 Seats for students.   |
| ▪ Working hours   | ___                          |
| a. on working days  | ___ 9.00 Am to 3.00 Pm       |
| b. on holidays  | ___ -----                    |
| c. before examination days                                | ___ 9.00 Am to 3.00 Pm       |
| d. during vacation  | ___ 9.00 Am to 3.00 Pm       |
| e. National Holidays & Holidays as per Punjabi University | ___ Closed                   |

The book issue section is conveniently located on the right side of the Library. The Magazine and periodical holders are at the entrance of the library. The computers are available with internet facility for the students as well as staff.

**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?**



A circular is issued from the Principal's office to all the Heads of the Departments asking to submit the list of the books, journals, magazines required by their departments. While preparing the list of books etc. it is noted that the books, journals etc. must be concerned with syllabi and as per requirements of the students. Books purchase committee collects the lists of required books etc. from HODS and does the needful.

Amount spent on procuring new books etc. during the last four years

Session	Books / Journals	Amount
2010-11	Text Books = 876	300355-00
	Reference Book = 52	41901-00
	Journals = 16	10308-00
2011-12	Text Books = 93	-----
	Reference Book = 14	-----
	Journals = 20	-----
2012-13	Text Books = 102	13351-00
	Reference Book = 00	-----
	Journals = 17	13897-00
2013-14	Text Books = 140	-----
	Reference Book = 13	-----
	Journals = 16	-----

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

- ◆ OPAC Nil
- ◆ Electronic Resource Management package for e-journals Nil
- ◆ Federated searching tools to search articles in multiple databases Nil
- ◆ Library Website Nil
- ◆ In house / remote access to e-publications Nil
- ◆ Library automation Nil
- ◆ Total Number of Computer for public access 02
- ◆ Total number of printers for public access 01
- ◆ Internet band width / speed      o 2mbps     10 mbps     1gb (GB)
- ◆ \_\_\_\_\_
- ◆ Institutional Repository \_\_\_\_\_
- ◆ Content management system for e-learning Nil
- ◆ Participation in Resource sharing networks / consortia Nil

#### 4.2.5. Provide details of the following items:

- Average number of walk-ins 50
- Average number of book issued / returned 15 - 20
- Ratio of Library books to student enrolled 20 : 1
- Average number of books added during the last three years 536/3= 188
- Average number of login to opac (OPAC) Nil



- Average number of login to e-resources Nil
- Average number of e-resources downloaded / printed Nil
- Number of information literacy trainings organised Nil
- Details of 'weeding out' of books and other materials 30

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

--- The details have been furnished as under:

Sr. No.		Comments if any
1.	• Manu Scripts	Nil
2.	• Reference Books	—
3.	• Reprography	Nil
4.	• ILL (Inter Library Loan Service)	Nil
5.	• Information deployment and notification	Nil
6.	• Download	Nil
7.	• Printing	Yes
8.	• Reading List / Biography Compilation	Nil
9.	• In house / remote access to e-resources	Nil
10.	• User Orientation and awareness	Nil
11.	• Assistance in searching Databases	Nil
12.	• INFLIBNET / IUC facilities	Nil

**4.2.7. Enumerate on the support provided by the Library staff to the students and teachers of the college.**

The Library staff helps the students and teaching faculty in searching the books, University syllabi, magazines, journals and newspapers. New books and journals are also purchased at regular intervals catering to the needs of the students. Library atmosphere is kept clean and quiet so that the readers must not feel any disturbance. Besides, for the benefit of students and staff new arrivals are displayed and Books Exhibitions are also organised.

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

Physically challenged students are given empathetic attention in the Library. Their requirements are met on a priority basis.

**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?)**

In order to improve functioning of the library, suggestions from students and staff are welcomed for this purpose. The feedback Performas which are given to the students contain column on library services. This feedback is analyzed and the necessary suggestions given by students are sent to the Advisory Committee for necessary and remedial actions at the earliest.



### **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
- Stand alone facility
- LAN facility
- Licensed Software
- Number of nodes/ computer with internet facility.
- Any other

→ The details may be found here under.

S. No.		
1	Number of Computers with configuration (provide actual number with exact configuration of each available system).	List Attached
2	Computer Student ratio	1 : 2
3	Stand alone facility	7 computers are working as stand alone nodes.
4	LAN facility	All the four labs have independent LAN establishment through structured cabling. In addition admin office and two computer labs have wi-fi facility to access the internet.
5	Licensed Software	Accounts Management, Library Management by Thinknext
6	Number of nodes/ computer with internet facility.	45 out of 63 nodes have internet facility which
7	Any other	

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

→ The College has well equipped computer labs with internet facility which has made available to the faculty and students on the campus only. No off Campus facility is available. The college faculty make use of internet facility in the library, computer labs and in the college office.



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

→ The College has best internet plan with Wi-fi facility. The College has three well-equipped computer labs with internet facility accessible to staff as well as students. The college purchases new system with latest technology according to the requirement. It has constituted a Computer Purchase and Maintenance Committee which takes care of all the needs and demands related to computers. It also hires/ employees persons whenever needed.

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

Session	Computer		Total Amount
	Computers Purchased form UGC Grant / Funds		
2010-11	951700		951700
2011-12			
2012-13			
2013-14			

Amount Spent on Equipments related to Computers	
2010-11	Rs. 29194 Int. Connect. Rs. 24600 Networking
2011-12	Rs. 26480 (M) Elect.
2012-13	--
2013-14	--

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

The institution facilitates extensive use of ICT resources in the form of various projects. The computer aids are used in teaching presentations and demonstrations. We have well equipped labs with internet facility. Projectors are also being used for presentations of sminars, workshops and extension lectures. The library with ICT facility is open to faculty and students for learning resources.

**4.3.6. Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching – learning resources independent learning, ICT enabled classrooms / learning**



spaces etc.) by the institution place the student at the centre of teaching – learning process and render the role of a facilitator for the teacher.

→ It is the policy of our institution to always place the students at the centre of the teaching learning process. The vision and mission of the institution have always been to provide holistic knowledge to its students. Keeping the students learning at the centre of everything. The college understand that teachers have to be reoriented from time to time. Use of technology has become very vital in imparting quality based education. The institution encourage the staff to undergo training on the computer-aided teaching and learning. The computer faculty is always available for any need based assistance in the use of ICT. The students are also encouraged and motivated to be self confident, self employed and good citizens as well.

**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

#### **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)?**

→ (a) Details of Spending on (building, furniture, equipment, Computers) in last four years.

			2010-11	2011-12	2012-13	2013-14
a	Building Renovation/ const.		380248.00	384480.00	1,06,538	103411.00
b	Furniture		44681.00	--	4,57,722	50000.00
c	Equipment		39525.00	--	30,500 (AC)	164189.00
d	Computers		3,81,000			
		UGC Grant Merged	1607450.00			
e	Any other		29194 Int. Conn 24600 Networking 129324 UPS, Printer 192250 Comp. Table 95825 Fax Machine 6753 Repair	36909 S. System 52662 Repair 26480 Elec. Goods	2640 Repair 19336 Elect. Goods	8032 Elec. Goods 6789 Repair

2 Annual Report of the college is published every year which is released at the time of Annual Prize Distribution / Annual Convocation. This report contains the overall development which includes Physical Growth, Academic, Extra curricular Activities, & Achievements. The Financial Assistance received



form different sources, professional growth of the teachers, Seminar / workshop attended or organized and vision and future plans of the college are also highlighted in the Annual Report.

For instance, one electrician has been appointed to take care of the needs of electricity and regular supply in the campus. For electronics and computer science equipment, faculty members do repair and software maintenance. The major repairs are done by the hired service technician. To safeguard the computers, Antivirus software's are installed in the computer for the safety of the operating system of the computers. Fire extinguishers are available at important places in the campus. There is generator facility with the capacity of 62.5 kv for the regular supply of electricity in the college.

Any other relevant information regarding Infrastructure and learning resources with the college would like to include.

1. A number of other agencies like sports department, University & banks make use of the college academic infrastructural facilities by holding / conducting different types of examination. These are hold on Sunday holidays.
2. Local administration uses the hostel for girls while arranging sports festivals.
3. The learners are issued books from the college book bank for the whole year.
4. The college library has a reference section and special section for historical studies.

#### **4.4.2. What are the institutional mechanism for maintenance and up keep of the infrastructure, facilities and equipment of the college?**

→ For the maintenance and up keep of the infrastructure various committee have been constituted to provide various facilities in the college. The conveners of their respective committee with the help of team members, take the responsibility for the smooth functioning of various tasks. Stock registers are maintained, checked and updated from time to time. New purchases are made with the available grants. Repair and Renovation is frequently done. Principal holds regular meeting of the conveners for the new planning and implementation.

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

→ The equipments and instruments of the Lab are frequently checked, repaired and maintained. The computers in the computer department are maintained by the staff or help is sought from external agencies. For instance, electricians, plumbers and hardware technicians are often called in case of emergency.





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

A number of committees have been constituted for the upkeep and maintenance of sensitive equipments of the college.



## **CRITERION V : STUDENT SUPPORT AND PROGRESSION**

### **5.1. Student Mentoring and Support**

#### **5.1.1. Does the institution publish its 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 updated prospectus annually. The prospectus gives information about admission schedule. The prospectus also gives a list of faculty and their qualification, list of office and other technical staff, admission guidelines, courses offered by the college, flexibility of the subject combination, rules pertaining to house exams and University exams, rules pertaining to college color, prizes, awards and medals in academics and co-curricular activities, leave rules, list of holidays, library and reading room facility, fee structure and concession and scholarships available to students.

The College ensures its commitment and accountability by constituting various committees / societies:

- Admission Committee carries out admission.
- Free scholarships are given to the students on merit and need basis.
- Various cultural societies create a platform for the students to enhance their academic and curricular capabilities.
- All these achievements and commitments are read out along with exact statistics in the annual report of the college and updated on its website.

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

Our institution believes that the institution should have the social conscience towards the underprivileged, downtrodden students. The college provides financial support to its students through scholarships established for deserving and needy students. Many scholarships (approximately 16 in number) have been started on private basis. Free books are also provided by the college to these students.

Session	Full Fee Concession (SC)	Sister Concession (Rs. 180 Per Student)	Half Tuition Fee Concession (Rs. 180 Per Student)
2010-11	24	06	17
2011-12	52	05	22
2012-13	75	03	09
2013-14	77	05	10



Inst. Scholarship to lower income group		
Session	Number of Students	Amount
2010-11	16	11400
2011-12	29	21200
2012-13	35	27300
2013-14	25	19300

### 5.1.3. What percentage of students receive financial assistance from state government, Central Government and other national agencies?

→ The college provides financial assistance to economically backward students / down trodden / under privileged / handicapped and also to outstanding students in academic, sports activities, extra curricular activities and other outstanding achievements. Whatsoever financial assistance the college receives from the Central Govt., State Govt., and other agencies, the college also adds its own funds to it. Financial Assistance to the tune of 2 lakh 50 thousand is spent every year in the form of 100% free education, free books etc., nearly 15% to 17% students of the college get benefit from this financial assistance.

Session	Total No. of Students	SC	Amount	Merit Sch.	Total Amount
2010 -11	367	24	22200	825	23025
2011-12	397	52	96530	--	96530
2012-13	414	75	2,26,611	2475	299086
2013-14	441	77	2,31,000	--	231000

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

- ✓ Students from SC/ST, BC 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.

— Our institution is committed to provide the students every possible help and support they need in their pursuit to become civilized and worthy citizens. The college was set up with a mission of imparting holistic education. The institution for this purpose provides the following support facilities to its students.



Students from SC/ST, OBC and economically weaker sections: It is a fact that girls coming from SC/ST, OBC, Minority community and Down trodden families remain in a pitiable flight and disadvantageous situation and on account of their financial constraints and social backwardness, they sometimes feel deprived and ignored. Our institution has set unique benchmarks in the realm of education by offering these doubly marginalized girls following facilities:

- Fee Concession / Exemption \_ A fund of approximately. Rs. 2 lakh 50 thousand is spared for students' benefit, aid, upliftment and promotion of education in general.
- Free Access to library.
- Seminars / Assemblies on general awareness on concerned issues and awareness about them, aiming to broaden students outlook and enhance sensitization.

Students with physical disability:- Although the percentage of differently abled students is very low yet the institution is fully conscious to ensure that infrastructural facilities must meet the requirements of the students with physical disabilities according to their needs. Students and staff are instructed to be more sensitive and humane in dealing with these students and they are allotted rooms on the ground floor for their class. Their requirements are met on priority basis.

✓ Overseas Students: NA

✓ Students to participate in various competitions / National and International

Students are extended support for various competitions for participation in extra-curricular, Co-curricular and Cultural Activities; academic activities and sports.

- The teachers provide information to the students about the opportunities available.
- Books and literature related to competitive examinations are made available in the library.
- College also organizes workshops on personality development, communication skills etc.
- Students are always encouraged to take part in State level, National level competitions.

Medical assistance to students: Health centre, health insurance etc.

The following medical facilities are provided to the students.

- A first aid room (dispensary) for providing early treatment to sick girls.
- A part time doctor looks after the health needs.
- In addition to medical assistance seminars on awareness about various medical problems like AIDS, Breast Cancer and Health issues are organized in the College.

Organizing Coaching Classes for competitive exams NA.

Skill development (Spoken English, Computer Literacy, etc.) The college regularly conducts Personality Development Programmes which enhance the IQ level and communication skills of the participants, special classes are taken



for communication skills taking into consideration the rural background of the students.

“Support for Slow learners” Slow learners are identified by the Faculty in the beginning of the Session. The institution conducts remedial classes in different subjects to enhance their skills and competence.

Publication of student magazine: The College publishes its annual college magazine ‘TESTIMONY’. The students of the college very enthusiastically contribute their articles for the magazine. Editors and sub-editors are selected amongst the students. The staff helps the students chisel their writing and creative skills.

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

In order to facilitate entrepreneurial skills among the students, the college started BCA, PGDCA and M.Sc. (IT) in the College.

- ❖ College arranges workshops in tailoring, tie and dye, fabric painting etc to prepare the students for self employment. The counseling and placement cell organizes lectures by eminent scholars to make the students aware of opportunities in the job market and for self employment. Through various lectures on women empowerment, we try to motivate the students for self employment.
- ❖ The impact of all these efforts can be seen. Many students who belong to underprivileged families have started earning and they are paying their fees by doing tuitions, tailoring, fabric painting etc. In special functions, we honour these students to motivate others also.

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

- Additional academic support, flexibility in examinations
- Special dietary requirements, sports uniform and materials & any other.

Apart from academics, the college also promotes students for extra curricular activities. We encourage them to participate in various intra and inter college, district level and state level competitions. Refreshment is given to students during such events, students participating in these competitions are also provided the required material at the college level. NCC uniforms are made available to the students. Books, magazines and journals are provided to the students participating in Quiz competitions, debate and discussion. Winners are given due recognition and are appreciated with appropriate reward. Cash prizes are also given to encourage and motivate the students for further participation. Flexibility in examinations is also given to such students.



**5.1.7. Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, GATE/CAT/GRE/TOFEL/GMAT/central / state services, defense, civil services, etc.**

→ Students appearing in various competitive examination are extended all possible help in the form of latest books in the college library.

- Group discussions and mock interviews are organized.
- Various interactive sessions with professionals are organized to equip students for interviews and group discussions.
- Programmes for personality development and enhancing communication skills are organized.
- Different personalities from IAS, IPS and IFS services are invited in the institution who interact with students and share their experiences and motivate the students to appear in these services.
- Students are given compact time table so as to leave them with ample time for preparation for competitive exam.
- Whenever required the university condition of 75% lecture attendance is also relaxed.

A number of students of our college have cleared TOFEL, UGC-NET, and state services exams (data not available).

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

The college understands that students at this stage of life students are full of doubts, dilemmas, confusions, inhibitions etc. We also realize that they are full of energy and enthusiasm which needs to be properly channelized along with dealing with the above mentioned and other problems. So the college provides counseling services to students through its career counseling and guidance cell.

- At the time of admissions the career counseling and guidance cell provide academic counseling to the fresh arrivals about the subject / courses they wish to take up. The students are also provided sufficient information about the prospects of various courses so that they can make appropriate choices.
- The career guidance and counseling cell organizes extension lectures / workshops by experts for providing career counseling.
- Students coming from far off places often face problems. Tutorial groups and meetings are hold to cater to the personal problems of girls students.

Counseling Cell handles cases, covering problems like adjustment, lack of confidence, stress, lack of concentration etc. under the guidance of the faculty members. Special help is also provided to the students at social level and this aspect is polished through NCC, NSS and sports activities. Their personal problems are also solved by interacting with them and their families.



**5.1.9. Does the institution have a structured mechanism for career guidance and placement of its students? If ‘yes’, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interview and the percentage of students selected during campus interviews by different employers.**

→ The institution does have a Career Guidance and Placement Cell for the students which offer them a helping hand in understanding the career options for them after their graduation. This Cell organizes lectures and seminars on development of staff skill and interview skills. The mock interviews are conducted by the experts. College students are also taken to the job tests organized by neighbouring institutions eg. ‘Asra Group of Institutions’ and Bhai Gurdas Group of Institutes.

**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. Girl students, most of them in their teens, are at the critical stage with many confusions and complexes. Their utmost need is moral and psychological support. They are given very patient hearing.

The Committee or Cell also solves the financial problems of the students. Books are made available to them both from library and old students.

Grievances of students regarding attendance and lectures shortage were also redressed. Some improvements were made in college canteen also. Internet facility was provided in the library.

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

→ Though the college has female community only (few male staff) yet the women’s College Administration has a lot of responsibility on its shoulders. The women need security physical, emotional and existential. The following provisions have been made to prevent any sexual harassment that they might face—

- 24 hours on duty security guards and gate keeper and no outsider is allowed to enter the college.
- Counseling sessions for removal of any hesitation inhibition or shyness that the students may face regarding the same.
- A friendly staff who constantly are instructed to be sensitive towards students and be vigilant regarding their problems.
- A Women Police PCR Vehicle is deployed by making liaison with the District Police Authorities at the opening and closing hours of the college to avoid any harassment.

Fortunately we do not have any such cases so far.



**5.1.12. Is there an Anti-Ragging Committee? How many instance (if any) have been reported during the last four years and what action has been taken on these?**

Yes, there is an Anti-Ragging Committee in the College. Our institution proudly proclaims itself free of any form of ragging in totality and absoluton. Not a single case has been reported or observed or come to notice in the past four years.

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

→ Our institution believes in social justice, acting upon this philosophy the College has introduced various welfare schemes for the students. Some of the such schemes are given below:

1. Deserving and needy students are provided scholarships and free ships so that they could continue their studies uninterruptedly.
2. No fee or fund is charged from SC students.
3. Post Matric Scholarship is given to Sc, ST and OBC students.
4. NSS students are given diet / refreshment during camps.
5. Students coming from distance are recommended for free / concessions, bus pass.
6. All genuine grievances of the students are redressed by the Grievance Redressal Cell of the College.
7. Students are provided with safe and clean water.
8. Books and other study material is made available to needy students.
9. Counseling is given to girls students by Women Cell of the College.
10. A first – aid facility is also available in the college.

**5.1.14. Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contribution for institutional, academic and infrastructural development?**

→ Yes, the institution has registered Alumni Association. Once a year, Alumni meet is organized when the old students of college give feedback about the relevance and validity of their course in the job market.

We also invite our alumni’s (who are Professors, Principals, advocates, TV artists, Politicians, Designers and working in Multinationals)in our functions as guests, chief guests and to judge to inspire and motivate present students.

The Alumni also contribute to the cause of helping the disadvantaged.

**5.2. Student Progression**

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





Student Progression	Percentage
UG to PG	On an average basis 60-70 % students join PG programmes
PG to M.Phil	On an average basis not more than 25% students are joining M.Phil.
PG to Ph.D.	Upto 10% PG students normally enrolled for Ph.D. Programme.
Employed <ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	Nil 20 students are also placed during off campus placement.

**5.2.2. Provide details of the programme wise pass percentage and completion rate for the last four years (whorl 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.**

**Academic College Results (2010-11).**

S. No.	Class	No. of Students		Pass Students	Pass %
			Appeared		
1	BA-I	154	149	122	81.87
2	BA-II	97	94	93	98.93
3	BA-III	103	103	100	97.08
4	BCA-I	49	49	27	51
5	BCA-II	37	34	13	35
6	BCA-III	45	45	39	86
7	PGDCA	40	36	13	36
8	M.Sc. IT (I)	16	16	13	63
9	M.Sc. IT (II)	36	36	33	77



**Academic College Results (2011-12).**

S. No.	Class	No. of Students		Pass Students	Pass %
			Appeared		
1	BA-I	188	169	125	73.96
2	BA-II	112	109	106	97.24
3	BA-III	97	95	91	95.78
4	BCA-I	29	29	25	86
5	BCA-II	45	45	22	50
6	BCA-III	35	35	22	65
7	PGDCA	18	17	09	52
8	M.Sc. IT (I)	07	07	02	29
9	M.Sc. IT (II)	15	15	10	66

**Academic College Results (2012-13).**

S. No.	Class	No. of Students		Pass Students	Pass %
			Appeared		
1	BA-I	198	171	109	63.74
2	BA-II	114	112	112	100
3	BA-III	102	102	101	99.00
4	BCA-I	38	33	17	90
5	BCA-II	26	25	23	92
6	BCA-III	41	41	20	49
7	PGDCA	18	17	14	82
8	M.Sc. IT (I)	12	10	08	80
9	M.Sc. IT (II)	07	07	01	14



### Academic College Results (2013-14).

S. No.	Class	No. of Students		Pass Students	Pass %
			Appeared		
1	BA-I	226	190	161	84.73
2	BA-II	106	100	93	93
3	BA-III	109	107	107	100
4	BCA-I	29	19	05	26
5	BCA-II	32	31	25	81
6	BCA-III	25	25	25	100
7	PGDCA	13	13	12	92
8	M.Sc. IT (I)	12	07	07	100
9	M.Sc. IT (II)	07	07	07	100

#### 5.2.3. How does the institution facilitate student progression to higher level of education and towards employment?

→ The students are guided about the various entrance procedures of PG Courses at the University. Mock interviews are conducted by the placement cell to build up the confidence of undergraduate students. For this purpose, motivational talks and seminars are organized, Personality development workshops are conducted. The advertisements related to various training institutes are displayed on the notice board. Students are also sent to attend placement interviews at nearby institutions organized by various Multi-national companies like IBM, WIPRO, TCS and INFOSYS etc.

NCC officer displays on its Notice Board all the Career options available to NCC cadets.

#### 5.2.4. Enumerate the special support provided to students who are at risk of failure and drop out.

→ Since most of our students come from rural background, therefore, college makes it sure to bring such student at equal footage with those coming from affluent section of the society. Special remedial classes are arranged for them and teachers pay them extra attention to cover up their weaknesses. They are also provided with free books. Financial aid is also given to needy students. Lectures along with Tests are also conducted to facilitate.

### 5.3. Student Participation and Activities

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

The Physical Education Department of the College provides indoor and outdoor games' facilities. There is a running track for athletic events.



There is also a Gym for students and staff. College organizes Annual Sports Meet in the college campus. Hand Ball, Kabaddi, Kho-Kho competitions are held and students actively take part in these competitions. Our Student Rajvir Kaur participated in the event 'Slow Walk' at Punjabi University, Patiala. (5<sup>th</sup> Position)

- Various Cultural and extra curricular activities like Folk Dance, Classical Dance, Group song, Group Shabad, Quiz, Traditional Heritage Items, Gazal, Literary items are offered to the students. They are very often performed during college function on various occasions.
- The college participates regularly in the competitions organized by Punjabi University, Patiala. In every Academic session Punjabi University arranges Youth Festivals at Zonal and Inter Zonal levels. The college has been actively participating in these activities as issued every year by Punjabi University, Patiala.
- Our Students also participated in District level and state level competitions held at different occasions. Eg. In a state level function on Van Mahotsav our NSS student Volunteers Varinda, Sukhwinder & Sarabjit participated in poetic recitation and were honored (7/8/2013).

Satwinder Kaur Gaga got third prize in District level Quiz competitions organized by Bhasha Vibhag, Sangrur.

Achievements of the College are as under:

**Extra-Curricular Activities.**

S. No.	Year	Achievement in Cultural Activities	Position	Held at
	2010-11	Debate Group Song Group Shabad	Second Third 5099 Gaganpreet 5091 Poonam Rani 5049 Radhika 5020 Harpreet 4067 Dolly Joshi 4065 Sonika Jindal 3120 Reshma 3081 Vishaka	Zonal Youth Festival held at Govt. College, Malerkotla.
S. No.	2011-12			
1.	2011-2012	Lock Geet	Fourth 3083 Gurjot BA-I	Zonal Youth Festival held at Vivek College Gajjan Majra (Malerkotla)
2.		Folk Song	Fourth 5039 Sonika, Dolly,	
3.		Group Shabad	5041 Ranbir Kaur, 3071	
4.		Group Song	Gurjot, 3083 Dilpreet, 3073	
			Satinder, 4059 Reshma	
		Clay Modeling	Third	
		BwSx klw	Fourth 3118 Kulwinder Kaur	
5.		Debate	Fourth	



S. No.	Year	Achievement in Cultural Activities	Position	Held at
	2012-13	Group Song Group Shabad	Second Third Sonali, Priya, Gurjot, Satinder, Ranbir, Dolly	Zonal Youth Festival held at Guru Teg Bahadur College Bhawanigarh
S. No.	2013-14			
1. 2.		Classical Dance Group Song	First Mamta Third Sonali, Priya, Gurjot, Satinder, Ranbir, Deepika	Zonal Youth Festival held at S.U.S. College Sunam.
3.		Debate	First	

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

- Already mentioned in para 5.3.1. above.
- Achievements of NCC.

S. No.	Session	NCC	Achievement
1	2010-2011	NCC	Participation in Parade on Independence Day and Republic Day. Amandeep Kaur participated in State level ATC camp at Jawahar Navodaya Camp at Sandhwa and secured first position in firing. Gagandeep Kaur was overall incharge of the ATC camp at Sandhwa
2	2011-2012	NCC	Participated in Parade on Independence Day and Republic Day at War Heroes Stadium, Sangrur.



S. No.	Session	NCC	Achievement
1	2012-2013	NCC	Participation in Parade on Independence Day and Republic Day. Sarabjit Kaur got selected in RD camp and attended TSC Camp at Indus Public School, Badala and she was again selected in the next camp also.
2	2013-2014	NCC	Participated in Parade on Independence Day and Republic Day.

**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 institution provisions?**

→ The college takes feedback from the outgoing students about the quality of curriculum, classroom teaching, library facility, canteen facility and like.

The Internal Quality Assurance Cell also collects the exit level feedback from the graduates regarding learning process.

This information is helpful in improving the performance and quality of the institutional provisions.

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

→ The institution has a definite vision on development of various creative skills of the students. The training & encouragement is aimed at encountering the complexities of future challenges. The faculty with experience & exposure in this particular area guide the students to explore newer selves within them.

The College publishes its magazine 'Testimony'. The College Magazine encourages the students to develop their vision and active skill by writing articles. Editors and Sub-Editors are selected among the students. The magazine consists of six-sections - Punjabi, English, Hindi, Planning Forum, Computer Section and College Activities. The magazine is published every year. The college also publishes Annual Report which is distributed among students, staff and parents at the time of Prize Distribution Function. NSS volunteers also publish a Newspaper "Akal National".

**5.3.5. Does the college have a student council or any similar body? Give details on its section, constitution, activities and funding.**

Yes, the college is having a 'Student Council' which is a student's representative body. The mission of our college is making our students independent and self reliant. The students being girls, this mission evermore contributes towards laying a sound foundation for the society.

Student Council Consists of:-



- Teachers-in-charges
- 2 Head Girls- One from Arts and one from Computer Deptt.
- Vice/Joint Head Girls
- Secretary
- Joint Secretary
- Executive Members and Members.

Counseling their services, achievements and academic excellence they are given suitable posts.

**Activities include:-**

Maintaining Discipline, Conducting Assemblies, acting as link between faculty and students, conducting functions, representing students where needed, act as aides to the Principal, dedicated service towards the college etc.

The fund required is provided by the college. Sometimes to encourage these students, donations are also collected to motivate them.

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

— Our institution creates a platform for the involvement of the students in various academic, administrative and other activities. This empowers students to gain quality of leadership and governance. The experience gained here accounts for the mutual maturity and decisiveness along with inculcating the healthy habit of thinking independently. The following bodies have been given adequate students representation:

- Publication Committee.
- Library Advisory Committee.
- Students Grievance Committee.
- College Discipline Committee.
- Amalgamated fund Committee.
- Study tour Committee.
- Time Table Committee.
- College Alumani Committee.
- Co-curricular / Extra curricular Committee.
- College IQAC.
- Environmental Awareness Committee.
- College Magazine Committee.
- College Wall Magazine Committee.
- College Library Committee.
- 

**5.3.7. How does the institution network collaborate with the Alumni and former faculty of the Institution.**

The college has a registered Alumni Club. Our college Principal is the patron of the club. We believe in making and retaining ties, rather bonds that are strong and do not dismantle easily. The committee always tries to keep in



touch with the members of Alumni. The retired faculty is also invited in meetings. Their advice is followed promptly. The mode of correspondence includes telephonic intimation / publishing on the internet / Maintaining records etc. Alumni meet is a regular annual feature of the college activity Calendar.





## **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 characteristic 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?**

Our Vision:- To be the flag bearer of women empowerment through higher education that combines emerging global trends with value based nurturing of enlightened young women.

Our Mission:-

1. Transmission of knowledge and education of the masses in the rural, semi-urban and urban areas of Sangrur district and to promote and facilitate sustainable development of Higher Education in consistence with policies and Acts of University, UGC and the Government.
2. To focus on personality development of each student through development of positive attitude, leadership qualities and self awareness.
3. Promotion of Punjabi language and culture.
4. Imparting higher education to the less privileged and deserving section of our society and lend a helping hand to them.
5. Involving the youth in community activities through NCC, NSS and Youth welfare to inculcate a sense of discipline in them so as to make them responsible citizens of nation with secular outlook.
6. To establish strong communication network between the college, Parents, Alumni and the society at large to create healthy atmosphere for vision oriented growth.

The vision and mission statements are in keeping with the intellectual potential and needs of the region. Most of the students seeking higher education of this college are from rural areas. They are from economically weaker section of the society. The college has thus made higher education accessible to the deprived lot.

The college ensures that the vision and mission of Institution is in tune with the higher education policies of the nation by introducing modern professional and technical career-oriented courses, offering the benefit of education to all without fixing any cut off list, facilitating economic empowerment of women through higher education, offering vocational education and skill development programs, economic, social and educational empowerment of under privileged sections of society.

The college lays special emphasis on widening the mental horizon of the students. For this, in almost all the meetings, gatherings, programs and functions, students are taught to respect not only their Punjabi culture but also to show tolerance respect for other religions and cultures. Every program symbolically starts with college Geet **“Grant me this boon of spiritual and physical strength O God May I never refrain from the righteous acts”** and in the end of all the programs, it is a practice that students and staff recite



National Anthem. The college also arranges lectures on religion, community service by resource persons actively engaged in social welfare activities. Value of self-discipline and social responsibilities is also inculcated among students to make them sensitive global citizens by arranging various activities and lectures. In the tutorial group meetings, students are imparted value based education.

Thus, Conceived on the radical idea that women cannot be excluded from the domain of education, ADC provides quality holistic education to young women to transform them into empowered women of the future.

### **6.1.2. What is the role of top management, Principal and Faculty in design and implementation of its quality, policy and plans?**

The institution, Akal Degree College for Women, is governed by the College Trust – ‘Akal Governing Council’ a registered body. The management, Principal and faculty work in coordination to formulate and implement its quality policy and plans for assurance and sustenance of quality in higher education. The Principal of the college is the head of the institution and is always there to provide requisite leadership to the system. The role of the principal of the college is multidimensional. The Principal is responsible for both the academic and administrative matters requiring the Body’s approval and she is responsible for executing its decisions. She is also responsible for all the correspondence with the Governing body, Government of Punjab, University Grants Commission, Punjabi University and different stake holders of the college.

For the smooth implementing of the policies and plans to be followed, the Principal conducts the staff meetings at the commencement of the academic year and by involving IQAC assign various responsibilities to the faculty members. For this purpose various committees are formed. The heads of the Departments are empowered to supervise the academic matters relating to their respective departments. These committees meet prior to the management meeting, discuss various matters within their preview and present their reports and recommendations to the Head of the Institution. During the management meeting, the principals report is reviewed by the members of the managing committee. A through discussion ensues, valuable suggestions offered and final resolutions are taken tfor implementation for the growth of the college.

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

- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan.**
- **Interaction with stakeholders.**
- **Proper support for policy and planning through need analysis, research inputs and consultation with the stakeholders.**
- **Reinforcing the culture of excellence.**
- **Champion organizational change.**



The College Principal actively remains involved in each and every activity meant for fulfilment of the stated mission. Principal by involving the college council and college IQAC forms various committees to ensure a complete management of the college. (Library, Grievance, Admission, Examination, Feedback, College UGC Committee). These committees discuss all matters within their preview and present their reports and recommendations to the principal, who tables the suggestions before the managing committee. The issues are discussed and final resolutions are adopted for implementation.

The college development council is the highest discussion taking body. Numerous activities such as curricular, co-curricular and extracurricular are guided and supervised by it through different cells, councils, societies and internal quality assurance cell etc. This supreme council formulates all necessary action plans for all required operations. It also incorporates the same into institutional strategic plan for implementation of activity in different spheres of institutional functioning.

The college principal always welcomes the personal interaction with various stakeholders, the faculty, the non teaching staff, the guardians and even students which plays a crucial role to know the outcome of various on-going academic or non academic activities and provide feedback for their more effective implementation. The feedback also helps the college authorities for better planning and better execution of the undertaken job.

It is none other than Principal, who can reinforce the culture of excellence and become a champion of organizational change in the college. She is a motivating spirit for the faculty and students of the college. She constantly encourages and guides all HODs, Heads of various committees & cells etc. to achieve excellence in their respective fields. Her principle of subsidiarity and accountability ensure smooth running of the college which leads to quality enhancement and excellence.

#### **6.1.4. What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?**

The college has a clear and well-defined system to monitor and evaluate the effectiveness and effective implementation of the policies and plans of the institution. The college ensures that the desired objectives are being achieved through the IQAC.

1. In the beginning of the year plans and policies are first prepared by the IQAC committee in consultation with the college principal.
2. Academic calendar is prepared in consultation with the college council.



3. Committees for various activities are formed and principal appoints the convenors for various committees with the consent of the governing body. Convenors give feedback about their activities to Principal.
4. Official notice is issued along with the guidelines defining the roles and responsibilities of the committees. The committees prepare action plans and submit to the Principal for approval. The committees carry out activities and at the end of the academic year the convenors submit the reports of the work done to head of the institution.
5. Students are also involved in various committees, functions and programs.
6. Principal also takes care of the welfare schemes of the staff such as promotion, Faculty improvement programmes etc. so that they should work with more dedication for effective implementation plans and policies for betterment of the college.
7. Feedback is taken from students and their suggestions are taken care of and implemented if found suitable.
8. Principal being the head of institution frequently holds assemblies which propagate importance of values, our culture, Ethics and importance of discipline. It acts as a strong mode of interaction and communication with students and staff.

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

The President and Management at the highest level is in constant touch with the head of the institution and gives enlightened leadership to the Principal for the smooth functioning of the college. The members of the managing committee meet frequently to discuss the problems and issues pertaining to college development, administration, appointments and infrastructural needs and student discipline.

To encourage college faculty to be competent in the field of academics, the following steps are taken by college Principal:-

1. The departments are encouraged to hold extension lectures and seminars.
2. The teachers are encouraged to take part in workshops, orientation courses and refresher courses.



3. The UGC convenor is guided to make proposals for grants available under different schemes.
4. The program officer of college NSS unit is encouraged to organize camps for community awareness and involve teachers and student volunteers in these activities.

#### **6.1.6. How does the college groom leadership at various levels?**

In order to groom leadership at various levels, there is equal distribution of responsibilities / work. Each teacher is assigned one or the other responsibility of the college, apart from main teaching work, the senior teacher is made the convenor. For example, for organizing cultural programmes, festivals, there is a Youth coordinator. There is registrar and Deputy registrar for the conduct of examinations, prize distribution functions etc. All committees are constituted with a judicious mix of junior members and senior members so that the younger members of the faculty imbibe the ethos and work culture of the college and get groomed for leadership. Such an arrangement is conducive to institutional harmony and growth, mutually beneficial and has a synergetic effect for the institution. Thus each member of the faculty is groomed by assigning responsibility under the able guidance of conveners and teacher-in-charge charges working with the instruction of college Principal and by giving them opportunity to be the leaders of their respective fields.

Similarly students are encouraged to organize various curricular and co-curricular activities which enhances in them leadership quality.

#### **6.1.7. How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?**

The college is sensitized to latest managerial concepts like strategic planning, team work and decision making. Decentralized decision making is the prime feature of the institution. The HOD's and various committees formed by Principal are fully authorized to take decision which creates an organizational "Climate-participatory" democracy. Administrative powers and responsibilities are delegated to teachers on the basis of their competence, commitment and aptitude to meet the institutional objectives;

- To balance workloads and provide development opportunities to staff.
- To create positive and motivating environment.
- To allow staff to take initiative.



However, there are sufficient checks and balances built in the system to see that these decisions are taken carefully. The suggestions of the management are communicated to the teaching and non teaching employees and implemented by the Principal.

**6.1.8. Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.**

Yes, the college promote a cultural of participative management. President of managing committee along with other members interacts with staff and inspires them to achieve excellence in their respective fields. He communicates the decision taken by the management concerning development activities through the Principal, who constitutes different committees involving faculty members for effective implementation of the decisions taken.

Teachers play a significant role in planning and implementation of development of the college. Student council is also involved whenever necessary. The planning and decision making in financial matters rest with the management and Principal.

**6.2. Strategy Development and Deployment**

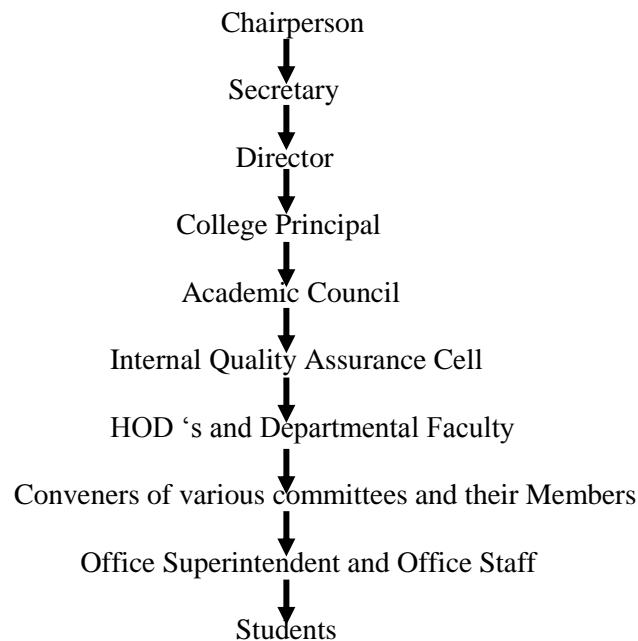
**6.2.1. Does the institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?**

Yes, the college has formally stated quality policy prepared by the Internal Quality Assurance Cell. The college always aims at the annual improvement and enhancement of the quality that it has to offer, each year as the college and the session progresses, all the curricular and co-curricular aspects are revised and upgraded according to the latest conventions keeping in mind the students' welfare. It prepares the said policy based on the activities proposed by the various teaching departments or cells or societies connected with infrastructural, cultural, social and literary development. The quality policy formulated by IQAC is presented before the teachers, student representatives and college authorities in order to have a better insight for its effective implements IQAC evaluates proper implementation of the policy, quality control is promoted through regular meetings from time to time.



### 6.2.3. Describe the Internal Organizational structure and decision making process.

The college has its own decentralized internal organizational structure for decision making and decision implementation which is given below:



### 6.2.4. Give a broad description of the quality improvement strategies of the institution for each of the following:

- **Teaching and Learning**
- **Research and Development**
- **Community engagement**
- **Human Resource Management**
- **Industry Interaction**

The quality improvement strategies adopted by the institution with regard to the above are as under:

**Teaching and Learning:** Every possible step is taken to engage students in active learning for attaining quality improvement. Learning is made student centered. Teaching is done keeping in view the interest and learning capacity of the students. The management recruits competent teaching faculty and promotes professional development of faculty by providing support to undergo refresher courses, by motivating them to attend and organize state and national level seminars and pursuing doctoral programme. Instructional delivery system is made more interesting and learner's need based with the help of Audio-Visual teaching aids and appropriate and innovative teaching



methodologies. Interactive learning, Collaborative learning and independent learning among the students is provided through tutorials, remedial coaching, projector and computer based teaching learning methods.

- Every teacher draw her teaching plan.
- Seminars and regular lectures are organized on a regular basis by all the department.
- Students are assigned various creative tasks, such as report writings organizing functions, writing press release, questioning resource persons etc. during seminars and workshops.

### **Research and Development**

The college promotes the value of research work among the faculty members. Teaching faculty is encouraged to do M.Phil. or Ph.D. and many of them have done M.Phil. & Ph.D. during their service in the college.

In order to promote research culture among the faculty and the students, the college plans to form a research committee which would make proposals for research projects, small projects and for bringing grants for research.

### **Community Engagement**

College takes up numerous cultural and social activities throughout the year in which community is involved. The college encourages students to take part in NCC, NSS and other extension activities. The college has also established environment society and a women empowerment cell.

The college organizes various outreach programmes to enable the students to respond to the larger issues of the society. Some of such activities taken up by college are :

- Tree plantation drives, cleanliness drive in slum areas. Restriction of usage of plastic bags.
- Blood donation camps, pulse polio immunization, medical checkup.
- Visit to old age homes, orphanages.
- Awareness drive against Female Foeticide, Drug addiction, Dowry, Corruption, Gender Discrimination.
- Inter College Competitions
- Youth Festivals

### **Human Resource Management**

Human Resource Management is a very sensitive area. Where the college adheres to the principle of rigorous discipline but with warm human





touch. The administration has developed mechanism to watch each and every employee closely at the same time it takes care to keep him/her at a comfort level, so that he /she could work efficiently to the maximum of his/her capacity.

- The faculty exchange their views for the improvement of teaching and learning strategies.
- A close watch is kept at learner's progress.
- In order to keep the spirit of healthy competition alive among the students, the incentives in the form of prizes and fee concession is given to students.
- There are many staff welfare schemes.
- By encouraging the faculty to attend state, national and international seminar.

#### **Industry Interaction:-**

Experts invited from various fields deliver guest lectures and industrial visits are arranged for the exposure of students.

#### **6.2.5. How does the Head of the Institution ensure that adequate information ( from feedback and personal contacts) is available for the top management and the stakeholders, to review the activities of the institution?**

In the very beginning of the session, the college Principal instructs all HODs to maintain record of all the department activities in a proper register. They are advised to keep record of the award lists of the tests and house exams. Similarly, the in-charge of the various clubs / societies and conveners of various activities maintain record of their duties and submit the same in the office. The feedback by the students is also obtained in feedback Performa.

Besides, the Head of the institution also ensures that adequate information is available for the management in the following ways:  
By personal interaction with students, with the faculty and non-teaching staff, through interaction of Principal with the guardians etc.

Thus, the head of the institution gets the feedback from various stakeholders with regard to teaching quality, curriculum, extra curriculum activities and communicates it to the members of the managing committee.

After thorough discussion and deliberation, the existing facilities and activities of the institution are reviewed and decisions are taken for implementation of new additions.



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

The management of the ADCW feels pleasure in encouraging and supporting the involvement of the staff for improvement of its effectiveness and efficiency continuously through out the year. The management through head of the institution involves the staff members in various activities related to the holistic development of the college. The staff members are involved by way of taking active part in various committees, Cells and other bodies such as Admission Committee, Examination committee, Library Committee, IQAC, Environment Protection cell and Women Cell etc. While introducing anything new to the teaching and non-teaching staff, the objectives at the college are communicated. A monthly appraisal of achievements in accordance with the objectives ensure that every individual employee makes constructive contribution for the development of the college.

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

- The Management of our college has been indeed very active, supportive and co-operative. Managing Committee meets from time to time depending upon the requirement and urgency of the issues. Its first meeting is held in the beginning of the session every year and important matters / requirement for augmentation of its functioning are discussed at length.

As there was no need so, no resolutions were made by the Management Council in the last year.

**6.2.8. Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes' what are the efforts made by the institution in obtaining autonomy!**

- No.

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

- The college has a Grievance Redressal cell for dealing with any sort of grievance that students or staff may encounter. Apart from this the college has a Discipline Committee and Anti Ragging Committee. The Counseling cell of the college takes care of the students Social, moral, emotional and psychological needs and issues. Grievances of students and staff , if any, are brought to the notice of the Head of the institution, and the issues are amicably



and promptly solved. The Head of the institution is readily available and considerate towards any matter of concern that comes to her notice.

Parent-Teacher Meet Serves as a platform for parents to share their grievances with the teachers Parents can seek appointment with the teacher concerned and share their concern on one to one basis. Similarly, the college management is also considerate about any issue that might need their attention and intervention.

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

- No, there is no court case filed by or against the institute.

**6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If ‘yes’, what was the outcome and response of the institution to such an effort?**

The institute has clearly set and defined mechanism of obtaining the feedback from the students to improve the performance and quality of the institutional provisions. A feedback committee constituting of the senior teachers collects the exit level feedback from the graduates regarding learning process and other aspects of college functioning.

The whole process is monitored and carried out by the IQAC and the feedback committee through a questionnaire assesses aspects related to the curriculum, infrastructural facilities and student support services.

The analysed data from the feedback is presented to the Principal and disseminated to the Heads and coordinators for further action. Feedback is also collected from prime stakeholders i.e. students and parents and their suggestions and much-valued opinions are highly appreciated for the direction they provide to the institution to ensure academic meritocracy.

Measures Adopted in Pursuance of feedback obtained from students and stakeholders:

- Initiation of Personality Development Classes for students.
- Computer Coaching to the students.
- Formation of students Council and students’ participation in college committees.
- More facilities and improvements in college canteen.
- Addition of books in the Book Bank.
- more financial help provided to the underprivileged and fee was deposited in installments by them.

**6.3. Faculty Empowerment Strategies**

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



- The college is highly conscious with regard to intellectual upliftment of its teaching faculty. For this they are motivated to attend Refresher and orientation Programs to keep themselves abreast with latest developments in their respective subjects.
- The institution encourages the faculty to pursue higher studies like M.Phil, Ph.D.
- Faculty members are encouraged to participate in National / State level Seminars and Workshops.
- The faculty is encourage to undergo training programmes, skill enhancement programmes etc. organised by Government and University.
- Faculty members are extended library and internet facilities for academic development activities.
- Faculty is encouraged to organize workshop, seminars, conferences etc.
- Administrative staff members are encouraged to enhance their professional competence through training programmes.  
eg. ( A two day training was organised by Social Welfare Development Sangrur to give training for online submission of Post Matric Scholarship)

**6.3.2. What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?**

Our institution recognises that its employees are its most valuable resources. Therefore, it seeks to create and sustain an environment that empowers every staff member to operate as effectively as possible, able to rely upon the support of sound and strategic leadership and management. Faculty is deputed to attend Capacity Building Programmes for women Managers in Higher Education and acquire managerial skills. The college is committed to faculty welfare and it offers a platform for the talented and the aspiring. College allows Duty Leave to faculty members, to attend trainings, seminars and workshops. It is mendatory for them to develop their professional skills to earn credits to get the higher scales.

**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.**

- Performance appraisal system is implemented as per the guidelines from UGC. the appraisal report of faculty is made on the basis of her yearly achievements, discipline, quality etc. and then submitted to the head of the institute. Student Feedback Form on Teachers- based on NAAC recommendations also indicates the teacher quality. the students evaluate the teacher on the basis of knowledge base level, communication skills and interest generated by the teacher. The Principal analyse the students' reflections and shares it individually with the staff to help them judge their performance and overcome the lacunae. However confidentiality of the students identity is maintained. Counseling is provided to staff in order to help them improve their professional capabilities. In addition to this, the annual



self-appraisal performance provided by the Director Public institutions is also utilized, (DPI) Punjab. The Principal evaluates the report and sends it to the higher authorities. The participation of the teachers in various college affairs is closely monitored by the Principal.

**6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?**

Self Appraisal part of ACRs is filled by teachers themselves. The Principal includes her remarks, comments appraisal and evaluation in the ACRs. All ACRs are submitted to the DPI (Colleges), Punjab for further review and evaluation. These ACRs become an important basis for career progression. In case of self financed courses. The management plays an active role in the performance appraisal of the staff.

**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?**

- Teaching and Non Teaching Staff avail the following welfare schemes.
  - The college has adopted the contributory Provident Funds scheme whereby the management contributes its share equal to the share of the employee (Teaching / Non Teaching) every month.
  - Advance payment against salary.
  - Gratuity cheques within one month of retirement are given to employees at the time of retirement.
  - ESI scheme is introduced for Teaching and Non Teaching Staff.
  - Loan facilities to carry out family responsibilities like arrangement of wedding, renovation / construction of house etc. are provided through a very easy mechanism.
  - A total of 240 medical leaves are given to the employees during her job period.
  - There is a provision of maternity leave to staff.
  - Duty leave is given, if applicable.
  - The eligible staff is given promotion as and when it is due.
  - The college has provided the Telephone, Internet, Fax and Xerox facilities to the staff and faculty.
  - To update their knowledge the faculty is motivated to undergo refresher courses and orientation programmes on duty.

All these staff members who are entitled to the benefits of these schemes if applied have been allowed to avail the welfare schemes during the last four years.



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

The recruitment of required subject-lecturers is not under the control of the institution. The recruitment is made by an interview Board Consisting of members of the affiliating university, Govt. of Punjab and college. However, the list of candidates is prepared and submitted by the institution. The college gives advertisement of required number of posts in local or state Newspapers in order to attract competent faculty. After their selection from the above mentioned selection Board, College gives them some special facilities in order to retain them. Some of such facilities have been mentioned in para 6.3.5. above.

## **6.4 Financial Management And Resource Mohilization**

### **6.4.1. What is the institutional mechanism to monitor effective and efficient use of available financial resources?**

- the effective and efficient use of available financial resources of the college is ensured through a proper system adopted by the college.

First of all for any expenditure to be made a proper demand is writing is made by the concerned department with full details of requirement of the apparatus, equipment, maintenance, infrastructure etc. of the Principal. The Principal scrutinizes the application and directs the department concerned to invite quotation of reputed concerns as per rules of purchase of the Management. A meeting of purchase committee is held on the receipt of the quotation/tenders. The Principal forwards the quotation recommended by the purchase committee to the management for final approval. Purchases are finally made on the approval and sanction of management. All the official formalities are completed and done vil. preparation of voucher stock entry and issue of cheques to the concerned parties and the record maintained.

### **6.4.2. What are the institutional mechanism for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance?**

The accounts of the college are subject to audit by the qualified Chartered Accountant appointed by the ADCW management society before 31<sup>st</sup> March each year. He audits the yearly accounts of the college and annual income and expenditure statement along with balance sheet of the college is prepared and duly signed by CA. The institution being an aided college of the Govt. of Punjab is audited through DPI (Colleges). The DPI (Colleges) deposes its audit team every year to conduct the audit of the grants-in-aid received. This is a two tier system adopted by Govt. of Punjab. In the first tier the pre-audit is done when the claims are sent and the post audit is done after receiving the front.

The last audit was done in July,2014. The calculation of grade pay of Junior Asstt. Mrs.Rajmohinder Kaur was not correct



**6.4.3. What are the major sources of institutional receipts / funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund / corpus available with Institutions if any:**

**The college's major sources of funding are as follows:**

- Fees and fund funds collected from students.
- 95% deficit Grant (salary only) received from Punjab Govt. ( Being a Grants-in-aid college)
- Various grants received from UGC.
- Donations received from well-wishers.

**Deficit management**

The college receives 95% of the grants-in-aid from the Punjab Government and rest 5% of the salary of the staff falling under grants-in-aid is borne by the management.

**6.4.4. Give details of the efforts made by the institution in securing additional funding and the utilization of the same (if any)?**

- The college is in dire need of funds and grants for the development of the college. The additional source of getting grant is available from UGC. During the XI<sup>th</sup> Plan, the college has received and utilized a grant of Rs.5,54,880/- under development and Rs.12,92,912/-merged schemes from 2007 to 2012. The college has submitted the audited Utilization certificate of the same to the UGC.

Our Retired faculty has also deposited a some amount in terms of FD's to encourage the students to excel in academics, sports and cultural field.

**6.5 Internal Quality Assurance System (IQAC)**

**6.5.1. Internal Quality Assurance Cell.**

**a) Has the institution established an IQAC? if 'yes', what is the institutional policy with regard to quality assurance and how it contributed in institutionalizing the quality assurance processes?**

The college has established Internal Quality Assurance Cell since 2007, as it has been mandotary by the NAAC. Since then, the college IQAC has been working towards the betterment of the institution. It makes regular appraisals of all the departmental activities and suggests improvement wherever needed and ensures their implementation. The college IQAC functions as a coordinating link between the different departments and various committees and the management.

**b) How many decisions of the IQAC have been approved by the management /authorities for implementation and how many of them were actually implemented!**

- The decisions of the IQAC are taken only after considering various aspects of the problem and in-depth discussion among its members. Fortunately, all the decisions of IQAC have been approved by the authority. Most of the decisions were actually implemented.



The Management has approved the following proposals of IQAC.

- Automation of college library and office.
- Upgrading of Library facilities.
- Upgradation of Labs.
- Gender Sensitization programmes and empowerment of Women.
- Encouraging the faculty to present papers in State National seminars and attend training programmes to update their knowledge.

**Decisions Implemented:**

1. Automation work of College library and office has been started.
2. Student welfare activities and student leadership Development Programmes.
3. Innovative Teaching Learning.
4. Social Outreach activities.
5. Student mentoring activities planned and organized.
6. More books and journals are added to the Library.
7. Feedbacks on teachers, curriculum, Library and overall functioning of the college implemented.
8. Community extension programs to reach out to society and make a difference.

**c) Does the IQAC have external members on its committee? If so, mention any significant contributions made by them.**

IQAC has external members on its committee. They are from the field of education, academics and social welfare. Their comments and suggestions are well documented and passed on to the respective bodies like examination cell, the Departments and offices for further consideration.

**Prof. Gurmeet Kaur Bhattal-** (Retd.) Principal Govt. Ranbir College Sangrur is a women activist, social worker and educationist. She helped in addressing women issues. While landing the contributions of the college in women empowerment, she stressed the need for education counselling for enhancement in quality and teaching learning process, to tie up with social organizations, to ameliorate the lot of women and pave way for gender equity in our society.

**Prof. Hardarshan Kaur-** An educationist emphasized that while imparting knowledge about technological advancement, student should also be taught the basic moral values of life, about their culture & their responsibilities towards humanity.

**d) How do students and alumni contribute to the effective functioning of the IQAC?**

- Students' representatives have also been included in the panel of IQAC. They play a constructive role in giving healthy suggestions to the college. So far as the alumni are concerned they are not the active members of this cell but feedback from them is taken occasionally.

**e) How does the IQAC communicate and engage staff from different constituents of the institution?**





The IQAC of the college chalks out the action plan for the year to be carried out by the various departments and cells. The meetings are held with the conveness of the different committees and head of the departments in the presence of college Principal. The Principal gives a final shape to the proposed program. The IQAC ensures the implementation and smooth functioning of the program.

**6.5.2. Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If ‘yes’ give details on its operationalisation .**

Yes, the college has an integrated framework for quality assurance of the academic and administrative activities.

Before the beginning of new session, the college IQAC prepares a concrete and a balanced calendar of activities for the whole year.

IQAC holds at least 3 meetings during each session and ensures the implementation of decision taken. The various committees are formed for the effective planning and implementation of these decisions taken in these meetings. The conveners of the committees not only monitor and evaluate the outcome and achievements but also keep the record of all these activities. In the end of the academic session, all this is brought out in a form of printed document called Annual Report. This Annual Report is distributed among students, parents and staff at the time of Prize Distribution Function. The same is also sent to higher authorities especially Dean Academic Council and Dean colleges, Punjabi University, Patiala.

**6.5.3 Does the Institution provide training to its staff for effective implementation of the Quality Assurance procedure? If ‘yes’ give details enumerating its impact.**

The institution ensures that quality assurance procedures are effectively implemented because these are essential for further enhancement of quality of the college. The academic and administrative workings are given a boost by imparting training to its teaching and non-teaching staff, from time to time. It has been noticed that small discussions/ talks over the weekends, in the form of interactive session go a long way to help the staff to perform their duties in a better and desired way.

**6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies / regulatory authorities?**

- In case of the institution the external regulatory authority is the Affiliating University, Punjabi University, Patiala and we make the compliances as per their needs and requirements through exams and competition and resource mobilization.



**6.5.6 What institutional Mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?**

The institution has evolved proper mechanism to review continuously the teaching learning process. It is an accepted fact that the teaching or learning cannot be improved unless they are constantly reviewed and necessary changes is made in their various aspects. The institution adopts the following mechanism to review continuously the teaching learning process:-

- Attendance is compulsory taken for each lecture to ensure regularity of the attendance by the students. The highest attendance is given incentive.
- Courses are completed well before the Annual Exam and revisions are ensured.
- Achievements of marks by the students in Half Yearly Exam are communicated to the parents concerned.
- Assignments in each subject are given and the marks secured by each student are recorded in the Register in order to know her progress.
- Counseling is given to slow learners.
- Remedial classes are arranged before/after college hours to needy students.
- Needy students are given assistance in lab practical work.
- Sometimes surprise tests are administered to the students in order to know their achievement in the subject.

**6.5.7 How does the institution communicate its quality assurance policies, Mechanisms and outcomes to the various internal and external stakeholders?**

The institution feels no hesitation in presenting its developing plans, problems, shortcomings which put hindrances in the way of its speedy progress to the internal (IQAC, various cells and comm) and external stakeholder (Alumni, Parent Teacher Association).

Once the quality assurance policies are framed by the college IQAC, the Academic calendar is prepared which also reflects the spirit of these policies. The same is communicated in PTA Meetings, HOD Meetings and in staff meetings. The students are also informed about them in the first assembly of the students. The feedback about the outcomes of these policies is taken in the tutorial meetings of the college as well as through feedback Performa. Annual reports of these activities and their outcome is printed every year and submitted not only to higher authorities and Dean, Academics Punjabi University, Patiala but is also distributed among students, parents and Alumni members.



## **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?**

→ No, formal Green Audit has not been done. However, the college keeps on improving the green cover in the campus by planting more trees. All developmental activity is guided by concern for environment.

- The college has a vermi-compost pit where food scraps from the canteens and Girls Hostel Mess are recycled. Leaf litters from the college is used for vermicomposting and organic manure.
- Garbage bins are placed at different places in the college.
- Notices have been put up in the college campus to discourage the use of polythene bags by the students. The canteen contractor has been instructed to make minimal use of non-biodegradable packaging materials.
- The college has a proper sewerage connection for sewage disposal.
- The water coolers are equipped with water purifiers.
- No faucets or water / toilet pipes and fixtures are ever left leaking.
- The college being situated away from the main city traffic zone does not encounter any noise related problems.

Akal Degree College is eco-friendly institution. To make students aware of issues relating to ecology, slogans / inspiring quotes related to environment conservation/ ecological balance have been displayed at different places in the campus. NSS Volunteers and NCC cadets of this institution play an important role in maintaining existing plants and plant new saplings in and round campus on the Vanmahotsav Day. Water pots for birds campaign and wooden Bird Homes have been hung on tree branches.

#### **7.1.2. What are the initiatives taken by the college to make the campus eco-friendly?**

- **Energy conservation.**
- **Use of renewable energy.**
- **Water harvesting.**
- **Check dam Construction.**
- **Efforts for carbon neutrality.**
- **Plantation.**
- **Hazardous waste management.**
- **E-waste management.**

— As we have a limited space for parking, the students and teachers are advised and persuaded to share means of personal transport while a large number of students also make use of public transport. Thus pooling of vehicles reduce petrol consumption and air pollution.

- Florescent tube lights are being replaced by CFL bulbs.



- Non-teaching staff members and peons have been deputed for the purpose of ensuring that all the lights, computers and other electric equipments are switched off when not needed or when the classes are over.
- The college makes sincere efforts for carbon neutrality by encouraging plantation of trees by the cadets of the NCC and the NSS Volunteers. The college has planted a large number of plants and all the walkways are lined up with green plants / trees.
- The College uses paper cups / dishes in the college canteen and also dustbins have been placed at different locations of the college to contain litter and waste.
- College has a vermicompost pit. Leaf litter from the college is used for vermicomposting and organic manure.
- After the lifetime of computers and their accessories, these articles are sold as scrap to local vendors.
- Rallies and awareness drives are organized to make the campus eco-friendly. Drives like Tree Plantation, Campus Cleanliness campaign and 'Say No to crackers' for pollution free Diwali are some such initiatives. Days like World Environment Day, Ozone Layer Protection Day etc are celebrated at ADC.
- Extension lectures on topics pertaining to environment have been organized here at ADC from time to time and students also participate in state level functions.
- 

## **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.**

A few topics are given to students from the existing syllabi. Each student prepares a topic and discusses it in the class as a mini teacher, the rest of the peers listen to her and question her at the end of her lecture and throughout this, the teacher keeps sitting at the back of the class room silently making her observation which she silently shares with the class at the end or the next day in the time falls short. the best performer is given appreciation certificate. while making this choice, Two or three students are also made observers.

The major thrust of the college has been to provide a conducive atmosphere for learning and assimilation of knowledge. The entire teaching staff of the college is actively engaged in imparting quality based education to the students in a way that the college could produce confident, successful and responsible citizens.

In order to achieve this goal, there are different areas in which college has introduced innovations.



**[I] Innovations in the field of Academics.**

- Continuous formative evaluation of students through academic tests, assignments, debates, seminars, group discussions, project works and other activities.
- Effective utilization of Modern Teaching Technique.
- We have IQAC which ensures sustained quality assurance in Academic and Administrative activities.
- Various committees review the Academic and Administrative system of the college.

**[II] Innovations in Value Generation**

- The college is fully aware of its social responsibilities in inculcating values among students towards society and community.
- The college has an effective tutorial group system where each teacher is allotted a small group of students. Through these tutorial group meetings, students are imparted value based education.
- The college has healthy practice of deploying lectures on discipline duties in their free periods, to maintain discipline and to develop etiquettes among students.
- College has also established new cells and committees like
  1. Legal literacy club for imparting legal literacy
  2. Formation of Environment Awareness Society for imparting sensitivity towards environment.
  3. Formation of Anti-ragging Committee.
  4. Grievances Redressal Cell, Career Counselling Cell etc.
  5. Women Empowerment Cell sensitizes the girl students about their rights, status and identity. This cell through lectures of women of eminence tries to prepare them to live with dignity, facing the challenges of the patriarchal system.

**[III] Innovative Practices for All round Development**

The college has taken a number of measures for all round development of the student. Some such measures are as under

To attract and retain students:

- By imparting quality education.
- Well developed infrastructure. Three computer labs have been set up.
- Scholarships and financial assistance to the needy students.
- Remedial Coaching classes to disadvantaged groups.
- Exposure of students to participate in Inter college competitions, seminars and workshops.
- Book Bank facility to poor students.
- Motivating students to actively participate in curricular and co-curricular activities.
- Internet facility is available to the students in library.
- Organization of study tours and visits.



### **7.3. Best Practices**

Which have contributed to the achievement of the Institutional objectives and / or contributed to the Quality improvement of the core activities of the college.

Title of the Practice:- Holistic Development of the Learner Personality.

2. Goal:- Teaching of the laid down curriculum is just one component of education. Overemphasis on the curricular aspect may lead to production of one-dimensional individuals who may score very high on scholastic standards but may not have well-rounded, well-adjusted personalities. Education directed at holistic development of the learners personalities can ensure that the college pass outs have well-rounded personalities and are confident of negotiating complexities of a life in the throes of incessant change. This involves not only giving the college students an awareness of various social issues impacting our society, it also involves devising ways and means to develop confidence in them to enable them to confront head on most challenges of life. Such students only can be good, sensitive citizens well aware of their social responsibilities.

One of the aims of the college is to provide education to the financially and educationally impoverished people of this region. It is with this goal in mind that the college extends financial help to deserving students from economically weaker sections of society.

3. **The Context:-** The state of Punjab remains in the headlines for many wrong reasons. A large section of the youth has fallen prey to intoxicants. The demographic profile of the State makes for dismal reading owing to skewed sex ratio. Female foeticide is rampant and now the dreaded honour killings have started raising their ugly head with impunity. Agriculture is in a state of crisis and farmer suicides are a matter of grave concern. Economic-Disparities in rural Punjab are on the increase, due to unviable holdings small farmers are withering. Conspicuous consumption makes households unsustainable.

It is in this context that the college focuses on holistic development of the students personality. The college strives hard to provide an atmosphere in which personality of the students can blossom to its fullest potential.

The task is not very easy because it involves striking a perfect balance so that the teaching learning continuum does not get relegated to the second spot but is rather supplemented by extra curricular, co-curricular activities.

A vast majority of the college students comes from rural background, where agriculture / marginal farming / daily wage earning and many other subsistence level occupations happen to be the main stay. Many students from villages who join the college inform us that they also help their parents earn their livelihood in their spare time and also they work hard to pay their college fees. These students who entertain hopes of a good future are also the potential drop outs. A part from the State Govt. / Central Govt., Scholarships, the college extends all possible help to such students to enable them to continue and complete their studies.



**4. The Practice:-** The Practice involves making the maximum number of students participate in several activities aimed at honing their innate talents and realizing their multiple potentialities. All the clubs and societies and community oriented programmes substantiate our efforts involved in the pursuit of this practice.

The college Youth Club provides opportunities to the students to exhibit their talents. Inter-Class competitions such as debates, poetry recitation, essay writing, poster making, slogan writing, Quiz competition etc. are routinely organized by the different clubs and societies in the college. The topics of these contests are carefully chosen so that the spirit of competition and co-operation and social message get amalgamated.

The community oriented programmes such as NSS, NCC, Health Club, Equal Opportunity Cell, Red Ribbon Club, Legal Literacy Club strive to engender sentiment of patriotism sympathy for the less privileged. The NSS & NCC units organize camps at which the volunteers learn not only life skills but dignity of labour also. The NSS volunteers undertake cleanliness drives within the camps & in its periphery thus getting first hand experience of what it takes to be a manual labour. They learn how to work synergistically in tandem with one another and they also discover their leadership potential, the NCC camps also aim at bringing forth the leadership potential of students while teaching them life skills and making them tough for the hard grind called life. The volunteers of all these clubs and societies perform all the duties organizing different functions in the college.

The students are also editors and sub-editors of college magazine “Testimony”. The college magazine encourages the students to develop their vision and creative skill by writing articles, poems and stories.

Our institution creates a platform for the involvement of the students in various academic, administrative and other activities. This empowers students to gain quality of leadership and governance. The experience gained here account for the mental maturity and decisiveness along with inculcating the healthy habit of thinking independently. The students are given adequate representation in different bodies of the institution.

Women empowerment cell sensitizes the girls students about their rights, status and identity. This cell through the lectures of women of eminence tries to prepare them to live with dignity, facing the challenges of the patriarchal system. The environment society endeavors to make the students sensitive to ecological concerns.

The educational tours & excursions aim at combining education and recreation. These outdoor activities provide an opportunity to the students to unbind and to recharge their creative batteries.

Sports also contribute to the physical fitness and develop spirit of leadership among the students.

Various state government and central government scholarships available to the students are



1. Post matric scholarship for SC/.Minorities.
2. Fee concession to SC/BC students.
3. Scholarship for non Hindi speaking.

In addition to these, the college provides liberal financial assistance to the needy and deserving students by way of scholarships/ cash prizes instituted by philanthropists / social workers and teachers of the college. The old students and teachers of the college (retd.) also provide financial help to the needy. The college library has a Book Bank which issues text books to economically poor students for the entire academic session. Many college teachers pay fees / university examination fees of the students who are not in a position to pay their fees.

**5. Evidence of Success:-** Provide evidence of success such as performance against targets and batch marks and review results. What do these results indicate? Describe in about 200 Words.

It is difficult to set quantifiable batch marks for assessing the outcome of a practice aimed at holistic development of the personality of the students. Nevertheless, the attainment of the students in extra curricular, co-curricular fields during the last four years are fair enough indicators of the success of the practice.

Achievements of the students in various fields are given below:-

NCC Achievements :- (2010-11 to 2013-14)

‘C’ Certificate Examination :- \_\_\_\_\_ Cadets passed ‘C’ certificate examination. (\_\_\_ in 2010-11, \_\_\_ in 2011-12, \_\_\_ in 2012-13, \_\_\_ in 2013-14).

‘B’ certificate Examination :- \_\_\_\_\_ cadets passed ‘B’ certificate examination. (\_\_\_ in 2010-11, \_\_\_ in 2011-12, \_\_\_ in 2012-13, \_\_\_ in 2013-14).

Annual Training Camp:- Cadets participated in Annual Training camps.( 25 cadets in 2010 at Fatehpur Rajputana, 29 cadets in 2010 at Jawahar Navodia, Sandhua in which Amandeep got first position in Firing and Gagandeep was overall incharge of the camp, 29 cadets in 2011 at Sandhua, 22 cadets in 2011 at JNU Longowal, 32 cadets in 2011 at Cheema Sahib, 10 cadets in 2012 at Shimla, 29 cadets in 2012 at Cheema Sahib.

#### **Thal Sena Camp:-**

5 NCC cadets attended TSC I camp in 2012-13 at Govt. College for Women Patiala, 3 cadets attended TSC II in 2012 at Ropar and 1 cadet attended TSC for rd in 2012 at Indus Public School Badala.

**Republic Day Camp :-** One NCC cadet attended RD camp in 2012 at Ripudaman college, Nabha.

**D.C. ATC Camp:-** One cadet in 2012-13 attended DC. ATC at Ropar Academy.

Independence Day and Republic day Prade at Sangrur: NCC cadets participated in NCC contingent at Independence Day and Republic Day Parades every year.





#### Other Participations:-

- NCC cadets took part in various social Awareness Rallies against female foeticide, Drug Addiction, Environment degradation etc.
- NCC cadets have shown special interest in Tree Plantation Drives and Campus Beautification from time to time and have planted number of saplings in the college campus.

#### **NSS Achievement**

The Activities performed by NSS unit of the college also go a long way in creating a sense of good citizenship and community service among the students. Such activities are of paramount significance in imbibing a sense of discipline, team work and ability to move shoulder to shoulder with others. The college NSS unit provides opportunities to students to reach out to the larger community.

NSS Volunteers hold camps and campaign to make the people aware about the social evils like Drug-Addiction, Gender Inequality, Female Foeticide etc. Traffic Rules Awareness camps, Pulse Polio campaign, General Body Health Check up, Eye Check up, Skin Check up, Female Foeticide awareness workshops etc are also organized keeping in mind liability and responsibility towards community and society welfare.

The NSS unit organizes free plantation and cleanliness drive every year on a routine basis. During NSS camps Debates, Declamation, contests, poetic recitation, Slogan making, Essay writing contest and Rallies on issues concerning female foeticide and women Empowerment are organized. Issues such as Domestic Violence, Sexual Harassment are also discussed at NSS Camps.

- During NSS camps Volunteers attend the classes of Art of Living daily.
- The unit pay frequent visits to the adopted school in Dhibar Basti \_ a school for children who belong to financially deprived section of the society and distribute clothes, sweets and books etc.
- NSS unit of the college organizes seminars on various subjects like stress management, Environment protection, female foeticide, Women Empowerment, Gender bias and regarding different diseases AIDS, TB, Breast Cancer etc.
- NSS volunteers also visit Pingalwara and old age homes in order to learn the concept of Sewa, Poverty and other social evils prevailing in society.
- To inculcate the habit of writing NSS unit also introduced Newspaper\_ 'Punjabi Akal National' on the occasion of Punjab Day 1st Nov, 2012.
- On Different occasions functions are organized by the District administration, Our NSS volunteers actively take part in these District level and State level functions. For example NSS volunteer Jatwinder Gagga in 2012 secured second position in district level quiz competition organized by Bhasha Vibhag, Sangrur. Manpreet Kaur secured second position in declamation contest on the subject of Female foeticide and Sarabjit Kaur secured 2<sup>nd</sup> position in poetic recitation at the function organised at Bhai Gurdas Engg. College, Sangrur (2012).



- ❖ Three NSS Volunteers Sarabjit Kaur, Varinda, Sukhwinder Kaur participated in poetic recitation and were honored by Forest Minister Surjeet Jiani at State level function on Environment(2013), organised at Grain Market Sangrur.
- ❖ Similarly our three NSS volunteers secured First three position in poetic recitation on 'Save the Girl Child' at a function organised in Akal College of Education, Mastuana Sahib (2012).
- ❖ (i) NSS volunteers Jatwinder Kaur Gagga in 2013 won 3<sup>rd</sup> prize in district level quiz contest at language dept. Sangrur.
- (ii) Got 2 gold medals and selected as best Volunteer by the NCC academy, Ropar.
- (iii) Received the prize of best stage Secretary from SSP, Sangrur Mr. Mandeep Singh Sidhu at Ram Leela ground, Baghi Khana, Sangrur.
- (iv) Gave dance training at Sehyog School of special education (for mentally challenged children).

### **Cultural Activities**

**Zonal Youth Festivals**:- Every year our students participate in Zonal festival. Students participate in the items of Group Shabad, Group Song and Light Geet, Debate, Gazhal, Poetic recitation, skit, poster making, Giddha, Clay Modeling, Rangoli, Quiz, Elocution, Collage making etc.

In 2010-11 our students got 2<sup>nd</sup> position in Debate, third position in Group song and Group Shabad. In 2011-12, Group Song of our college was placed 3<sup>rd</sup>, Group Shabad was placed 4<sup>th</sup>, Gurjot Kaur was placed 4<sup>th</sup> in Lok Geet, Kulwinder Kaur was placed 4<sup>th</sup> in Clay Modeling and Manpreet Kaur was placed 4<sup>th</sup> in Elocution.

In 2012-13 College group song was placed at second position and group shabad at third position. Our college group song team participated in the Inter zonal Youth festival.

In 2013-14, College student Jatwinder Kaur Gagga won 1<sup>st</sup> prize in Debate, Mamta won 1<sup>st</sup> prize in Classical Dance and students of Music department won 3<sup>rd</sup> prize in group song.

Our student Mamta also performs in Giddha, Sammie, and Classical Dance in State Level functions organized in different states.

6. **Problems Encountered and Resources Required**:- Please identify the problems encountered and resources (financial, Human and other) required to implement the practice in about 150 words.

The problems the college encounters in pursuing this practice are of the following nature:

A tightly packed academic schedule, makes it difficult to pursue this practice to the extent to which it ought to be pursued. The perfect balance between academic pursuit on the one hand and pursuit of cultural and community –oriented programme on the other a gray area.

Huge resources are required to extend financial help to all the students who risk dropping out due to financial constraints. With the cost of education in terms of fees and study materials (Books, Stationary etc) steadily going up



and inflationary pressures having adverse impact on the farming sector from which most of the poor students come, the number of students who are in need of financial assistance is also increasing each year. It is not really possible for the college to generate all the resources it requires to help the students who need such help.

The College on its own, despite all the constraints always tries to tap new sources for providing financial help to the needy.

➤ Our College make the girls understand that it is a violation of Human Rights when babies are denied food, or drowned or suffocated, raped or aborted simply because they are girls. We believe in ‘Strong women and Strong Nation’ and thus work on these lines to empower the women folk.

## **II Best Practices**

Another thing that college strives for is providing education to deprived section of society.

1. Title of the Practice:- Women Empowerment through Education.
2. Goal:- Our goal is to strengthen society by empowering women to take greater control over their own destiny and no one should be forced to remain silent for fear of Religion or Political pressure, arrest or torture.
3. Women empowerment is very essential individual acquiring the power to think and act freely, exercise choice, fulfil their potential and equal membership. Education as means of empowerment of women can bring about a positive attitudinal change. It provides knowledge, skills and self confidence necessary to fully participate in the development process.

Education of women is indispensable not only to gain more knowledge but it helps them to get high status, positive self esteem and self confidence, necessary courage and strength to face challenges of life. Education also improves women to procure a job and supplement the income of family and achieve social status. It also has an impact on health and nutrition as an instrument of developing sustainable strategy for population control.

Sustainable development is only possible when women and men enjoy equal opportunities to reach their potential. But structural barriers in the economic, social, political and environmental spheres produce and reinforce these inequalities. Obstacles to women’s economic and political empowerment and violence against women and girls are barriers to sustainable development and the achievement of human rights, gender equality, justice and peace and inverting in women’s and girls education is one of the most effective ways to reduce poverty.

**The Practice:-** Under the aegis of women Empowerment Cell, the college sensitizes the women about the rights, status and identity. This cell through lectures by women of eminence tries to prepare them to live with dignity, facing the challenges of the patriarchal system..

The college is an ‘equal opportunity’ institution established to provide knowledge and quality education to all sections of society.



- The institution stands for imparting education to young women / girls to give them economic independence. Therefore, the college has introduced job oriented courses.
- Special case is taken to inculcate ethical and moral values among the girl students by celebrating the religious functions and national days.
- The College also organizes UGC sponsored remedial classes for empowerment of SC/BC and other back ward classes so that they should be given equal education, security and training.
- Various lectures are arranged to train students towards regional / global competence. The communication skills, personality development seminars / workshops are conducted to enhance the IQ level, inter personal skills and communication skills of the students.
- The college Youth Club, NSS and NCC units organize Debates and Declamation contests, Poetic recitation and Rallies on issues concerning female foeticide and women's empowerment. Issues such as Eve-teasing / sexual harassment are discussed at Tutorial Group Meetings.
- The college has a legal literacy cell which plays an important role in generating awareness about Human Right. Seminars are organized to sensitize the students about their rights and duties, violence against women and free legal services provided to women and downtrodden.
- The College observes International women's Day every year in a befitting manner by organizing seminars / Debates/ Poster making contest etc. on Gender Issues.
- Programmes such as BCA, M.Sc. (IT) and PGDCA take care of employable skills.
- Our institution believes in the Philosophy that every institution should have the social consciousness towards the underprivileged, downtrodden students. Many students from these categories are given exemption in college fees, at the same time they are provided free books and scholarships to help them to continue their studies. Apart from the cash prizes, medals are also awarded to meritorious students in college to motivate them to work hard.
- Eminent personalities in different field of life are invited to deliver lectures to girls students. Interaction of the students with these personalities is also organize so that they may get inspired and tries to reach those Rights which have been attained by them.

**Evidence of Success:-** A positive attitudinal change can be seen among the girl students. Now the students actively take part in all the activities. They are more confidence. They are more aware & sensitized. Now they have become more courageous and stronger to face the challenges of life and they are more aware of their rights. They want to be economically independent. They are in a position to give right opinion in family matters. Education has provided knowledge to them and now they are in a state to spread this knowledge in society to sensitize others.

- The students who have been a part of this process have been spreading



awareness in the institution and motivating others as well to stand fall for the cause of women empowerment and social upliftment.

— Participation in various socially relevant activities for women empowerment has imbibed, nurtured and enhanced the leadership qualities, Communicative abilities, Public speaking skills, problem solving ability and Rational attitude of students and these qualities have further inculcated in them a strong sense of their own Individual perspective in the matters concerned.

— Now the girl students of our institution have taken the initiative to make the society aware about social issues like female foeticide, Dowry System, Women's Health, Gender Bias, Environment Protection, Anti Corruption, HIV AIDS Awareness, Anti Tobacco and Cleanliness Awareness etc.

College organizes classes in painting, dyeing, stitching and using waste material for decoration purpose. As a result, some students are now self employed and are earning to pay their College fees. This is a clear cut indication of economic empowerment of women.

#### **6) Problems encountered and Resources Required.**

A tightly packed academic schedule, makes it difficult to pursue this practice to the extent to which it ought to be pursued.

Huge resources are required to extend financial help to the students who risk dropping out due to financial constraint. With the cost of education in terms of fees and study material steadily going up and inflationary pressure having adverse impact on the farming sector from which most of the poor students come, the number of students who are in need of financial assistance is also increasing each year. It is not really possible for the college to generate the resources it requires to help all the students who need such help.

The empowerment of women has become one of the most important concerns of 21<sup>st</sup> Century but there is a long way to go. First of all the mind set is to be changed. Society must take initiative to create a climate in which there is no gender discrimination and Women have full opportunities of decision making and participating in the social, Political and Economic life of the Country with a sense of equality.

Education is a powerful tool of Social transformation but under the social empowerment of women steps need to be taken to improve the health status of women, reduce maternal mortality.

The problems is serious about the women belonging to disadvantaged groups. More schemes need to be introduced for helping women who are victims of marital violence. The ground reality is deprivation, degradations and exploitation of women, especially women from rural areas and those belonging to deprived sections of society. Women are being brutalized, COM modified, materialized and subjected to in human exploitation and discrimination.

#### **6. Contact Details**

Name of the Principal	:	Dr. Sukhmeen Sidhu.
Name of the Institution	:	Akal Degree College for Women, Sangrur



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### **POST ACCREDITATION INITIATIVES**

- The College was accredited with B+ grade way back in 2004. Immediately after the accreditation, the college geared itself and took firm decisions and chalked out a concrete action plan to bring overall improvement in the institution.

Akal Degree College for Women, Sangrur was established in 1970, by a group of public spirited and enlightened philanthropists whose dominant impulse was to create awareness among the women of Malwa Region of Punjab who were then considered as the most educationally backward lot. Commensurate with the goals and ambitions with which the college was started, it has grown very rapidly over the years. While a lot of things have changed at ADCW over the last 44 years but certain spiritual roots have remained the same \_\_ the Traditions, the Ethics, the Values – based on the three strong pillars which ignite in itself the flames of goodness, truthfulness and beauty, still guide us as Light Houses to make our life in harmony.

- Internal Quality Assurance Cell (established in 2007) has been functioning as a post accreditation quality assurance and sustenance measure. Academic Calendar of college activities is prepared every year.
- Learner centric teaching techniques like field visits, Group Discussions, Seminars are adopted to make learning process effective.
- Regular tests, workshops and examinations are conducted.
- Use of modern teaching aids and tools like computers, audio-visuals, Internet and other information / material has enhanced the quality of education imparted.
- Publication of College Magazine “Testimony” and “Wall Magazine” too provide a platform for students to sharpen and exhibit their creative skill.
- Student welfare activities and student leadership Development programmes have been initiated. They are doing well with the help of Women Empowerment Cell, Grievance Redressal Cell and Counseling Cell.
- Quality enhancement measures are followed to ensure a pleasant working environment for all the members of the community.
- Decentralization of responsibilities has been made.
- Our institution has ensured that the physical infrastructural facilities are systematically updated to meet the new, supplementary and replacement demands of the community.
- College has formulated well developed strategy to support slow learners and educationally backward groups.
- Equal opportunity Cell is established in the college which makes efforts to provide equal opportunities to SC/BC and downtrodden students by providing favorable atmosphere.
- Red Ribbon Club is also established in college, to spread awareness about AIDS. Our institution has also collaborated with Rani Breast Cancer Trust Chandigarh to create awareness regarding breast cancer and to motivate women for regular medical checkup.
- Anti ragging cell has been constituted in the college.



- A strong feedback cell has also been established.
- To sensitize women about their status, identity and role, the college has established women's cell. Seminars and workshops on problems relating to women like female foeticide, dowry and violence against women, Breast Cancer, AIDS are organized to prepare them to face challenges undauntedly.
- Akal Alumni Club is also registered. (2014)
- Environment Awareness society has been constituted which is committed to organize activities related to the environment.
- Legal literacy Club has been formed in 2011 to organize various lectures to make the students aware of their legal rights and duties.
- In order to give more choices to students the college started M.Sc. IT – a two year degree course in the session 2009-2010. One more computer lab is established in 2009-10. Now the college is having well equipped and spacious computer labs with hi-tech computers.  
(16 Computers in each lab.)
- The Seminar Hall was renovated for seminars, extension lectures and other activities in the college.
- Internet facility is provided in all computer labs, in Resource centre, in office and in the library also.
- UGC Network Resource Centre is established in 2010-11. It is equipped with Latest Computers with structured cabling and internet facility. Resource centre is used to provide knowledge about the basics of computer eg. Microsoft office, Windows etc.
- In order to promote independent critical thinking among students a student council is constituted in the college. This council acts as an apex body to plan, execute, control and manage various student related and other activities of the college.
- The institute has made a conscious effort to promote social justice as a value in learning process and administrative interactions. The institution sincerely practices state social for the upliftment of higher education to underprivileged communities. Economically weak students are given concessions during admission.
- The students who render their selfless services for the upliftment of our society are adequately rewarded and recognized by us in our functions.
- Promotion of Ethnic values and cultural identity are promoted by the college.
- Remedial classes are arranged for economically and academically weak students and Personality development classes are arranged for the students.
- College has always open minded policy to welcome suggestions or advice from any of the stakeholders.
- Faculty members are also encouraged to attend and present papers in National and International seminars and conferences and to publish their work. Most of the teachers in the faculty have enrolled for M.Phil. and Ph.D.
- The College senior faculty has been placed in the (Boards of Studies) faculty of Social Sciences by Punjabi University, Patiala. They take active part





in meetings in which decisions about curriculum and evaluation and introduction of text books are taken.

— The college has made priority of adding rich collection of books by utilizing grant from UGC for the purchase of books.

### **EXECUTIVE SUMMARY**

#### The SWOC Analysis of the Institution

Accredited in 2004 with B+, Akal Degree College for Women, Sangrur (Pb.) is recognized as one of the prestigious academic institutions in Sangrur and is the only recognised and accredited women college in the city. This iconic institution volunteers for the second cycle of re-accreditation, submitting its self study Report (SSR-2014), a document that faithfully conforms to NAAC guidelines and records its vision, mission and innovative initiatives in its pursuit of excellence.

Akal Degree College for Women, Sangrur was established in 1970 by a group of public spirited and enlightened philanthropists whose dominant impulse was to create awareness among the young women of Malwa Region of Punjab who were then considered as the most educationally backward lot. The college was intended to feed the rural population in particular, although it was located in the city of Sangrur, affiliated to Punjabi University, Patiala the college is situated in the district town of sangrur which formally was the capital of erstwhile jind state. The college owes its existence to the generosity and vision of Late S. Gurbaksh Singh Sibia. the foundation stone of the new college building was laid in 1980. For inspiration the college looks towards his holiness late Sant Attar Singh who was the first to launch movement for the spread of female education in the Malwa. At present S. Teghbir Singh Sibia (Son of S. Gurbaksh Singh Sibia) is the president of this college and his leadership this college has become a leading institution and is progressing by leaps and bounds.

The vision of Akal Degree College for Women, Sangrur is to be the flag bearer of women empowerment through higher education that combines emerging global trends with value-based nurturing of enlightened young women. College tries to maintain a correct blend of ethical and moral values with the latest teaching methodologies to make students socially as well as skilfully competent at global level. Upholding the noble traditions laid down by the founders, the institution surges ahead towards excellence. The performance appraisal of the institution is summarized below:

#### **1. CRITREIAN – I CURRICULAR ASPECTS**

The vision, mission and objective stated in self study report (SSR) are well integrated into the academic programmes.

- The college prepares an academic calendar every year for effective of the curriculum

Teaching and learning is consistent with goals and objectives of this institution which are to empower especially downtrodden and



underprivileged girl students. The traditional courses are knowledge oriented where as the self financing courses are job oriented as these programmes cater to the demands of the market. The college offers the following courses at UG and PG level

- Bachelor of Arts
- Bachelor of Computer Application
- M.Sc.(IT)
- Post Graduate Diploma in Computer Application
- The College encourages the teachers to participate in Orientation Refresher courses / Workshops / Seminars organized by the affiliating university to update the knowledge and to improve teaching aptitude of the teachers.
- In addition to the regular subject classes, the college organizes special lectures by experts from various fields to share their knowledge with the students. College also organizes special personality development programs for its students.
- Many senior members of the faculty are associated with Faculty of Social Sciences and languages of Punjabi University Patiala and they play an important role in the process of syllabus designing.

**Weaknesses:-** Although the college has a library and a rich collection of books , text books,reference section but for the proper working of library we also need one library assistant.

- Computer Labs are well equipped with latest computers. Internet facility is made available in computer labs, office, Resource centre and in the library. LCD projectors have been used for effective communication and teaching. The study of computer fundamentals enhances employability.
- The college is playing a progressive role in transforming the society by holding various revolutionary activities related to gender issues, climate change, environment education, human rights, legal literacy and ICT etc. into the curriculum.
- The college NSS unit, Red Ribbon Club, Youth Club, Legal Literacy Club and NCC provide opportunities to the students through their various programmes to reach out to larger community.
- The college has a strong feed back cell which includes the students, alumni and parents. All this contributes to further enrichment of the courses and overall development of the college.
- Teachers are encouraged to pursue higher studies like M.Phil, Ph.D. to make use of the latest technology in teaching Learning Process.



## 2. **CRITREIAN – II TEACHING LEARNING & EVALUATION**

- Before the start of the session, the college Principal Calls the meetings of Prospectus Committee and College website Committee which updates all information regarding admission, availability of seats, fee structure, concessions or scholarships to be given to the students. Admission is done purely on merit basis and according to the instructions and rules laid by affiliating university and the Punjab Govt.
- Concessions are given to the SC/ST/OBC, Differently abled, Economically weaker sections and Minority Community.
- Guidance and Counseling Cell is being established in the college which guides the students regarding the choice of the subjects and choice of stream etc.
- College follows the process of continuous evaluation which includes Monthly tests, Mid Semester Exams, House Exams, Assignments, Seminars and Annual Examination.
- The college takes special care of the economically weak and academically slow students. Remedial Classes are arranged to help such students.
- Extension lectures, Seminars and workshops are conducted on issues like Gender Discrimination Climate changes, Environment Education, Human Rights & Women Rights to enrich, holistic and wholesome personality of young women.
- Learning is made more student –centric by laying stress on specific learning outcome for all courses and making it more participatory and interactive through Group Discussion, Field work, Role playing and academic debates which while strengthening the knowledge base contribute to skill formation and managerial skills both at personal and interpersonal level.
- College has formulated well defined strategy to support slow learners and educationally backwards groups.
- Grievance Redressal Cell exists in order to address any grievance of students and the staff.
- The library is well stocked and enriched with reference books, light reading books, like fiction, biographies of eminent personalities, books in women studies, magazines, journals and newspapers. The stock is regularly updated to keep abreast with the latest academic development.



- The college has introduced many evaluation reforms in the recent past.
- Special emphasis is laid on inculcation of moral and ethical values through value added activities.

#### **Weaknesses:-**

- Due to lack of funds, college is unable to implement many schemes / plans for the enhancement of learning process and increasing the number of students which are as follows.
  1. In order to have regular activities in the college, we need regular staff. Part time appointees for a session can neither be held responsible nor can it enhance the prestige of teaching profession in general. The college is in dire need of regular appointments.
  2. The college plans to organize more faculty training programs for teaching and non-teaching faculty.
  3. College introduce more subjects relevant to contemporary needs attract more students.
  4. College wants to organize National seminar to enhance the quality of Teaching and learning in the college.
  5. There are so many students in the college who due to poor financial conditions are not able to continue their studies and college funds are not sufficient to help all these students.
  6. UGC grant should be provided in the beginning of the session so that coaching/ Remedial classes can be started in time.

### **3. CRITERION III:-RESEARCH CONSULTANCY & EXTENSION**

The college promotes the value of research work among the faculty members. Teaching faculty is encouraged to do M.Phil. or Ph.D. and many of them have done M.Phil. or Ph.D. during their service in the college. Two students have been awarded M.Phil. degree in economics under the supervision of Dr. Sukhmeen Sidhu [now Principal]. Some members of the faculty are on the panels of judges for youth festivals. Dr. Raminder Kaur [Punjabi], Ms. Pritpal Kaur [Economics], Ms. Gurleen Kaur [Education], Mrs. Asha [Hindi], Mrs. Rimpi [Punjabi] have presented papers in various regional and national seminars. Some of them have got / are getting themselves registered for Ph.D. Some of them are involved in publishing activity also. Faculty members are also encouraged to attend or to participate in workshops conducted and for research related to their subject at some college or university.

The College strives to instil civic responsibility in the young minds of student through extension programmes so that they develop into sensitized, socially responsible women. The college offers extension programmes in



addition to those supported by the university. To inculcate the spirit of humanism, responsibility, discipline, patriotism and oneness with the social cause, our college encourages students to participate actively in various social welfare programmes through NSS, NCC and various community outreach extension activities such as community Development, Health and Hygiene Awareness programmes, Aids Awareness Programme, Environmental Awareness etc. Women Empowerment Cell, and other societies function round the year to involve the students in various movements and activities which promote citizenship roles. Field visits (Old age Homes, Pingalwara, orphanage) are organized to sensitize the students to the problems of the less privileged Equal opportunity Cell of the college makes efforts to provide equal opportunities to SC/BC and downtrodden students by providing suitable atmosphere.

Invigorating programmes like discussion on women's rights, women's reservation bill, elimination of violence against women, street plays on female foeticide and Drug addiction which are organized from time to time (at the institutional level and in collaboration with NGO's ) have a visible impact in terms of generating knowledge, developing sensitivities towards community issues, social inequality etc. and in inculcating sterling qualities like selfless service and sense of responsibility towards society. One of our senior faculty Ms. Seema Dubey department of English is also a member of district community policing resource committee Sangrur (Police) and Principal Dr. Sukhmeen Sidhu is member of lok Adalat, Session Court, Sangrur.

**Weaknesses:-**

1. Because of the lack of regular faculty, our departments have not been able to propose research work or small projects for the students.
2. The college needs to have a research committee for promotion of research and development. More research journals need to be subscribed for students and for teachers.
3. The college plans to get research grants from UGC.

**4. CRITERION IV:-INFRASTRUCTURE AND LEARNING RESOURCE**

The College canteen with a variety of food and additional attraction for relaxation and the fresh fruit juice corner are the much sought after location which add to the vibrant life of the campus.

The College has two separate blocks - Art Block and Computer Science Block. It has 12 Classrooms with proper electricity arrangement to accommodate the students. Administrative Block consists of Principal's Office, Director's Office, Staff Room and Office of Clerical Staff. College has three well equipped AC Computer Labs having Internet Facility.

Augmenting infrastructure facilities has been a regular practice for sustaining promoting & academic excellence. Keeping in view the role and impact of technological advancement on higher education, the college has upgraded technology to give a new direction to teaching learning experience at ADC.



There is a well equipped and well stocked library with Internet facility. The staff is given a free access to internet so that they can enrich their knowledge and then, in turn, the students can benefit from their experiences and knowledge. The college is having a Seminar Hall with the seating capacity for more than 300 persons for conducting seminars and workshops etc. there is one music lab also. There is also a UGC network resource Centre in the college. For extracurricular activities the college has sports ground and a well equipped gymnasium and fitness center also. There is a common room with the provision of Indoor games. There is also a Dispensary with the college campus. A part time Doctor looks after the health needs of college community. College has its own website.

College also has a college house (Principal's residence.) College has its own hostel with all the basic facilities. There are two blocks of hostel separately for BA and BCA students comprising of spacious rooms, a prayer hall, a dining hall, and recreation room. Elaborate arrangements have been made in the hostel to provide academically conducive safe and secure accommodation with homely ambience. Water Coolers with RO System and generator ensure electricity and water supply for 24 hours.

#### **Weakness and Future Plans:**

1. The College Plans to renovate the Seminar Hall.
2. College also needs auditorium.
3. College also plans to extend library and add a reading hall and a photocopier is also needed for library.
4. Our College yet needs more classrooms and more toilets and a room for sports department.
5. College needs a guest room also.

#### **CRITERIAN – V STUDENTS SUPPORT AND PROGRESSION**

The College admits students from all sections of the society irrespective of class, religion, caste, area and provides secular and liberal education.

To enhance the quality education for underprivileged students, many scholarships, concessions are given to them. Students belonging to SC category not only get post matric scholarships by government but also their fee and funds are totally reimbursed by the social welfare department of the state. Girls students from economically weaker classes are given aid from the college fund also which is created by teachers, students and other stakeholders.

All round best student of the year award maximum attendance prize, the best reader prize and excellence awards for star performers have been instituted as a token of appreciation for the students with proven record of excellence throughout their campus life.

A part from monetary support, the college supports students in distress. There is a Women Cell in the college which gives counseling to girl students and listens to their problems. The Placement cell also supports students in



career choice and helps to take decisions about their career. The college has a Redressal Cell to look into the grievances and complaints of the students. The Youth co-coordinator involves all the students in various activities like singing, dance, folk dance, skit etc. not only to release stress but also to compete in various a activities.

Latest books, journals, magazines and reference books are added to library and computers are purchased, remedial coaching classes are conducted for weak students. Programmes for personality development and enhancing communication skills are organized. Different personalities from IAS, IPS and IFS services are invited to interact with students and motivate them. Indoor and Outdoor games have helped students to develop their personality. Paper presentation in the classroom, seminars have proved to be thought provoking exercises. Students are provided with Calendar and academic programme well in advance. On an average 55 to 60% of under graduate students go for PG and about 15% pursue other higher studies like M.A, MBA, B.Ed. & M.Ed.

The college gives opportunity to students to plan and organize a few activities on its own. Cultural identity and ethnic values are also promoted by college. Students are supported by the faculty to celebrate religious function Gurupurab and Janamashtami in the College. During this, the students show utmost discipline, co-ordination, responsibility and respect for each other. Students celebrate the Teej function, (women's festival of rainy session) in a very traditional way. Annual athletic meet, talent hunt, lohri festival and celebration of different national and international days with fervor ensure the participation of students in extracurricular and co-curricular events. Students in their final year organize farewell parties, invite their teachers and directly use this platform for giving feedback about their college and their specific departments. The college students are encouraged to go on educational tours, field trips etc.

The college has a registered Alumni association, which has a dynamic relationship with the Alumni. College is well protected with adequate security provisions.

College Magazine "Testimony" is published yearly containing opinions /articles/poems etc. by students. It also has student editors for its various sections. Adequate funds are provided by Punjab Govt. to meet financial commitment in aided section and resource mobilization is done through fee and support from management for self financing programmes.

College has an Internal Quality Assurance Cell which monitor implementation of quality measures Parent Teachers interaction for overall academic and other orientation has been provided.

**Weaknesses:-** The College faces paucity of funds. No doubts our institution is helping students financially also for their overall development, but still these funds are not adequate when compared to the demands of student and the circumstances. So to enhance the quality college needs more funds and also at the appropriate time.



Most of the students are from the rural background. They are lacking awareness. Their parents are uneducated. So lot of efforts are needed to motivate these students.

### **CRITERIAN – VI GOVERNANCE AND LEADERSHIP**

Rooted firmly in the belief that education is the path way to the empowerment of women, the enlightened management provides clear vision and mission of the institution which is in tune with the higher education policies of the nation and facilitates in building the organizational culture. Regular meetings of managing committee, IQAC and heads of Departments offer a platform to present and discuss the perspective plans of the college and help in the effective implementation of institutional policies. There is a team culture. A decentralized and collective participation is the path, followed by checking, counter checking by the Principal of the college. Different committees have been formed to take care of every bit of duties and responsibilities. For example examination committee, library committee, Sports committee, women cell, campus beautification committee, legal literacy cell, career guidance cell, committee for cultural activities, stock verification committee to mention only a few.

There are teachers in-charge conveners of activities / clubs / societies like Youth coordinator, Programme officer, NCC in charge. All the staff members have been involved in decision making and their implementation. There is a social club also which organizes parties and programmes on different occasion like retirement or any occasions of happiness or sorrow.

Mechanism for regular performance appraisal of staff has been evolved to ensure academic excellence. The college has an established mechanism for mobilizing resources and ensuring transparency in the financial management of the institution. A Chartered Accountant has been appointed to monitor efficient and effective use of finances. The main source of income of the college is the funds from DPI (Pb. Govt.) and UGC. Any deficit in the annual budget is met by the management. The income and expenditure of the institution are subject to regular audit.

In Compliance with NAAC regulations, Internal Quality Assurance Cell (IQAC) has been functioning as a quality sustenance measure. Regular meetings of IQAC and Heads of Departments help in effective planning and implementation of institutional policies. Feedbacks are collected from all stakeholders and analyzed for the review of implemented quality policy. The preparation of Annual Quality Assurance Report presents us an opportunity to evaluate and improve our functioning every year.

Professional Development of its Teaching & Non-teaching staff is encouraged. Faculty participates in Seminars / Workshops / Orientation Courses and Refresher Courses.

### **CRITERIAN – VII INNOVATIONS AND BEST PRACTICES**

The major thrust of the college has been to provide a conducive atmosphere for learning and assimilation of knowledge. The entire teaching





staff of the college is actively engaged in imparting quality based education to the students in a way that the college could produce confident, successful and responsible citizens. The college can really boast a long list of innovations and best practices.

1. The college has ensured a conducive environment for learning, free from any external interference.
2. The college is always prepared with advance planning of academic, sports and co-curricular activities. A strong feedback cell has also been established.
3. The institution has IQAC which ensures sustained quality assurance in academic and administrative activities.
4. Continuous formative evaluation of students through academic tests, assignments, debates, seminars, group discussion, project work and other activities is followed.
5. The college has an effective Tutorial Group system where in each teacher is allotted a small group of students. Topics of current social evils prevailing in society are discussed and solutions sought in these groups. The teacher collects important feedback about the working of the college problems, if any, faced by the students and the suggestions to improve the working of the institution.
6. The college follows a policy of uniform division of work and responsibility. There are several committees to run the college smoothly.
7. In the month of September, every year, the college holds a Talent Hunt Program in which each student takes part in one or the other event, like debate, elocution, quiz, skit, group song, group shabad, Geet Ghazal. Etc.
8. 'Testimony' a College magazine is published every year. Students themselves are editors of the different sections of this magazine.
9. The college ensures transparency and accountability in all its functioning and goes for regular auditing of its accounts and submits Utilization Certificate in time.
10. The college has a very cordial and professional relationship with the District Administration – Deputy Commissioner, Police Department, District Employment officer, District Social Welfare Department, District Sports Officer, and PWD Sangrur. Consequently the college receives prompt help from them whenever required.
11. The college offers free education to students belonging to SC Category.
12. Efforts are made for the holistic Development of the learner's personality. This involves not only giving the college students an awareness of various social issues impacting our society, it also involves devising ways and means to develop confidence to enable them to take head on various challenges of life. Such students only can be good, sensitive citizens well aware of their social responsibilities.



13. The college is an Equal Opportunity Cell established to provide knowledge and quality education to all sections of society. The college responds to Eco-concerns with its Eco-friendly initiatives under the guidance of Environment awareness society in the college.
14. The legal literacy club has been formed to organize various awareness lectures on legal rights and duties.
15. Every student contributes in State Red Cross Fund by purchasing National Flag.
16. Scholarships and financial assistance is provided to the needy students.
17. There is also a book bank facility in the library for poor students.
18. NSS unit of the college also goes a long way in creating a sense of good citizenship and community services. It makes various surveys related with the economic and social states of women.
19. College with its vision of empowering women through the light of
20. knowledge has been serving generations with its unique and innovative ways of teaching, learning and reaching out to society. It illumines the hearts and minds of people in this part of the country and gives leadership in standing for a good cause. The young women educated in this campus go out with a purpose to contribute to the society by doing justice to their profession, building ideal families and moulding a new generation with values. Promotion of Ethnic values and cultural identity are promoted by the college.

The quest for excellence which has been the priority of the founders is still leading the institution in its onward journey.

### **Future Challenges**

The College IQAC visualizes a following road map for the progress and all round development of the college.

1. A complete automation of library and office.
2. To add more books and study material regarding 'women studies' and a collection of audio-visual material on gender issues.
3. Construction of more toilets.
4. Construction of more classrooms.
5. For curricular improvement, more subjects- Psychology, Sociology, Women Studies, Fashion Designing, Journalism are to be started in near future.
6. Construction of an auditorium in the college.
7. Renovation of Seminar Hall.
8. Bringing add-on courses under career oriented courses under UGC Scheme.
9. Organize more awareness lectures on energy conservation and on sensitization to protect natural environment.
10. To constitute a research committee in the college and promoting research culture.
11. To conduct more State level and National level Seminars.



12. To make more efforts to enroll more students.
13. To encourage the teaching faculty to pursue research and publication work.
14. To ensure more active participation of Alumni in development of the institution.



1	2	3	4	5	6	7	8
Department	Year of establishment	Name of Programmes / courses offered	Names of Indisciplinary courses and the departments / units involved	Annual/ Semester / Choice based credit system	Participation of the department in the courses offered by other departments	Courses in collaboration with other universities, industries, foreign institutions.etc	Details of courses/ programmes discontinued (if any) with reasons
<b>PUNJABI</b>	1970	UG	NA	B.A.:Annual/ BCA:Semester	Computer science	NA	NA
<b>ENGLISH</b>	1970	UG	NA	B.A.:Annual/ BCA:Semester	Computer science	NA	NA
<b>HISTORY</b>	1970	UG	NA	Annual	NA	NA	NA
<b>ECONOMICS</b>	1970	UG	NA	Annual	NA	NA	NA
<b>MATHEMATICS</b>	2000	UG	NA	B.A.:Annual/ BCA:Semester M.Sc.(IT):Semester	Computer science	NA	NA
<b>POLITICAL SCIENCE</b>	1970	UG	NA	Annual	NA	NA	NA
<b>COMPUTER SCIENCE</b>	2000	UG and PG	English, Punjabi, mathematics	Semester	Humanities Deptt	NA	NA
<b>HINDI</b>	1970	UG	NA	Annual	NA	NA	NA
<b>MUSIC</b>	1970	UG	NA	Annual	NA	NA	NA
<b>EDUCATION</b>	1970	UG	NA	Annual	NA	NA	NA



	9			10					
	Number of Teaching Posts			Faculty Profile					
<b>PUNJABI</b>		Sanct ioned	Filled	Name	Qualification	Designation	Speciali zation	Experience in years	No. of Ph.D students guided
	Professor	--	--	Gurbarjesh Kaur	M.A, M.Phil	Associate Professor	--	26	--
	Associate Professor	01	01	Raminder Kaur	M.A, M.Phil, Ph.D.	Assistant Professor	--	11(sessions) 13 regular	--
	Assistant Professor	--	01	Harpreet Kaur	M.A.,M.Phil.	Lecturer	--	--	--
	Ad-hoc Lecturers	--	01	--	--	--	--	--	--



	9			10					
	Number of Teaching Posts			Faculty Profile					
ENGLISH		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience in years	No. of Ph.D students guided
	Professor	--	--	Shavinder Kaur	M.A., B.Ed.,M.Phil.	Associate Professor	Realism in the plays of	33	--
	Associate Profesor	02	02	Seema Dubey	M.A.,M.Phil.	Associate Professor	-	34	
	Assistant Professor	--	0	Minakshi Verma	M.A., B.Ed.,M.Ed.	Lecturer	--	--	--
	Ad-hoc Lecturers	--	02	Nisha	M.A., B.Ed.	Lecturer	--	--	--



	9			10					
	Number of Teaching Posts			Faculty Profile					
<b>HISTORY</b>		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience	No. of Ph.D students guided
	Professor	--	--	Manpreet Kaur	M.A.,B.Ed.	Lecturer	History of India & World	3	--
	Associate Professor	--	--	--	--	--	--	--	--
	Assistant Professor	01	--	--	--	--	--	--	--
	Ad-hoc Lecturers	---	01	--	--	--	--	--	--



	9			10					
	Number of Teaching Posts			Faculty Profile					
<b>ECONOMICS</b>		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience	No. of Ph.D students guided
	Professor	--	--	Mukhinder Kaur	M.A.,B.Ed	Lecturer	--	--	--
	Associate Professor	--	--	--	--	--	--	--	--
	Assistant Professor	--	--	--	--	--	--	--	--
	Ad-hoc Lecturers	--	01	--	--	--	--	--	--





	9			10					
	Number of Teaching Posts			Faculty Profile					
MATHEMATICS		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience	No. of Ph.D students guided
	Professor	--	--	Ruphy Garg	M.Sc. ,B.Ed	Lecturer	Pure Mathematics	One session	--.
	Associate Professor	--	--	Vidhu Gupta	M.Sc.	Lecturer	Pure Mathematics	--	--
	Assistant Professor	--	--	--	--	--	--	--	--
	Ad-hoc Lecturers	--	02	--	--	--	--	--	--



	9		10						
	Number of Teaching Posts		Faculty Profile						
POLITICAL SCIENCE	Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience	No. of Ph.D students guided	
	Professor	--	--	Manjeet Kaur	M.A.	Associate Professor	--	32	--
	Associate Professor	01	01	--	---	--	--	--	--
	Assistant Professor	--	--	--	--	--	--	--	--
	Ad-hoc Lecturers	--	--	--	--	--	--	--	--



	9			10					
	Number of Teaching Posts			Faculty Profile					
COMPUTER SCIENCE		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience	No. of Ph.D students guided
	Professor	--	--	Yadwinder Singh	B.E(CSE)	Assistant Professor	--	07	--
	Associate Professor	--	--	Achharish Jethi	B.Tech(CSE)	Assistant Professor	--	06	--
	Assistant Professor	--	--	Gurpal Kaur	B.Tech(CSE)	Lecturer	--	03	--
	Regular Lecturers	--	02	Harpreet Kaur	B.Tech(CSE)	Lecturer	--	03	--
	Ad-hoc Lecturers	--	05	Ramanpreet Kaur	M.Tech(CSE)	Lecturer	--	--	--
				Jowanjit Kaur	MCA	Lecturer	--	--	--
				Simrat Kaur	MCA	Lecturer	--	--	--



	9			10					
	Number of Teaching Posts			Faculty Profile					
HINDI		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience	No. of Ph.D students guided
	Professor	--	--	Asha Rani Jain	M.A.,M.Phil.,B.Ed., Prabhakar, Diploma Sanskrit	Lecturer	Hindi Katha Sahitya and Novel	10	--
	Associate Professor	--	--	--	--	--	--	--	--
	Assistant Professor	01	--	--	--	--	--	--	--
	Ad-hoc Lecturers	--	01	--	--	--	--	--	--



	9			10					
	Number of Teaching Posts			Faculty Profile					
<b>MUSIC</b>		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience	No. of Ph.D students guided
	Professor	--	--	Jatinder Kaur	M.A.(Music)	Associate Professor	--	32	--
	Associate Professor	01	01	Pardeep Kumar	B.A(Tabla), M.A.(Theatre)	Table Instructor	--	27	--
	Assistant Professor	--	--	--	--	--	--	--	--
	Ad-hoc Lecturers	--	--	--	--	--	--	--	--



	9		10						
	Number of Teaching Posts		Faculty Profile						
EDUCATION	Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience	No. of Ph.D students guided	
	Professor	00	00	Gurleen Kaur	MA(English, Maths) M.Ed(ET)	Lectuer	--	--	--
	Associate Professor	00	00	--	--	--	--	--	--
	Assistant Professor	00	00	--	--	--	--	--	--
	Ad-hoc Lecturers	00	01	--	--	--	--	--	--



DEPARTMENT	11	12	13	14	15	16
	List of senior visiting Faculty	Percentage of lectures delivered and Practical classes handled (Programme wise) by temporary faculty	Student teacher ratio (Programme wise)	Number of academic support staff(technical) and administrative staff; sanctioned and filled	Qualification of teaching faculty with D.Sc./D.Litt./Ph.D /M.Phil/PG	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received
PUNJABI	NA	33%	70:1	NA	Ph.D-01 M.Phil.-03	NA
ENGLISH	NA	66%	70:1	NA	M.Phil-02 PG-02	NA
HISTORY	NA	100%	80:1	NA	PG-01	NA
ECONOMICS	NA	100%	40:1	NA	PG-01	NA
MATHEMATICS	NA	100%	20:1	NA	PG-02	NA
POLITICAL SCIENCE	NA	NIL	72:1	NA	PG-01	NA
COMPUTER SCIENCE	NA	70%	14:1	NA	PG-03	NA
HINDI	NA	100%	40:1	NA	M.Phil-01	NA
MUSIC	NA	Nil	25:1	01(Tabla Instructor)	PG-01	NA
EDUCATION	NA	100	60:1	NA	PG-01	NA



DEPARTMENT	17	18	19	20	21
	Departmental projects funded by DST-FIST, UGC,DBT,ICSSR etc. and total grants received	Research Centre/facility recognized by the university	Publications	Areas of consultancy and income generated	Faculty as members in a) National Committees b) International Committees c) Editorial Boards
PUNJABI	NA	NA	Paper publications:02 Books publication-01	Nil	Jago international ISSN 2277-3266
ENGLISH	NA	NA	Nil	Nil	Member- Faculty of Language Chief Editor- College Magazine "Testimony"
HISTORY	NA	NA	Nil	Nil	Nil
ECONOMICS	NA	NA	Nil	Nil	Nil
MATHEMATICS	NA	NA	Nil	Nil	Nil
POLITICAL SCIENCE	NA	NA	Nil	Nil	Nil
COMPUTER SCIENCE	NA	NA	Paper publications-02	Nil	Nil
HINDI	NA	NA	Nil	Nil	Nil
MUSIC	NA	NA	Nil	Nil	Nil
EDUCATION	NA	NA	Nil	Nil	NIL





	22	23	24	25
DEPARTMENT	Student Projects	Awards / Recognitions received by faculty and students	List of eminent academicians and scientists/ visitors to the department	Seminar/ Conference / Workshops organized & the source of funding a)National b)inter national
PUNJABI	NA	NA	Dr.Jaswinder Singh (Dean, Alumni Relation,Punjabi University,Patiala) Dr.Harshinder Kaur(Doctor & Social Worker) Manjit Indra(Poetess) Prof.Santokh Kaur(Retd.Associate Professor and Social Worker)	NA
ENGLISH	NA	NA	Poonam Bakshi (Soft Skill Attributer) ABECEDARY (Educator)	NA
HISTORY	NA	NA	Retd. Mrs. Hardarshan Kaur(Associate Professor) Former HOD,History Department, Akal Degree college for women	NA
ECONOMICS	NA	NA	Dr.Gurinder Kaur (Prof.Punjabi University,Patiala), Prof.Nisha Sarad	NA
MATHEMATICS	NA	NA	NA	NA
POLITICAL SCIENCE	NA	NA	Gurmeet Kaur Bhattal (Retd. Principal) Sh. Vijay Kumar(PCS) C.J.M District Courts Sangrur	NA
COMPUTER SCIENCE	NA	NA	NA	NA
HINDI	NA	NA	Mrs.Shalinder Kaur (IRS) DFO,Sangrur. Ms. Bittu Safina Sidhu (Head, Rani Breast Cancer, Chandigarh)	NA
MUSIC	NA	NA	Mrs. Daisy Walia(HOD, Dance Deptt, Punjabi University,Patiala)	NA
EDUCATION	NA	NA	Sh.Ranjit Singh	NA



	26						27			
DEPARTMENTS	Student Profile Programme/Course Wise:						Diversity of students			
	Name of the Course/ Programme	Applications Received	Selected	Enrolled		Pass %	Name of the Course	% of students from the same state	% of students from other state	% of students from abroad
				*M	*F					
PUNJABI	B.A-I	191	191	--	191	100%	B.A-I	98%	2%	--
	B.A-II	100	100	--	100	100%	B.A-II	100%	--	--
	B.A-III	107	107	--	107	100%	B.A-III	100%	--	---
ENGLISH	B.A-I	191	191	--	191	80%	B.A-I	98%	2%	--
	B.A-II	100	100	--	100	82%	B.A-II	100%	--	--
	B.A-III	107	107	--	107	87%	B.A-III	100%	--	---
HISTORY	B.A-I	123	123	--	123	84.5%	B.A-I	99%	1%	--
	B.A-II	60	60	--	60	96.6%	B.A-II	100%	--	--
	B.A-III	60	60	--	60	100%	B.A-III	100%	--	--
ECONOMICS	B.A-I	53	53	--	53	87%	B.A-I	100%	--	--
	B.A-II	36	36	--	36	100%	B.A-II	100%	--	--
	B.A-III	26	26	--	26	100%	B.A-III	100%	--	--
MATHEMATICS	B.A-I	18	18	--	18	50%	B.A-I	100%	--	--
	B.A-II	19	19	--	19	72%	B.A-II	100%	--	--
	B.A-III	11	11	--	11	91%	B.A-III	100%	--	--
POLITICAL SCIENCE	B.A-I	80	72	--	72	85%	B.A-I	96%	4%	--
	B.A-II	50	44	--	44	100%	B.A-II	100%	--	--
	B.A-III	60	54	--	54	100%	B.A-III	100%	--	--
	26						27			



DEPARTMENTS	Student Profile Programme/Course Wise:						Diversity of students			
	Name of the Course/ Programme	Applications Received	Selected	Enrolled		Pass %	Name of the Course	% of students from the same state	% of students from other state	% of students from abroad
				*M	*F					
<b>COMPUTER SCIENCE</b>	BCA-I	19	19	--	19	26%	BCA-I	98%	2%	--
	BCA-II	31	31	--	31	81%	BCA-II	98%	2%	--
	BCA-III	25	25	--	25	100%	BCA-III	98%	2%	--
	PGDCA	13	13	--	13	92%	PGDCA	100%	--	--
	M.Sc.(IT)-I	07	07	--	07	100%	M.Sc.(IT)-I	100%	--	--
	M.Sc.(IT)-II	07	07	--	07	100%	M.Sc.(IT)-II	100%	--	--
<b>HINDI</b>	B.A-I	31	31	--	31	93.54%	B.A-I	90%	10%	
	B.A-II	21	21	--	21	95.23%	B.A-II	100%	--	--
	B.A-III	20	20	--	20	100%	B.A-III	100%	--	--
<b>MUSIC</b>	B.A-I	25	25		25	100%	B.A-I	100%	--	--
	B.A-II	24	24	--	24	100%	B.A-II	100%	--	--
	B.A-III	22	22	--	22	100%	B.A-III	100%	--	--
<b>EDUCATION</b>	B.A-I	92	92	--	92	82.60%	B.A-I	100%	--	--
	B.A-II	24	24	--	24	91.66%	B.A-II	100%	--	--
	B.A-III	24	24	--	24	100%	B.A-III	100%	--	--



	28	29	30	31	32	33
DEPARTMENTS	Number of students cleared national and state competitive examinations such as NET, SLET, GATE, Defense services etc.	Student Progression	Details of infrastructural facilities a) Library b) Internet facility for staff and students c) Classrooms with ICT facility d) Laboratories	Number of students receiving financial assistance from college, university, government and other agencies	Details on student enrichment programmes (Special Lectures/Seminars/ Workshops) With external experts	Teaching methods adopted to improve student learning
PUNJABI	Data not Available	60% UG to PG 10% PG to M.Phil. 5% PG to Ph.D	a)NO b)YES c)NO d)NO	Students belonging to SC category get post scholarship by the Punjab Government and other few students from NGO and college (e.g. Sikh Minority, Low Family income and sister benefits)	Lectures on “Sahit Sirjana ate Alochna”, “Pachhmi Sabhyita to Nijaat ate samajik naitikta val jhukav”	Face to face interaction, regular tests, seminars
ENGLISH	Data not Available	60 % UG to PG	a)NO b)YES c)NO d)NO	Students belonging to SC category get post scholarship by the Punjab Government and other few students from NGO and college	Special Lecture on Personality Development by Madam Bakshi.	Regular tests, Attending quiz contests, seminars, extra classes.



				(e.g. Sikh Minority, Low Family income and sister benefits)		
<b>HISTORY</b>	Data not Available	50 % UG to PG 5% PG to M.Phil.	a)NO b)YES c)NO d)NO	Students belonging to SC category get post scholarship by the Punjab Government and other few students from NGO and college (e.g. Sikh Minority, Low Family income and sister benefits)		Face to face interaction, regular tests, assignments, setting quiz contests, seminars
<b>ECONOMICS</b>	Data not Available	40% UG to PG 20% PG to M.Phil. 10% PG to Ph.D	a)NO b)YES c)NO d)NO	Students belonging to SC category get post scholarship by the Punjab Government and other few students from NGO and college (e.g. Sikh Minority, Low Family income and sister benefits)	Declining Sex ratio in Punjab, Gender Bias	Direct interaction, Black board Method, assignments, seminars.
<b>MATHEMATICS</b>	Data not Available	60 % UG to PG 2% PG to M.Phil.	a)NO b)YES c)NO d)NO	Students belonging to SC category get post scholarship by the Punjab Government and other few students from NGO and college		Direct interaction, Black board Method, assignments, seminars,



				(e.g. Sikh Minority, Low Family income and sister benefits)		Induction Method.
<b>POLITICAL SCIENCE</b>	Data not Available	50 % UG to PG	a)NO b)YES c)NO d)NO	Students belonging to SC category get post scholarship by the Punjab Government and other few students from NGO and college (e.g. Sikh Minority, Low Family income and sister benefits)	Lectures on Anti-ragging By Mrs. Bhattal Lecture on violence against women by Mr. Vijay Kumar	Class tests, seminars, quiz contests
<b>COMPUTER SCIENCE</b>	Data not Available	90% UG to PG	a)NO b)YES c)NO d)YES	35% students are obtaining scholarship from Non-Government agencies		Tutorial classes, PowerPoint presentations, debates and group discussions, scheduled class tests.
<b>HINDI</b>	Data not Available	60% UG to PG 20% PG to M.Phil. 5% PG to Ph.D	a)NO b)YES c)NO d)NO	Students belonging to SC category get post scholarship by the Punjab Government and other few students from NGO and college	Special lecture on breast cancer and celebration of environment day	Face to face interaction, part play method, quiz contests, regular tests



				(e.g. Sikh Minority, Low Family income and sister benefits)		and reading
<b>MUSIC</b>	Data not Available	90% UG to PG	a)NO b)YES c)NO d)YES	Students belonging to SC category get post scholarship by the Punjab Government and other few students from NGO and college (e.g. Sikh Minority, Low Family income and sister benefits)	Lecture By Mrs. Daisy Walia (Head, Dance Deptt.Punjabi University, Patiala)	Practical training, Remedial classes, group discussion
<b>EDUCATION</b>	Data not Available	60 % UG to PG 50% PG to M.Phil.	a)NO b)YES c)NO d)NO	Students belonging to SC category get post scholarship by the Punjab Government and other few students from NGO and college (e.g. Sikh Minority, Low Family income and sister benefits)	Special Lecture on Natural therapy by Ranjit Singh	Face to face interaction between students



## Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department - **PUNJABI**
2. Year of Establishment - **1970**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - **UG**
4. Names of Interdisciplinary courses and the departments/units involved - **NIL**
5. Annual/semester/choice based credit system (programme wise) - **BA:Annual/ BCA:Semester**
6. Participation of the department in the courses offered by other departments- **COMPUTER SCIENCE**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. - **NIL**
8. Details of courses/programmes discontinued (if any) with reasons - **NO**
9. Number of teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	--	--
Associate Professors	01	01
Asst. Professors	--	01
Ad-hoc Lecturer	--	01





10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Gurbarjesh Kaur	M.A., M.Phil.	Associate Professor	--	26	Nil
Raminder Kaur	M.A., M.Phil., Ph.D	Assistant Professor	Gurmat KAV	13 sessions 11 years	Nil
Harpreet Kaur	M.A., M.Phil.	Lecturer	--	--	--

11. List of senior visiting faculty
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty- **33%**
13. Student -Teacher Ratio (programme wise) - **70:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled - **NIL**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. - **Ph.D-01 & M.Phil-03**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received- **NIL**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received- **NIL**
18. Research Centre /facility recognized by the University-**NIL**
19. Publications:
- \* Publication per faculty
  - \* Number of papers published in peer reviewed journals (national /international) by faculty and students **-02**
  - \* 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 Published by Punjabi University, Patiala.
- \* Books Edited

- **Sher Singh Kanwal Vichardhara te mool path**

- Books with ISBN/ISSN numbers with details of publishers

ISBN;  
Tarlochan Publishers,  
3236, Sector-15 D Chandigarh.

- Citation Index
- SNIP
- SJR
- Impact factor
- h-index

20. Areas of consultancy and income generated-**NIL**

21. Faculty as members in

- a) National committees
  - b) International Committees
  - c) Editorial Boards...**"Jago International"- ISSN-2277-3266"**
22. Student projects- **NIL**

- a) Percentage of students who have done in-house projects including inter departmental/programme - NIL
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies - NIL

23. Awards / Recognitions received by faculty and students - **NIL**

24. List of eminent academicians and scientists / visitors to the department

- **Dr.Jaswinder Singh(DEAN, Alumni Relation, Punjabi University,Patiala).**
- **Dr.Harshinder Kaur (DOCTOR & SOCIAL WORKER).**
- **Manjit Indra(Poetess)**
- **Prof. Santokh Kaur (Retd. Associate Professor Govt. Ranbir College, Sangrur).**



25. Seminars/ Conferences/Workshops organized & the source of funding

- a) National -NIL  
 b) International NIL

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A-I	191	191	--	191	100%
B.A-II	100	100	--	100	100%
B.A-III	107	107	--	107	100%

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A-I	98%	2%	--
B.A-II	100%	--	--
B.A-III	100%	--	--

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

**Data is not available**

29. Student progression

Student progression	Against % enrolled
UG to PG	60%
PG to M.Phil.	10%
PG to Ph.D.	5%
Ph.D. to Post-Doctoral	--



<b>Employed</b>	
• Campus selection	Nil
• Other than campus recruitment	Nil
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities
- a) Library - **NO**  
b) Internet facilities for Staff & Students - **YES**  
c) Class rooms with ICT facility - **NO**  
d) Laboratories - **NO**
31. Number of students receiving financial assistance from college, university, government or other agencies.  
Students belonging to SC category get post-scholarship by the Punjab Government, from NGO under sikh minority, and from college under Low annual family income and sister benefits.
32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts  
Special Lecture on “ Sahitak Sirjna ate Alochna”  
Lecture on “ Pachhmi Sabhiyachar to nijah ate Naitikta val jhukaw”
33. Teaching methods adopted to improve student learning  
➤ Face to face interaction  
➤ Regular class tests  
➤ Seminars
34. Participation in Institutional Social Responsibility (ISR) and Extension activities  
Students are ready for Blood donation in need and conducting cleanliness and health and hygiene awareness programmes. Involving students for fund raising for various charity based activities or relief during natural calamities
35. SWOC analysis of the department and Future plans

**STRENGTHS:**

1. Well educated, supportive and hardworking staff.
2. Participation of teachers in academic and personal counseling of students.
3. Organizing seminars.



**WEAKNESSES:**

1. Difficult to understand for the students belonging to the states other than Punjab.

**OPPORTUNITIES:**

1. Media: Journalists in Punjabi Newspapers, Magazines, News channels, News readers.
2. Writer: Creative writer for websites, free lancer writer for newspapers, Magazines.
3. Research Field: research Scholars.
4. Teaching Field: Teachers in School, Colleges and Universities.

**CHALLENGES:**

To maintain the interest for this subject among the students

**FUTURE PLANS:**

1. To make people aware about the value of the mother tongue.
2. To organize some extra activities and programmes for students to motivate them.
3. To conduct National seminars.



## Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department - **ENGLISH**
2. Year of Establishment - **1970**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)- **UG**
4. Names of Interdisciplinary courses and the departments/units involved - **NIL**
5. Annual/ semester/choice based credit system (programme wise) - **BA:Annual/ BCA:Semester**
6. Participation of the department in the courses offered by other departments- **COMPUTER SCIENCE**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. - **NIL**
8. Details of courses/programmes discontinued (if any) with reasons - **NIL**
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	--	--
Associate Professors	02	02
Asst. Professors	0	0
Ad-hoc Lecturers	0	02



10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Seema Dubey	MA,M.Phil	Associate Professor	--	34	--
Shavinder Kaur	M.A ,M.Phil., B.Ed.	Associate Professor	--	33	--
Minakshi Verma	M.A , B.Ed.,M.Ed.	Lecturer	--	--	--
Nisha		Lecturer	--	--	--

11. List of senior visiting faculty - NIL
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty - 66%
13. Student -Teacher Ratio (programme wise) 70:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. M.Phil-02 & PG-02
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received NIL
18. Research Centre /facility recognized by the University NIL
19. Publications:
- \* a) Publication per faculty NIL
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students NIL



- \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) NIL
  - \* Monographs NIL
  - \* Chapter in Books NIL
  - \* Books Edited NIL
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \* Citation Index NIL
  - \* SNIP NIL
  - \* SJR NIL
  - \* Impact factor NIL
  - \* h-index NIL
20. Areas of consultancy and income generated NIL
21. Faculty as members in
- a) National committees -**Shavinder Kaur, Member, Faculty of Language**
  - b) International Committees
  - c) Editorial Boards - **Chief Editor, College Magazine "TESTIMONY"**
22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme NIL
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies NIL
23. Awards / Recognitions received by faculty and students NIL
24. List of eminent academicians and scientists / visitors to the department
- **Madam Poonam Bakshi (Soft Skill Attributer)**
  - **ABECEDARY (Educator)**
25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National NIL
  - b) International NIL





26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A-I	191	191	--	191	80
B.A-II	100	100	--	100	82
B.A-III	107	107	--	107	87

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A-I	98%	2%	--
B.A-II	100%	--	--
B.A-III	100%	--	--

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

**A few students have cleared state competitive examinations such as NET and Defense Services but data is not available.**

29. Student progression

Student progression	Against % enrolled
UG to PG	60
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
<b>Employed</b>	
- Campus selection	NA
- Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA



30. Details of Infrastructural facilities
- Library **NO**
  - Internet facilities for Staff & Students **YES**
  - Class rooms with ICT facility **NO**
  - Laboratories **NO**
31. Number of students receiving financial assistance from college, university, government or other agencies
- Students belonging to SC category get post-scholarship by the Punjab Government, from NGO under sikh minority, and from college under Low annual family income and sister benefits.**
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts
- Special Lecture on Personality Development by Poonam Bakshi**
33. Teaching methods adopted to improve student learning
- **Regular oral and written tests**
  - **Attending quiz contests**
  - **Seminars**
  - **Extra classes for weak students**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities
- Prof. Shavinder Kaur Often goes to Pingalwara for teaching children**
35. SWOC analysis of the department and Future plans

**STRENGTHS:**

1. Ideal Student -teacher relation.
2. Coordination of teachers among themselves
3. Enthusiasm of students to attend classes.

**WEAKNESSES:**

2. Shortage of regular staff.
3. Lack of funds.

**OPPORTUNITIES:**

1. International exposure
2. Foreign language learning, Personality development.

**CHALLENGES:**

1. To give knowledge to students beyond the syllabus.
2. To develop their fluency in English.

**FUTURE PLANS:**

To organize seminars for the students.



## Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department - HISTORY
2. Year of Establishment - 1970
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - UG
4. Names of Interdisciplinary courses and the departments/units involved NA
5. Annual/ semester/choice based credit system (programme wise)- ANNUAL
6. Participation of the department in the courses offered by other departments - NO
7. Courses in collaboration with other universities, industries, foreign institutions, etc. - NO
8. Details of courses/programmes discontinued (if any) with reasons - NO
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	--	--
Associate Professors	--	--
Asst. Professors	01	--
AD-HOC Lecturer	--	01



10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
MANPREET KAUR	M.A , B.Ed.	LECTURER	History of INDIA & History of WORLD	3	--

11. List of senior visiting faculty      **NA**
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty      -      **100%**
13. Student -Teacher Ratio (programme wise)      -      **80:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled      -      **NIL**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.-( PG-01)
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received      **NIL**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received      -      **NIL**
18. Research Centre /facility recognized by the University      -      **NIL**
19. Publications:
- \* Publication per faculty      **-NIL**
  - \* Number of papers published in peer reviewed journals (national/international) by faculty and students      **-NIL**
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)  
-      **NIL**
  - \* Monographs -      **NIL**



- \* Chapter in Books - **NIL**  
 \* Books Edited - **NIL**  
 \* Books with ISBN/ISSN numbers with details of publishers **NIL**  
 \* Citation Index - **NIL**  
 \* SNIP - **NIL**  
 \* SJR - **NIL**  
 \* Impact factor - **NIL**  
 \* h-index - **NIL**
20. Areas of consultancy and income generated - **NIL**
21. Faculty as members in
- a) National committees b) International Committees c) Editorial Boards....  
**NIL**
22. Student projects - **NIL**
- a) Percentage of students who have done in-house projects including inter departmental/programme
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
23. Awards / Recognitions received by faculty and students **NIL**
24. List of eminent academicians and scientists / visitors to the department
- \* **RETD. Mrs.Hardarshan Kaur(Associate Professor)**  
 \* **Former HOD,History Deptt.,Akal Degree College for Women**
25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National **NIL**  
 b) International **NIL**
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BA-I	123	123	--	123	84.5%
BA-II	60	60	--	60	96.6%
BA-III	60	60	--	60	100%

\*M = Male \*F = Female



## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA-I	99%	1%	--
BA-II	100%	--	--
BA-III	100%	--	--

## 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

*Information not available*

## 29. Student progression

Student progression	Against % enrolled
UG to PG	50
PG to M.Phil.	5
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
<b>Employed</b>	
- Campus selection	NA
- Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA

## 30. Details of Infrastructural facilities

- a) Library **NO**
- b) Internet facilities for Staff & Students **YES**
- c) Class rooms with ICT facility **NO**
- d) Laboratories **NO**



31. Number of students receiving financial assistance from college, university, government or other agencies  
Students belonging to SC category get post-scholarship by the Punjab Government, from NGO under sikh minority, and from college under Low annual family income and sister benefits.
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts **NIL**
33. Teaching methods adopted to improve student learning
- Face to face interaction between students and teacher
  - Regular class tests
  - Assignments
  - Visits to historic places
  - Quiz contests
  - seminars
34. Participation in Institutional Social Responsibility (ISR) and Extension activities  
Students are always available for blood donation in need and conducting cleanliness and health and hygiene awareness programmes involving students for fund raising for various charity activities or relief during natural calamities
35. SWOC analysis of the department and Future plans

**STRENGTHS:**

1. More than 70 % of students opted HISTORY subject in BA classes.
2. Good relation among students and teachers
3. Committed and hardworking students.

**WEAKNESSES:**

1. Shortage of regular staff.
2. Communication gap between the teacher and students because student teacher ratio is 80:1.

**OPPORTUNITIES:**

1. Students can serve society and nation as they are well versed in the richness of India's culture.
2. By opting History subject one can prepare for highly competitive opportunities like PCS, IAS, Army and education field etc.

**CHALLENGES:**

To meet up all the necessities of large number of students.

**FUTURE PLANS:**

1. To organize state and national level conference.
2. To arrange study tours at Historical places.



## Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department **ECONOMICS**
2. Year of Establishment **1970**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - **UG**
4. Names of Interdisciplinary courses and the departments/units involved-**NIL**
5. Annual/ semester/choice based credit system (programme wise)-**ANNUAL**
6. Participation of the department in the courses offered by other departments-**NIL**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.-**NIL**
8. Details of courses/programmes discontinued (if any) with reasons-**NIL**
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	--	--
Associate Professors	--	--
Asst. Professors	--	--
Ad-hoc Lecturer	--	1





10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mukhinder Kaur	M.A.(Economics), B.Ed.	Lecturer	--	--	--

11. List of senior visiting faculty NIL
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty - 100%
13. Student -Teacher Ratio (programme wise) - 40:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled- NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. -PG
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received - NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received - NIL
18. Research Centre /facility recognized by the University - NIL
19. Publications:
- \* Publication per faculty-NIL
  - \* Number of papers published in peer reviewed journals (national/international) by faculty and students-NIL
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)  
NIL
  - \* Monographs-NIL
  - \* Chapter in Books-NIL
  - \* Books Edited-NIL



- \* Books with ISBN/ISSN numbers with details of publishers-NIL
  - \* Citation Index-NIL
  - \* SNIP-NIL
  - \* SJR-NIL
  - \* Impact factor-NIL
  - \* h-index-NIL
20. Areas of consultancy and income generated-NIL
21. Faculty as members in
- a) National committees b) International Committees c) Editorial Boards-NIL
22. Student projects-NIL
- a) Percentage of students who have done in-house projects including inter departmental/programme
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
23. Awards / Recognitions received by faculty and students-NIL
24. List of eminent academicians and scientists / visitors to the department
- \* Dr.Gurinder Kaur (Prof.,Punjabi University,Patiala), Prof. Nisha Sarad
25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National-NIL
- b) International-NIL
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A-I	53	53	--	53	87
B.A-II	36	36	--	36	100
B.A-III	26	26	--	26	100

\*M = Male \*F = Female



## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A-I	100%	--	--
B.A-II	100%	--	--
B.A-III	100%	--	--

## 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

A few students have cleared state competitive examinations such as NET and Defense Services but data is not available.

## 29. Student progression

Student progression	Against % enrolled
UG to PG	40
PG to M.Phil.	20
PG to Ph.D.	10
Ph.D. to Post-Doctoral	NIL
<b>Employed</b>	
- Campus selection	NIL
- Other than campus recruitment	NIL
Entrepreneurship/Self-employment	NIL

## 30. Details of Infrastructural facilities

- Library-**NO**
- Internet facilities for Staff & Students-**YES**
- Class rooms with ICT facility -**NO**
- Laboratories-**NO**



31. Number of students receiving financial assistance from college, university, government or other agencies

Students belonging to SC category get post-scholarship by the Punjab Government, from NGO under sikh minority, and from college under Low annual family income and sister benefits.

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts Special Lecture on Declining Sex Ration in Punjab, Gender Bias.
33. Teaching methods adopted to improve student learning
- Direct interaction
  - Black board method
  - Assignments
  - Seminars
34. Participation in Institutional Social Responsibility (ISR) and Extension activities  
Students are ready for Blood donation in need and conducting cleanliness and health and hygiene awareness programmes. Involving students for fund raising for various charity based activities or relief during natural calamities
35. SWOC analysis of the department and Future plans

**STRENGTHS:**

1. Special attention to socio economically weaker students.
2. Hardworking students
3. Student teacher ratio is favorable

**WEAKNESSES:**

1. Inadequate industry links

**OPPORTUNITIES:**

1. Greater job opportunities in banking sector.
2. Indian Economic services.
3. Jobs in stock exchanges and other financial sector services
4. Subject keeps the students up to date

**CHALLENGES:**

1. Faculty needs to constantly update themselves to understand latest economic issues.
2. To generate interest among students for in-depth surveys on economic issues.

**FUTURE PLANS:**

To organize student enrichment programmes with external experts



## Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department **MATHEMATICS**
2. Year of Establishment **2000**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) **UG**
4. Names of Interdisciplinary courses and the departments/units involved- **NIL**
5. Annual/ semester/choice based credit system (programme wise)-  
**B.A:ANNUAL/BCA,M.Sc(IT): SEMESTER**
6. Participation of the department in the courses offered by other departments  
- **COMPUTER SCIENCE**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. - **NIL**
8. Details of courses/programmes discontinued (if any) with reasons - **NIL**
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	--	--
Associate Professors	--	--
Asst. Professors	--	--
Ad-hoc Lecturers	--	02



10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Ruphy Garg	M.Sc.,B.Ed	Lecturer	Pure Mathematics	One session	--
Vidhu Gupta	M.Sc.	Lecturer	Pure Mathematics	--	--

11. List of senior visiting faculty **NIL**
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty **100%**
13. Student -Teacher Ratio (programme wise) **20:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled **-NIL**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.- **PG-02**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received-**NIL**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received-**NIL**
18. Research Centre / facility recognized by the University-**NIL**
19. Publications:
- \* Publication per faculty-**NIL**
  - \* Number of papers published in peer reviewed journals (national /international) by faculty and students-**NIL**
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) - **NIL**
  - \* Monographs-**NIL**
  - \* Chapter in Books-**NIL**



- \* Books Edited-NIL
- \* Books with ISBN/ISSN numbers with details of publishers
- \* Citation Index-NIL
- \* SNIP-NIL
- \* SJR-NIL
- \* Impact factor-NIL
- \* h-index-NIL

20. Areas of consultancy and income generated-NIL
21. Faculty as members in
- a) National committees
  - b) International Committees
  - c) Editorial Boards....-NIL
22. Student projects-NIL
- a) Percentage of students who have done in-house projects including inter departmental/programme
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
23. Awards / Recognitions received by faculty and students-NIL
24. List of eminent academicians and scientists / visitors to the department-NIL
25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National-NIL
  - b) International-NIL
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A-I	18	18	--	18	50
B.A-II	19	19	--	19	72
B.A-III	11	11	--	11	91

\*M = Male \*F = Female



## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A-I	100%	--	--
B.A-II	100%	--	--
B.A-III	100%	--	--

## 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

*Data not available*

## 29. Student progression

Student progression	Against % enrolled
UG to PG	60
PG to M.Phil.	20
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
<b>Employed</b>	
- Campus selection	NIL
- Other than campus recruitment	NIL
Entrepreneurship/Self-employment	NIL

## 30. Details of Infrastructural facilities

- a) Library - **NO**  
 b) Internet facilities for Staff & Students - **YES**  
 c) Class rooms with ICT facility - **NO**  
 d) Laboratories - **NO**

## 31. Number of students receiving financial assistance from college, university, government or other agencies

Students belonging to SC category get post-scholarship by the Punjab Government, from NGO under sikh minority, and from college under Low





annual family income and sister benefits.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts NIL
33. Teaching methods adopted to improve student learning
- Face to face interaction between students and teacher
  - Regular class tests
  - Assignments & seminars
  - Problem solving methods taught in the class
  - Induction method
34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Students are always available for blood donation in need and conducting cleanliness and health and hygiene awareness programmes involving students for fund raising for various charity activities or relief during natural calamities

35. SWOC analysis of the department and Future plans

**STRENGTHS:**

1. Dedicated and hardworking staff.
2. Coordination among faculty members and students.
3. Organizing seminars.

**WEAKNESSES:**

1. Difficult to arrange and organize seminars and extension lectures to update the students due to less number of academic working days.
2. Less students opt for this subject.

**OPPORTUNITIES:**

1. The high level of mathematical training brings an important opportunity for building interdisciplinary teams to address basic problems in many scientific areas.
2. In its competition in world markets, industry can take the advantage of the competitive edge that may be gained by using mathematical expertise.
3. Opportunities are available to the students in teaching areas and in the field of research.

**CHALLENGES:**

1. Keeping students focused for taking up higher studies.
2. To increase the number of students

**FUTURE PLANS:**

1. The department has a plan to organize a seminar and extension lecture to encourage the students.
2. More coaching classes for slow learners.



## Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department - **POLITICAL SCIENCE**
2. Year of Establishment - **1970**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - **UG**
4. Names of Interdisciplinary courses and the departments/units involved - **NIL**
5. Annual/ semester/choice based credit system (programme wise) - **ANNUAL**
6. Participation of the department in the courses offered by other departments- **NIL**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. - **NIL**
8. Details of courses/programmes discontinued (if any) with reasons- **NIL**
9. Number of Teaching posts

	Sanctioned	Filled
Professors	--	--
Associate Professors	01	01
Asst. Professors	0	0

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Manjeet Kaur	M.A.(Pol.Sci.)	Associate Professor	--	32	--



11. List of senior visiting faculty - NIL
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty -NIL
13. Student -Teacher Ratio (programme wise) - 72:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled-NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. -PG
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received- NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received- NIL
18. Research Centre /facility recognized by the University- NIL
19. Publications:
  - \* Publication per faculty- NIL
  - \* Number of papers published in peer reviewed journals (national / international) by faculty and students- NIL
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) - NIL
  - \* Monographs- NIL
  - \* Chapter in Books- NIL
  - \* Books Edited- NIL
  - \* Books with ISBN/ISSN numbers with details of publishers
  - \* Citation Index- NIL
  - \* SNIP- NIL
  - \* SJR- NIL
  - \* Impact factor- NIL
  - \* h-index- NIL
20. Areas of consultancy and income generated- NIL
21. Faculty as members in
  - a) National committees
  - b) International Committees
  - c) Editorial Boards. - NIL



22. Student projects- NIL
- Percentage of students who have done in-house projects including inter departmental/programme
  - Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
23. Awards / Recognitions received by faculty and students- NIL
24. List of eminent academicians and scientists / visitors to the department
- RETD. Principal Gurmeet Kaur Bhatthal
  - Sh.Vijay Kumar (PCS) (CJM Distt.Court,Sangrur)
25. Seminars/ Conferences/Workshops organized & the source of funding
- National- NIL
  - International- NIL
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A-I	80	72	--	72	85
B.A-II	50	44	--	44	100
B.A-III	60	54	--	54	100

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A-I	96%	4%	--
B.A-II	100%	--	--
B.A-III	100%	--	--

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?



*Data is not available*

29. Student progression

Student progression	Against % enrolled
UG to PG	50
PG to M.Phil.	NIL
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
<b>Employed</b>	
- Campus selection	NIL
- Other than campus recruitment	NIL
Entrepreneurship/Self-employment	NIL

30. Details of Infrastructural facilities

- a) Library -**NO**
- b) Internet facilities for Staff & Students-**YES**
- c) Class rooms with ICT facility -**NO**
- d) Laboratories -**NO**

31. Number of students receiving financial assistance from college, university, government or other agencies

Students belonging to SC category get post-scholarship by the Punjab Government, from NGO under sikh minority, and from college under Low annual family income and sister benefits.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

- Special lecture on ANTI RAGGING by Mrs. Bhatthal
- Special lecture on VIOLENCE AGAINST WOMEN by Sh.Vijay Kumar

33. Teaching methods adopted to improve student learning

- Class tests
- Seminars
- Quiz contests

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Students are always available for blood donation in need and conducting cleanliness and health and hygiene awareness programmes involving students



for fund raising for various charity activities or relief during natural calamities

35. SWOC analysis of the department and Future plans

**STRENGTHS:**

1. Well educated, supportive and hardworking staff.
2. Activities such as group discussions give practical view to the students.

**WEAKNESSES:**

1. Lack of funding by the government.

**OPPORTUNITIES:**

The subject equips the students efficiently to appear for competitive exams (IAS,PCS etc.)

**CHALLENGES:**

In the era of globalization and liberalization, department takes it as a challenge to prepare students for the changing global scenario.

**FUTURE PLANS:**

To organize seminar for students



## Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department - **COMPUTER SCIENCE**
2. Year of Establishment - **2000**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - **UG & PG**
4. Names of Interdisciplinary courses and the departments/units involved-  
**ENGLISH, MATHS & PUNJABI**
5. Annual/ semester/choice based credit system (programme wise)- **SEMESTER**
6. Participation of the department in the courses offered by other departments-  
**ARTS DEPARTMENT**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.- **NA**
8. Details of courses/programmes discontinued (if any) with reasons- **NA**
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	--	--
Associate Professors	--	--
Asst. Professors	--	--
Regular Lecturers	--	02
Ad-hoc Lecturers	--	05



10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Yadwinder Singh	B.E.(Computer Science)	Lecturer	--	07	--
Achharish Jethi	B.Tech. (Computer Science)	Lecturer	--	06	--
Gurpal Kaur	B.Tech. (Computer Science)	Lecturer	--	03	--
Harpreet Kaur	B.Tech. (Computer Science)	Lecturer	--	03	--
Ramanpreet Kaur	M.Tech. (Computer Science)	Lecturer	--	--	--
Jowanjit Kaur	MCA	Lecturer	--	--	--
Simrat Kaur	MCA	Lecturer	--	--	--

11. List of senior visiting faculty
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty **71:1**
13. Student -Teacher Ratio (programme wise) **14:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled **-NIL**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. **PG-03**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received- **NA**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received **-NA**
18. Research Centre / facility recognized by the University **NA**
19. Publications:
- \* Publication per faculty





- \* Number of papers published in peer reviewed journals (national / international) by faculty and students
  - \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) -NIL
  - \* Monographs-NIL
  - \* Chapter in Books-NIL
  - \* Books Edited-NIL
  - \* Books with ISBN/ISSN numbers with details of publishers-NIL
  - \* Citation Index-NIL
  - \* SNIP-NIL
  - \* SJR-NIL
  - \* Impact factor-NIL
  - \* h-index-NIL
20. Areas of consultancy and income generated-NIL
21. Faculty as members in-NIL
- a) National committees
  - b) International Committees
  - c) Editorial Boards.
22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
23. Awards / Recognitions received by faculty and students
- Ms. Gurpal Kaur secured first position in over all Punjab during her Diploma course in computer applications affiliated from Punjab State Technical Board.
24. List of eminent academicians and scientists / visitors to the department
25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National-NIL
  - b) International-NIL



26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BCA-I	19	19	--	19	26
BCA-II	31	31	--	31	81
BCA-III	25	25	--	25	100
PGDCA	13	13	--	13	92
M.Sc.(IT)-I	07	07	--	07	100
M.Sc.(IT)-II	07	07	--	07	100

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BCA-I	98	02	--
BCA-II	98	02	--
BCA-III	98	02	--
PGDCA	100	--	--
M.Sc.(IT)-I	100	--	--
M.Sc.(IT)-II	100	--	--

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

*A few students have cleared but the data is not available.*



## 29. Student progression

Student progression	Against % enrolled
UG to PG	95%
PG to M.Phil.	--
PG to Ph.D.	--
Ph.D. to Post-Doctoral	--
<b>Employed</b>	
- Campus selection	NIL
- Other than campus recruitment	10%
Entrepreneurship/Self-employment	NIL

## 30. Details of Infrastructural facilities

- a) Library - **No Departmental Library**
- b) Internet facilities for Staff & Students -**YES**
- c) Class rooms with ICT facility -**NO**
- d) Laboratories - **03**

## 31. Number of students receiving financial assistance from college, university, government or other agencies

35% students are getting scholarship from Non-Government Agencies.

## 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

## 33. Teaching methods adopted to improve student learning

- Conducting tutorial classes
- Actual Hardware equipments demonstration.
- Presentations using powerpoint slides.
- Weekly class tests
- Group discussions

## 34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Students participates in the following:

- NSS
- NCC
- Red Ribbon Club
- Blood donation camps



## 35. SWOC analysis of the department and Future plans

**STRENGTHS:**

1. Department has highly qualified, loyal, hardworking staff. Faculty is dedicated towards their duties and always welcomes the students for any type of difficulties.
2. Labs are well equipped with latest configuration computers and peripherals.
3. Upgrading the process of teaching, networking, practical skills and developing educational content based on innovative and interactive strategies.

**WEAKNESSES:**

1. Lesser flexibility of university curriculum as compared to industry demands.
2. Fewer opportunities in local industries.
3. Increased fees of credit hours comparing with other faculties.
4. The family background of many students admitted in the various courses of the department is responsible for poor English language competence.

**OPPORTUNITIES:**

1. Lots of industry/employability opportunities(IT sector, Public sector, teaching, banking and entrepreneurs etc.)
2. Highly multidisciplinary in nature.
3. Changeable education environments.

**CHALLENGES:**

1. Highly dynamic field
2. Syllabus not upto the requirement of the industry
3. Inadequate linkage with government agencies, non-governmental academic institutions, policy makers and the general public with a view to providing employment opportunities for students.
4. Inculcating professional ethics and values among the young generation.

**FUTURE PLANS:**

1. To build smart classrooms for the department.
2. Interdisciplinary seminar.
3. More collaborations with industries are in pipeline for training of students.
4. There are plans to offer more courses from the department.
5. To develop more e-content and increase role of technology in class rooms.



## Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department - HINDI
2. Year of Establishment - 1970
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - UG
4. Names of Interdisciplinary courses and the departments/units involved - NIL
5. Annual/ semester/choice based credit system (programme wise) - ANNUAL
6. Participation of the department in the courses offered by other departments- NIL
7. Courses in collaboration with other universities, industries, foreign institutions, etc. - NIL
8. Details of courses/programmes discontinued (if any) with reasons- NIL
9. Number of Teaching posts

	Sanctioned	Filled
Professors	--	--
Associate Professors	--	--
Asst. Professors	01	--
Ad-hoc Lecturers	--	01



10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Asha Rani Jain	M.A.,M.Phil.,B. Ed.,Parbhakar, Diploma in Sanskrit	Lecturer	Hindi Katha Sahitya & Novel	10	-

11. List of senior visiting faculty - NIL
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty - 100%
13. Student -Teacher Ratio (programme wise) 40:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled- NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.- M.Phil
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received- NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received- NIL
18. Research Centre / facility recognized by the University- NIL
19. Publications:
- Publication per faculty- NIL
  - Number of papers published in peer reviewed journals (national /international) by faculty and students- NIL
  - Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) - NIL
  - Monographs- NIL
  - Chapter in Books- NIL
  - Books Edited- NIL



- Books with ISBN/ISSN numbers with details of publishers
  - Citation Index- NIL
  - SNIP- NIL
  - SJR- NIL
  - Impact factor- NIL
  - h-index- NIL
20. Areas of consultancy and income generated- NIL
21. Faculty as members in
- a) National committees
  - b) International Committees
  - c) Editorial Boards - NIL
22. Student projects- NIL
- a) Percentage of students who have done in-house projects including inter departmental/programme
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
23. Awards / Recognitions received by faculty and students- NIL
24. List of eminent academicians and scientists / visitors to the department
- Mrs.Shalinder Kaur(IRS) (DFO,Sangrur)
  - Madam Bittu Safina Sidhu (Head, Rani Breast Cancer, Chandigarh)
25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National- NIL
  - b) International- NIL
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A-I	31	31	--	31	93.5
B.A-II	21	21	--	21	95
B.A-III	20	20	--	20	100

\*M = Male \*F = Female



## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A-I	90%	10%	--
B.A-II	100%	--	--
B.A-III	100%	--	--

## 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

*Data not available*

## 29. Student progression

Student progression	Against % enrolled
UG to PG	60
PG to M.Phil.	20
PG to Ph.D.	5
Ph.D. to Post-Doctoral	NIL
<b>Employed</b>	
- Campus selection	NIL
- Other than campus recruitment	NIL
Entrepreneurship/Self-employment	NIL

## 30. Details of Infrastructural facilities

- Library- **NO**
- Internet facilities for Staff & Students-**YES**
- Class rooms with ICT facility -**NO**
- Laboratories - **NO**

## 31. Number of students receiving financial assistance from college, university, government or other agencies

Students belonging to SC category get post-scholarship by the Punjab Government, from NGO under sikh minority, and from college under Low annual





family income and sister benefits.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts
- Special lecture on Breast Cancer
  - Celebration of Environment Day

33. Teaching methods adopted to improve student learning

- Face to face interaction between students and teachers
- Class tests
- Quiz contest
- Seminars
- Part play method
- Reading

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Students are always available for blood donation in need and conducting cleanliness and health and hygiene awareness programmes involving students for fund raising for various charity activities or relief during natural calamities

35. SWOC analysis of the department and Future plans

**STRENGTHS:**

1. Seminars for students
2. Assignments for students.

**WEAKNESSES:**

1. Lack of permanent staff.

**OPPORTUNITIES:**

Translation proficiency, the add-on course, equips students with many languages which can help them to be placed as translators. Moreover, literature gives satisfaction . students can pursue masters at the university.

**CHALLENGES:**

Department will make all out effort to increase the number of students to strengthen the department.

**FUTURE PLANS:**

1. To make people aware about the national language Hindi.
2. To organize some extra activities and programmes for students like quiz and seminars to motivate them.



## Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department **MUSIC(INSTRUMENT)**
2. Year of Establishment **1970**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)- **UG**
4. Names of Interdisciplinary courses and the departments/units involved **NA**
5. Annual/ semester/choice based credit system (programme wise) **ANNUAL**
6. Participation of the department in the courses offered by other departments **NA**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. **-NA**
8. Details of courses/programmes discontinued (if any) with reasons- **NA**
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	--	--
Associate Professors	01	01
Asst. Professors	--	--



10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Jatinder Kaur	M.A.(Music)	Asst. Professor	--	32	--
Pardeep Kumar	BA(Tabla), MA(Theatre)	Tabla Instructor	--	27	--

11. List of senior visiting faculty **-NIL**
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty**-NIL**
13. Student -Teacher Ratio (programme wise) **25:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled- **01(Tabla Instructor)**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.- **PG**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received**-NIL**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**-NIL**
18. Research Centre /facility recognized by the University**-NIL**
19. Publications:
- Publication per faculty**-NIL**
  - Number of papers published in peer reviewed journals (national/international) by faculty and students**-NIL**
  - Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) **-NIL**
  - Monographs**-NIL**
  - Chapter in Books**-NIL**
  - Books Edited**-NIL**



- Books with ISBN/ISSN numbers with details of publishers
  - Citation Index-NIL
  - SNIP-NIL
  - SJR-NIL
  - Impact factor-NIL
  - h-index-NIL
20. Areas of consultancy and income generated-NIL
21. Faculty as members in
- a) National committees
  - b) International Committees
  - c) Editorial Boards - NIL
22. Student projects-NIL
- a) Percentage of students who have done in-house projects including inter departmental/programme
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
23. Awards / Recognitions received by faculty and students-NIL
24. List of eminent academicians and scientists / visitors to the department  
**Mrs.Daisy Walia (Head,Dance Deptt.,Punjabi University,Patiala)**
25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National-NIL
  - b) International-NIL
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A-I	25	25	--	25	100
B.A-II	24	24	--	24	100
B.A-III	22	22	--	22	100

\*M = Male \*F = Female



## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A-I	100%	--	--
B.A-II	100%	--	--
B.A-III	100%	--	--

## 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

*Data not available*

## 29. Student progression

Student progression	Against % enrolled
UG to PG	90
PG to M.Phil.	NIL
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
<b>Employed</b>	
- Campus selection	NIL
- Other than campus recruitment	NIL
Entrepreneurship/Self-employment	NIL

## 30. Details of Infrastructural facilities

- Library -NO
- Internet facilities for Staff & Students-YES
- Class rooms with ICT facility- NO
- Laboratories-YES

## 31. Number of students receiving financial assistance from college, university, government or other agencies

Students belonging to SC category get post-scholarship by the Punjab Government, from NGO under sikh minority, and from college under Low annual family income and sister benefits.



32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

**Mrs.Daisy Walia (Head,Dance Deptt.,Punjabi University,Patiala)**

33. Teaching methods adopted to improve student learning

- Practical training
- Group discussions
- Remedial classes

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Students are always available for blood donation in need and conducting cleanliness and health and hygiene awareness programmes involving students for fund raising for various charity activities or relief during natural calamities

35. SWOC analysis of the department and Future plans

**STRENGTHS:**

1. Qualified staff.
2. Efficient staff to maintain the instruments
3. Organizing seminars.

**WEAKNESSES:**

The students hesitate to opt instrumental music, since learning Indian instruments is a very time consuming and pain taking process.

**OPPORTUNITIES:**

Students have opportunity throughout Punjab where they can be absorbed as teachers, artists, accompanists etc.

**CHALLENGES:**

Music is not taught in the schools as a subject, so students take time to learn to play instruments

**FUTURE PLANS:**

The department plans to establish Music Studio.



## Evaluative Report of the Departments

The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department -EDUCATION
2. Year of Establishment -1970
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)-UG
4. Names of Interdisciplinary courses and the departments/units involved- NIL
5. Annual/ semester/choice based credit system (programme wise) ANNUAL
6. Participation of the department in the courses offered by other departments- NIL
7. Courses in collaboration with other universities, industries, foreign institutions, etc. - NIL
8. Details of courses/programmes discontinued (if any) with reasons- NIL
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	--	--
Associate Professors	--	--
Asst. Professors	--	--
Ad-hoc Lecturers	--	01



10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Gurleen Kaur	M.A.(English, Maths), M.Ed(ET)	Lecturer	--	--	--

11. List of senior visiting faculty- NIL
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty-100%
13. Student -Teacher Ratio (programme wise) 60:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled- NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. - PG
16. Number of faculty with ongoing projects from  
 a) National  
 b) International funding agencies and grants received- NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received- NIL
18. Research Centre /facility recognized by the University NIL
19. Publications:  
 Publication per faculty : NIL
- Number of papers published in peer reviewed journals (national /international) by faculty and students :NIL
  - Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) - NIL
  - Monographs- NIL
  - Chapter in Books- NIL
  - Books Edited- NIL





- Books with ISBN/ISSN numbers with details of publishers
  - Citation Index- NIL
  - SNIP- NIL
  - SJR- NIL
  - Impact factor- NIL
  - h-index- NIL
20. Areas of consultancy and income generated- NIL
21. Faculty as members in
- a) National committees
  - b) International Committees
  - c) Editorial Boards - NIL
22. Student projects- NIL
- a) Percentage of students who have done in-house projects including inter departmental/programme
  - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
23. Awards / Recognitions received by faculty and students- NIL
24. List of eminent academicians and scientists / visitors to the department  
**Sh.Ranjeet Singh( Natural Therapy Expert)**
25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National- NIL
  - b) International- NIL
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A-I	92	92	--	92	83
B.A-II	24	24	--	24	92
B.A-III	24	24	--	24	100



## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A-I	100%	--	--
B.A-II	100%	--	--
B.A-III	100%	--	--

## 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

*Data not available*

## 29. Student progression

Student progression	Against % enrolled
UG to PG	60
PG to M.Phil.	50
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
<b>Employed</b>	
- Campus selection	NIL
- Other than campus recruitment	NIL
Entrepreneurship/Self-employment	NIL

## 30. Details of Infrastructural facilities

- Library - **NO**
- Internet facilities for Staff & Students-**YES**
- Class rooms with ICT facility -**NO**
- Laboratories- **NO**



31. Number of students receiving financial assistance from college, university, government or other agencies

Students belonging to SC category get post-scholarship by the Punjab Government, from NGO under sikh minority, and from college under Low annual family income and sister benefits.

32. Details on student enrichment programmes (special lectures/workshops /seminar) with external experts

Special Lecture on Natural Therapy by Ranjeet Singh

33. Teaching methods adopted to improve student learning

- Face to face interaction between teachers and students
- Regular tests
- Assignments
- Seminars

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Students are always available for blood donation in need and conducting cleanliness and health and hygiene awareness programmes involving students for fund raising for various charity activities or relief during natural calamities

35. SWOC analysis of the department and Future plans

**STRENGTHS:**

1. This subject is offered by few colleges of Punjabi University and our college is one of them.
2. Many students have opted this subject in the college.

**WEAKNESSES:**

1. No regular teacher for the subject.

**OPPORTUNITIES:**

Generally after completing graduation(specially in Arts stream) students go for B.Ed course and B.Ed is all about education. So, students get basic idea about the B.Ed while pursuing graduation.

**CHALLENGES:**

To maintain the student's interest for this subject due to growing influence of other streams like engineering, medical and IT etc.

**FUTURE PLANS:**

1. Organizing lectures from guest lecturers of education colleges.
2. To organize tour to our another branch which is an education college, to develop the interest of students towards this subject.



G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS

KHALIFA STREET, SADAR BAZAR  
SANGRUR  
Phone : 233354, 234254

AKAL DEGREE COLLEGE FOR WOMEN (AMALGAMATED FUND), SANGRUR  
BALANCE SHEET AS ON 31.03.2011

LIABILITIES	AMOUNT	ASSETS	AMOUNT
CAPITAL FUND	4973489.26	<b>FIXED ASSETS:</b> (As per Schedule Attached)	2552709.00
<b>OTHER LIABILITIES:</b> (As per list attached)	689932.00	<b>SECURITY DEPOSITS:</b> (As per list attached)	27150.00
		<b>Other Assets:</b> (As per list attached)	50000.00
		<b>ADVANCES/RECEIVABLE:</b>	
		Rajni Bala	3000.00
		Gurbarjesh Kaur	15000.00
		Pardeep kumar	10000.00
		Manjeet Kaur	20000.00
			48000.00
		<b>CASH &amp; BANK BALANCES:</b>	
		P&SB (S/A) 1013	270996.80
		FDR with PSB, Sgr	2700000.00
		Cash in Hand	9595.46
		<b>Interest Accrued on FDR</b> (2700000)(9.60%)	4970.00
			2985562.26
	5663421.26		5663421.26

*Rajmohinder kaur*  
(Accountant)

*Surender Garg*  
(Secretary)

*Subhman*  
(Principal)

**AUDITOR'S REPORT**

In the terms of our separate report given date  
FOR G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS

(GURINDER GARG)  
PARTNER



PLACE : SANGRUR  
DATED : 28.06.2011



AKAL DEGREE COLLEGE FOR WOMEN (AMALGAMATED FUND), SANGRUR  
LIST OF OTHER LIABILITIES PAYABLE AS ON 31.03.2011

SR NO.	PARTICULARS	AMOUNT
1	Mata Gurji Ji/ Mata Khivi/ S Pritpal Singh Scholarship	25899.00
2	Telephone Bill Payable	1479.00
3	Audit Fee Payable	5000.00
4	UGC merged grant cotingency	30000.00
5	Less grant utilized	<u>12657.00</u>
		17343.00
6	UGC Harmonium remedial TA/ DA	200000.00
	Less : Utilized	<u>40900.00</u>
		159100.00
7	News paper Bill Payable	1111.00
8	UGC merged grant to be utilized	480000.00
		<u>689932.00</u>

LIST OF OTHER ASSETS:

Management fund a/c	50000.00
	<u>50000.00</u>

LIST OF SECURITY AS ON 31.03.2011

With Telephone Deptt.	4350.00
With PSEB	22750.00
With Water suply	50.00
	<u>27150.00</u>

*Rajmohini Devi Kaur*  
(Accountant)

*Sunil Kaur*  
(Secretary)

*Sukhmeen*  
(Principal)



G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS

KHALIFA STREET, SADAR BAZAR  
SANGRUR  
Phone : 233354, 234254

AKAL DEGREE COLLEGE FOR WOMEN (AMALGAMATED FUND), SANGRUR  
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2011

EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Postage & Telegram		3838.00	
To Advertisement		25120.00	
To Misc. Expenses	62497.00		
Less misc. income	<u>1830.00</u>	60667.00	
To Electricity Charges		133970.00	
To TA/DA		10838.00	
To Printing & Stationery		21152.00	
To Newspaper/Magazines		10969.00	
To Water Charges		4650.00	
To Depreciation		800401.00	
To Repair & Maintenance		67031.00	
To Audit & Professional charges		5000.00	
To Telephone Bill		22908.00	
To Youth festival exp.		20300.00	
To Generator exps.		39103.49	
To Website Annual Renewal Exp.		2500.00	
To function charges		1500.00	
To Building repair & maintenance		16892.00	
To Membership fees		50.00	
To Dispensary Exp.		1228.90	
To UGC PTAC travelling exp.		5440.00	
To Refreshment		9093.00	
To Sewerage exp		18000.00	
To University Admission Fee	311400.00		
Less: Collection from students	<u>289800.00</u>	21600.00	
To Admission Form Fee sent	21060.00		
Less: Collection from students	<u>20880.00</u>	180.00	
To Exp. For College Development	48491.00		
Less: Fund Collected	<u>20820.00</u>	27671.00	
To NCC Exp	15614.00		
Less: Collection	<u>7534.00</u>	8080.00	
To excess of Income over Expenditure		47109.61	
		<u>1385292.00</u>	
			<u>1385292.00</u>

(Accountant)

(Secretary)

(Principal)

AUDITORS REPORT  
In the terms of our separate report of even date  
FOR: G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS

(GURINDER SINGH)  
SANGRUR  
PARTNER

PLACE: SANGRUR  
DATED: 28.06.2011



## AKAL DEGREE COLLEGE FOR WOMEN (AMALGAMATED FUND), SANGRUR

CAPITAL FUND

Opg. Balance As On 01.04.2010		3736379.65
Add Excess of Income over Expenditure		47109.61
Add Grant received for		
Internet Connection	30000.00	
UGC Equipment	640000.00	
UGC Books	320000.00	
UGC Grant for Printer & Fax	<u>200000.00</u>	1190000.00
Cig. Balance As On 31.03.2011		<u>4973489.26</u>

*Rajinder Deekaar*  
(Accountant)

(Secretary)

*Sukhman*  
(Principal)



BANK RECONCILIATION STATEMENT AS ON 31.03.2011  
 PUNJAB & SIND BANK (S/A 1013), SANGRUR

Debit Balance As Per Cash Book 270996.80

ADD: Cheque issued but not yet presented for cash

<u>Date</u>	<u>Ch. No.</u>	<u>Amount</u>	
02.11.10	120778	2.00	
01.02.11	120800	2.00	
11.03.11	397107	400.00	
21.03.11	397109	8250.00	
21.03.11	397110	6750.00	
21.03.11	397111	8000.00	
21.03.11	397112	1750.00	
31.03.11	397126	111375.00	
31.03.11	397127	16892.00	
09.10.11	58523	825.00	
	80463	600.00	
	58524	900.00	
			155746.00

Credit Balance as per Bank's Pass Book

426742.80

*Rajmohan Deo Kaur*  
 (Accountant) (Secretary)

*Sudhmeen*  
 (Principal)





G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS

KHALIFA STREET, SADAR BAZAR  
SANGRUR  
Phone : 233354, 234254

AKAL DEGREE COLLEGE FOR WOMEN (AMALGAMATED FUND), SANGRUR  
BALANCE SHEET AS ON 31.03.2012

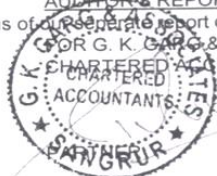
LIABILITIES	AMOUNT	ASSETS	AMOUNT
CAPITAL FUND	5119141.96	<u>FIXED ASSETS:</u> (As per Schedule Attached)	2115063.00
<u>OTHER LIABILITIES:</u> (As per list attached)	781306.00	<u>SECURITY DEPOSITS:</u> (As per list attached)	27700.00
		<u>Other Assets:</u> (As per list attached)	1367000.00
		<u>ADVANCES/RECEIVABLE:</u> Rajni Bala	8000.00
		<u>CASH &amp; BANK BALANCES:</u> P&SB (S/A) 1013	1854632.80
		FDR with PSB, Sangrur	500000.00
		Cash in Hand	8646.16
		<u>Interest Accrued on FDR</u> (500000)(9.60%)	19406.00
			2382684.96
	5900447.96		5900447.96

*Rajinder Singh*  
(Accountant)

*Surender Singh*  
(Secretary)

*Sukhmeen*  
(Principal)

AUDITOR'S REPORT  
In the terms of our separate report of even date  
FOR G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS



PLACE : SANGRUR  
DATED : 05.09.2012



AKAL DEGREE COLLEGE FOR WOMEN (AMALGAMATED FUND), SANGRUR  
LIST OF OTHER LIABILITIES PAYABLE AS ON 31.03.2012

SR NO	PARTICULARS	AMOUNT
1	Teacher student welfare fund/Mata Gujri Ji/Mata Khivi /S.Pritpal singh scholarship	58011.00
2	Telephone Bill Payable	861.00
3	Audit Fee Payable	5000.00
4	UGC merged grant cotingency (To be utilized) 30000.00	17343.00
5	UGC Honorarium remedial TA/ DA (To be utilized)	159100.00
6	News paper Bill Payable	991.00
7	UGC merged grant to be utilized	480000.00
8	M/s Maxsus Marketing,Bhawanigarh	60000.00
		781306.00

LIST OF OTHER ASSETS:

Management fund a/c	1367000.00
	1367000.00

LIST OF SECURIETY AS ON 31.03.2012

With Telephone Deptt.(Connect)	550.00
With Telephone Deptt.(BSNL)	4350.00
With PSEB	22750.00
With Water suply	50.00
	27700.00

*(Accountant)*

*(Secretary)*

*(Principal)*



G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS

KHALIFA STREET, SADAR BAZAR  
SANGRUR  
Phone : 233354, 234254

AKAL DEGREE COLLEGE FOR WOMEN (AMALGAMATED FUND), SANGRUR  
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2012

EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Postage & Telegram	2468.00	By Amalgamated fund charges	84480.00
To Advertisement	15124.00	By Bank Interest	29346.00
To Misc. Expenses	17263.50	By Cycle Stand Charges	8080.00
To Electricity Charges	140140.00	By Music Fee	95390.00
To TA/DA	22607.00	By canteen charges	12500.00
To Printing & Stationery	63735.00	By Hostel Water and Electricity	141000.00
To Newspaper/Magazines	12778.00	By Interest on FDR	202656.00
To Water Charges	4646.00	By Registration Fees	4000.00
To Depreciation	589559.00	By Fees Claim	87720.00
To Repair & Maintenance	52662.00		
To Audit & Professional charges	5400.00	By University exam fees	288850.00
To Telephone Bill	29032.00	Less : Exps. Paid	<u>287545.00</u>
To Youth festival exp.	37335.00		1305.00
To Generator exps.	15706.80	By Prospectus Charges	143100.00
To function charges	1900.00	Less : Exps. Paid	<u>42000.00</u>
To Dispensary Exp.	1100.00		101100.00
To Talent Hunt Exp.	2423.00	By Annual Amalgamated Fund	560460.00
To UGC 11th Plan Books Exp.	59698.00	Less: Fees Refund	<u>2831.00</u>
To UGC Maitainance Exp.	36909.00		557629.00
To Refreshment	714.00	By Block Entery fees received	9925.00
To Sewerage exp	18000.00	Less : Exps. Paid	<u>9700.00</u>
To Sports Exp	3927.00		225.00
To NCC Exp.	6030.00	By NSS fee	22500.00
		Less utilized	<u>20500.00</u>
To University Admission Fee	361950.00		2000.00
Less: Collection from students	<u>322300.00</u>	By Admission Form Fees	23090.00
	39650.00	Less: Fees Sent	<u>22380.00</u>
			710.00
To Exp. For College Development	26431.00	By University Practical Fees	43050.00
Less : Fund Collected	<u>20700.00</u>	Less: Fees sent	<u>42000.00</u>
	5731.00		1050.00
To excess of Income over Expenditure	145652.70	By Late Admission Fees	24200.00
		Less: Verification Fees	<u>23200.00</u>
			1000.00
	<u>1330191.00</u>		<u>1330191.00</u>

*Rajmohinder*  
(Accountant)

*Surender*  
(Secretary)

*Sukhveer*  
(Principal)

AUDITOR'S REPORT  
In the terms of the report of even date



PLACE : SANGRUR  
DATED : 05.09.2012



## AKAL DEGREE COLLEGE FOR WOMEN (AMALGAMATED FUND), SANGRUR

CAPITAL FUND

Opg. Balance As On 01.04.2011	4973489.26
Add: Excess of Income over Expenditure	145652.70
Balance as on 31.3.12	<u>5119141.96</u>

*Harmaninder K*  
(Accountant)

*Savitri Singh*  
(Secretary)

*Sukhmeen*  
(Principal)



BANK RECONCILIATION STATEMENT AS ON 31.03.2012  
PUNJAB & SIND BANK (S/A 1013), SANGRUR

Debit Balance As Per Cash Book 1854632.80

ADD : Cheque issued but not yet presented for cash

<u>Date</u>	<u>Ch. No.</u>	<u>Amount</u>	
02.11.10	120778	2.00	
01.02.11	120800	2.00	
09.10.09	58523	825.00	
09.10.09	80463	600.00	
09.10.09	58524	900.00	
21.07.11	403557	3550.00	
15.09.11	403578	1850.00	
15.09.11	115734	2180.00	
27.03.12	115759	16047.00	
30.03.12	115760	720.00	
31.03.12	115762	5000.00	31676.00

Credit Balance as per Bank's Pass Book

1886308.80

(Accountant)

*Rajwinder Kaur*

(Secretary)

*Jyoti Kaur*

(Principal)

*Sukhman*



G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS

KHALIFA STREET, SADAR BAZAR  
SANGRUR  
Phone : 233354, 234254

AKAL DEGREE COLLEGE FOR WOMEN (AMALGAMATED FUND), SANGRUR  
BALANCE SHEET AS ON 31.03.2013

LIABILITIES	AMOUNT	ASSETS	AMOUNT
CAPITAL FUND	5770182.96	FIXED ASSETS:	
OTHER LIABILITIES:		(As per Schedule Attached)	1937508.00
(As per list attached)	369116.00	SECURITY DEPOSITS:	
		(As per list attached)	27700.00
		Other Assets:	
		(As per list attached)	1372000.00
		CASH & BANK BALANCES:	
		P&SB (S/A) 1013	201456.80
		FDR with PSB, Sangrur	2479270.00
		Cash in Hand	6696.16
		Interest Accrued on FDR	-222752.00
			2464670.96
		TDS	463.00
		TDS	336957.00
	6139298.96		6139298.96

*Rajmohinder Kaur*  
(Accountant)

*Tegun Duf*  
(Secretary/Chairman)

*Sukhmeen Sidhu*  
(Principal)

**AUDITOR'S REPORT**

In the terms of our separate report of even date  
FOR G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS

*[Signature]*  
PARTNER  
SANGRUR

PLACE : SANGRUR  
DATED : 02.07.2013



AKAL DEGREE COLLEGE FOR WOMEN (AMALGAMATED FUND), SANGRUR  
LIST OF OTHER LIABILITIES PAYABLE AS ON 31.03.2013

SR.NO.	PARTICULARS	AMOUNT
1	Teacher student welfare fund/Mata Gujri Ji/Mata Khivi /S.Pritpal singh scholarship	75591.00
2	Telephone Bill Payable	1013.00
3	Audit Fee Payable	5000.00
4	UGC merged grant cotingency (To be utilized)	1932.00
5	UGC Honorarium remedial TA/ DA (To be utilized)	124350.00
6	News paper Bill Payable	1230.00
7	M/s Maxsus Marketing,Bhawanigarh	30000.00
8	Scholarship fund to be distributed	130000.00
		----- 369116.00 -----

**LIST OF OTHER ASSETS:**

1	Management fund a/c	1367000.00
2	Advance to Chaman Lal	5000.00
		----- 1372000.00 -----

**LIST OF SECURTIES AS ON 31.03.2013**

1	With Telephone Deptt.(Connect)	550.00
2	With Telephone Deptt.(BSNL)	4350.00
3	With PSEB	22750.00
4	With Water suply	50.00
		----- 27700.00 -----

*Rajendra Deekaus*  
(Accountant)

*Tegu Singh* (Secretary/Chairman)      *Subhman Singh* (Principal)



G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS

KHALIFA STREET, SADAR BAZAR  
SANGRUR  
Phone : 233354, 234254

AKAL DEGREE COLLEGE FOR WOMEN (AMALGAMATED FUND), SANGRUR  
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2013

EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Postage & Telegram	2164.00	By Amalgamated fund	208100.00
To Advertisement	31317.00	By Bank saving interest	46317.00
To TA/DA	12454.00	By Cycle Scooter Stand Fees	9800.00
To Printing & Stationery	8400.00	By Canteen charges	6250.00
To Newspaper/Magazines	14136.00	By Hostel Water and Electricity	176100.00
To Water Charges	4650.00	By Interest on FDR	144532.00
To Depreciation	353555.00	By Prospectus Charges	101998.00
To Website Exp.	8500.00	By Annual charges	595890.00
To Audit & Professional charges	5000.00		
To Telephone Bill	31011.00	By Music Fees	112320.00
To Function charges	28533.00	Less : Refund	<u>1440.00</u>
To Dispensary	300.00		110880.00
To Computer Repair & Maintainance	4500.00	By Block Entry fees received	10350.00
To Seminar Exp.	2450.00	Less : Exps. Paid	<u>10275.00</u>
To Sports Exp	5619.00		75.00
To NSS Exp.	16500.00	By University Practical Fees	47080.00
To Bank Charges	57.00	Less: Fees sent	<u>46730.00</u>
To Membership Fees	50.00		350.00
To Library Books	140.00		
To Red Ribbon Club	36.00		
To Youth festival exp.	51701.00		
Less Collected	<u>3600.00</u>	48101.00	
To Misc. Exp.	77838.00		
Less Misc. income	<u>3709.00</u>	74129.00	
To University Examination exp.	120611.00		
Less : Collection	<u>106989.00</u>	13622.00	
To University Admission Exp.	367650.00		
Less: Collection from students	<u>307800.00</u>	59850.00	
To Form Fees	24300.00		
Less: Collected from students	<u>23340.00</u>	960.00	
To NSS fee	16420.00		
Less Collected	<u>13520.00</u>	2900.00	
	b/f	728934.00	b/f
			1400292.00





	c/f	728934.00		c/f	1400292.00
To NCC Exp.		12805.00			
Less: NCC Fees		<u>1280.00</u>	11525.00		
To College Development		29072.00			
Less : Fund Collected		<u>20280.00</u>	8792.00		
To excess of Income over Expenditure			651041.00		
		<u>728934.00</u>			<u>1400292.00</u>

*Rajendra Kaur*  
(Accountant)

*Tegu Singh*  
(Secretary/Chairman)

*Sukhman Sidhu*  
(Principal)

AUDITOR'S REPORT  
In the terms of our separate report of even date  
FOR G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS

*Sidhu*  
PARTNER

PLACE SANGRUR  
DATED 02 07 2013



## AKAL DEGREE COLLEGE FOR WOMEN (AMALGAMATED FUND), SANGRUR

CAPITAL FUND

Opg Balance As On 01.04.2012	5119141.96
Add Excess of Income over Expenditure	651041.00
Balance as on 31.03.2013	<u>5770182.96</u>

*Rajmohan De Kaur*  
(Accountant)

*Tegun Singh*  
(Secretary/Chairman)

*Sudhman Singh*  
(Principal)



BANK RECONCILIATION STATEMENT AS ON 31.03.2013  
 PUNJAB & SIND BANK (S/A 1013), SANGRUR

Debit Balance As Per Cash Book 201456.80

ADD : Cheque issued but not yet presented for cash

<u>Date</u>	<u>Ch. No.</u>	<u>Amount</u>	
02.11.10	120778	2.00	
01.02.11	120800	2.00	
09.10.09	80463	600.00	
09.10.09	58524	900.00	
27.02.13		17000.00	(17cheques*1000)
			18504.00

Credit Balance as per Bank's Pass Book 219960.80

*Rajmohan Datta*  
 (Accountant)

*Tegun Singh* *Sukhmeen Sidhu*  
 (Secretary/Chairman) (Principal)



G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS

KHALIFA STREET, SADAR BAZAR  
SANGRUR  
Phone : 233354, 234254

AKAL DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR  
BALANCE SHEET AS ON 31.03.2011

LIABILITIES	AMOUNT	ASSETS	AMOUNT
CAPITAL FUND	20162249.80	<b>FIXED ASSETS:</b> (As per Schedule Attached)	6812088.52
<b>CURRENT LIABILITIES &amp; DEPOSITS : DEPOSITS :</b>		<b>SECURITIES:</b> With PSEB	32550.00
Current Liabilities: (As per list attached)	6876675.85	<b>INVESTMENT:</b> (As per list attached)	17608484.20
Deposits: (As per list attached)	162800.00	<b>FEE RECEIVABLE</b> (As per list attached)	50030.00
		<b>CASH &amp; BANK BALANCES:</b>	
		PNB (S/A) 101330	111845.60
		P&SB (S/A) 315	1650947.71
		SBOP, MAIN BRANCH, Sangrur	1913.42
		Cash in hand (salary cash book)	456.00
		P&SB A/c. 633	630380.75
		HDFC Bank	
		A/c No. 1276	133758.42
		Cash in Hand	4028.03
			<u>2533329.93</u>
		Interest accrued on Bank FDR (,7000000)(9.60%)	33139.00
		(,500000)(7.50%)	72125.00
		(,10001000)(9.95%)	59979.00
			<u>165243.00</u>
<b>TOTAL</b>	<u>27201725.65</u>	<b>TOTAL</b>	<u>27201725.65</u>

*Omumall*  
(Accountant)

*Savitri*  
(Secretary)

*Sudhman*  
(Principal)

**AUDITOR'S REPORT**  
In the terms of our separate report of even date  
FOR G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS



PLACE : SANGRUR  
DATED : 25.05.2011



**AKAL DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR**  
**LIST OF CURRENT LIABILITIES AS ON 31.03.2011**

<b>SR.NO.</b>	<b>PARTICULARS</b>	<b>AMOUNT</b>
1	<b>Salary Payable</b>	
	Teaching Staff	541130.00
	Non-Teaching Staff	163019.00
	Salary un-aided staff	84212.00
2	<b>P.F.Payable</b>	
	Management Contribution	525148.00
	Employee Contribution	496213.00
3	Audit Fee Payable	5000.00
4	PF Loan (Depositible)	42700.00
5	Electricity Bill Payable	20000.00
6	Smt. Daljeet Kaur Cheema scholarship payable	24000.00
7	Amalgamated Fund	50000.00
8	Akal collegiate school	54534.00
9	BCA fund	4870719.85
		<b>6876675.85</b>

**LIST OF DEPOSITS AS ON 31.03.2010**

1	<b>Library Security:</b>		
	Opening Balance	76350.00	
	ADD : Received during the year	24900.00	
	LESS:Paid	6750.00	
			94500.00
2	<b>Hostel Security:</b>		
	Opening Balance	61000.00	
	ADD : Received during the year	9000.00	
	LESS:Paid	1700.00	
			68300.00
			<b>162800.00</b>

**LIST OF INVESTMENTS AS ON 31.03.2011**

FDRs with Punjab & Sind Bank	17501000.00
TDS	107484.20
	<b>17608484.20</b>

*(Signature)*  
(Accountant)

*(Signature)*  
(Secretary)

*(Signature)*  
(Principal)



G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS

KHALIFA STREET, SADAR BAZAR  
SANGRUR  
Phone : 233354, 234254

AKAL DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2011

EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary		By Grant received	5009498.00
Teaching Staff	5711775.00	By Tuition fee	127260.00
Non-Teaching Staff	1713068.00	By Admission fee	18750.00
Un-aided staff	749865.00	By Misc. fee	4920.00
	8174708.00	By House exam. Fine	205.00
To Provident fund	587749.00	By Library fine	2747.00
To arrear of salary	563359.00	By absent fine	6608.00
To Administrative Charges (EPF)	77.00	By Annual Hostel Fund	188940.00
To audit recovery exp.	155873.00	By Canteen charges	16998.00
To Audit & other legal and professional charges	25225.00	By Hostel Elec. & Water Charges	139750.00
To Building repair	240771.00	By Hostel prospect charges	43800.00
To Gratuity Paid	710000.00	By Hostel Seat Rent	56700.00
To Bank charges	332.00	By Interest on Bank FDRs	954570.79
To leave encashment	411133.00	By Interest on Bank Saving A/c	48844.78
To Misc. exp.	62463.00	By Migration fees	60.00
To Printing & Stationery	250.00	Less sent to university	30.00
To T.A./D.A	11716.00		30.00
To Uni. Continuation fee	20000.00	To Holiday Home fee	20460.00
Less Fee Collected	7440.00	Less sent to university	19360.00
	12560.00		1100.00
To provident fund	3500.00	By Misc Income	5685.00
To Electricity Bill	179470.00	By Schedule cast fees	15360.00
To retirement benefits to non-teaching staff	24861.00	By University Sports and council fees	102825.00
To Depreciation	553958.00	Less sent to university	79389.00
To University fee refunded	7575.00		23436.00
		By Short & excess payment	0.30
		To Youth welfare fee	20460.00
		Less sent to university	19360.00
			1100.00
		To University Verification Fee	111700.00
		Less sent to university	103600.00
			8100.00
		To NSS Fee	14360.00
		Less utilized	14080.00
			280.00
		To Univ. Regn. Fee	87585.00
		Less sent to university	86740.00
			845.00
		By higher education fund	7440.00
		Less: Exp. Paid	3520.00
			3920.00
		BY Uni. Sports Hostel furniture fee	109100.00
		LESS : Exp. Paid	34700.00
			74400.00
		By Sports Development fund	27375.00
		LESS : Exp. Paid	23760.00
			3615.00
		By Computer App. Fee	214320.00
		By Annual mgt charges	562400.00
C/D	11725580.00	C/D	7534182.87



<b>B/F</b>	<b>11725580.00</b>	<b>B/F</b>	<b>7534182.87</b>
		By devp. Of punjabi language	22320.00
		LESS : Exp. Paid	<u>14080.00</u>
			8240.00
		By Excess of expenditure over Income	4183157.13
<b>TOTAL</b>	<b><u>11725580.00</u></b>	<b>TOTAL</b>	<b><u>11725580.00</u></b>

*[Signature]*  
(Accountant)

*[Signature]*  
(Secretary)

*[Signature]*  
(Principal)

**AUDITOR'S REPORT**  
In the terms of our separate report of even date  
FOR G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS



PLACE : SANGRUR  
DATED : 25.05.2011



**AKAL DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR  
DETAIL OF SALARIES (AS TRANSFERRED TO INCOME & EXPENDITURE ACCOUNT)**

	<b>TEACHING STAFF</b>	<b>NON-TEACHING STAFF</b>
Total Salary Paid	5797735.00	1812559.00
ADD: Payable on 31.3.2011	<u>541130.00</u>	<u>163019.00</u>
	6338865.00	1975578.00
LESS: Payable as on 31.3.2010	<u>627090.00</u>	<u>262510.00</u>
	<u><u>5711775.00</u></u>	<u><u>1713068.00</u></u>

**MANAGEMENT CONTRIBUTION TO P.F.**

Total Contribution paid	350383.00
ADD : Payable as on 31.03.2011	<u>525148.00</u>
	875531.00
LESS : Payable as on 31.03.2010	<u>287782.00</u>
	<u><u>587749.00</u></u>

*(Signature)*  
(Accountant)

*(Signature)*  
(Secretary)

*(Signature)*  
(Principal)





**AKAL DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR****BANK RECONCILIATION STATEMENT AS ON 31.03.2011****PUNJAB & SIND BANK A/C. NO. 315**

DEBIT BALANCE AS PER BOOKS OF ACCOUNTS 1650947.71

LESS: DRAFT DEPOSITED INTO BANK BUT NOT YET  
CREDITED BY THE BANK

DATE	DD.NO.	AMOUNT	
19.03.2011	826765	<u>1100000.00</u>	1100000.00

ADD : CHQ. ISSUED BUT NOT YAT PRESENTED FOR PAYMENT

DATE	CH.NO.	AMOUNT	
11.03.2011	128321	7000.00	
11.03.2011	128345	70000.00	
11.03.2011	128346	180000.00	
11.03.2011	128347	150000.00	
11.03.2011	128348	163132.00	
11.03.2011	128349	91499.00	
11.03.2011	128350	108593.00	
11.03.2011	128351	<u>47909.00</u>	818133.00

CREDIT BALANCE AS PER BANK PASS BOOK

1369080.71

*(Signature)*  
(Accountant)

*(Signature)*  
(Secretary)

*(Signature)*  
(Principal)

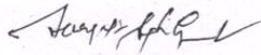



**AKAL DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR**

**CAPITAL FUND:**

Opening Balance	22911166.93	
Less: Excess of expenditure over income	<u>4183157.13</u>	18728009.80
Add: Donations received being part of corps fund.		1334400.00
Add: income tax/TDS refund		99840.00
		<u>20162249.80</u>

  
(Accountant)

  
(Secretary)

  
(Principal)



## AKAL DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR

## BANK RECONCILIATION STATEMENT AS ON 31.03.2011

PUNJAB &amp; SIND BANK A/C. NO. 633

DEBIT BALANCE AS PER BOOKS OF ACCOUNTS

630380.75

ADD : CHQ. ISSUED BUT NOT YAT PRESENTED FOR PAYMENT

DATE	CH.NO.	AMOUNT	
25.03.2011	393619	70971.00	
25.03.2011	393620	81611.00	
25.03.2011	393621	67115.00	
25.03.2011	393622	64687.00	
25.03.2011	393623	7470.00	
25.03.2011	393624	67014.00	
25.03.2011	393625	3558.00	
25.03.2011	393626	4051.00	
25.03.2011	393627	3386.00	
25.03.2011	393628	3561.00	
25.03.2011	393629	10221.00	
25.03.2011	393630	12495.00	
25.03.2011	393631	861.00	
Old cheque		756.00	
			397757.00

CREDIT BALANCE AS PER BANK PASS BOOK

1028137.75

*(Signature)*  
(Accountant)

*(Signature)*  
(Secretary)

*(Signature)*  
(Principal)



G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS

KHALIFA STREET, SADAR BAZAR  
SANGRUR  
Phone : 233354, 234254

AKAL DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR  
BALANCE SHEET AS ON 31.03.2012

LIABILITIES	AMOUNT	ASSETS	AMOUNT
CAPITAL FUND	18043638.29	<b>FIXED ASSETS:</b> (As per Schedule Attached)	6368479.52
<b>CURRENT LIABILITIES &amp; DEPOSITS:</b>		<b>SECURITIES:</b> With PSEB	32550.00
Current Liabilities: (As per list attached)	3051443.00	<b>INVESTMENT:</b> (As per list attached)	11122070.20
Deposits: (As per list attached)	229000.00	<b>FEE RECEIVABLE</b> (As per list attached)	50030.00
		<b>CASH &amp; BANK BALANCES:</b>	
		PNB (S/A) 101330	140640.60
		P&SB (S/A) 315	1585746.71
		P&SB A/c. 633	737882.75
		HDFC Bank A/c No. 1276	158492.98
		Cash in Hand	9253.53
			2632016.57
		Interest accrued on Bank FDR (10001000)(9.95%)	1077965.00
		(500000)(9.50%)	36477.00
		(500000)(9.50%)	2993.00
			1117435.00
		Advance to Gurjit Singh	1500.00
<b>TOTAL</b>	<b>21324081.29</b>	<b>TOTAL</b>	<b>21324081.29</b>

Vinay Kojal  
(Accountant)

Sudhmeen  
(Secretary)

Sudhmeen  
(Principal)

AUDITORS REPORT  
In the terms of our separate report of even date  
FOR G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS



PLACE : SANGRUR  
DATED : 06.09.2012



AKAL DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR  
LIST OF CURRENT LIABILITIES AS ON 31.03.2012

SR.NO.	PARTICULARS	AMOUNT
1	<u>Salary Payable</u>	
	Teaching Staff	669557.00
	Non-Teaching Staff	187915.00
	Salary un-aided staff	64262.00
2	<u>P.F.Payable</u>	
	Management Contribution	353044.00
	Employee Contribution	300591.00
3	Audit Fee Payable	5000.00
4	ESIC Payable	6541.00
5	PF Loan (Depositible)	33600.00
6	EPF Payable	933.00
7	Electricity Bill Payable	15000.00
8	Smt. Daljeet Kaur Cheema scholarship payable	48000.00
9	Amalgamated Fund	1367000.00
		<u>3051443.00</u>

LIST OF DEPOSITS AS ON 31.03.2012

1	<u>Library Security:</u>		
	Opening Balance	94500.00	
	ADD : Received during the year	24000.00	
	LESS:Paid	1800.00	116706.00
2	<u>Hostel Security:</u>		
	Opening Balance	68300.00	
	ADD : Received during the year	12000.00	80300.00
3	Teachers Security		7000.00
4	Hostel Deposits		25000.00
			<u>229000.00</u>

LIST OF INVESTMENTS AS ON 31.03.2012

1	FDRs with Punjab & Sind Bank	11001000.00
2	TDS F.Y. 2010-11	107484.20
3	TDS F.Y.2011-12	13586.00
		<u>11122070.20</u>

Vinay Goyal  
(Accountant)

Sunil K. Garg  
(Secretary)

Sukhmeen  
(Principal)



AKAL DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR  
LIST OF CURRENT LIABILITIES AS ON 31.03.2012

SR.NO.	PARTICULARS	AMOUNT
1	<u>Salary Payable</u>	
	Teaching Staff	669557.00
	Non-Teaching Staff	187915.00
	Salary un-aided staff	64262.00
2	<u>P.F. Payable</u>	
	Management Contribution	353044.00
	Employee Contribution	300591.00
3	Audit Fee Payable	5000.00
4	ESIC Payable	6541.00
5	PF Loan (Depositible)	33600.00
6	EPF Payable	933.00
7	Electricity Bill Payable	15000.00
8	Smt. Daljeet Kaur Cheema scholarship payable	48000.00
9	Amalgamated Fund	1367000.00
		<u>3051443.00</u>

LIST OF DEPOSITS AS ON 31.03.2012

1	<u>Library Security:</u>		
	Opening Balance	94500.00	
	ADD : Received during the year	24000.00	
	LESS: Paid	1800.00	
			116706.00
2	<u>Hostel Security:</u>		
	Opening Balance	68300.00	
	ADD : Received during the year	12000.00	
			80300.00
3	Teachers Security		7000.00
4	Hostel Deposits		25000.00
			<u>229000.00</u>

LIST OF INVESTMENTS AS ON 31.03.2012

1	FDRs with Punjab & Sind Bank	11001000.00
2	TDS F.Y. 2010-11	107484.20
3	TDS F.Y.2011-12	13586.00
		<u>11122070.20</u>

Vinay Goyal  
(Accountant)

Sujit Kaur  
(Secretary)

Sukhmeen  
(Principal)



AKAL DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR  
 DETAIL OF SALARIES (AS TRANSFERRED TO INCOME & EXPENDITURE ACCOUNT)

	<u>TEACHING STAFF</u>	<u>NON-TEACHING STAFF</u>
Total Salary Paid	7023676.00	2137421.00
ADD: Payable on 31.3.2012	<u>669557.00</u>	<u>187915.00</u>
	7693233.00	2325336.00
LESS: Payable as on 31.3.2011	541130.00	163019.00
	<u><u>7152103.00</u></u>	<u><u>2162317.00</u></u>

MANAGEMENT CONTRIBUTION TO P.F.

Total Contribution paid	782835.00
ADD : Payable as on 31.03.2012	<u>353044.00</u>
	1135879.00
LESS : Payable as on 31.03.2011	525148.00
	<u><u>610731.00</u></u>

*Vinay Kojal*  
 (Accountant)

*Sayantani*  
 (Secretary)

*Sukhmeen*  
 (Principal)



AKAL DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR

BANK RECONCILIATION STATEMENT AS ON 31.03.2012

PUNJAB & SIND BANK A/C. NO. 315

DEBIT BALANCE AS PER BOOKS OF ACCOUNTS

1585746.71

ADD : CHQ. ISSUED BUT NOT YAT PRESENTED FOR PAYMENT

DATE	CH.NO.	AMOUNT
21.06.2011	128379	2000.00
20.01.2012	405798	7580.00
06.03.2012	748723	7860.00
28.03.2012	748735	99503.00
31.03.2012	748738	13600.00
Wrong Entry Passed by Bank to be corrected		199420.00

329963.00

CREDIT BALANCE AS PER BANK PASS BOOK

1915709.71

*Vinay Kojal*  
(Accountant)

*Jyoti Kaur*  
(Secretary)

*Sukhmeen*  
(Principal)





## AKAL DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR

CAPITAL FUND:

Opening Balance	20162249.80	
Less: Excess of expenditure over income	<u>3254111.51</u>	16908138.29
Add: Donations received being part of corps fund.		1135500.00
		<u>18043638.29</u>

*Vijay Kojol*  
(Accountant)

*Sant Singh*  
(Secretary)

*Sukhveen*  
(Principal)



AKAL DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR

BANK RECONCILIATION STATEMENT AS ON 31.03.2012

PUNJAB & SIND BANK A/C. NO. 633

DEBIT BALANCE AS PER BOOKS OF ACCOUNTS

737882.75

ADD : CHQ. ISSUED BUT NOT YET PRESENTED FOR PAYMENT

DATE	CH.NO.	AMOUNT	
		756.00	
		8200.00	
			8956.00

CREDIT BALANCE AS PER BANK PASS BOOK

746838.75

*Vinay Kaur*  
(Accountant)

*Surjit Arora*  
(Secretary)

*Sukhleen*  
(Principal)





DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR  
OF CURRENT LIABILITIES AS ON 31.03.2013

PARTICULARS	AMOUNT
<u>C. P.F. Payable</u>	
Management Contribution	463137.00
Employee Contribution	463137.00
Management (unaided)	46343.00
Employee contribution (unaided)	46343.00
Audit Fee Payable	5000.00
Legal Fees Payable	11000.00
PF Loan (Depositible)	51900.00
EPF Payable	4346.00
Smt. Daljeet Kaur Cheema scholarship payable	72000.00
Amalgamiated Fund	1367000.00
	2530206.00

OF DEPOSITS AS ON 31.03.2013

<u>Library Security:</u>		
Opening Balance	116700.00	
ADD : Received during the year	22350.00	139050.00
<u>Hostel Security:</u>		
Opening Balance	80300.00	
ADD : Received during the year	13000.00	93300.00
Teachers Security		7000.00
		239350.00

OF INVESTMENTS AS ON 31.03.2013

FDRs with Punjab & Sind Bank		12426201.00
TDS F.Y. 2010-11		107484.20
TDS F.Y. 2011-12		13586.00
TDS F.Y. 2012-13		62501.00
		12609772.20

Bimla Puri  
(Accountant)

Tegou Singh  
(Secretary/Chairman)



GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS

KHALIFA STREET, SADAR BAZAR  
SANGRUR  
Phone : 233354, 234254

DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2013

EXPENDITURE		AMOUNT	INCOME	AMOUNT
Salary			By Grant received	15269593.00
Teaching Staff	7338651.00		By Tuition fee	121140.00
Non-Teaching Staff	1916412.00		By Admission fee	17600.00
Un-aided staff	976480.00	10231543.00	By House exam. Fine	455.00
Provident fund		565684.00	By Liabrary fine	4132.00
Medical & Professional Charges		14600.00	By absent fine	6379.00
Legal & Professional charges		11000.00	By Annual Hostel Fund	353930.00
Contingency Paid		1555596.00	By Canteen Electricity charges	1050.00
Prepaid encashment		191531.00	By Hostel prospect charges	305.00
Office exp.		10608.00	By Interest on Bank FDRs	1149725.00
Printing & Stationery		1960.00	By Interest on Bank Saving A/c	60469.34
W.D.A		1200.00	By Computer App. Fee	166200.00
Electricity Bill		100280.00	By Annual mgt charges	686460.00
Travel Exp		18000.00	By Uni. Late Admission Fees	54170.00
Repairs & Maintainance		10743.00	By Sports Development Fund	25275.00
Cont. Continuation Fees		20000.00	By received from bank for wrong deduction	8200.00
Educational Development		26258.00	By Migration Fees	90.00
Depreciation		441104.00	By Canteen Contractor	12500.00
Bank Charges		114.00	By Service Charges	13500.00
Sports Exp.		33038.00	By University Sports and council fees	479070.00
ESIC		153043.00	By University verification fee	630.00
PF (unaided)		25104.00	By ESIC (Aided 95%)	11012.00
PF (unaided)		83469.00	By Donation	36300.00
Telephone Exp		6320.00		
Advertisement		1800.00		
Generator Expenses		2640.00		
Contingency Allowance		45000.00		
Electric repair & maintenance		19336.00		
Grants Refund		8440.00		
Grant of 95%		1829275.00		
Grant others		220083.00		
Labour Exp		29280.00		
Postage Charges		218.00		
University Registration Fees		595390.00		
Surplus of income over expenditure		2225528.34		
TOTAL		<u>18478185.34</u>	TOTAL	<u>18478185.34</u>

Bimla Kaur  
(Accountant)

Tegun Singh  
(Secretary, Chairman)

AUDITOR'S REPORT  
In the terms of our separate report of even date  
FOR G. K. GARG & ASSOCIATES  
CHARTERED ACCOUNTANTS  
(PARTNER)

OFFICE : SANGRUR  
DATE : 15.07.2013



DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR  
 STATEMENT OF SALARIES (AS TRANSFERRED TO INCOME & EXPENDITURE ACCOUNT)

	TEACHING STAFF	NON-TEACHING STAFF
Salary Paid	8008208.00	2104327.00
Payable as on 31.3.2012	669557.00	187915.00
	<u>7338651.00</u>	<u>1916412.00</u>

*Bhambhani Rani*  
 (Accountant)

*T. J. Singh*  
 (Secretary/Chairman)



## AKAL DEGREE COLLEGE FOR WOMEN (MANAGEMENT FUND), SANGRUR

PUNJAB &amp; SIND BANK C/A 633, SANGRUR

BANK RECONCILIATION STATEMENT AS ON 31.03.2013

Debit Balance as per books of accounts 2489391.75

Add Cheque issued but not yet presented for payment

<u>Cheque no.</u>	<u>Date</u>	<u>Amount</u>
Old Cheque		756.00

Credit balance as per pass book 2490147.75

PUNJAB AND SIND BANK S/A 315, SANGRUR

BANK RECONCILIATION STATEMENT AS ON 31.03.2013

Debit Balance as per books of accounts 1030889.71

Add Cheque issued but not yet presented for payment

<u>Date</u>	<u>Cheque no.</u>	<u>Amount</u>
21.06.2011	128379	2000.00
27.02.2013	538280	1330.00
27.02.2013	538287	1330.00
27.02.2013	538291	1330.00
27.02.2013	538294	1330.00
27.02.2013	542706	1330.00
27.02.2013	542713	1330.00
27.02.2013	542716	1330.00
27.02.2013	542717	1330.00
27.02.2013	542723	1330.00
27.02.2013	542730	1330.00
27.02.2013	542733	1330.00
27.02.2013	542736	1330.00
27.02.2013	542739	1330.00
27.02.2013	542748	1330.00
27.02.2013	542750	1330.00
27.02.2013	542752	1330.00
27.02.2013	542753	1330.00
23.03.2013	542773	3425.00
30.03.2013	542777	215000.00
30.03.2013	542779	32720.00
30.03.2013	542780	61722.00
		337477.00

Credit balance as per pass book 1368366.71

Bimla Rani  
(Accountant)Tegoo Singh  
(Secretary/Chairman)

## Punjabi University, Patiala

(Established Under Punjab Act No. 35 of 1961)  
(College Section)

Regd.

No. 1011.66 /College/G.C. 4

Date 7/8 /2014

### TO WHOM IT MAY CONCERN

This is to certify that Akal Degree College For Women, Sangrur is affiliated to Punjabi University Patiala since 1970 and recognized under section 2(F) & 12(B) of the UGC ACT, 1956 and the following courses are taught in the college as per approval:

S. No.	Name of the Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permanent	Temporary	
1.	Three year BA, BCA	Permanent		Till date
2.	Two year M.Sc (Information Technology)	Permanent		Till date
3.	One year Post Graduate Diploma In Computer Application	Permanent		Till date

*S. A. Kaur*  
Principal,  
Akal Degree College for Women,  
SANGRUR (Punjab)

*S. A. Kaur*  
Dean, College Development Council







राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
 विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
 An Autonomous Institution of the University Grants Commission

## *Certificate of Accreditation*

*The Executive Committee of the  
 National Assessment and Accreditation Council  
 on the recommendation of the duly appointed  
 Peer Team is pleased to declare the*

*Akal Degree College for Women  
 Sangrur, affiliated to Punjabi University, Punjab as*

**Accredited**

*at the B\* level.*

*Date : November 04, 2004*



*Shekhmune Sodhu*  
 Principal,  
 Akal Degree College for Women,  
 SANGRUR (Punjab)  
 Director

- This certification is valid for a period of Five years with effect from November 04, 2004
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65-C' grade, 65-70-C'' grade, 70-75- B grade, 75-80- B' grade, 80-85-B'' grade, 85-90- A grade, 90-95-A' grade, 95-100-A'' grade (upper limits exclusive)



## Quality Profile

Name of the Institution : Akal Degree College for Women  
Place : Sangrur, Punjab

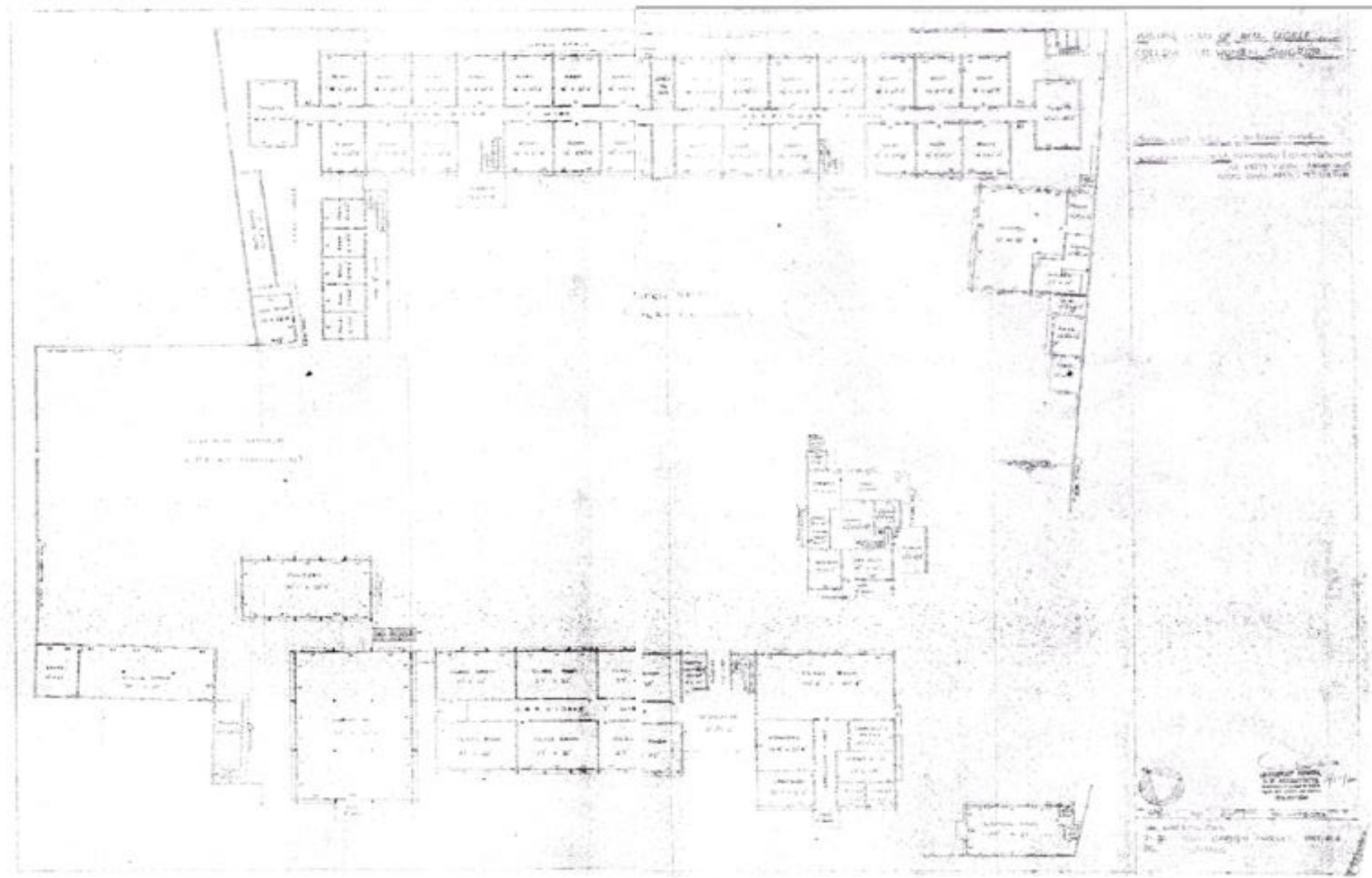
Criterion	Criterion Score (C <sub>i</sub> )	Weightage (W <sub>i</sub> )	Criterion X Weightage (C <sub>i</sub> X W <sub>i</sub> )
I. Curricular Aspects	80	10	800
II. Teaching-learning and Evaluation	65	40	2600
III. Research, Consultancy and Extension	60	05	300
IV. Infrastructure and Learning Resources	90	15	1350
V. Student Support and Progression	90	10	900
VI. Organisation and Management	85	10	850
VII. Healthy Practices	85	10	850
		100	Σ C <sub>i</sub> W <sub>i</sub> = 7650

$$\text{Institutional Score} = \frac{\sum C_i W_i}{\sum W_i} = \frac{7650}{100} = 76.50$$

*A. K. Arora*  
Director

EC/34/053





Ph. 23236351, 23232701, 23237721  
23234116, 23235733, 23232317  
23236735, 23239437, 23239627

Extension No. 413 (CPP-I Colleges)  
UGC Website: [www.ugc.ac.in](http://www.ugc.ac.in)  
F. No. 8-298/2014 (CPP-I/C)



विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

September, 2014

8 OCT 2014

The Principal,  
Akali Degree College for Women  
Sangrur - 148 001  
Punjab

**Sub: - Recognition of Akali Degree College for Women, Sangrur, District Sangrur, Punjab under Section 2 (f) & 12 (B) of the UGC Act, 1956.**

Sir,

With reference to the letter no.2666/Akali/14 dated 30.08.2014 on the above subject, I am directed to say that the name of **Akali Degree College for Women, Sangrur, District Sangrur, Punjab** established in the year of 1970, affiliated to **Punjab University, Patiala** is included in the list of Colleges maintained under Section 2(f) & 12(B) of the UGC Act, 1956 under the head **Non-Government College** teaching upto **Bachelor's Degree**.

Yours faithfully,

*Charan Dass*  
(Charan Dass)  
Under Secretary

*Attached to be four copy*  
*Charan Dass*  
18/10/2014  
Principal,  
Akali Degree College for Women,  
SANGRUR (Punjab)

