GURU TEGH BAHADUR NATIONAL COLLEGE DAKHA (LUDHIANA) 141102.

Affiliated to Panjab University, Chandigarh.

Self-Appraisal Report

(Accreditation Cycle 1)

Submitted to National Assessment and Accreditation Council

www.gtbdakha.com, email gtbncdakhaa.yahoo.co.in 0161-2878104

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PREFACE

Dakha is situated on the Ludhiana-Jagraon-Ferozepur national Highway at a distance of 15 k.m. from Ludhiana. In 1970 this village, known for General Sant Singh and literary stalwart Principal Sant Singh Sekhon, had no college of higher education in the radius of 10 kms though there were two high schools at Dakha and a number of them in the surrounding villages. Higher education was a dream for most of the boys and girls who were otherwise hard working and ambitious but were lagging behind because of economic, social and locational reasons. Most of the students ended up with just a Matriculation. This was particularly so in the case of girls because of the social and cultural inhibitions and taboos of sending the girls to cities.

On the occasion of quin-centenary of Guru Nanak Dev Ji the first Guru of the Sikhs in 1969, an awakening for the need of higher education was emerging in Rural Punjab and as a result many commemorative colleges were established in 1969-70.

It was in this scenario, that one "visionary" S. Jiwa Singh Ji who was a simple peasant and a retired army man envisioned the idea of establishing a college in this rural heartland of Punjab. He himself was a man of few letters but had lofty ideals. He dreamt of establishing a temple of higher education to bring education to the doorsteps of people. He donated his entire land for this noble cause in 1971. The village Panchayat, too, contributed substantially and enthusiastically in this venture. Generous donations were poured in by the people of the village Dakha and of surrounding villages. A Trust Known as "Guru Teg Bahadur Charitable Education Trust "was formed with S Jiwa Singh as the "founder" and was registered with the Government of Punjab as the Management Committee of Guru Teg Bahadur National College Dakha. Various renowned personalities of the area notably General Sant Singh, S. Joginder Singh, S Gurdev Singh, Master Harbhajan Singh, Capt Santokh Singh, Major Bachittar Singh, Brig Gurkirpal Singh, S. Sher Singh Sekhon (I.R.S.) and S. Kuldip Singh contributed to the development of the college.

Today, looking back one can understand that the vision of the founders has been realized practically as the dream venture has bloomed into a post Graduate Arts and Commerce College with Post Graduation in Punjabi, History and Commerce. Also the college runs a programme called Post Graduate Diploma in Computer Application (PGDCA).To impart vocational and sophisticated skills, the subject of fashion Designing has been introduced as an elective subject in B.A.

The college has spacious and well ventilated 19 class rooms for boys and girls. The College is proud to have a splendid stadium, named after the great soldier of village Dakha, General Sant Singh. The Stadium has a well maintained vast play ground and tracks where the students are imparted physical education.

The College has a well stocked Library with about 15740 volumes, 34 magazines and 15 newspapers. The College has an e-shelf digital Library with 10000 volumes (Approx.). A hygienic canteen with separate portions for boys, girls and staff provides beverages and eatables at reasonable rates. A well furnished Girls 'Common Room with T.V. magazines and newspapers is available. In tune with the changing times, the college has established a modern computer lab, multi media seminar room and fashion & designing Lab. An imposing multipurpose auditorium with a capacity of 1200 individuals has been built at the cost of Rs. 80 lakhs (approx). The auditorium is equipped with the latest acoustic other system and gadgets. The auditorium also has provision for indoor games and Gymnasium.

About Self Study Report

The college is making a first attempt at accreditation. Although this has been necessitated because of compulsions from UGC, however the college management sincerely believes that this process is more a process of introspection than a mandatory requirement. The entire exercise has been a learning experience for those involved. We hope that through this exercise we will make an objective analysis of the college and make necessary changes to bring it upto the mark.

While preparing this report a lot of effort had to be made. The members had to work for long hours to collect data and ensure that the report could become a reality. It involved team work and coordination on the part of the committee involving teaching and non-teaching staff under the patronage and guidance of the Principal. All efforts have been made to present the actual reality of the college in an honest manner.

Executive Summary

Guru Tegh Bahadur National College Dakha, a multi faculty, Co-Educational, Post Graduate, Pioneer Institution aims at imparting quality based education to the students. One visionary 'Baba Jiwa Singh Ji' of the village donated his entire land for this noble cause in 1971. The mission of the college '**Nishchay Kar Apni Jeet Karun**' (Have a firm determination to achieve the ultimate goal) has been the main motto with the special emphasis on inculcation of moral and ethical values. The institution always strives to impart qualitative learning to the students. The post graduate courses of the institution are M.A. (Punjabi) M.A. (History), M.Com, Under graduate courses are B.A., B.Com and there is one diploma i.e. PGDCA.

The infrastructure of the institution is par excellence. There are well equipped laboratories of fashion designing and computers, spacious multipurpose auditorium, seminar hall, Library, Girls Common Room and Staff Room. The staff and students can access the internet facility. The management takes active interest in the infrastructural needs of the college. There are other facilities also provided by the institution i.e. Bank, Parking Area, Canteen, etc.

For Co-Curricular activities, there are several committees, clubs and societies like NCC, NSS etc which are positively active for overall personality development of students. The college participates and holds competitions in extra- curricular activities like Quiz, Dance, Dramas, Declamation, Music, Painting, Elocution, Poetical Recitation, Mehndi etc. Our students excel in sports as well. Our students have won prizes in Cricket, Football, Volley-Ball, Basket-Ball, Boxing etc.

The research and development committee of the college has been formed recently to create a research conducive atmosphere in the campus. The visit of many distinguished dignitaries, eminent speakers and renowned researchers is a regular feature of the institution. The college has conducted several seminars from time to time in Commerce, History, and Punjabi & English. The faculty members publish their research works in

different publications and in research papers. Many of the staff members have written books as well.

Governance, leadership and management are the bedrock of the smooth and superb functioning of the institution. The college takes pride in its governance practices which involves active participation of all stakeholders be it the students, their parents, members of the society, press, teachers etc. The management committee constitutes of eminent personalities of the area who take an active interest in the development of the college. As a matter of practice teachers' representatives find a place in the management committee.

The Principal maintains a proactive role in encouraging and motivating all faculty members for overall academic growth and development of the college. There are general meetings chaired by the President, Principal and various HOD's in every academic session. The Principal prepares the detailed agenda on the basis of the feedback from all the sources. Various committees are formed to groom leadership among teachers. The teachers are encouraged to work for the betterment of the management.

The institution believes in innovative practices which are best for learning. Many initiatives have been taken to make the environment eco-friendly. Wherever necessary, the institution has installed CFL system to conserve energy. All electronic equipments and gadgets are shut off during non-working hours. There is a unique water harvesting mode on our campus large number of ornamental plants are added every year to further beautify the magnificent campus.

Many concessions in the admission fee are given to the poor, outstanding and needy students. Many incentives are given to meritorious students. The prime objective of the institution is the growth of the complete personalities of the students so that they can be first rate citizens who can contribute towards the development of the nation.

SWOC ANALYSIS

Strengths

i. The main purpose of the institution is to provide value based and qualitative education to its students.

ii. Liberal fee concessions, scholarships to the meritorious and needy students.

iii. The college is co-educational but emphasizes on girls education by providing them an atmosphere where they can become competent enough to face the world boldly.

iv. The campus has internet connectivity which promotes research consciousness among teachers and students.

v. Majestic Multipurpose auditorium, Multimedia Hall is priceless possession of the college.

vi. The college has a spacious college library in which 100 students can sit. New books are added regularly.

vii. Emphasis on faculty development.

viii. The college has highly dedicated, devoted teaching staff and Non-teaching staff.

ix. Excellent results including university positions in academic every year. Students excel in Co-Curricular activities as well

x. The college has been adding new courses considering the changing times and

Weaknesses

i. Due to its location it suffers from relative inaccessibility as a result students prefer relatively more accessible intitutions.

ii. The government has imposed a ban on fresh recruitments; hence the staff is recruited on Ad-hoc and Contractual basis from the management funds.

iii. Majority of students who seek admissions belong to rural areas. They suffer poor communication skills and poor academic record.

Opportunities

i. More vocational courses and short term courses can be launched.

ii. Possibility of collaboration with foreign universities and providing recognized degrees.

Challenges

i. Constraints in government financial support.

ii. No flexibility is given by the Panjab University to begin other new courses or make adjustments in syllabi in tune with the changing times.

iii. The college caters to students belonging to rural areas who come from economically disadvantaged sections of the society. To make them compete in the present era in a cut throat competition is really a challenge for the college especially the teachers.

iv. There is a growing trend among students to look for greener pastures abroad which is leaving a telling impact on educational standards. The college needs to create an interest for education among such students.

v. The mushrooming of private commercial education institutes in our neighborhood is also a challenge for the College.

Profile of the Affiliated / Constituent College

1. Name and Address of the College:

Name :	GURU TEGH BAHADUR NATIONAL COLLEGE		
Address :	VPO: DAKHA, TEHSIL & DISTT. LUDHIANA (PB)		
City : LUDHIANA	Pin : 141102	State :PUNJAB	
Website :	www.gtbdakha.com		

2. For Communication:

Designation	Name	Telephone With STD Code	Mobile	Fax	E mail
Principal	Dr.Guriqbal Singh	O:0161-2878104	9815826301	0161-2882264	guriqbal.ind@gmail.com
Steering Committee Co-ordinator	Avtar Singh	O:0161-2878104 R:0161-2881043	9417670794	0161-2882264	avtar65@gmail.com

3. Status of the Institution:

i. Affiliated College :	✓
ii .Constituent College :	
iii. Any other (specify) :	

4. Type of Institution:

a. By Gender

i. For Men	
ii for Women	
iii Co-Educational	✓

b. By Shift

i. Regular
ii. Day
iii. Evening

✓
✓

5. It is a recognized minority institution? **(**Yes or No) | No |

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

N/A

6. Sources of funding:

i. Government :
ii.Grant-in-aid ;
iii. Self-financing,
Any other :

✓
✓

7. a. Date of establishment of the college: 01/07/1971 (dd/mm/yyyy)
b. University to which the college is affiliated /or which governs the college (If it is a constituent college) | PANJAB UNIVERSITY CHANDIGARH |

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	01/06/1981	Certificate attached
ii. 12 (B)	Date not available	Certificate attached

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

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

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

(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 *	Rural
Campus area in sq. mts.	16,930.85 Sq.mts.
Built up area in sq. mts.	5270.85 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.

- Multipurpose auditorium/seminar complex with infrastructural facilities/Details to be provided - Multipurpose Auditorium ✓
- Sports facilities

* Play ground ✓

*Gymnasium (part of Multipurpose auditorium) ✓

- Hostel No

* Boys' hostel

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

* Girls' hostel

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

* Working women's hostel

i. Number of inmates

ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) No
- Cafeteria — ✓
- Health centre – ✓ (Arrangement with Deol Hospital Mullanpur)

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance: NO.

Health centre staff –

Qualified doctor Full time ☐ Part-time ☐

Qualified Nurse Full time ☐ Part-time ☐

- Facilities like banking, post office, book shops:
  A branch of Bank of India is available in college premises
- Transport facilities to cater to the needs of students and staff No
- Animal house No
- Biological waste disposal ✓

- Generator or other facility for management/regulation of electricity and voltage

To fulfill required power **three Generators** are installed (Block wise) as per capacity: 40 kW Noiseless and smokeless, 20 kW, 20kw

- Solid waste management facility ✓
- Waste water management ✓
- Water harvesting ✓

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

2015-16

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 Yr.	10+2	Eng., Pbi,Hindi	750	272
		B.Com.	3 Yr.	10+2	Eng., Pbi,Hindi	210	328
	Post-Graduate	M.A. (History)	2 Yr.	B.A.	Eng., Pbi,Hindi	80	33
		M.A.(Punjabi)	2 Yr.	B.A.	Punjabi	80	33
		M.Com	2 Yr.	B.Com.	English	80+5* +5	88
	Ph.D.						
	M.Phil.						
	Ph.D.						
	Certifi cate						
	UG Diploma						
	PG Diploma	PGDCA	1 Yr.	B.A./B.Com	English	30	24
	Any Other (specify and provide						

(*additional seats were sanctioned by the Panjab University Chd.)

13. Does the college offer self-financed Programmes?

☑ Yes ☐ No

If yes, how many? 4

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

Yes	✓	No		Number	

Additional unit of B. Com was started from Session.2014-15.

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 (E.g. Physics, Botany, History etc.)	UG	PG	Research
Science				
Arts	English, Punjabi, History, Sociology, Pol. Science, Phy. Edu. Economics, Fashion Design.	1	2	
Commerce	B.Com, M.Com.	1	1	
Any Other (Specify)	P.G.D.C.A. Environment Education		1	

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, and M.Com…)

a. annual system
b. semester system 6
c. trimester system

*With effect from the academic session 2014-15 all courses have come under semester system as per Panjab University Chd guidelines.

(Only the class BA-III & B.Com-III are running in annual system)

17. Number of Programmes with

a. Choice Based Credit System Add on courses [2]

b. Inter/Multidisciplinary Approach [ ]

c. Any other (specify and provide details) [ ]

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

Yes [ ] No [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…….**N/A**

Date: …… (Dd/mm/yyyy)

Validity:……

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

Yes [ ] No [✓]

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

Yes [ ] No [✓]

If yes,

a. Year of Introduction of the programme(s)…….. (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
Sanctioned by the UGC / University / State Government *Recruited*	1@		2		2	2	5	1		
Yet to recruit										
Sanctioned by the Management/ society or other authorized bodies *Recruited*					12	10	8	2		
Yet to recruit										

*** M-Male *F-Female)**

@represents post of Principal.

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	1@						1
M.Phil.					02	01	3
PG			2			02	4
Temporary teachers							
Ph.D.							
M.Phil.					3	4	7
PG					10	1	11
Part-time teachers							
Ph.D.							
M.Phil.							
PG							
CONTRACT BASIS							
Ph.D.							
M.Phil.						1	1
PG					1	1	2

@represents post of Principal.

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

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

Categories	Year 1 (2011-12)		Year 2 (2012-13)		Year 3 (2013-14)		Year 4 (2014-15)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	58	71	100	75	131	104	132	100
ST								
OBC	52	39	46	45	48	49	36	34
General	289	165	336	174	321	165	377	123
Others								

24. Details on student's enrollment in the college during academic year: 2014-15

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	667	177			844
Students from other states of India	3				3
NRI students					
Foreign students					
Total					847

For 2015-16

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	596	178			774
Students from other states of India	4				4
NRI students					
Foreign students					
Total					778

25. Dropout rate in UG and PG (average of the last two batches) Year.2014-15

UG 8.84% PG 08.62%

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.22, 129**

(b) Excluding the salary component **Rs.6132**

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? **N.A**.

Yes ☐ No ☐

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

c) Number of programmes offered ☐

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

Yes ☐ No ☐

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

Programme	2014-15	2015-16
B.A.	24:5 (392/16)	16(272/16)
B.Com	20:71(281/14)	21.8(328/15)
M.A. Punjabi	9:25(37/4)	8.25(33/4)
M.A. History	13(39/3)	11(33/3)
M.Com.	1:17(85/5)	17.6(88/5)
PGDCA	1:18(14/2)	12(24/2)

29. Is the college applying for:

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

Re-Assessment: ☐

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

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

Cycle 1: …… (Dd/mm/yyyy) Accreditation Outcome/Result……....

Cycle 2: …… (Dd/mm/yyyy) Accreditation Outcome/Result……....

Cycle 3: …… (Dd/mm/yyyy) Accreditation Outcome/Result……....

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

annexure.

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

224

32. Number of teaching days during the last academic year

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

181

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

*. NA

IQAC …… (Dd/mm/yyyy)

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

AQAR (i) …… (Dd/mm/yyyy)

AQAR (ii) …… (Dd/mm/yyyy)

AQAR (iii) …… (Dd/mm/yyyy)

AQAR (iv) ……. (Dd/mm/yyyy)

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

***.** No

CRITERION I: CURRICULAR ASPECTS

1.1Curriculum Planning and Implementation

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

Vision

Guru Tegh Bahadur National College Dakha was founded by a philanthropist of village Dakha 'Baba Jiwa Singh Ji', who despite being illiterate felt the urgent need to provide education to the people of this predominantly rural area situated in the heart of Punjab. He wanted young boys and girls to be educated enough to face the world boldly. His vision was to 'bring education to the doorsteps of the people' so that students of the area can get affordable, quality education.

Mission

The college draws its inspiration from the teachings of the great Sikh gurus who wanted to create an egalitarian society based on the principles of equality, honesty and commitment. The mission of the college 'Nishchay Kar Apni Jeet Karun' (Have a firm determination to achieve the ultimate goal) has been the main motto with the special emphasis on inculcation of moral and ethical values.

Objectives

It has been the constant endeavor of GTB National College to build a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence & excellence. The goals & objectives of the college are detailed below:

a) ***Growing & cultivating the overall personality of the students.***
b) ***To inculcate in the students basic human values like integrity, truthfulness honesty, sincerity and dedication towards duty.***
c) ***Preparing the students to achieve academic excellence by inculcating amongst them incessant quest for knowledge & creativity.***
d) ***Providing to the youth an environment for emotional maturity & open-mindedness to make them adapt to multi-cultural, multi religious & multifaceted society.***

Communication

These goals and objectives are conveyed to the employees, students & all covered people by displaying them on the college notice board and by conducting meetings & seminars. These are also reminded through circulars, college website, prospectus, magazines etc.

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

*. For effective implementation of the curriculum the teachers prepare a teaching plan for the whole academic year & the syllabus is finished well in time. The teachers divide the syllabus in terms for the convenience of the students. The heads of the departments distribute the subject papers to the teachers as per their taste & specialization. They also ensure that the requirements of the students are fulfilled. The College being affiliated to the Panjab University, Chandigarh is required to follow the prescribed academic calendar and syllabus. But the college devises an activity calendar in consultation with the teachers. The calendar is then conveyed to the students.

Following are the steps taken by the institution to activate the plans:

I. Departmental meetings are held to chalk out strategies to implement the latest syllabus of the university.
II. The Head of department/ Principal allocates subjects to teachers keeping in view the requirements of the syllabus, the specialization of teachers and their tastes.
III. An activity plan is drawn dividing the syllabus into three parts in case of annual courses and two parts each in case of semester courses.
IV. A schedule for class tests, preparatory tests etc is drawn by teachers at their own level and in consultation with the HOD / Principal.
V. Class room teaching is supplemented by field trips.
VI. The teachers are also encouraged to use modern teaching aids to make their pedagogy interesting.

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

*. The aim of the College is to have well informed in knowledgeable teaching faculty who are always willing to learn.

- ❖ Teachers are allowed to use internet facility which is available in the library.
- ❖ Teachers are allowed to use teaching aids such as projectors, smart boards etc,
- ❖ Teachers can make use of e books and other e-resources to improve their pedagogy.
- ❖ Seminars & extension lectures are regularly held where teachers can interact with learned resource persons.
- ❖ Faculty members are at liberty to purchase books within the financial parameters.

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

*. The College follows the norms set by UGC, P.U. Chandigarh and DPI Colleges Govt of Punjab with regard to teaching workload and curriculum delivery and transaction. Following steps are taken in this regard.

- ❖ Qualified, able and competent teachers are employed.
- ❖ A time table is framed at the beginning of the session.
- ❖ Subjects are allocated by Principal/HOD taking into consideration, competence, experience, specialization and interest of teacher concerned.
- ❖ In addition extension lectures, study tours and field trips are organized.

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

*. The college has setup career guidance and placement cell which maintains relations with the representatives of industrial units. The HR managers of companies are invited to the college campus to interact with the students. The students of the college are also taken for industrial visits from time to time to keep them abreast of the latest developments in the market.

The PG students of commerce department are assigned summer training projects as per their curriculum to keep them abreast of the latest developments in almost all the sectors of the economy. For this purpose, they are sent to various organizations in the summer vacations.

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

*. The university designs the curriculum of all the degree & diploma courses at its own and get it approved form the concerned board of studies. Our teachers also

participate in the discussions relating to the curriculum design. Some of the faculty members remained the members of board of studies of P.U. From time to time. Whenever the teachers fell that the syllabus needs to be modified to meet the present trends, they communicate their idea in black & white to their respective members of board of studies through the Principal of the college.

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

*. The college does not enjoy the freedom to frame its own curriculum for any of the courses. However we try to supplement the syllabus by arranging special classes for the students by inviting resource person from various fields.

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

*. In case of Annual classes, the institute holds house examination twice a year (September. and December) and the affiliating university conducts theory and practical examination at the end of the session/semester.

In case of Semester classes Mid-semester tests are held during each semester. In addition teachers hold class tests, snap tests and quiz tests in order as per the requirements of the syllabus.

These examinations help to assess the performance of the students. Only those students can sit in the final exam who fulfill the conditions of the P.U. Chandigarh.

- Students are encouraged to provide feedback, through suggestion box, and tutorial meetings. Prompt remedial action is taken.
- The students are also subjected to surprise tests and class tests. Their progress is constantly monitored by the teachers.
- Extra lectures are arranged for slow learners

1.2Academic Flexibility

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

*. The majority of the programmes being run in the colleges are designed by the academic council of the Panjab University.

However w.e.f. the 2014-15 session the following add on courses have been introduced:

- Foreign trade and practices.
- Call Centre training.

The courses did not have the required intake during the session 2015-16 so it could

not be continued.

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

*. No, the institute does not offer programs that facilitate twinning/dual degree.

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

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

a) Core subjects (at UG level):
   i. General English
   ii. General Punjabi
   iii. Environmental and Road Safety.

b) Elective options (at UG level): The College offers a variety of optional courses to the students of arts & science faculties. These are as below:
   i. History
   ii. Political Science
   iii. Economics
   iv. Punjabi Elective
   v. Sociology
   vi. Fashion Designing
   vii. Physical Education

c) Add on courses: - The institute has also started two **Add-on courses** from the session 2014-15. these courses are :
   i. Foreign Trade and practice
   ii. Call centre Training
   (The institute has got permission from UGC for these courses)

In the commerce stream, all subjects are compulsory.

- **Choice Based Credit System and range of subject options**:- Add on course are based on credit system.

- **Courses offered in modular form**:- The Syllabus are divided into three parts in case of annual system and two parts in case of semester

- **Credit transfer and accumulation facility**:- No such facility is allowed by University.

- **Lateral and vertical mobility within and acrossprogrammes and courses**: - The College permits Ist year students to switch over to another subject within 15 days of admission as per norms of the University.

- **Enrichment courses:-**

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 institute offers the following self financing courses:

M.Com
PGDCA
M.A. (Punjabi)
M.A. (History)

These courses have a similar procedure of student-admission.
Teacher's recruitment and qualification.
The teachers serving the self-financing courses are recruited in two different ways: Regular & temporary basis. The employee's recruited on regular basis are provided grade pay as per norms while the teachers recruited on temporary basis are paid consolidated amount.

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

*. Yes the college has started two skill based Add on courses from the session 2014-15.

*. The commerce department conducts classes on a) Tally, b) E-filling of Returns c) Stock market awareness in addition to normal classes.

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

*. No

1.3 Curriculum Enrichment

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

*. Although prescribed syllabus is an important aspect of academics but to develop the all round personality of the students following supplemental activities are undertaken on a regular basis.

- Inter class/Inter college contests
- Industrial visits
- Summer training for M. Com students.
- Extension lectures/Lectures / seminars.

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?

*. Although not much flexibility is permitted by the Panjab University in curriculum design, the college interacts with the industry and other stakeholders though informally in order to grasp the needs of the society. The views are conveyed to the University by members of the faculties.

In addition the students of commerce are given training in Tally. Students of arts classes are provided classes in English speaking.

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?**

***.** Interaction with eminent personalities such as Sant Balbir Singh Seechewal (Noted environmentalist) S.Raghbir Singh Bains (Authority on AIDS awareness) (Sh.K.Gupta Yoga expert) etc have been held in the recent past.

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

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

The college is named after the ninth Sikh guru Shri Guru Tegh Bahdur ji who sacrificed his life for the protection of human rights and values. The college observes his martyrdom day every year in which various inter college and intra college competitions designed to inculcate moral and ethical values are held. For example an inter college Quiz on Sikh history is held every year, which is designed to teach the present generation the teachings of the great gurus. Similarly a Blood Donation Camp is held every year on this occasion to imbibe the spirit of sacrifice among the students.

The fashion designing and computer science department provide knowledge to students to develop employable skills. The career counselling cell of the college displays the various job options available to students and arrange lectures of various experts who enlighten the students on the various career opportunities.

In addition there are various bodies such as NSS, NCC and youth club which organize various activities such as camps, tours which address the above issues.

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

There are various ways in which the college interacts with the students

1. Suggestion box
2. Tutorial System
3. Feedback form
4. Interaction of teachers with students.

All these avenues are available through which the students can bring their problems and suggestions relating to the curriculum. Although the college does not have the liberty to design the curriculum, but it brings the problems and suggestions of the students to the notice to the appropriate university authorities.

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

*. The college has a feedback system in the form of suggestion box and feedback form.

1.4 Feedback System

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

The college follows the syllabus prescribed by Panjab University and does not have liberty to change/modify syllabus. But the college teachers contribute in the design and development of curriculum by providing valuable inputs to the academic bodies of the University.

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

The college teachers obtain feedback from the students whereas the placement cell interacts with the industry. This helps in obtaining valuable inputs which are transmitted to the academic bodies of the university. But this exercise is informal in nature. However no formal mechanism exists.

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

*. The College has started a 2nd unit of B.Com. And two Add-on-courses from the session 2014-15.

CRITERION II: TEACHING - LEARNING AND EVALUATION

2.1 Student Enrollment and Profile

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

Publicity?

- The institution has a reputed history of over 45 years for rural higher education in Ludhiana district. The college ensures publicity in the district.
- Admission notification is published in national and regional daily newspapers. The notification contains detailed information about the number and the kind of courses, eligibility, process of admission and academic as well as support facilities.
- The Prospectus gives all the academic, administrative and financial aspects related to admission process and is made available to students. The same information is also available on the college website.
- In addition to it, the faculty members of the college personally visit various schools of the neighboring villages to counsel students and motivate them to join our college.

Transparency: The College follows an academic calendar, provided by the Affiliating University, i.e. Panjab University, Chandigarh. After the last date for receipt of application, the merit list is prepared and its notification is displayed on the notice board in case of classes in which seats are limited. The selection is through admission committees which include a convener and other senior teachers. Thus, transparency is ensured from the stage of notification till the completion of admission process. Hence the access, equity and social justice are ensured through transparency and adherence to the rules. The Sanctioning University makes arrangement for a few additional seats in commerce courses in view of an over whelming rush if necessary.

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

*. The college offers only general undergraduate and postgraduate courses. As per the directives of the university, date of sale of application forms/prospectus is notified on the notice board. Application forms can be bought from office and on the spot enquiries are attended to by the Registrar, and other senior teachers. Selection of the students to the courses is based on marks obtained in qualifying exam. The college admits the students on the basis of merit in the qualifying examination. In case the affiliating university lays down a special criterion like Interview, then the college strictly adheres to it. Both for UG and PG courses, the existing government /affiliating university policy of merit for admissions is followed. Applications for admission to undergraduate courses are called for in the month of June. The

counselling team helps the students. A personal interview with Principal and conveners, along with the screening committee of various streams is part of the selection process. The Counseling team helps the students to make the choice of the medium of instruction and subjects. College follows reservation policy as per govt. rules.

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 under graduate degree courses in the humanities, and commerce. Students seeking admission in the Humanities stream are given admission on the first come, first serve' basis. These admissions are done strictly according to the conditions laid down by Panjab University. The institution has a record of getting its commerce seats filled at the earliest in the commerce group.

The selection of students for various courses is made as per the directives of Panjab University, Chandigarh.

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

*. Mechanism to review the admission process and student profile:

The college maintains a record of results of students admitted annually. For the weaker section of students, the admission committee tries to motivate students by advising financial aid & help from donors. The students who bring laurels to the institution, in academics, sports and in extra-curricular or other similar areas, are duly rewarded. The students are motivated with counseling so that, students become an asset for the institution.

Outcome:

As a result of college students are maintaining discipline with 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

* Student from SC/ST/OBC Community:

Students from SC/ST and other backward classes are allotted seats as per the state policy. Fees exemption and endowment benefits are also extended to these students. 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. The college also arranges extension lectures and career counselling for the students falling under the categories mentioned above.

Through reservation policy, access is ensured to these marginalized groups through the total implementation of reservation-cum merit as per the UGC/Pb Govt. order.

b. Women:

For women, there is no reservation for admission except single girl child but the women candidates are provided with equal opportunity. Financial incentives, free books and other incentives are provided to the girl students liberally.

c. Differently - abled:

There is reservation for students belonging to differently abled categories as per government policy. Their requirements and needs are given special care and attention.

d. Economically Weaker Sections of the Society:

There is reservation for students belonging to economically weaker sections of the society, at the discretion of the Principal. They are also given various benefits like fee concession, free books etc.

e. Minority:

The college under the direction from the Central Government, State Government and its affiliating university offers every possible help to the Students belonging to the minority community. Liberal Scholarships and concession from the college funds are also provided to such students.

f**. Athletes and Sports Persons**:

Students of our institution are given admission based upon their participation in athletics or sports activities at regional or national level. The college offers them liberal concessions.

2.1.6Provide 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

PROGRAMME	SESSION- 2012-13			SESSION 2013-14		
	NO. OF APPLICATIONS	NO. OF STUDENTS ADMITTED (2012-13)	DEMAND RATIO	NO. OF APPLICATIONS	NO. OF STUDENTS ADMITTED (2013-14)	DEMAND RATIO
B.A. -I	273	209	1.30	279	164	1.70
B.A.-II	108	98	1.10	126	68	1.85
B.A. -III	72	69	1.04	88	75	1.17
B.Com.-I	177	72	2.45	172	75	2.29
B.Com.II	84	74	1.13	80	80	1.00
B.Com.III	83	80	1.03	77	71	1.08
P.G.						
M.A.(Pbi)-I	37	35	1.05	25	21	1.19
M.A.(Pbi)-II	18	14	1.28	22	22	1.00
M.A.(Hist)-I	28	25	1.12	46	27	1.70
M.A.(Hist)-II	29	26	1.11	23	23	1.00
M.Com-I	64	41	1.56	70	45	1.55
M.Com-II	22	22	1.00	40	40	1.00
P.G.D.C.A.	21	11	1.90	23	18	1.27

PROGRAMME	SESSION- 2014-15			SESSION 2015-16		
	NO. OF APPLICATIONS	NO. OF STUDENTS ADMITTED (2014-15)	DEMAND RATIO	NO. OF APPLICATIONS	NO. OF STUDENTS ADMITTED (2015-16)	DEMAND RATIO
B.A. -I	203	150	1.35	121	91	1.33
B.A.-II	121	121	1.00	82	77	1.06
B.A. -III	121	121	1.00	105	104	1.10
B.Com.-I	218	150	1.45	213	143	1.49
B.Com.II	71	67	1.06	130	121	1.07
B.Com.III	64	64	1.00	65	64	1.01
P.G.						
M.A.(Pbi)-I	25	23	1.09	48	18	2.67
M.A.(Pbi)-II	14	14	1.00	43	15	2.87
M.A.(Hist)-I	25	22	1.14	25	25	1.00
M.A.(Hist)-II	17	16	1.06	08	08	1.00
M.Com-I	72	45	1.6	48	44	1.09
M.Com-II	42	40	1.05	44	44	1.00
P.G.D.C.A.	16	14	1.14	31	24	1.29

2.2 Catering to Student Diversity

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

*. Seats are reserved at the time of admission in various programs. During examinations such students are provided with help such as writers for the students having vision and functional disability. These students are encouraged at every level in the institution. Special Counseling sessions and lectures are also arranged for such category of students. Such students are also given half an hour extra time in the terminal and final examination. While framing time table it is ensured that such students are provided classes on ground floor only.

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

*.The institution is well aware of the needs of the students. Any class contains a mix of intelligent and average students. We admit students of all calibers in line with our objective EDUCATION FOR ALL. Before commencement of the session, admitted students are given special orientation lecture to enable them cope up with the college environment.

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

*.The College belongs to rural area. The students are generally deficient in English. For this the institution conducts remedial classes for students in English to enhance their skills and competence. Personality development programmes are also conducted to improve students' personality and motivate them for an innovative and creative mindset.

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

*.The institution holds the tradition of imparting holistic education with emphasis on the ethical and moral principles. The college which is co-educational institution sensitizes its staff and students on issues such as gender inclusion, environment etc by holding lectures on the relevant topics. The Management too has supported the cause of the women education thereby offering free books to the needy girl students.

Drawing and essay competitions are held regarding environment issues to enliven the students. The college has been inviting authorities on environmental issues to sensitize the staff and students on such issues. Apart from this the college, as stated earlier, offers the subject of Environment and Road Safety as a compulsory subject as per P.U. courses

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

*. The advance learners are detected by the teachers during their lectures in class room by means of getting feedback from the students orally and sometimes through class test, students are subjected to various methods of evaluations like vocal responses, written tests after each unit of syllabus. The teachers take extra interest in helping them.

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

*. Academic performance of the students is detected by the teacher during their lectures in classroom. We use marks as index for identifying slow learners students are subjected to various methods of evaluation, vocal responses, & written test after each unit of syllabus. These students who do not seem to cope up with the pace of learning are advised and counseled by the teachers by assisting them and providing study material. such as text books and solved question papers form exams. The advanced learner's are given assignments and encouraged to take part in active items such as quizzes, essay writing, lecture competitions and seminars. They are encouraged to acquire new and advanced information through the internet to bring out their full potential. The creative abilities of students are given vent through wall magazines, newsletter and college magazine. All the students are exposed to peer group learning.

2.3 Teaching-Learning Process

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

*. The academic calendar is released by the affiliating university and is to be followed in totality by our college. The unit wise syllabus is discussed with the faculty of the department and the course work is distributed. Timetable is prepared and displayed on the notice board. The departments also carry out internal assessment of the students according to the university norms. Towards the end of each session / semester, theory and practical examinations are conducted by the university and evaluation is carried out. The exam results are declared and score cards are issued by the affiliating university.

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

*. **N. A.**

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

* The college offers a lot of support services to its teachers for making the learning student centric. The college provides a well-stocked library which boasts of latest books and journals which the faculty uses efficiently to provide comprehensive and latest information to the students. Students are also encouraged to use the library independently that enhances their knowledge. Apart from this, the college provides a state of the art multimedia hall where students participate in GD's Debates and Seminars. The college also encourages the use of internet and computers by the staff and students to keep them abreast of the latest developments in their respective field of study.

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

* The college encourages the artistic temper among the students; the college teachers motivate them to participate in various extra mural activities in youth festival. The long list of prizes won by our students in youth festivals and other competitions proves it. To sharpen the critical thinking among students, various GDs, debates, seminars and quizzes are organized in which students explore new ideas and also get a chance to listen to the expert views of eminent professionals.

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

* The use of modern multimedia teaching aids like OHP, multimedia projectors, and internet enabled computer systems are usually employed in class room instructions as well as other student learning experiences. The students are also encouraged to use computer software packages for meaningful analyses of the experimental data collected / acquired by them to collect information.

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

* College conducts lectures and seminars by experts on various issues in which faculty members and students are encouraged to participate and reap benefits. The teachers go for refresher and orientation courses. Educational tours are also conducted. Over the past many years the faculty has been participating in the conferences and presenting papers seminars.

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?

*. There is a provision for counsellors/advisors for each class or group of students for academic and personal guidance under tutorial system. To add, the college teachers really act as a true friend, philosopher and a guide for 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 faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

*. The college encourages the teachers to keep themselves abreast of the latest developments in their respective fields. They are encouraged to use computers, internet and library resources to enrich their teaching. The college faculty is also provided training for use of computers, latest software so that they can themselves create modern teaching aids to be used in their classrooms.

From time to time the college faculty adopts approaches/methods such as seminars, conferences and special lectures. The faculty members are encouraged to participate in State/National level seminars. They are provided financial assistance for this purpose. The faculty members who attend such seminars/ conferences share their experience with students and faculty with latest information and talent developments.

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

*. The institution has centralized library. The library continues to provide the following current awareness services in order to alert users to latest information of their interest.

- List of articles of current interest.
- Useful articles
- News items

- The catalogues from different publishers are filed. Heads of departments can order for books from these catalogues. The range of subjects represented by the library collection reflects our institution's ever growing zest for newer areas of study and research. Some faculty members have their personal collection of large number of books and they share the books and journals with the fellow colleagues, the PG and UG students majority of staff can efficiently use the internet and they liberally share

their knowledge of innovative research topics, reviews, methodology, data gathering and information output with the learners.

- Students are also encouraged to make use of library services. They are provided with a student library card which enables them to get books issued from the library. Students are also taken to the library to instill reading habits among them.

- In order to develop reading habit and awareness about economics and business, various newspapers have been subscribed at concessional rates for students which are issued from the library.

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.

*. Such situations do not normally crop up but in situations when a teacher proceeds on leave due to illness or leave college midway. In such exceptional circumstances the college has built internal mechanism where other teachers share the workload and complete the syllabus.

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

*. The institute through house examinations, feedback from students and teachers monitors and evaluates the quality of teaching learning. University results also indicate the comparison with College result.

2.4Teacher Quality

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

*. The college strives to recruit and retain teachers who are competent, experienced and experts in their respective field of study. The college is always ready to absorb the best teachers available. The college advertises in the local newspapers and even National Newspapers in order to reach the best teachers available. After getting applications in response to these from the eligible candidates, these are scrutinized and compiled. A merit list is prepared as per the guidelines issues by the Panjab University. Thereafter, the college applies to the affiliating university for a panel of experts to conduct the interview. This expert panel consists of the following members:

- Two subject Experts deputed by the Panjab University.
- One VC nominee
- Principal of the College

- President of the College Management Committee

The above said committee conducts the interview as per the guidelines issued by the Panjab University and selects the eligible and the most competent candidates. After giving them the appointment letters, the approval is sought from the Director Public Instruction (DPI) and the affiliating university.

To retain the available staff, they are paid salaries according to the grades specified by the UGC/PU. The staff is also provided other requisite facilities like, Medical leave, Casual leave etc. They are also given study leave if they wish to upgrade their qualification by pursuing M.Phil. or Ph.D. as per UGC norms.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	1@						1
M.Phil.					2	2	4
PG			2			2	4
Temporary teachers							
Ph.D.							
M.Phil.					3	4	7
PG					10	1	11
Part-time teachers							
Ph.D.							
M.Phil.							
PG							
CONTRACTUAL TEACHERS							
M.PhiL						01	**1**
P.G.					01	01	**2**

@represents post of Principal
(One visiting faculty for the subject environment and road safety)

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

***.** To attract the new faculty and to retain the existing teachers the college provides requisite facilities for research and career growth.

To encourage the staff to participate in workshops and seminars, teachers are sent on duty leave and are also given TA/DA and other benefits to upgrade their knowledge by participating in seminars, workshops, FDPS etc

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 :- Nil

b. Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning: The year 2015 College invited Dr.Harjinder Singh Brar Principal GHG Sudhar College for delivering lecture on teaching skills for faculty members in July.2015

i. Teaching learning methods/approaches:

The college organizes programmes to motivate teachers to prepare computer aided teaching/learning materials, mostly using software's and other electronic tools. The college has some licensed software. The college also supports these endeavors by providing infrastructural support. Teachers engage Multimedia classes for teaching concepts that involve complex visualizations and seminar presentations of the PG level students take place in the laboratory using computer and LCD projector.

The computer Dept. of the college regularly organizes training programs for teachers of other departments to make them aware of the latest developments in the technology. They train the teachers to encourage the use of computers and internet to empower the teachers and to improve their teaching methods.

The College has five licenced softwares which are installed in various Labs. The library is equipped with Campus Analyzer and Virtual Library eshelf. The Fashion designing lab in installed with software like Tukacad, Tukastudio and Photoshop coral draw

ii. Handling new curriculum:

We have a lot of experienced and qualified staff to handle the new curriculum with ease. Some of our faculty members have been members of BOARD of STUDIES in Panjab University, Chandigarh. They play an active role in designing the new curriculum. Whenever there is a change in the syllabus initiated by PU, the same is conveyed to the HODs by the Principal timely. The HODs then call meeting of their teachers and explain the new syllabus and devise strategies to empower the teachers to handle the new syllabus effectively.

iii. Content/knowledge management

iv. Selection, development and use of enrichment materials

v. Assessment:

The self-assessment report is one of the important yard sticks used for the promotion of the faculty. It also gives a picture of the needs of the faculty in terms of their research and other activities. Suggestions to improve the academic system, provided by the faculty through the self-assessment report are also taken into account by the college. The personal files of the employees are maintained by the College.

a) 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, at its own level and with the assistance from UGC and other bodies like ICSSR etc. make arrangements for seminars and conferences of national level where in the experts from above mentioned fields are invited to share and deliver their experiences and knowledge. The college regularly organizes state level seminars on women empowerment, female foeticide. The Management too has supported the cause of the women education thereby offering free books to the girl students and transportation. College has been celebrating Van Mahotsava with the support of the staff and forest department. One of our faculty members has delivered lecture presented paper on the relevance of Human Rights and Public interest and litigation etc. The subject of environment education is a part of the college curriculum. It is compulsory for all the students, irrespective of any stream, to clear the paper of environment under P.U. curriculum. In the year 2015, College organized two days UGC sponsored National seminar on Human right: National and International perspective on 27, 28 February.2015.

b) Audio Visual Aids/multimedia:

Lectures are taken using audio visual aids in Classrooms. 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 computer with internet browsing facility for preparation of teaching/learning materials. Recently, the college built a multimedia conference hall which boasts of state of the art facilities like projectors, sound system and computers etc.

c) OER's:

College provides the facility of open educational resources which includes tests, software and any other tools, materials, or techniques used to support access to knowledge for

faculty members. Teachers are requested to develop and share their notes and teaching material with other teachers through hard copies and the same is also updated on the college website for the use of other teachers.

d) Teaching learning material development, selection and use:

The teachers of our institute are given free access to internet. This helps them collect learning material from the internet, etc. College has a well developed library which contains thousands of books of various subjects. Besides this the college organizes seminars and conferences which help as a learning source for the faculty.

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 institution extends full support for the professional development of the faculty. The faculties are encouraged to pursue their M.Phil. and Ph.D. through faculty development schemes. The institution deputes its teachers to attend refresher and orientation programs, conferences, seminars and training programs organized by other institutes, universities and research organizations. The institution also conducts number of seminars, workshops and special lectures for the benefit of its faculties and students. The institute has conducted number of workshops/seminars/conferences during last three years. The institute grants duty leaves according to the nature of work. In December, 2015 one faculty member attended capacity building programme for social sciences at Centre for research rural & Indian development Chandigarh.

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

*. The college provides necessary infrastructure and other required support to encourage teachers to excel in their teaching. The study centric environment and conductive atmosphere of the college encourages teachers to prove their mettle.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching- learning process?

*. Yes, our institute gets the evaluation of the teachers done by students. The head of the institution takes feedback of the teachers from the students. At the end of every academic

year students give feedback of individual faculty members on their teaching skills on a prescribed format. The feedback from mainly focuses on the teaching skills of the faculty members, like presentation, communication knowledge, and content covered innovative practices and laboratory work. If any faculty doesn't meet the benchmark on feedback, he/she is counseled for the future.

2.5Evaluation 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?

*. Students are clearly made aware of the eligibility conditions required to appear in the final exams. They are informed of the criterion of the internal assessment. The evaluation is the integral part of teaching learning process. So, the institution makes effective arrangements for the smooth application of the rules about the evaluation processes. The college has developed a proper Mechanism for this purpose. Time to time staff meeting is also conducted concerning evaluation process and intimated to students.

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 university has adopted table marking. Fair marking and evaluation is done purely by coding the roll nos. of the students i.e. secret roll nos. More than this the students are evaluated by group discussions, seminars and sometimes blackboard tests are also held for some interesting and short topics. It makes the evaluation more interesting for students. Faculty members also try new innovations in their teaching skill to make evaluation more interesting and beneficial for the students. The college is affiliated with Panjab University Chandigarh. The university has initiated various evaluation reforms viz.

i. Introduction of internal assessment system.
i. Introduction of OMR answer sheets.
ii. Introduction of table marking and evaluation through secret roll nos. so as to make each evaluation process more transparent.
iii. Introduction of objective questions in the question papers.

The college has adopted various university reforms concerning evaluation viz:

i. Same pattern of question papers is used in house examination.
ii. Internal assessment is awarded to the students as per the university criteria.
iii. Class tests and unit tests are conducted to evaluate the performance of students.
iv. Student centric learning through assignment, projects, seminars and practical sessions.
v. The College has purchased a photocopier machine (RISO) for printing question paper in order to maintain secrecy.

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

*. The evaluation reforms of the university are followed in the best of the spirit. The evaluation is all fair; the students are satisfied by showing them the evaluated performance in the answer sheets. Any doubt about evaluation is made clear to the students. All record is maintained i.e. answer sheets, award lists etc. Weekly tests are taken and record is kept. Whenever class tests and term tests are taken the results of the students' performance/awards are shown to the students to encourage them or counsel them for better future performance. The institution has followed the improved examination system as prescribed by the Panjab University, Chandigarh.

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

*. University is the sole authority for implementation of reforms in examination and evaluation but faculty members who are part of academic bodies of the university actively campaign for reforms. Even then for bringing about a positive change in the evaluation practices, the institution adopts both formative and summative methods of evaluation. Formative approach to evaluation includes measuring the student's achievement through verbal tests, group discussions, seminars and weekly test. The evaluation through these approaches gives lot of information about student's achievement after teaching a particular unit. The concerned teacher may get some direction about the student and necessary steps regarding his/her improving can be pondered over. The summative evaluation is done during terminal tests. Even if some students don't perform well or clear the eligibility condition, then an extra chance is given to the student for his/her evaluation. All faculty members follow the formative approach to measure students' achievement & performance through 1 group discussion 2 class test 3 verbal test 4 assignments.

In case of annual classes or summative approach two terminal tests & in case of semester classes, class tests and a mid-semester test is taken in the college. If any student doesn't clear the condition of these terms tests then one special test is taken to improve his performance for final examination. This is how the institution uses the formative and summative evaluation approaches in the campus.

2.5.5Detail 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.

*. **Annual Classes: B.Com-III & B.A.-III:** There is complete transparency in the internal assessment. The criterion adopted is as directed by the University. All the students are familiar about the transparency in internal assessment in annual system. 40% weightage is given to the marks obtained by the student in first term and 60% weightage is given to the score obtained in the IInd term. After preparing the assessment report, it is submitted by the concerned teacher and the same is displayed on the notice board at the end of the session. The internal assessment is made by the faculty members keeping in mind the following aspects / factors of students' performance during the academic year:

1) Class attendance
2) Class assignments
3) Score in the term examination etc.

In spite of all the above behavioral aspects, independent learning and communication skill etc. are also taken into consideration during the assessing of a student.

For semester classes:

*. Marks for internal assessment for M.Com (semester) are divided as follow:

a) Attendance 20%
b) Written assignment 30%
c) Mid-semester test 50%

*. Marks for internal assessment for M.A.(semester) classes are divided as follow:

a) Assessment may include written assignments snap test, participation in discussion in class, term papers and attendance 20%

*. Marks for internal assessment for B.Com (semester) classes are divided as follows:

a) Mid semester test 50%
b) Academic activities 30%
c) Attendance 20%

*. Marks for internal assessment for B.A. (semester) classes are divided as follows:

a) Class test 50%
b) Academic activities 30%
c) Attendance 20%

2.5.6 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 have a transformational impact on students through education by inculcating qualities of competence, confidence and excellence. The college has specified its graduate attributes clearly.

At the first place,

- The college aims to make its students employable and basic for further studies.
- The college endeavors that its students should become valuable citizens.
- To make the students academically sound.

The college ensures that by the time the student finishes his/her education in the college, he attains all these specified attributes. The faculty members of the college work rigorously throughout the academic year to enable the students imbibe the valuable lessons by way of seminars, moral lectures, presentations and field work. The faculty sensitizes students towards inclusive social concerns, human rights, gender and environmental issues to make them sensitive, sensible, useful and conscientious global citizens.

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

*. Students having grievances with the evaluation process or his every doubt is made clear by showing his performance in the answer sheet. The student is made clear about every grievance in his mind at the University level. For this process, some re-evaluation fee is charged from the student and evaluation process is again repeated. The examination are conducted and controlled by university. The college has to follow the instructions of the university. If students have any problem, the Principal of the college communicate to the concerning authority (controller of exams or other offices) of university about the grievances of the students. The institute follows open evaluation system where the student performance is displayed on the notice board and the same is informed to the parents.

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?

*. Through College Prospectus, Magazine, Parent –Teacher meeting etc.

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

*. **For Annual Classes:** The institution evaluates the students through two terminal tests after a gap of three months. The parents are informed through telephonically (for weak students). The record of the whole evaluation process is transparent. The answer books are shown to the students. A special test is also conducted in the month of February for students, who have not cleared the conditions for final examination. The college arranges to inform the parents the terms examination awards of the students' along with their class attendance.

*. **For Semester Classes:** The institute evaluate the students through one midterm test after the gap of three months. The parents are informed through telephonically (for weak student). The record of the whole evaluation process is transparent. The answer books are shown to the students. The College arrange to inform the parents the examination awards if the students along with their class attendance.

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

*. Through Industrial visits, Summer Placement and other activities.

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

*. Every institute has social as well as economic responsibility. The courses run by college have both social and economic relevance. College understands its responsibility in the socio economic parameters. The institution at the time of the admission provides counseling regarding the choice of options the students wish to opt. they are guided regarding the future prospects of various options. Further they are sensitized on the societal responsibilities through guest lectures. The students are motivated through personality development programs. Students are encouraged to participate in activities for social and community service. NCC & NSS. The college has made dedicated efforts to impart quality education. It has been contributing significantly in transforming socio-economic conditions of the people of village Dakha (Ludhiana) The college through the orchestrated efforts of teachers, supporting non-teaching staff and administrative officers has been generating highly skilled employable

and socially responsible manpower. College has many professional courses like: B. Com, M. Com, PGDCA etc. which are helpful in getting employment along with add on courses.

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

*. Institution has specified procedure to collect and analyze data on student learning outcome; the following points are adopted by the institute in this context:

- Midterm and continuous evaluation comprising of weekly internal tests, assignments, term paper and seminar presentations.
- Annual system of examination for B.Com and B.A. III classes and Semester system of examination for the rest of classes.
- Seminar presentation by students.

Institute has taken following steps to overcome barriers:

- Providing question bank of various subjects to the students.
- Timely Redressal of students' grievances.
- By showing answer books to students to make them understand their relative strengths and weaknesses.
- Minimum attendance limit for students to minimize absenteeism.
- Extra classes for weak students to solve their problems.

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

*. The institution has a clearly defined, set mechanism to monitor the learning outcomes. Attendance is compulsorily taken for every lecture. Based on the participation in the class and the marks scored in the exams and assignments, the student's level is judged by the staff member and appropriate action is taken. At the end of each periodical test, progress reports which consist of unit test results and attendance status are submitted to the office for further action.

Counseling is given to slow learners. Parents of such students are called to meet their respective faculty member, if required.

The faculty members are encouraged to conduct surprise tests, quiz etc. to monitor the academic progress of each student.

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

examples.

***.** The institution uses assessment and evaluation both as an indicator for evaluating students' performance. The students who excel in the academics, sports or extracurricular or extra mural activities are given due advantage in assessment. General classroom behavior of the students is also kept in mind when evaluation of a student is undertaken

Criterion III: Research, Consultancy and Extension

3.1 Promotion of Research

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

*. No the college does not have a recognized research centre/s of the Affiliating University or any other agency/organization.

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

*. The college recently formed a committee to look into the research culture prevailing in the college and suggest steps to improve it.

- Following are the members of the Research promotion and advisory cell
  1. Principal Dr Guriqbal Singh
  2. Prof Avtar Singh
  3. Prof. Parveen lata
  4. Prof. Gotinder Kaur

- Following are some of the recommendations/suggestions of the cell
  1. The present workload of the teachers and pressure of academic excellence leaves little room for promotion of research culture, but still there is room for improvement.
  2. Provision of e- resources and internet facilities in Library where teachers can undergo research activities.
  3. Promote the teachers to take up projects of UGC and other agencies.
  4. To make greater efforts to organize seminars/workshops/FDPs in the college.
  5. To provide duty leave to teachers working on research activities.
  6. To provide TA/DA to teachers for presenting papers.

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

Faculty members have applied for Minor Research Projects but no projects have been sanctioned till date. Moreover no projects have yet been approved by the appropriate bodies. But the college will provide full autonomy to the Principal investigator.

§ Timely availability or release of resources

The college will make available resources as and when required for research activities.

§ Adequate infrastructure and human resources

The college has adequate infrastructure in the form of e-resources, books and internet facility for the purpose.

§ Time-off, reduced teaching load, special leave etc. to teachers

The college will provide time-off reduced teaching load, special leave etc under the framework of rules of the UGC, Panjab University and Punjab Government

§ Support in terms of technology and information needs

Adequate support in terms of technology and IT exists in the college.

§ Facilitate timely auditing and submission of utilization certificate to the funding authorities

The college submits all financial and other details as and when required.

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

- The college facilitates smooth summer training and project preparation of M.Com students.
- The college frequently organizes Extension lectures to develop scientific temper and research culture among students. Following are some the lectures delivered by eminent personalities in recent years.

S.No	Name and institutional affiliation
1.	Dr. Bikramjit Singh Prof NJSA College Kapurthala
2.	Dr. Sukhdev Singh Prof and Head Dept of Business Management GNE Ludhiana
3	Dr. H.S.Dhall Dept of Business Management GNE Ludhiana
4	Dr Harjinder Singh Walia Prof Punjabi University Patiala
5.	Dr Surinder Singh Prof PU Chandigarh
6.	Dr. ID Gaur Prof PU Chandigarh
7.	Dr Nazar Singh Prof Punjabi University Patiala
8.	Dr JS Dhanki Prof PU Chandigarh
9.	Dr Dharmjit Singh Principal SN College Banga
10.	Dr Sukhman Bal Prof PU Chandigarh
11.	Dr. S.P. Singh, Ex. Vice Chancellor

12	Dr. Rattan Singh Jaggi Rtd. Prof. Punjabi University Patiala
13	S. Amarjit Grewal Ludhiana
14	Dr. Nahar Singh Rtd. P.U. Chandigarh
15	S.Santokh Singh Dhir Story Writer Mohali
16	S. Jaswant Singh Kanwal -Famous Punjabi Novelist
17	Dr. Atamjit , Rtd. Principal SADSG Memorial College Mukandpur
18	S. Ajmer Aulakh Prof. Rtd. Govt. College Mansa
19	Dr. Tejwant Singh Gill , Prof. Rtd. GNDU Amritsar
20	Surjit Pattar Prof. Rtd. P.A.U. Ludhian
21	Prof. Gurbhajan Gill Rtd. P.A.U. Ludhiana
22	Prof. Ravinder Bhattal Asso. Prof. Rtd. S.D. College Barnala
23	Dr. Rajnish Bahadur Singh Asso. Prof., D.A.V. College Jalandhar
24	Dr. Surjit Singh, Asso. Prof., Pbi University Patiala
25	Dr. Sarabjit Singh, Asso. Prof., Govt College Chandigarh
26	Sh. Jaswant Jaffar A.S.E., PSPCL Ludhiana
27	Dr. Sarwan Singh Rtd. Principal, SADSG Memorial College Mukandpur (Pb)
28	Sh. Satish Gulati Publisher Ludhiana
29	Dr. Raghbir Singh Rtd. Prof. P.U. Chd.
30	Dr. Raghbir Singh sirjana Rtd. Prof. P.U.Chd.
31	Sh. Gurdev Madaher , Story writer
32	Sh. Bhagwant Rasoolpuri Jalandhar
33	Dr. Sharanjit Kaur Asso. Prof. , Rtd. Govt College Chandigarh
34	Ms. Sukhwinder Amrit Poetess Ludhiana
35	Mrs. Gurcharan Kaur Kochar Rtd.Teacher, Govt Model School P.A.U. Ludhiana
36	Dr. Davinder Dilrup Asso. Prof. P.A.U. Ludhiana
37	Neetu Arora Asstt. Prof. Pbi University Constitute College
38	Mr. Amarjit Ghuman Poetess, Mohali
39	Ms. Biba Kulwant, Poetess Ludhiana
40	Dr. Joginder Nirala Rtd. Prof. P.A.U. Ludhiana
41	Sh. Inderjit Hassanpuri , Famous Pbi. Poet
42	Dr. Jasvir Singh Saber Rtd. Prof. G.N.D.U. Amritsar
43	Sh. Jasvir Bhullar Writer , Mohali

44	Dr. Sukhwider Sangha Asso. Prof. G.N.D.U. Regional Centre Jalandhar
45	Dr. Butta Singh Prof. Punjabi University Regional Centre , Bathinda
46	Dr. Ved Agnihotri Rtd. Asso. Prof. D.A.V. College Nakodar (Distt. Jalandhar)
47	Kirpal Kazak, Rtd. Prof (Hon) Pbi University Patiala
48	Prof. Niranjan Tasneem ,Prof. Rtd. Govt College Ludhiana
49	Dr.Pushpinder Syal, P.U. Chd
50	Dr.Anil Sarwal, DAV College Chandigarh
51	Dr.Gurleen Ahluwalia, P.U.P. College Ghanour
52	Dr. Ratan Singh, Professor & Head of the Dept. GNDU Amritsar
53	Dr.Ravi Karan Singh, Pofessor-Dept of Law Pbi Uni. Patiala
54	Dr.Vijay Nagpal, Professor & Head Dept. of Law, Panjab University Chandigarh
55	Dr.Devinder Singh, Professor and Head, Dept of Law, Panjab University Chandighar
56	Dr.Sukhdev Singh, Professor and Head, Dept. of Business Management, GND Engineering College Ldh
57	Dr.Bhupinder Singh Virk, Dept of Law, Punjabi University Patiala
58	Khalid Hussain ,Poet & Retd IAS Officer Jammu & Kashmir
59	S Ranbir Rana , Writer & Artist, Punjab
60	Dr. Surjit Singh, Asso Prof. Pbi University Patiala
61	Dr. Atamjit Singh, Famous Punjabi Novelist
62	Dr.Sukhdev Singh Sirsa, Asso Prof Rtd P.U. Chd
63	S. Gagandeep Singh Rahil –Insurance Expert
64	Dr.D.K. Bharti -Career Planning
65	S. Pardeep Makkar - Career Planning
66	Dr. Harjinder Singh , Faculty Development
67	Dr. Rajnish Bhandari. DAV College Jalandhar
68	Dr. Harshinder Kaur, Deputy Medical Supdt. – Rajindera Medical Hospital Patiala
69	S.P. Singh Retd Vice Chancellor of GNDU Amritsar

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

activity, etc.

- Students of M.Com are required to undergo Summer Training and produce Research projects, Prof Avtar Singh and Prof Neeru Goyal, Parveen Lata, Prof. Rashmi Mittal of the Deptt of commerce are actively engaged in providing guidance to students in this direction.

The following teachers are actively engaged in research work:

- Prof Avtar Singh, Head PG Deptt of commerce is pursuing Ph.D
- Prof Gotinder Kaur of the Deptt of Punjabi is pursuing Ph.D
- Prof Harjit Singh of the Deptt of Punjabi is pursuing Ph.D
- Prof Parveen Lata of Commerce dept is pursuing Ph.D
- Prof Neeru Goyal of Commerce dept is pursuing Ph.D
- Prof.Gurdeep Singh of Punjabi Dept. pursuing Ph.D
- Prof.Sarbjeet Kaur of History Dept. pursuing Ph.D

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

The college has conducted the following Seminars in the recent past

S.No	Organizing Department	Theme	Dates
1.	Commerce	"The extent of observance of principles of Corporate Governance in North West India" sponsored by ICSSR	February 2007
2.	History	"The contribution of great revolutionary martyr Bhagat Singh to the cause of freedom in India "sponsored by ICSSR	February 2008
3.	Punjabi	"Punjabi bhasha da vishivikaran samajik vigianik sarvekhan"sponsored by ICSSR	January 2009

4.	English	"Role and need of Technology in English Teaching and Learning with special reference to Methods and Materials" sponsored by College Development council Panjab University Chandigarh.	9th February 2013.
5	National Seminar	Humar Rights: A National and International respective" a National Seminar sponsored by UGC	27-28th February 2015

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

- The Panjab University does not permit college teachers to enroll PhD students so Principal Dr.Guriqbal Singh is providing guidance to students and teachers.

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 G.T.B.National College Dakha has constantly made efforts to organize seminars and invite resource persons, details of which are listed in point 3.1.4 and 3.1.6 above.

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?

No teacher till date has availed sabbatical leave.

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).:- No.

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.

- There is no such budget provision for research. But the college will help the teachers to avail it from the UGC, ICSSR and other funding agencies, if required.

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?

- No, there is no provision in the institution to provide seed money to faculty for research.

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

- Although, no financial aid is given to the students, yet there are certain other facilities in the form of e-resources and internet facilities in the library are made available to support research by students.

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.

*. No

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

- The infrastructure available in the Network Resource Centre is made available to the staff and students for the full working hours. This facility may also be used on non-working days with a special permission by the Principal.

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.:- No

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?

- The college has a well-stocked library consisting of 15740 books 34 journals and magazines and 15 newspapers and 9 research journals. Besides computers with internet facility and e-resources are available.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

- The college recently formed a committee to look into the research culture prevailing in the college and suggest steps to improve it.

Following are the members of the Research promotion and advisory cell

1. Principal Dr Guriqbal Singh
2. Prof Avtar Singh
3. Prof. Parveen Lata
4. Prof. Gotinder Kaur

The committee will make constant steps to improve the research culture by inviting resource persons, organizing seminars/workshops/FDPs etc and educating the young faculty members and students regarding various schemes and facilities available for researchers.

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. :-No

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

- Research centre at Punjabi Bhawan run by Punjabi Sahit Academy at Ludhiana.

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

* OPAC (Online Public Access Catalogue): The library is preparing databases of books in English Language. As soon as new books are purchased and processed,

their bibliographic description is added in the OPAC. One terminal is dedicated for the readers to use OPAC for their search of books.

* Electronic Resource Management Package for e-journals: The College has purchased software titled 'e-shelf digital library' with the help of grant provided by UGC under which access to e-resources (e-journals and e-books) to students, researchers and Faculty is provided.

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

Nil

3.4 Research Publications and Awards

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

* Patents obtained and filed (process and product)

Nil

* Original research contributing to product improvement

Nil

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

Nil

* Research inputs contributing to new initiatives and social development

Nil

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

No

3.4.3 Give details of publications by the faculty and students:

S. No	Name	Department	Number of publications	No. of papers in International database	Chapter in Books	Books
1	Dr. Guriqbal Singh	Punjabi	52	26	16	14
2	S. Parminder Singh	Commerce	5		4	1
3	S. Avtar Singh	Commerce	5	1	2	2
4	Ms Neeru Goyal	Commerce	2	2		
5	Ms Parveen Lata	Commerce	7	7		
6	Ms Rashmi Mittal	Commerce	6	4		2
7	Ms. Gotinder Kaur	Punjabi	6	4	1	1
8	Mr. Harjit Singh	Punjabi	5	2	2	1
9	Mr Ravinder Singh	History	3			3
10	Ms. Sarabjeet kaur	History	2	2		
11	Ms. Priya Malik	Fashion Designing	2	1	1	

3.4.4 Provide details (if any) of

* Research awards received by the faculty

Nil

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

Nil

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

Nil

3.5 Consultancy

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

- Although no formal systems for industry institute exist in the college, but the college has informal consultations with industry to gather inputs regarding courses. Students are taken for industrial visits and summer training.

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

- The college does not have any such policy at present

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

N.A.

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

N.A.

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

N.A.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighborhood- community

network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The college has the following clubs/societies NSS, NCC, Youth Club, Red Ribbon Club, Commerce Forum, Punjabi Sahit Sabha, Guru Gobind Singh Study Circle. These clubs organize various activities such Blood Donation Camp, Medical camp Environment consciousness camp, Aids awareness, and religious functions etc where the members of the neighboring villages are engaged.

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

- The college undertakes a drive to enlist students in the above mentioned activities at the beginning of the session. They are then assigned organizational roles which promotes a sense of leadership in them.

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

- The college has a students' council, academic achievers club and a tutorial system where students can interact and place their perceptions regarding the institution. They can vent their grievances through the suggestion box and students feedback Performa.

- The college interacts with the parents by sending them the results of the wards. Parents are also invited to functions. They are also free to meet the Principal and teachers.
- The college has a system whereby two teacher representatives become members of management committee. They get an opportunity to interact with the management and discuss the issues related to the college from their perspective.

- The college also enlists eminent members of the society in various committee such as Grievances of girl students and women employees committee.

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. None

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

- The Prospectus disseminates information regarding committees and the guidelines to facilitate them in their choice of activity.
- At the time of admission of the students, the teachers in charge of various committees, ask students about their interest in extension activities including participation in NSS, NCC, Youth club, Red ribbon club and Guru Gobind Singh Study Circle etc.
- The institution promotes these extension activities in college publications and local newspapers.
- College staff is actively involved in various extension activities like participation in extension lectures at different forums.

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

Nil

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

- Extension and outreach programs help the students to be the good citizens of country and develop philanthropic spirit in them.
- Patriotism and spirit of service to humanity is nurtured.
- A better understanding about the community is developed in students.
- It helps students to improve their self-esteem and better prepare for their career.
- It also develops moral and ethical values among the students.
- Students are encouraged and rewarded for blood donation.

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?

- All the activities are planned in such a manner that the effect is disseminated to more and more people.
- Parents, locals, *panchayats*, heads and teachers of nearby institutions, social workers, professionals, and media are invited in college functions.
- Blood donation and free medical checkup camps are organized on the campus and
- The College playground are opened for all the people of the area.
- Cleanliness drives are taken up not only in the campus but around the campus as well during various camps of N.S.S...
- Local residents are free to use the playgrounds during off hours.

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

- The college believes that schools provide the foundation of education for students and the services of school teachers in shaping the future of students can hardly be exaggerated. Keeping this in view the college has been organizing a novel function to honor best teachers of neighboring schools. Every year students of various schools who have sought admission in our college are given a Performa to find out best teachers. The shortlisted teachers are then invited to a function where they are honored.
- The college has a widow and orphans trust which organizes a function every year to provide monetary help to needy students of nearby schools.
- The College organizes an Inter-college quiz, Essay writing competition and others such events every year.

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

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories,

institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

- The college does not have any such arrangements at present.

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

- The college does not have any such arrangements at present.

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

Nil

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

***. See 3.1.4 and 3.1.6 above**

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

N.A.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations. Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

N.A.

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 provide the best possible education to the students, the College has framed an infrastructural policy which aims to create and enhance the infrastructure that facilitates effective teaching and learning. The Management takes active interest in the infrastructural needs of the College. This is complemented with infrastructure & also grant from UGC, which offers liberal funds whenever the need arises. The campus is replete with an expanse of infrastructure which includes all the latest facilities, well equipped labs and spacious rooms. The Library has been expanded and redesigned recently so as to accommodate the needs of students. The Seminar Room equipped with modern technological facilities Multipurpose auditorium, Canteen, Playground, Fitness center, Parking and Backup generator are the significant user need based infrastructure in the campus. Infrastructure feedback is also collected from the students in order to make improvements.

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, Multipurpose auditorium, NSS, NCC, cultural activities, Public speaking, communication skillsdevelopment, yoga, health and hygiene etc.

*. **a) Curricular Activities-** As mentioned earlier the College has ample learning spaces for its students:

i. Classrooms – there are **19 class rooms**: According to allotted time in the time table, the class rooms and labs remain occupied from 9.00 am to 4.00 pm during all working days.

ii. Laboratories and other Facilities:-

a. Computer labs 01
b. Fashion Designing lab 01
c. Seminar Hall 01 (60 Seating Capacity)
d. Library

e. Administrative Block- Including Reception Room, Principal Office, Registrar Room and College Office
f. Girls Common Room
g. Staff room
h. Gymnasium
i. Other facilities- Bank, Parking Area, Canteen, Hygienic Washrooms, and Safe Drinking water etc.

b) Co-Curricular Activities:-For co-curricular activities, there are several committees, clubs and societies like NCC, NSS, Youth Club etc. which are positively active for overall personality development of the students. College Multipurpose auditorium and seminar hall are used to organize various functions, events and activities conducted by various bodies such as Blood donation camp, voting awareness rally, poster making competition, medical check-ups, Quiz contests etc.

c) Extra-Curricular Activities:-The College participates and holds competitions in extra-curricular activities like Dance, Drama, Declamation, Music, Painting, Elocution, Poetical Recitation, Flower Arrangement, Mehndi, Rangoli, Heritage items making in Teej celebration and many sports competitions held in the premises as follow:

1. Seminar Hall
2. College Multipurpose auditorium
3. Girls Common Room
4 Fashion designing Lab

Sports: Indoor Facilities

1. Gymnasium with multi facilities.
2. Table-tennis, badminton court, judo mats, wrestling mats, power lifting and weight lifting stations and yoga mats

Sports: Outdoor Facilities

1. Softball Court
2. Kho-Kho Court
3. Kabbadi Court
4. Volley-ball court
5. Ball Badminton court
6. Athletic Track
7. Football Ground

8. Hockey
9. Cricket
10. Basketball Ground

The College participates in sports events in Panjab University and various Inter-College Competitions .The sports students participate in various sports events at the National, State & University level competition.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/campus and indicate the existing physical infrastructure and the future planned expansions if any).

*. **Master Plan:**-The Master plan of the College campus includes the existing building. Present (existing) Physical Infrastructure

1. Two Storied Teaching Block
2. Administrative Block (Air-Conditioned)
3. Registrar Room (Air conditioned)
4. Principal's Office (Air-Conditioned)
5. Staff room (Air-Conditioned)
6. Conference Room (Air Conditioned)
7. Library
8. Well-furnished Classrooms
9. Visitor Room
10. Seminar Hall
11. Computer lab
12. Fashion designing lab
13. Canteen
14. Multipurpose hall (Including Gymnasium/Fitness Centre)
15. Hygienic Washrooms
16. College ground
17. Bank.

Utilization of Infrastructure:-The College utilizes the infrastructure facilities optimally. The College is presently running four Postgraduate courses namely M. Com, M.A (History) M.A (Punjabi) and PGDCA. Library is open for use for staff and students from 9.00am to 4.00pm. Multi-purpose Hall is used for holding various College functions, weekly Assembly, Seminars and Workshops, etc. It is also put to use for conducting several competition and examinations. It is also used by agencies /organizations like NCC, Election Commission, etc. It is a venue for special/cultural/educational functions. Exhibition/Festivals are also arranged in the College campus.

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

*. Number of such type of students is very low. Western type washrooms/ toilets are also available for this. The Institution ensures that these students are accommodated on the ground floor with comfortable furniture and attendant facility.

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

*. The College does not have a hostel. Although we have applied for women's hostel under the appropriate scheme of UGC a couple of times but it could not materialize.

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 first aid kit with the clerk in college office to cater to any emergency. The college has also made arrangement with Deol Hospital Mullanpur. The students are at all the times well looked after but if the need arises an official escorts them to the hospital immediately which is just 5 min drive from the College. Regular awareness programs on health are given to students by organizing various seminars with the help of doctors from various hospitals in the city.

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

1. **IQAC (Internal Quality Assurance Cell):-** None existing.

2. **Grievance Redressal Unit: -** The College has a grievance redressal cell comprising of senior teachers who look into the grievances of teachers and students. There is suggestion box available outside Principal's office for the students/faculty/staff to drop their suggestions/complaints and these complaints are checked and redressed at earliest possible. The college has also provided a feedback cum complaint form on the college website.

3. **Sexual Harassment /Women's Cell:-**Women's Cell comprises of Senior Faculty members who can be approached by students whenever they require any type of assistance.

4. **Counseling and Career Guidance:-**The Faculty in charge of counseling assists the students in areas ranging from academic to personal.

5. **Placement Unit:-**The College does not have a special placement unit but arrangements are made for summer training for students of M.Com. The Faculty in charge of Placement of Graduates and Postgraduates arranges field visits, organizes campus interviews, summer training courses, expert or guest lectures to assist the students in making their resume and locating desired jobs.

6. **Health Centre:-**There is a visiting doctor who addresses the medical problems of the students and staff.

7. **Canteen: -** The facility of Canteen is also provided with a wide variety of eateries both indoor and outdoor seating space is situated in the Student Centre and a separate room is provide for the staff.

8. **Recreational spaces for students and staff: -** There is multipurpose hall, a Multipurpose auditorium, a seminar hall and lush green lawns where many functions are held.

9. **Safe drinking water:-**The students and the staff are provided safe and purified drinking water. 4 water coolers are located at suitable different places of the campus. Three latest technology ROs are fitted at suitable places.

10. **Multipurpose auditorium: -** The College has a well-furnished, multipurpose auditorium with a capacity of about 1000 persons. The hall is equipped with latest technologies like Sound system, Projector etc.

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 Library has a Library Advisory Committee. It acts as a link between the library-users and the library staff. The Library Advisory committee comprises of the following members.

1. Prof. Avtar Singh **(convener)**
2. Prof. Gotinder Kaur
3. Mrs. Rupinder Kaur, Librarian

The Committee meets twice a year to make various important decisions regarding following:

* To allocate budget
* Problems of library and users are discussed and solved.
* Library performance is monitored or enhanced through user's feedback.
* Books Exhibitions/Book Hunting/ Quiz are organized to encourage students to improve their reading habits.
* Display stand to display fresh arrivals.
* Introduction of e-books facilities.
* OPAC.

4.2.2 Provide details of the following:

* **Total area of the library (in Sq. Mts.): 353**
* **Total seating capacity:** 100 students
* **Working hours**

On Working Days:	7hrs (9am to 4pm)
On holidays:	Closed
Before examination days:	7hrs (9am to 4pm)
During examination days:	7hrs (9am to 4pm)
During vacation:	5hrs (9am to 2pm)

* **LAYOUT OF LIBRARY** individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources. Library of the College is well

stocked with 15740 volumes, 34 magazines and 15 newspapers.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

*. The library ensures the purchase of books/ journals/ reading material on the recommendations of the Head of the Department of concerned departments and Faculty. The library staff checks the duplicity of books. Thereafter the recommended list of books is sanctioned by the Principal and then the order is placed by the librarian.

Library Holdings	2012-13		2013-14		2014-15		2015-16	
							(Up to jan.16)	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Books	128	33671	191	61172	166	68810	235	63358
Journals/ Periodicals	350	14377	363	25659	295	30009	262	27965
e-resources	1	180	Nil	Nil	Nil	Nil	Nil	Nil

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

* **OPAC (Online Public Access Catalogue):** The library is preparing databases of books in English Language. As soon as new books are purchased and processed, their bibliographic description is added in the OPAC. One terminal is dedicated for the readers to use OPAC for their search of books, which is provided by the software campus analyzer.
* **Electronic Resource Management Package for e-journals:** The College has purchased software titled 'e-shelf digital library' with the help of grant provided by UGC under which

access to e-resources (e-journals and e-books) to students, researchers and Faculty is provided. It comprises of 10,000 volumes approximately.

- **Federated searching tools to search articles in multiple databases:** NIL
- **Library Website:** Nil
- **In-house/remote access to e-journals:** Nil
- **Library automation:**-The library is automated with "campus analyzer" software.
- **Total number of computers for public access:**-There are eighteen computers and four laptops in the library. A separate computer is placed inside the premises of the Library for searching the resources of the library for Online Public Access Catalogue; one computer for the server of the Library software; four computers for faculty and twelve computers where students can access e-resources. Laptops are available for faculty members for PowerPoint presentations in classrooms.
- **Total number of printers for public access: 01**
- **Internet Bandwidth/speed:** 512 kbps
- **Institutional Repository:** N.A.
- **Content Management system for e-learning:** N.A.
- **Participation in Resource Sharing networks/consortia (like INFLIBNET): NA**

4.2.5 Provide details on the following items:

- Average number of walk-ins: 45-50
- Average number of books issued/returned: 20
- Ratio of library books to students enrolled: 15740 books: 778 students
- Average number of books added during last three years: 162
- Average number of login to OPAC: 05
- Average number of login to e-resources: 10
- Average number of e-resources downloaded/printed: 10
- Number of information Literacy trainings organized: Nil
- Details of "Weeding out" of books and other materials: Every year the books which are unserviceable/torn/out of syllabus/ obsolete are weeded out from the library. Books which are missing for last 3 years are written off with the consent of the

Principal. Proper record is maintained of weeded out and written off books. So far library has weeded out 607 books.

4.2.6 Give details of the specialized services provided by the library

* **Manuscripts:** None
* **Reference:** The College has rich collection of 578 reference books on various topics.
* **Reprography:** On Demand
* **ILL (Inter Library Loan Service):** NA
* **Information deployment and notification:** Vital information is conveyed to the students and staff through the notice boards positioned in the library building.
* **Download and printing:** It is available at request and with prior permission of Principal.
* **Reading List / Bibliographic Compilation**: Yes
* **In-house/ remote access to e-resources**: Nil
* **User Orientation and awareness**: Yes
* **Assistance in searching Databases**: Yes through orientation
* **INFLIBNET/IUC facilities**: NA

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

*. Library staff is always there to help the users. The Internet facility is available for the users to access the e-resources. Following supports are provided by the library staff

* OPAC: how to use it.
* How to search the particular document from the shelves
* How to search information from e-resources
* Helping them in compiling projects.
* Current Awareness Services and SDI on demand
* Frequent visitors are identified in the Library and the award is given to the most frequent visitor and best user of Library among both i.e. teachers and students.

4.2.8 What are the special facilities offered by the library to the visually/physically

challenged persons? Give details.

*. No consolidated policy on such issue has been framed so far as number of such students is very few. But every possible help is provided to facilitate the existing facilities towards them.

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?)

*. The users of the library can give feedback by writing in the feedback register kept in the library or by putting letter in the suggestion box outside the library. The feedback of the users is analyzed by the Library Committee and changes are made accordingly if needed.

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)

Detail of Computers and its accessories

SR.	INSTALLED IN	Nos. Of Computer	Make	Configuration	Accessories
1	**Principal Office**	1	Zenith	Processor Pentium Dual Core 2.80 GHZ, Ram 1 GB Hard disk 280 GB, Window XP	Key Board Zenith, Mouse Zenith Printer Brother
2	**Main Office**	2	Dell	Processor Dual Core 3.Ghz, Ram 2 GB, Hard disk 500 GB, Window 7	LCD Wizard, Key Board Zenith, Mouse Zenith, Printer HP
		1	Zenith	Processor Dual Core 3.Ghz, Ram 1 GB, Hard disk 500 GB, Window 7	LCD Wizard,Key Board Zenith,Mouse Zenith,Printer Samsung
		1	Zenith	Processor Pentium Dual Core 2.80 GHZ, Ram 1 GB Hard disk 500 GB, Window XP	LCD Wizard,Key Board Zenith,Mouse Zenith, Printer Brother
		1	Zenith	Processor Pentium Dual Core 2.80 GHZ, Ram 1 GB Hard disk 280 GB, Window XP	Key Board Zenith,Mouse Zenith
3	**Staff Room**	1	Zenith	Processor Pentium Dual Core 2.80 GHZ, Ram 1 GB Hard disk 500 GB, Window XP	LCD Zenith,Key Board Zenith,Mouse Zenith
4	**Registrar Room**	1	Dell	Processor Dual Core 3.Ghz, Ram 2 GB, Harddisk 500 GB, Window 7	LCD Dell,Keyboard,Mouse Dell ,Printer HP
5	**PGDCA LAB**	10	Zenith	Processor Intel Pentium D 3.GHZ , Ram 1 GB,Harddisk 80 GB Window 7	Monitor Zenith,Key Board Zenith,Mouse Zenith
		4	Zenith	Processor Pentium Dual Core 2.80 GHZ, Ram 1 GB, Harddisk 500 GB, Window 7	LCD Zenith, Key Board Zenith, Mouse Zenith
6	**Fashion Designing Lab**	1	Zenith	Processor Pentium Dual Core 2.80 GHZ, Ram 1 GB, Hard disk 500 GB, Window XP	LCD Wizard, Key Board Zenith, Mouse Zenith
7	**Library**	4	Dell	Processor Dual Core 3.Ghz, Ram 2 GB, Harddisk 500 GB, Window 7	LCD Wizard,Key Board Zenith, Mouse Zenith, Printer HP
		11	Zenith	Processor Pentium Dual Core 2.80 GHZ, Ram 1 GB Hard disk 500 GB, Window XP	LCD Zenith,Key Board Zenith,Mouse Zenith
		3	Dell	Processor Pentium Dual Core 2.20 GHZ, Ram 4 GB Hard disk 500 GB, Window Server 2008	Server
8	**Cultural Committee Room**	1	Zenith	Window XP, Dual core 2.80 ghz	Key board, mouse, and monitor
9	College has also Four (4) Laptops (Portable Nodes) on Sony I-5, for various purposes.				

- **Computer-student ratio:**

Nos. of Students	Total no. of Nodes	Ratio
778	41+4	17/1

- **Stand alone facility:**

College have a good facility of Projectors (installed in various Classes/Lab), Photo State Machine (installed in Library and Registrar Office), Sound System and also a Smart Board running in Multimedia room and Post graduate classes.

- **LAN facility:**

LAN facility is available in Administration block, PGDCA Lab, and also in Library.

- **Wi-Fi facility**

Wi-Fi facility is available at Staff room, Principal Room, Registrar room, Main office, Multimedia room and Library.

- **Licensed software:**

*. There are five licensed software which are installed in various Labs as under:

LIBRARY:

CAMPUS ANALYZER SHALIMAR AND VIRTUAL LIBRARY ESHELF & ENCYCLOPEDIA

FASHION DESIGNING LAB:

TUKACAD, TUKASTUDIO AND PHOTOSHOP CORAL DRAW

- **Number of nodes/ computers with Internet facility:**

*. 30 NODES are connected with internet facility.

- **Any other:**

*. CCTV cameras are installed at various locations to watch the Students/Staff activities. The college also has a Camera and a handy cam, LCD: College has two LCD installed. Projector: College has 10 Projectors in various location. Smart Board: College has two Smart Board which aids the teachers in providing interactive way of learning.

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

*. Not Available

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

*. The College has provided facilities like high speed internet, digital Library Projector, Smart Board etc.

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

Sr. No.	Item	Amount spent during			
		2010-11	2011-12	2012-13	2013-14
1	Computers A/c.	678884	748681	927583	261542

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

* The College encourages students, teachers and non-teaching staff to make use of computer facilities. College has provide link of digital library at various terminals in the library.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching- learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) By the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

* The teachers extensively use the computer facilities to prepare lectures & PPT.

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 off?

*. No such service is provided by the affiliating University.

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)?

*. Recommendation from respective committees, heads of various departments, senior faculty members, feedback from students, requirements of newly started courses, desire to match latest trends in education and to organize functions related to co-curricular, extracurricular and sports, optimum budget is allocated for various activities.

The amount spent for maintenance of facilities in the campus is as below:

Sr. No.	Item	Amount spent during				
		2010-11	2011-12	2012-13	2013-14	2014-15
1	Building		25600	344540	417028	
2	Computers	678884	748681	927583	261542	
3	Equipments	21750	2169889	1156064		
4	Furniture	411438	4900	5000	81123	
5	Land	----	---	---	---	
6	Vehicle	---	---	---	---	

The Purchase committee and the Bursar oversee the optimal utilization of Budget allocated for various activities. The procedure for budgetary allocations is well drawn out involving the Management, Principal, Bursar, and the Heads of the concerned Departments, Purchase Committee and the Accounts Department. During the Annual Budget meeting the budget is allocated for various activities.

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

*. The College has a vast network of infrastructural facilities available for its staff and students. There are employees on permanent and contractual basis who maintain the infrastructure of the College. The additional technical assistants /helpers for up keeping, cleanliness and maintenance are also hired on need basis. There is a Cleanliness and Beautification committee comprising of the teachers, students and the non-teaching staff and areas of the College are divided among them and they are in charge of the beautification and cleanliness of that area. If any repair and renovation work is suggested by the committee then action is taken after the approval of the committee. The hard work of the sweepers and the creativity of the gardeners are the reason behind the well maintained lawns, athletic tracks and garden/courts for various games. The maintenance and repair of the infrastructure is taken into account by the College on regular basis in a systematic way.

- The staff under the supervision of concerned Head regularly maintains the laboratory equipment's.
- The internal stock verification and audit of the various departments are done on regular basis.
- The library also keep check on the books issued, returned, damaged or to be weeded out.
- The upkeep and maintenance of the computers/ labs is a continuous process.
- Plumbing, electrical fittings, repair of furniture, cleaning of water tanks is also carried out whenever required by the maintenance department
- Permanent staff is appointed for cleaning the College campus, the classrooms and the wash rooms daily.

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

*. As and when the instrument breaks it is repaired. Every year at the time of stock taking, committees are formed and each and every equipment/instrument is checked and if it is found to be beyond repair then it is written off.

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

*. The College has appointed a staff member designated as Estate officer who is responsible for the upkeep and maintenance of the building and electricians, plumbers, technicians and overseers are appointed as per their requirement arises. The computers in the computer department are maintained by the staff or help is sought from external agencies. In the Fitness Centre the sensitive multi Gymnasium and steam. The College uses its own funds to maintain its infrastructure.UGC grants are also useful for maintenance purpose.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1-Student Mentoring and Support

5.1.1 **Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

*. The College publishes its updated prospectus annually. It provides every kind of information to the students. The College prospectus includes information regarding aims and objectives of the College, admission schedule, College profile, courses of study, infrastructure and learning resources, Faculty ,committees and societies, achievements, sports activities, cultural /co-curricular activities, admission procedure, migration rules, examination rules, library rules, prizes/roll of honor/ scholarships and concessions, code of conduct, mode of payment, information regarding teaching faculty.

The College ensures its commitment and accountability by constituting various Committees like admission committee, fee concession committee, sports committee, infrastructure committee and alumni relation committee.

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

*. The College provides financial support to its students through free ships/ Scholarships, which are given to deserving /needy / sports student

Type of scholarship	2012-13		2013-14		2014-15		2015-16	
	No. of st	**Amount**	**No. of st.**	**Amount**	**No. of st.**	**Amount**	**No. of st.**	**Amount**
Financial Aid by College		27000		105000	49	53000	52	68500
For S.C. Students						654697		

For Post Matric Scholarship for Minority Community	7	27639						
Senior Citizen Conclave		18000		21000	7	21000	6	18000
For Post Matric Scholarship for S.C.	2	13852						
Sita Ram Jindal foundation for Brilliant Students	6	16980	6	21600	7	23400	5	18000
Major Bachittar Singh Memorial Scholarship	8	35000	8	35000	08	35000	10	35000
Pritpal S. Dakha, Harjit S. Dakha				20000				
Widow & Orphan Trust					21	30000	17	25000
Meritorious Student Scholarship					63	70000	75	76000
Gyani Ranjit Singh Memorial Scholarship					24	31000		

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

*. The students belonging to SC/ST, OBC and weaker sections are identified during Admissions. The College provides help to these students in every possible way. Fee concessions and scholarships are awarded by State/Central Govt. and some independent societies to SC/ST, OBC, minorities, economically weaker section, physically disabled, only girl child and brilliant students.

Session	Agencies	Number of students
2012-13	Central Govt.	Answer ,as per details in point no. 5.1.2
	State Govt.	
	Other national agencies	
2013-14	Central Govt.	
	State Govt.	
	Other national agencies	
2014-15	Central govt.	

	State govt.	
	Other national agencies	
2015-16	Central govt.	
	State govt.	
	Other national agencies	

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

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

The students who belong to SC/ST, OBC and economical weaker section are provided scholarships, concessions and free ships by the various agencies such as central govt., State govt. and other national agencies. The selection of such students is made by the committee constituted for this purpose. Free ships are given according to their previous merit and concessions are according to the need of the students

Students with physical disabilities

College follows reservation rules for Physically Handicapped students as per UGC norms. Their requirements and needs are given special attention. In case of any emergency or temporary physical disability like in cases of accidents, College is committed to accommodate such students on the ground floor for their classes. Moreover all the important places/ facilities are available on ground floor such as Library, Canteen, and Multipurpose auditorium.

Overseas students

*. There are no such students.

Students to participate in various competitions/National and International

The College is committed to provide career guidance to the students. College Career Counseling and Placement Cell organize various Seminars/ Workshops to motivate the students to appear in various competitive exams. College also provides timely interaction of the students with various agencies which provide counseling for appearing in such exams.

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

Medical assistance is one of the prime concerns of the Institution. The College has a tie up with Deol Hospital Mullanpur for timely medical assistance and Mentors plays an important role by providing personal counseling. The College keeps on organizing checkup camps where the local doctors from renowned hospitals like Sankara Eye Institute visit the College. In addition to the medical assistance Seminars on awareness about various medical problems like AIDS, Health and Food Safety issues, etc are held in the College. These camps also provide free testing like Eye test, Blood test etc.

The college has taken an insurance policy from New India Assurance Co. Ltd which provides insurance cover to all students. The coverage is Rs 1,00,000 per student.

Organizing coaching classes for competitive exams

The career counseling cell of the college provides guidance to students. Eminent resource persons are invited to provide, information on such issues.

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. The College also invites Guest Speakers from the industry that provides regional and global employment opportunities to the students. 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 skill and competence. Enrichment courses like Personality Development Programmes are also conducted to improve the personality of the students and to motivate them for an innovative and creative mindset.

Exposures of students to other institution of higher learning/corporate/ business house etc.

Publication of student magazines

The College publishes its annual College magazine 'Hind di chadar'.It has 6 sections: English, Hindi, Punjabi, commerce, I.T. culture and heritage and college activities. The students of the College very enthusiastically contribute their articles for the magazine. The College magazine is printed under the supervision of the College Editorial Board. All the major sections of the magazine have staff as well as the student editors. The College has also a wall magazines, where students contribution are displayed.

5.1.5 Describe the efforts made by the institution to facilitate

entrepreneurial skills, among the students and the impact of the efforts.

*. The institute has a placement cell of its own. Over the years the college has helped scores of its students in finding better job opportunities and better enterprises to work in. Our Placement Cell encourages outgoing students to visualize the starting of their own enterprises and become active contributors to the nation's GDP. The placement cell assesses the needs of entrepreneurs and prepares a comprehensive training module to equip the outgoing students with necessary skills. Placement cell encourages students to visualize starting of their own enterprises once they leave the College and tries to build in them Leadership Skills, Marketing Skills, Managerial Skills, Public Speaking Skills etc.

A committee of teachers is formed to look into the matter

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

*. The College has various Societies and Committees who promote the participation of the students in various extracurricular and co-curricular activities. Quiz contest is held during the session to bring to surface the hidden potential of our students and it serves as a platform, to exhibit their prowess. Professional help is financed by the College for the students who participate in cultural activities at Inter-College, Inter-University Panjab University Zonal and Inter-Zonal Youth Festival especially in the field of Drama, Histrionics, Folk Dance and Classical Music. Adequate funds are allotted to various activities and the talented performers are polished by the teachers so that they can shine at Zonal/ Inter- College/Inter Zonal competitions. In case of the sports persons, reputed coaches are engaged to guide and train them to participate in various sports and games at all levels.

 Additional academic support and flexibility is given in the form of retest to the Students who have been participating in NCC, NSS, Sports and Cultural Activities during the session. Moreover, extra classes are also held for them.

 Special dietary requirements, **sports uniform and materials**: - Their special dietary needs are also taken care of during the tournaments; the students are given diet allowance during sports campus. The sports uniform is provided to each student and track suits are also distributed to them during Annual Function. Approved sports equipments are made available to them. Scholarships are given to the outstanding sports person positions respectively. Best Sports Person of the College and College Color are awarded to the students who win prizes at Inter-College and Inter-Varsity levels.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students

appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

*. The students appearing in the various competitive examinations are extended all possible help. College library is well equipped with sufficient learning resources for competitive exams. Every year a number of students appear for competitive exams. However, the College is in the process of updating its data with the activation of the Alumni as many of the students do not inform the College about their progression after leaving it.

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

*. The College has a Counseling Cell for its students, which provides comprehensive services to make sure that every student has a positive and wholesome campus experience. The Faculty members who act as counselors are accessible and assist with solutions in areas such as academic difficulties, career options, personal, social and family problems. Through meaningful communication and connection with each student, counselors are able to handle many complicated issues. Meetings are held regularly. (A special function 'Teej Festival' is held in the month of August to give the girls an atmosphere, where their hidden talent can be brought out.)

 Academic and Career Counseling: The Faculty of the College is fully involved in the academic and personal counseling of students by assisting them to explore the many resources available, to help them realize their education /career goals. Every year on the academic front the Admission Committee and the Counseling Cell guide many students who need help in making informed decisions. First year students seek academic counseling for course selection, subject options and co-curricular/extracurricular activities. The counselors also assist them in adjusting to the College, accessing campus resources, developing learning skills and increasing self-awareness.

 Personal and Psycho-Social counseling: All the newly admitted students, as well as old students, are divided into tutorial groups. The mentor takes care of her/his group maintaining a complete record of their progress. Counseling is done for these students in various areas such as abuse issues, Stress management, homesickness, grief issues, orientation issues and academic performance based issues. The issues addressed vary from student to student and so do the counseling sessions. A number of students work together with their tutors/mentors to resolve matters that are causing disruption in their lives

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

*. The College is all about preparing young students for successful future. Entering a profession can be daunting and advice from career experts help ease the transition. The Placement Cell provides individual counseling, professional planning and works diligently to keep the students well informed about various job openings, as also to help them navigate the summer training enrichment opportunities. It effectively manages to keep up to date with local employment opportunities by inviting employers for on-campus job interviews. Students utilize the placement services to the optimum in order to convert classroom success into career success. All Undergraduates /Post Graduates have access to on campus counseling programmes. From preparing resume to helping the students map a career path for specific goals, the College provides all the assistance they need to meet their professional aspirations. Efforts are made by the Placement Cell to facilitate the employment of its outgoing students in various fields. All students who are pursuing M.Com are encouraged to take up jobs in Banking, Information Technology, Insurance and Educational sectors. From time to time, mock interviews are conducted by the Placement Cell to build up the confidence of the graduating students. For this purpose motivational talks and seminars are organized, and a personality development workshop is also conducted. Group discussions are encouraged among students to brush up their communication and soft skills. Every year, students get placed in various companies, schools and colleges.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

*. The College Grievance Cell functions on the basis of the suggestions/ complaints collected from various grievance boxes in which the students are free to express their problems and also suggest remedial actions. The major grievance of the students has been regarding the restriction on the usage of mobile phones and cleanliness of class-rooms and canteen. The grievances have been addressed to by improving the facilities of all the class rooms and specifying areas in College where they can use cell phones.

 Most of the class-rooms are now connected to the generator to overcome the heat during power cuts.

 Library has been expanded. It is now well lighted, more spacious and better stocked

It has internal facility which is open for teachers and brilliant students.

5.1.11 what are the institutional provisions for resolving issues pertaining to sexual harassment?

*. A Sexual Harassment Committee has been constituted for prevention / action against sexual harassment. The committee includes teachers, non-teaching staff, student

representatives and eminent personalities. A committee is formed to look into this matter.

There is no complaint so far regarding this issue .Seminars on Women Empowerment and interaction with Police to make the girls aware of the ways to tackle sexual harassment outside the campus are a regular feature of the College.

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

*. Yes, there is an anti-ragging committee of the
Till date, no incident of ragging of any kind on the campus has been reported. A Committee is formed to look in to this matter.

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

*. There is spacious and hygienic college canteen with halls for boys, girls and staff. The lush green lawns and plants help them to experience clean and healthy environment. Special diets are provided to sports students throughout the session. There is a facility for paying fees on installment basis for economically weak students. In addition the following other facilities are available:
.well equipped fashion and designing lab
.well equipped computer lab
.Bank facility in the campus itself

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

*. Yes, the Institution has an Alumni Association. The Alumni Association was launched in 2004, with the objective of promoting and inspiring a feeling of Fraternity among the old students, the present students and the Faculty.
During the Alumni Association Meets, the interaction of the current students with the ex-students is encouraged. The College seeks feedback from its Graduates for improvement of academic training as well as infrastructure through the informal interaction at College functions. They share their memories with the present students and this inculcates a respect in their minds for their teachers and the College. The views of the Alumni are sought to bring changes in the curriculum, introduction of new subject/ programmes of study.

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 data

SESSION: 2012-13			SESSION: 2013-14	
M.A.1 (Pbi)	12		M.A.1 (Pbi)	4
M.A.1 (His)	12		M.A.1 (His)	7
M.Com 1	12		M.Com 1	15
PGDCA	1		PGDCA	10
SESSION: 2014-15			**SESSION: 2015-16**	
M.A.1 (Pbi)	17		M.A.1 (Pbi)	13
M.A.1 (His)	15		M.A.1 (His)	21
M.Com 1	16		M.Com 1	18
PGDCA	10		PGDCA	19

5.2.2 Provide details of the programme wise pass percentage and completion rate for

the last four years (course 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.

2012.13

CLASS	Appeared	Promoted	Distinction above 70%age	UNI %age	COLLEGE% age
B.A.I	165	122	1	40	73.9
B.A.II	92	78	1	60.8	84.7
B.A.III	67	59		44.7	88
B.Com.I	67	54	2	59.7	80.5
B.Com.II	71	65	1	78.8	91.5
B.Com.III	78	73	3	82	93.5
M.A.(Sem-IV) Pbi	14	11		78.5	78.5
M.A.(Sem-IV) Hist.	24	17		41.6	70.8
M.Com.(Sem-IV)	20	20	1	95	100
PGDCA	7	4		57	57.1

2013-14

CLASS	Appeared	Promoted	Distinction above 70%age	UNI %age	COLLEGE% age
B.A.I	158	91	2	45.92	57.59
B.A.II	110	106		64.94	96.36
B.A.III	72	72	3	69.20	100
B.Com.I	74	43	1	55.56	58
B.Com.II	62	58	1	74.31	93.5
B.Com.III	69	68	3	96.66	98.55
M.A.(Sem-IV) Pbi	18	9		79.70	50
M.A.(Sem-IV) Hist.	22	18		76.76	81.8
M.Com.(Sem-IV)	40	35	23	83.52	87.5
PGDCA	14	6		64.57	42.85

2014-15

CLASS	Appeared	Promoted	Distinction above 70%age	UNI %age	COLLEGE % age
B.A.I (Sem I)	141	22		37.7	15.6
B.A.I (Sem II)	107	33		44.1	30.8
B.A.II	118	65	1	63.93	55.8
B.A.III	118	109	3	86.71	92.37
B.Com.I (Sem I)	144	58	2	61.11	40.27
B.Com.I (Sem II)	133	37		64.9	27.8
B.Com.II	64	46	1	73.53	71.87
B.Com.III	63	54	9	89.49	85.71
M.A. (Pbi) Sem IV	12	8	0	83.80	66.66
M.A.(Hist) Sem IV	16	11	2		68.75
M.Com. (Sem IV)	38	36	6	89.67	94.73
PGDCA	14	0	0	50.89	0

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

*. The institution facilitates student progression to higher level of education or towards employment through the proper placements in all the fields so that the students get the job as well as the chance of higher education. The institute from time to time makes arrangement of various guest lectures. Eminent personalities from diverse field of education are invited to interact with the students. This step of college has facilitated the students in earning better job opportunities. Even the personality of the student enhances after working and also provides the secure future. Personality development programmes are also available for the student progression to higher level of education or employment. Career counseling cell of the college provide consultancy of the students. They made aware of various career opportunities which come in their way.

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

*. The College has adopted various methods to support the weak students. We organize remedial classes in which special attention is given to the students who are weak in studies. Personal attention is given to the students in tutorials, which are conducted on every Monday. In tutorials students can discuss all their problems with their respective mentors. They are also given incentives in form of scholarships and special help by the teacher if needed. Regular parent teacher meetings also provide the much needed support to these students.

5.3 Student Participation and Activities

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

*. The College gives due importance to sports, games, cultural and other extracurricular activities. Ample opportunities are given in creative arts, oratory, dramatics, dance, music etc. Various Interclass/ Inter College competitions are organized and students are encouraged to participate as well as organize the events. The students of our College participate in various sports and games such as Volleyball, Boxing, Cricket, Weight Lifting, Power Lifting, Athletics, etc, in various Inter-University/ Inter College tournaments and Senior National/ State Championships. The College, through its Literary Society, encourages young students of the College to polish their phonetic skills and chisel their writing abilities. To encourage the students to take part in extracurricular activities, a Talent Search Contest is held in the beginning of the session to bring to surface the hidden potential of our students and it serves as a platform to exhibit their prowess. The talented performers are polished by the teachers so that they can shine at Zonal/ Inter-College/ Inter-Zonal/ competitions.
In the case of sportspersons, reputed coaches are engaged to guide and train them to participate in various sports and games at all levels. In the field of sports our students have always brought laurels to the College. The dates for various Inter-College competitions for various games/ sports are fixed by Panjab
University, Chandigarh

SESSION	SR NO	NAME OF ITEM	LEVEL OF PARTICIPATION	POSITION
2012-13	1	Lokgeet	Zonal level	1st
	2	Gidda	Zonal level	1st
	3	Drama	Zonal level	1st
	4	Mime	Zonal level	1st
	5	Essay Writing	Zonal level	1st
	6	Kali	Zonal level	1st
	7	Crochet	Zonal level	1st
	8	Mehndi	Zonal level	1st
	9	Group song	Zonal level	2nd
	10	Classical music vocal	Zonal level	2nd
	11	Bhangra	Zonal level	2nd
	12	Skit	Zonal level	2nd
	13	Histonics	Zonal level	2nd
	14	Quiz	Zonal level	2nd
	15	Gidha	Zonal level	2nd
	16	Kali	Zonal level	2nd
	17	Pakhi making	Zonal level	2nd
	18	Non parkashan	Zonal level	2nd
	19	Folk instrument	Zonal level	2nd
	20	Percussion	Zonal level	2nd
	21	Shabad	Zonal level	3rd
	22	Poetical recitation	Zonal level	3rd
	23	Story writing	Zonal level	3rd
	24	Collage making	Zonal level	3rd
	25	Knitting	Zonal level	3rd
	26	Photography	Zonal level	3rd

SESSION	SR NO	NAME OF ITEM	LEVEL OF PARTICIPATION	POSITION
2013.14	1	Quiz	Zonal level	2nd
	2	Instrumental Music (Tabla)	Zonal level	2nd
	3	Instrumental Music (Sarangi)	Zonal level	1st
	4	Classical (Vocal)	Zonal level	1st
	5	Still Life Painting	Zonal level	1st
	6	Group Song	Zonal level	3rd
	7	Drama (Best Actor)	Zonal level	2nd
	8	Heritage (Pakhi Making)	Zonal level	2nd
	9	Knitting	Zonal level	3rd
	10	Dasuti	Zonal level	3rd

SESSION	SR NO	NAME OF ITEM	LEVEL OF PARTICIPATION	POSITION
2014-15	1	Still Life	Zonal level	2nd
	2	Poetical Recitation	Zonal level	1st
	3	Dasuti	Zonal level	1st
	4	Bhand	Zonal level	1st
	5	Play (Best Actor)	Zonal level	2nd
	6	Debate	zonal level	2nd
	7	Drama (individual peroformance	zonal level	2nd
	8	Instrumental Music (table)	zonal level	3rd
	9	Creative Writing	zonal level	3rd
	10	Vaar	zonal level	3rd
	11	Instrumental Music (Sarangi)	zonal level	3rd

	12	Folk Instrumental (Dhol)	zonal level	3rd
	13	Heritage (Gochet)	zonal level	3rd
	14	Elocution	zonal level	3rd
	15	Quiz	zonal level	2nd

SESSION	SR NO	NAME OF ITEM	LEVEL OF PARTICIPATION	POSITION
2015.16	1	Heritage (Ennu Making)	Zonal level	1st
	2	Heritage (Dasuti)	Zonal level	1st
	3	Heritage (Quiz)	Zonal level	1st
	4	Skit	Zonal level	1st
	5	Skit (Individual)	Zonal level	1st
	6	Debate	Zonal level	1st
	7	Kali	Zonal level	1st
	8	Quiz	Zonal level	2nd
	9	Non-Percussion	Zonal level	2nd
	10	Folk Instrument	Zonal level	2nd
	11	Heritage Paranda	Zonal level	2nd
	12	Kali (Individual)	Zonal level	2nd
	13	Bhand	Zonal level	3rd
	14	Bhand (Best Actor)	Zonal level	3rd
	15	Folk Song	Zonal level	3rd
	16	Creative Writing (Essay)	Zonal level	3rd
	17	Creative Writing (Poem)	Zonal level	3rd
	18	Crochet	Zonal level	3rd
	19	Chikku	Zonal level	3rd
	20	Khiddo	Zonal level	3rd
	21	Vaar (Tean)	Zonal level	3rd
	22	Kavishri (Individual)	Zonal level	3rd
	23	Phidi	Zonal level	2nd

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

*. During the last four years, students have won various positions in sports, co Curricular, extracurricular and cultural activities at different levels. The details of the prizes won are as follows:

- Prabhjot Kaur of BA-III won 3rd prize in Ennu Making at PU Inter zonal youth festival, (2015-16)
- College Gatka tam participated in Inter College competition and won 4 Gold medalist in free style , 4 Silver medals in Single Soti, ,1 Bronze medal in Individual Free soty, (2014-15)
- College Basket Ball team won Silver medal and stood 2nd in Inter College Competition (2014-15)
- Amanjot Kaur is declared Best Gidha Dancer of Panjab University in Intrer Zonel Youth Festival (2012-13)
- Beantpreet Kaur was topper of Panjab University in M.A. Punjabi (2012-13)
- Manpreet Singh won Bronze Medal in Power Lifting in PU Inter College Competiton (2012-13)
- Simranjeet Singh won silver medal in weight lifting in PU Inter College Competition (2012-13)
- Gursewak Singh captain of Cricket team won silver medal in PU Inter College Competition (2013-14)
- Alies Gambhir got Scholarship given by Sitaram Jindal foundation , new delhi (2012-13)
- Guriqbal Singh won 1st position in Instrumental music Sarangi at PU Zonal youth festival (2013-14)
- Prabhjeet kaur won silver medal in wrestling and is declared Miss Punjaban (2015-16)
- College Gatka team Participated in Inter College competiton and won 4 Bronze medal in Single Soti and Silver Medal in Individual Soti ferry (2015-16)

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

*. The College seeks feedback from its graduates, alumni and students who are employed in various companies and organizations for improvement of academics as well as infrastructure. These feedbacks help in bringing about need-based changes in the syllabus and inclusion of relevant units in the syllabus so as to enrich the required skills for employability.

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

*. The College brings out annually an issue of the College Magazine 'HIND DI CHADAR' to give vent to the creative outpourings of our students. The students are encouraged to contribute articles for the College magazine in language of their choice i.e. English, Hindi or Punjabi. The magazine also has separate sections. The process of collecting articles, designing Cover page, editing etc. are carried out by the Student Editors with the help of Teacher Editor. The Editorial Board of the College magazine comprises of the Chief Editor, Staff and Student Editors for various sections. Students have designed posters and invitations for various programmes hosted by the college. The college also has a wall magazine which is run by student editors who are provided guidance by the teacher in charge.

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

*. The College has a Student Council, which is a nominated body made up of President, Vice-President, Secretary and Joint Secretary. Topper from each stream are selected with guidance of teachers, Student council is formed. Its main objective is to represent the interests of the students. The council members hold meetings with the Head of the Institution during which they raise issues about various College aspects that concern them, and ensure that their voices are heard. They help in managing College functions and events. Most importantly, the council works hard for the incessant improvement of the College. Being a member of the Students' Council gives an opportunity to experience leadership while studying in College.

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

*. The institute believes in giving the equal opportunity to the students in supporting the authorities and the college faculty in running the affairs of the college. For this the college endeavors to provide them with opportunities to participate in the various academic and administrative bodies. The details of academic and administrative having students' representation is as under:

Editorial Board: The Editorial Board comprises of Chief Editors, Editor and Students Editors. The Board invites writing from students and teachers and publishes them in the form of magazine annually.

Extra-Curricular Committee: This Committee is constituted to promote the cultural activities among the students. Culturally talented students are spotted by Committee members and the efforts are made to develop their skills and talents by encouragement, right training and performances.

The Class Representatives play a major role in maintaining discipline in the class rooms, especially when the teacher is occupied in some important meeting/ work. They allocate work to the students and supervise its completion. Student editors of different sections of College magazines play an important role from conception to publication of the College magazine 'HIND DI CHADAR'.

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

*. The College has an Alumni Association that was launched in 2004, with the Objective of promoting and inspiring a feeling of fraternity among the old Students, the present students and the Faculty.

Any other relevant information regarding Student Support and Progression which the college would like to include.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the Institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, Institution's traditions and value orientations, vision for the future, etc?

*. **Vision:** Guru Tegh Bahadur National College, Dakha, A multi Faculty Co-educational Postgraduate Pioneer Institution aims at imparting quality based education to the students. One "Visionary" Baba Jiwa Singh of the village donated his entire land for this noble cause in1971. It was his Vision to provide higher education to most of the boys & girls who were otherwise hard-working and ambitious but were lagging behind because of economic, social and locational reasons.

Mission: Sound academic educations with high moral and social values have been the main emphasis of the Institution, which has assisted in molding the overall integrated personality of the students. The mission of the college "Nishchey kar apni jeet karun" (Have Firm determination to achieve the ultimate goal) has been the main motto with the special emphasis on inculcation of moral and ethical values. To promote technical education in rural areas, the Trust started another institution of Management and Technology in 1997 name Guru Tegh Bahadur Institute of Management & Technology (GTB & MT)

- Teach , Guide and motivate the mediocre and meritorious students by providing quality education
- Empowering young students through Higher Education.
- The vision of the Institution is to modernize and promote the educational, cultural and social environment.
- To inculcate the spirit of co-operation and healthy competition amongst the students.
- To meet the challenges of the changing economic scenario, the College has geared up efforts to introduce new courses of study and necessary infrastructural facilities and a team of well qualified Faculty who work consistently and tirelessly to impart wholesome education to the students.
- The NSS and NCC students are encouraged to serve society, to break new grounds and to cultivate leadership qualities thus promoting National development.

6.1.2 What is the role of top management, Principal and Faculty in design and Implementation of its quality policy and plans?

*. GTB National College is secular in outlook and philanthropic in vision. The management committee creates a conducive environment for the overall development and growth of the institution. The aim of the managing committee is to ensure academic qualitative and quantitative enhancement. The Management gives substantial freedom to the Principal who is the Academic and Administrative Head of the Institution to function in an independent manner to fulfill the vision and mission of the College.

The Principal maintains proactive role in encouraging and motivating all Faculty members for overall academic growth and development of the College. The Principal and faculty plan the quality policies and the top management plays an important role in the implementation of these policies. The Principal and management make fair selection of teaching and other staff, provide proper infrastructure for students, reimburse salaries timely and keep getting benefits from various sources, like the government and NGOs.

In the meetings of the managements, the report prepared by the Principal is analyzed, evaluated and reviewed by the managing committee after detailed deliberations, intense discussions and valuable suggestions. The governing body urges and inspires the active participation of the faculty and non- teaching staff in decision making to facilitate the smooth functioning and running of the college. Hence the Management, Principal and Faculty are actively involved in the decision making process to sustain and enhance the quality of education imparted by the Institution.

6.1.3 What is the importance of leadership in ensuring?

- **The policy statements and action plans for fulfillment of the stated Mission**

The Principal, being the executive Head of the institution, provides leadership for ensuring the fulfillment of the mission of the institution. The rules and regulations of UGC and Punjab University, Chandigarh are adhered to in the context of the stated mission. Through orientation programme conducted by the Head of the institution in the beginning of the academic session, the faculty is given instructions regarding the new programmes and projects adhering to the quality policy of the institutions. Facilitated by the Management and supported by the staff, the Head of the institution is at the helm of the affairs and plays the leading role in governance and management of the institution. It is he who communicates the vision and mission to the faculty and plans accordingly with the help of the academic council and other bodies. It is he who ensures transparency in the functioning of the college and maintains core values. He also monitors the step wise implementation of the institutional plans. The Head is the unifying force and coordinating link among the various internal and external agencies, holds meetings with the individual members of the staff and various departments from time to time for the better working of the college.

- **Formulation of action plans for all operations and incorporation of the same into the Institutional strategic plan.**

  While formulating the action plans, the institution takes care of all its thrust areas. Meeting the academic demands, the college plans its academic terms, phases out teaching and examination programmes. Similarly sports and cultural programmes are planned and executed as per the rules and regulations of the university. However the institution always takes initiative to run innovative programmes.

- **Interaction with stakeholders.**

- All the stakeholders i.e students, parents and alumni are involved through parents, teachers meet, student's council & alumni association from time to time. Students are active participants through the student council of the college. They daily interact with the faculty as well as the Principal, while the parents are invited, when need be.

- **Proper support for policy and planning through need analysis, research Inputs and consultations with stakeholders.**

  A thorough analysis of the regional, national and global demands is made through interactive programmes with the experts and the stakeholders. Through workshops, conferences, net surfing, the research inputs are taken and incorporated in the policy and planning of the institutional programmes.

- **Reinforcing the culture of excellence.**

Leadership is also ensured at the participatory level in teaching and non-teaching staff.

- Whether it is academics, co-curricular activities, sports or extension activities, the institution strives to achieve excellence. It looks into the minute details of each programme and project, major or minor, to ensure excellence.

- **Champion organizational change**

- At the end of every academic session, the Principal invites suggestions and proposals from the heads of various departments and members of faculty for the academic growth of the institution. Changes in regulations and norms are made after thorough deliberations and discussions in academic council and other relevant committees.

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?

*. To monitor and evaluate policies and plans of the institution, periodical meetings are held between the management, Principal and the staff members. For this, various committees, comprising teaching and non-teaching staff members have been formed and these committees regularly assess and evaluate the working, viability, further improvements and usefulness of the policies and plans. As Principal, being the Executive Head, He oversees and monitors the process of implementation. He also constitutes committees as per the requirements and regularly convenes the meetings. All the activities are duly monitored, analyzed and assessed at the end of each academic session for further improvement. Feedback is obtained by the parents, students, alumni, faculty, researchers and the efficacy of evaluation of policy is done accordingly.

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

*. The top management of GTB National College, Dakha is an inspirational and motivational body that encourages the faculty to develop innovative insights and incorporate them in the programs of the institution. Through open discussions held during its meetings with the head of the institution and time to time interaction of its members with the faculty. There are general meetings chaired by the President, Principal and various HOD's of the departments in every academic session. Principal prepares the detailed agenda on the basis of the feedbacks from all the sources. The various points are discussed thoroughly in the meetings. The managing committee always takes keen interest in improving the academic environment.

6.1.6 How does the college groom leadership at various levels?

*. Various committees are formed to groom leadership among teachers and the teachers are made in-charge of these committees. The teachers are encouraged to work for the betterment of the institution. The staff representatives are given due recognition in the meetings of the management. The student class representatives are made and the teacher's in-charge of the committees involves them in the college activities to develop leadership qualities among the students. Leadership qualities in students are also developed through the activities, like quiz competitions, class seminars, tours, NSS, NCC and religious functions.

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?

*. GTB National College, Dakha is an epitome of delegation of authority. The college has various components, departments, clubs and societies and delegates authority to their heads, to work independently and chalk out all programmes consulting other faculty members. Within the departments, there are clubs and societies, the teachers, and students work in a co-operative spirit, helping and motivating each other and encouraging every individual to grow. The president and Principal provide the role of facilitators. GTB National College Managing Committee has the unique distinction of being totally a non- interfering body. It provides guidance and support in effective functioning of the departments, activities, societies, associations and for proper implementation of action plans. The office administration functions under the leadership of the office superintendent. He enjoys the freedom of distribution of work, duties and responsibilities amongst his subordinate staff. The accounts section functions under a separate charge. There is no unnecessary disturbance and interference in any of the sections. The Principal always provides the guidance and supervision.

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

*. Yes, there is a culture of participation at every level in GTB National College. The College affairs are managed by the different committees, formed by the Principal. The members of the teaching staff are also appointed as in charge of different committees and decisions are taken on the recommendation of these committees. The managing committee welcomes the suggestions and arguments made by staff representatives. There is always smooth, cordial and light provoking interaction between the Management and staff. The Registrar, Bursar, Librarian, NSS, NCC, Sports incharges are given operational autonomy in the functioning of their units/ bodies. At the student level, the student's council is involved in discussing the matters concerning the issues of students.

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 institute has formally stated quality policy that emphasizes value based education. The policy is developed and deployed by setting the academic calendar and time table into action. To drive this policy, the teachers work as per the schedules stated in academic calendar and the time table. It is ensured that regular class work and other activities are being run according to the set plans. Staff meetings are held to review and evaluate the policies, formed and deployed. The members of the teaching staff are encouraged by the authorities and Heads of the

departments to aim at excellence and enhance their academic knowledge. They are encouraged to attend seminars, refresher courses and workshops.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

*. Yes, the institute has perspective plans for development. After taking feedback from various resources, administrators and faculty members sit together and discuss the perspective institutional plan in a chain of meetings held usually at the end of a session or in its beginning. The following aspects are considered in the plan:

a) Providing the latest technology knowledge resources to the students and teachers for excellence in teaching and learning.
b) Encouraging teachers for participating in seminars, conferences and doing research.
c) For providing the best facilities to the students, there is a plan to construct most of the classes in smart class-rooms to make the teaching and learning more interesting and effective.
d) The construction of a cafeteria for the canteen is on the agenda of this development plan.
e) Some constructions, like new wash rooms, parking, installation of CC TV cameras are already completed.

6.2.3 Describe the internal organizational structure and decision making processes.

*. The internal organizational structure comprises the Principal, Academic Council, Heads of teaching departments, In-charge of various committees, different administrative staff and heads of different teaching departments. In the decision making process, the Principal and different committees take part.

The Academic Council: The Academic Council makes requisite plans according to the student's needs and requirements. It plans for the achievable goals and targets.

• The Council reviewed syllabus and taking feedback from the subject teachers and students, prepared proposals and sent them to the university bodies.

• It also prepares Self-Appraisal Proformas in the beginning of the session. The Council, along with the Admission Committee reviewed admission and studied subject trends among the students. It also fixed the syllabus to be covered for the first-term examination.

• It views faculty requirement, number of posts required in different departments and facilitated the administration to make fresh appointments. Before first and second terminal exams, in Sept. and Dec. 2013, it collects the report from individual teachers regarding syllabus and take important decisions regarding improvement in

teaching process. It plans to begin short-term courses for advanced as well as slow learners to improve results.

Time Table Committee: The time table committee under the leadership of Registrar prepares a student friendly time table with the assistance of various heads of the department, for the proper functioning of the institution.

Examination committee: The examination committee works diligently throughout the session. It conducts pre-semester examinations, prepares and notifies date sheets, assigns invigilation duties, maintains record of the conducted exams.

Administration Office: The fully automated and computerized administrative office, Accounts office smoothly works for the functioning of the college.

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

- **Teaching & Learning**
- **Research & Development**
- **Community Engagement**
- **Human Resource Management**
- **Industry Interaction**

Teaching & Learning: The review of the academic results, the mutual sharing among the faculty and the regular feedback from the students enables the teachers to keep improving their teaching strategies. New methods are developed to make the learning experience for the students very interesting and stimulating.

- A close watch is kept at the learner's progress so that he remains alert and moves fast. When the students perform well, the incentives in the form of prizes and fee concessions are given. This moves the spirit of the students to perform well.

Research & Development: The spirit of innovation and experiment imbibed by the institution propels research and development. The institution motivates the staff to participate in conferences and research.

Community Engagement: The College believes in strengthening ties with the community, be it parents, professionals, general public or the less privileged citizens. Through its various components, naming a few, NCC, NSS, the college has developed meaningful new programmes and schemes to develop the relationship with the community.

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 mechanisms 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.

Industry Interaction: The placement cell along with various departments of the college remains on its toes to develop ties with the industry at local, regional and national

level. It provides significant information to the experts regarding what should be incorporated in the courses of the college to meet the demands of the industry.

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

*. The Head of the institution, who plans, implements and monitors all the institutional programmes along with various academic & co-academic bodies, keeps in touch with the management through correspondence and presentation of reports in the management meetings. He also sends written reports of the growth of the institution and its achievements in various fields, term wise and annually. College publications, like News bulletin, information brochures, emails, newspaper reports too keep the information channel open.

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

At the time of appointment each employee is handed over an appointment letter Stating his/her responsibilities and the code of conduct.

- Through orientation programme conducted by the Head of the institution in the beginning of the academic session, the staff is given detailed instructions regarding the new programmes and projects to be undertaken by the college. These programmes are framed after discussions and meetings with the managing committee at the central and local level and the academic council of the college.

- During the session, the visits of the office-bearers of the Managing Committee enable them to interact with the staff and apprise them of the goals and objectives of their various programmes. They also get feedback on the outputs of the already running programmes. This kind of interaction brings effectiveness and efficiency in the institution processes.

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

- Additional Unit for Commerce Classes :

The Management Council has decided to make efforts to start an additional section for B.com classes. In this regard, an application had been put before the Punjab University, Chandigarh. As a result of which an inspection has been made and hopefully, we have been in the position to start the classes from the beginning of the session 2014-15.

- **Expansion of the Library:** According to the increasing needs of the students, the management council felt that the library needs to be expanded.
- They made the library well-furnished and new almirahs had been brought for this purpose.
- LCDs, more computers have been installed for the students.
- There is one separate section in the library for staff members for using internet facility
- New books have been introduced. Apart from syllabus books, there are many books related to General Knowledge, Spoken English etc so that the students improve their communication skills.
- There is Wifi facility available in the library for the students.

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 such provision has made by the university.

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

*. The Discipline Committees, directly deal with the students and their parents in case of complaints / grievances, and handle all their problems with the help of other faculty members or office bearers. Viable solutions to the problems are found out to the satisfaction of all. If need be, the Principal is also involved. Grievances/complaints/suggestion box is installed in the college campus.

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?

*. There had not been any cases filed by and 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 student feedback comes from the old graduates and the present students of the college. The college Alumni Association remains in touch and provides feedback from time to time. Their worthy suggestions are implemented as per requirements. This practice of getting feedback from the old and current students has helped us to start new courses and to create more facilities for the students.

6.3 Faculty Empowerment Strategies

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

*. The teaching staff members are encouraged and allowed to attend seminars, refresher Courses, General Orientation courses, workshops on their subjects. The Non-teaching staff members are encouraged to develop professional skills.

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?

*. To sensitize the faculty members regarding their role and responsibilities, the institute allows them to participate in the Refresher Courses, General Orientation courses, workshops and seminars so that they could enhance their knowledge and become effective professionals. For the development of the administrative skills, the college staff is involved in most of the managerial and developmental activities.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

*. A Self-Assessment Performa (SAP), and departmental reports, containing the information about the academic results and other activities, along with the results are submitted annually by every faculty member. The staff members are praised and honored or reprimanded on the basis of their performance.

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

*. The increments are awarded to the employees after reviewing the performance of the faculty members. The ACR of all the employees is maintained and the observations, along with the comments of the management are recorded in it. The promotions of the employees are made on the bases of these observations. These observations are communicated to the concerned employees by the head of the institution.

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?

- Well equipped & well-furnished AC staff room is provided for the staff members.
- Other facilities like new ovens, refrigerators have been brought.
- Medical leave, Maternity leave for the female staff, casual leave for the teaching & non- teaching staff.
- Bank facility in the college campus is available.
- The college provides pay scales as per UGC rules and security of service to the faculty
- The college gate keepers and peons are given uniforms, free of cost.

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

*. To attract and retain the eminent faculty, better academic environment has been provided. It has been ensured that the salaries of the faculty are disbursed in time. The employees have also been encouraged to improve their knowledge and qualifications. The chief attraction for the faculty is that the institute is one of the oldest and most historical of colleges, with educative and visionary management.

6.4 Financial Management and Resource Mobilization

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

*. The budget of the institute is planned before the commencement of the new financial year in the meetings of the management and it is reviewed quarterly and annually to check the effective and efficient utilization of the financial resources. Income/expenditure are closely monitored by the accounts branch. The institution is liberal yet follows the strategy of restraint as far as the expenditure is concerned. Proper procedure for purchases is adopted. Quotations are called for and prices are compared. The institution has formed a purchase committee for the purpose. The regular audit of the budget also exercises check on the expenditure.

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

- Internal audit is conducted by the management periodically
- The management committee appoints a Chartered Accountant who along with his team conducts external audit regularly. The external audit is up to date.

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.

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

6.5 Internal Quality Assurance System (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

*. N/A

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

*. N/A

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

*. N/A

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

*. N/A

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

*. N/A

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization.

*. N/A

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

*. . N/A

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

*. N/A

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

*. N/A

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?

*. N/A

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

*. N/A

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 **Does the Institute conduct a Green Audit of its campus and facilities?**

- Although the college does not have any formal mechanism for conducting green audit in the institution but the institution is alive to the need for environmental protection and various steps are taken in this direction.

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

* Energy conservation

- The college is situated at a distance of about half a kilometre from the main road in an environment friendly location. The management, Principal and staff are committed to keep the campus free of environmental pollution in every possible manner. Therefore college administration takes expert opinions, plans strategies to sustain environment and implement them effectively involving students and staff.

The following measures have been taken in this regard.

- The college classrooms are airy and ventilated. Artificial lighting is normally not required in the class rooms.

- Wherever necessary the institution has installed Compact Florescent Lamps (CFLs) to conserve electricity.
- Members of faculty and class representatives of different classes are deputed to check the wastage of electrical energy by ensuring that fans and lights should not run in unoccupied classrooms and laboratories.
- All electronic equipment and gadgets are shut off during non-working hours.
- Air conditioners (ACs) are used rarely wherever they are installed. We have all the ACs and other electronic equipment's with high star ratings.

* Water harvesting

- There is a unique water harvesting mode on our campus. The academic building of the college is placed at higher level than the playgrounds. Therefore the run of water in rainy season slowly flows down to the three vast playgrounds where it percolates in the soil.

- There is an arrangement for the storage of sewerage water which is reused to irrigate vast play grounds.

- The points with leakage and overflow of water are identified and appropriate measures are taken to prevent wastage of water.

- Qualitative analysis of water is conducted periodically and filtered safe potable water is available at every part of the campus. But the waste water coming out from the filters is not wasted and is used in nearby lawns and gardens.

* Check dam construction

- The college does not have a check dam as it is not required.

* Efforts for Carbon neutrality

- Whole of the campus is beautified with tree and lush green lawns. This green cover helps to neutralize CO2.
- The college at its own level has taken up certain preventive measures to check the emission of carbon dioxide.

- Priority is given to use of organic manure on the campus.
- The college has made separate arrangements for the parking of the vehicles of the students in the college ground. This helps in keeping the campus clean as much as possible clean.
- The dead leaves and the waste papers are not allowed to be put on fire.
- The leaves are buried in the soil itself and the papers are disposed off.

* Plantation

- Every year tree plantation drive is carried out extensively within the campus and surrounding areas by N.S.S. volunteers and N.C.C. cadets of the institution and the campus is totally pollution free.
- Large numbers of ornamental plants are added every year to further beautify the magnificent campus.

* Hazardous waste management

- The college does not have Science stream so we do not face any problems regarding hazardous wastes from chemicals etc.

- The college has installed a noiseless and smokeless generator.

* e-waste management

- The college does not have any significant e-waste. Outdated computers are donated or sold or exchanged with new ones.

7.2 Innovations

7.2.1 **Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.**

The management of the college has been constantly striving to develop this rural institution to overcome the challenges of the modern times. Every effort is being made to bring education to the doorsteps of the needy and downtrodden segments of the society so that they can compete in the present day of cut throat competition.
Following are some of the innovative steps taken by the college in recent times.

- Academic Innovations

1. Remedial Classes – Remedial Classes are conducted in subjects where students need extra help such as English, Accountancy etc. These classes help the students to interact with the teacher freely and sort out their problems.

2. Students' Feedback – The College encourages the students to give their feedback through tutorial meetings, suggestion box and student feedback form. The views of the students are given adequate attention and prompt action is taken.

3. Peer Teaching – Advanced learners among students are encouraged to solve the problems of other students who are relatively weak in studies. This practice was informal in nature but recently efforts have been made to formalize it.

4. Question Bank – Teachers are encouraged to form question banks which could be helpful to students in examinations.

- Administrative Innovations -

In order to bring about efficiency and speed in office work the administrative work has been computerized. Adequate training has been provided to the administrative staff.

- Co-curricular Activities and Sports

1. In order to wean the youth of rural areas from the malaise of drug addiction it is necessary to involve them in constructive activities. The college encourages students to participate in various co-curricular activities and sports. It is compulsory for each student to participate in at least one activity. The college organizes a talent hunt competition at the beginning of the year where students for various activities are selected and groomed.

2. The college has built a **Gymnasium** where students can practice during their free time. Its equipped with the following machines:

Multi Exercise Machine	**Rubber/ Iron weight**	**Nos**
a. Beam exercise	25 kg	4
b. Bench Press	20 kg	2
c. Latts exercise Pulli	15 kg	2
d. Ground Pulli	10 kg	2
e. Pic Dic	5 kg	2
f. Leg Press	Try cep & Byecep Rod	3
g. Shoulder exercise	Bench Press Rod	3
Multi Station Machines:	Bench Press	1
Bench Press	Declined Press	1
Shoulder Press	Inclined Press	1
Latts Pulli	Dumble Rod	2
Bie Cep	Dumble Set (5 kg)	1
Tri Cep Bie Cep Multi Machine	Dumble Set (4 kg)	1
Leg extension	Dumble Set (3 kg)	1
Studd Stand	Dumble Set (2 kg)	1
Abdominal Bench		
Back Shoulder Muscle Pulli		
Chest Press Benches		
App King 1		
Stand 1 set		
Stepper 1		
Twister Stifling		

- **Girl Students and their problems**.

The girls in our college come from rural areas and quite a few among them belong to economically disadvantaged sections of the society. They are generally shy and unwilling to come forward to participate in various activities. In order to make them bold counseling is provided by teachers. A function especially for girls "Teej festival" is held every year.

- **Personality Development and career planning**

1. The career and counseling cell of the college conducts extension lectures relating to personality development and career planning.

2. The commerce department organizes industrial visits in order to make the students aware of the modern means of technology and industrial practices.

3. An academic achievers club has been formed to motivate the students who have shown remarkable achievements in academics to show improvement and prove that they are above the rest. They are provided stipends and free books from the library. They are also allowed to use the internet during their free time in order to improve their performance.

4. The college has procured software and hardware for improving English speaking skills. Students are motivated to use these apparatus.

- **Faculty Development**

1. Teachers are motivated to use internet to enhance their teaching skills and keep abreast of latest developments in their field. They are also encouraged to make PowerPoint presentations to make their lectures lively.

2. Teachers are encouraged to attend seminars in their subject and apply for projects of various funding agencies such as UGC and ICSSR.

7.3 Best Practices

7.3.1 Elaborate on any two 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.

1. Title of the Practice-1

Computerization of the administrative block, The Library and The intro duction of remedial classes for weak students.

2. Goal

The main objective of the educational institution is to transform the students into well meaning citizens through the committed pattern of instructions based on carefully prepared and well designed curricular aspects. The changing needs of the time are the basis while building a rich corpus of talent. Hence, the main aim of G.T.B. National College is to transform the students into well meaning citizens through well prepared socially committed patterns of instruction.

G.T.B. National College aspires to have a transformational impact on the students through comprehensive education by inculcating qualities of comprehensive education by inculcating qualities of competence, confidence and excellence. The institution aspires to instill scientific zeal and develop skilled human resource to contemporary challenges. The college has been facilitating young adult learner with opportunity to hone their ethics and leadership potential.

3. The Context

The College over the long history of more than four decades has created a niche for itself in the academic, extracurricular and sports fields. These achievements are surely enough in itself to boost of the name and fame of the College. Still the college was facing certain challenges which were of utmost importance. The first challenge the college was facing was of administrative nature. The college had been following the age old pattern of working manually in the office. The management and the head of the institution decided to strike back in a powerful manner by introducing the technological world to the administration. The whole of the administrative branch has been computerized. This apart the library too has been computerized.

The college in the academic world introduced the technique of remedial classes and preparing question banks keeping in view the examination perspective. The students belonging to the college are given extra coaching free of cost by addressing their problems. Their skills are sharpened and chiseled keeping in view the patterns of the final examinations. They are given a list of important questions prepared by the expert faculty. This has helped them attain their targets in a better way.

4. The practice & the evidence of the success,

The college did away with the age long system of working in the administrative block. The whole system was computerized. The system of the fee collection was very tedious and cumbersome some. The college by computerizing the total system of

office has successfully got rid of many hurdles. This has resulted in making the system smooth. The Punjab Govt has already put a ban on the appointments. On account of this problem the college is already facing the shortage of manpower. By computerizing the system, the college has successfully overcome the shortage of the staff. Now the work has been facilitated to the extent that the staff has very deeply acquired the new system resulting in the increase in their efficiency.

Similarly, the college was not able to bring out the best out of the students. The dropout rate and the failure rate were scaling heights. The college then introduced the UGC sponsored remedial classes. The students were given extra coaching, free of cost, in all the subjects in general. The students were given extra guidance in the subjects like English and Commerce in particular. The college ensured that the students are provided with the question banks framed by the experienced faculty of the college. This action has resulted in a steep downfall in the failure rate. The question banks have facilitated the students in such a way that their efforts in the preparation of the final exams have started bearing fruitful results.

5. Evidence of Success

The Library system has wholly been changed. The students are feeling very easy in searching books from the Library. The students get the book from the Library in few minutes. The fee collection system has become very easy. The system of fee collection has become very smooth with the introduction of computerized system.

The students are given extra coaching free of cost in almost all the subject especially in the subject of English and Accounting. The question bank has facilitated the students in such a way that their efforts in the preparation of final examination have started bearing fruitful results. In nutshell it is described that the system of Computerization in Library as well as in Administration Block has given excellent results.

6. Problems Encountered and Resources Required

The college had certain problems to face in the process of administration. The account maintenance was very cumbersome to manage. The college had to face long queues of the students who assembled for fee deposit. Now the things have smoothed out. Similarly the students were facing a lot of problems in studies. The college was finding it hard to control the dropout rate and the failure. The remedial classes came as a boon for such students. The students are now finding it easy to combat the problems they are facing. The college required the infrastructure in the shape of computer system. The management provided the same from its resources. The staff was trained by the computer experts. The software required has been purchased. The resources required for the remedial classes were granted by the UGC.

7. Notes (Optional)

1. Title of the Practice-2

*. The Scholarships and Concessions.

2. Goal

*. The aim behind this practice is to encourage students for technical and professional courses. These scholarships also act as a morale booster for the needy and the deserving students. The institution provides economic aid to more than 100 students every year. The intention behind this practice is that we are committed to minimize the financial hurdles of the needy, meritorious and deserving students. These concessions provide a chance to the students to uplift themselves by getting education. Another aim behind this practice is that students study hard to get these scholarships and concessions, which ultimately leads to better results.

3. The Context

*. The main challenge in the practice of scholarships and Concessions was to decide the amount and to fix the number of students. It is a matter of immense happiness that with the passage of time, the number of students availing the scholarships and concessions has increased and the quantity of these scholarships and concessions too, has grown to a considerable extent. The other big problem to start the practice was related with the finding the sources of its funding. Later on NRIs, the local, political and social dignitaries with joint efforts of the Alumni helped to overcome to this hurdle with great interest.

4. The Practice:-

*. The unique practice in the college is that a number of scholarships and concessions are provided to the students in the college. The college has maintained this practice since long time. These scholarships and concessions are given to the needy, meritorious and deserving students. Considering the economic conditions of the students, it would be difficult to manage for them to continue their higher education without the help of these scholarships and concessions. A number of people, dignitaries, former Principals, NRIs, and politician have contributed to run this practice successfully. Various scholarships are given by different institutions and charitable education trusts:-

Type of scholarship	2012-13		2013-14		2014-15		2015-16	
	No. of st	Amount	No. of st.	Amount	No. of	Amount	No. of st.	Amount
Financial Aid by College		27000		105000	49	53000	52	68500
For S.C. Students						654697		
For Post Matric Scholarship for Minority Community	7	27639						
Senior Citizen Conclave		18000		21000	7	21000	6	18000
For Post Matric Scholarship for S.C.	2	13852						
Sita Ram Jindal foundation for Brilliant Students	6	16980	6	21600	7	23400	5	18000
Major Bachittar Singh Memorial Scholarship	8	35000	8	35000	08	35000	10	35000
Pritpal S. Dakha, Harjit S. Dakha				20000				
Widow & Orphan Trust					21	30000	17	25000
Meritorious Student Scholarship					63	70000	75	76000
Gyani Ranjit Singh Memorial Scholarship					24	31000		

Although the practice is running successfully yet it has some limitations. This practice creates a cut throat competition amongst the students which sometimes leads to unnecessary tension and conflict between them. Sometime students start depending too on the scholarship which actually depends upon the availability of donations from the people. Thus most of our students expect huge concession and scholarship. Therefore it is not possible for the College to grant these scholarships for infinite time period from its limited resources.

5 Evidence of Success

*. The practice is successful, because students are continuing their study in various programs, with the help of these scholarships and concessions. The practice has not only helped the students economically, but it has also uplifted them socially. Now being a graduate, these students are now capable to understand the importance of education and by doing some job they can also improve their economic condition. These scholarships have provided some of our students an opportunity to get training and job in different sectors, Like Software MNC and banking organizations: Trends show that more students have become aware about commerce and computer courses the trends indicate that the students even with rural background can excel in variety of subjects. The students of this area have now begun to understand the importance and relevance of these courses in the society

6. Problems Encountered and Resources Required

*. A number of problems came into the way of implementation of this practice. The very first problem was related with the situation of the college in economically and educationally backward area. It is an area, where large numbers of people do not have that kind of earning, which can facilitate the cost of education for their wards. The other big reason behind the problem is that the people are educationally backward too. Many of them are not ready to accept the education in spite of the present practice of scholarships and concessions. Another problem with implementation of this scheme was related with over expectation of the students.

Every other student expected huge concessions in fees and tended to this practice. The government policies in the past have made the situation from worse to worst. The cuts and delays in the 95% grant have resulted in the partial or mismanagement of the financial resources. However, the visionary management, college regular donors and NRIs have supported the college with their untiring efforts.

7. Contact Details:

Name of the Principal:	Dr. Guriqbal Singh
Name of the Institution:	Guru Teg Bahadur National College, Dakha
City:	Ludhiana
Pin Code:	141102
Accreditation Status:	Cycle- I
Phone (O) : 0161-2878104	Fax: 0161-2882264
Website: www.gtbdakha.com	E-mail: gtbncdakhaa@yahoo.co.in
Mobile: +91-9815826301	

5. Post-accreditation Initiatives

If the college has already undergone the accreditation process by NAAC, please highlight the significant quality sustenance and enhancement measures undertaken during the last four years. The narrative may not exceed ten pages. (Refer section IX of Guidelines for Assessment and Accreditation)

*. **No**, The College has not undergone accreditation process by NAAC previously.

3. Evaluative Report of the Departments

1. Name of the department: Commerce

2. Year of Establishment : B. Com 1979-**80, M.Com 2002**

3. Names of Programmes / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

a) B.Com

b) M.Com

c) Add on course Foreign Trade and Practice to begin from 2014-15

d) Basics of Tally, Online of filling of Return, Basics of Stock Market

4. Names of Interdisciplinary courses and the departments/units involved

*. English, Economics, Punjabi and Environment and Road Safety.

5. Annual/ semester/choice based credit system (programme wise)

*. B.Com,(semester System)

M. Com (semester system)

6. Participation of the department in the courses offered by other departments

*. Computer based Accounting in PGDCA

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

*. Nil

9. Number of teaching posts:

	Sanctioned	Fill
Professors		
Associate Professors	2	2
Asst. Professors	8	9

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
1. Parminder Singh	M.Com	Associate Professor	Banking and Insurance	31 yrs
2. Avtar Singh	M.Com.PhD. (Pursuing)	Associate Professor and Head	Accounting and Finance	27 yrs
3.S.P.Sharma(On leave)	M.Com M.Phil	Asst Prof	Accounting	26 yrs
4. Parveen Lata	M.Com. M.Phil, Ph.D (Pursuing)	Asst Prof	Finance	8 Yrs
5. Rashmi Mittal	M.Com CA	Asst Prof	Finance	02 Yrs
6. Neeru Goyal	M.Com, M.B.A. Ph.D. (Pursuig)	Asst Prof	Management	8 Yrs
7.Sukhwinder Pal Singh	M.Com B.Ed.	Assist. Prof.	Marketing	4 Years
8. Jatinder Singh	M. Com	Assist. Prof.	Marketing	2 Years
9. Simarjeet Singh	M. Com	Asst. Prof.	Marketing	----------
10.Sukhjinder Singh	M. Com, PGDCS UGC Net	Asst. Prof.	Marketing	2 Years

11. List of senior visiting faculty:- NIL

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: B.Com 60%

M.Com. 41%

13. Student -Teacher Ratio (programme wise)

2014-15 **2015-16**

B.Com 33:1, B.Com 33:1

M.Com 15:1 M.Com 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.

NAME	QUALIFICATION	DESIGNATION	SPECIALIZATION	NO. OF YEARS OF EXPERIENCE
1. Parminder Singh	M.Com	Associate Professor	Banking and Insurance	31 yrs
2. Avtar Singh	M.Com. Ph.D (Pursuing)	Associate Professor and Head	Accounting and Finance	27 yrs
3. S.P. Sharma(On leave)	M.Com M.Phil	Asst Prof	Accounting	26 yrs
4. Parveen Lata	M.Com. M.Phil, Ph.D	Asst Prof	Finance	8 Yrs
5. Rashmi Mittal	M.Com CA	Asst Prof	Finance	02 Yrs
6. Neeru Goyal	M.Com, M.B.A. Ph.D.	Asst Prof	Management	8 Yrs
7 Sukhwinder Pal Singh	M.Com B.Ed.	Assist. Prof.	Marketing	4 Years
8. Jatinder Singh	M. Com	Assist. Prof.	Marketing	2 Years
9. Simarjeet Singh	M. Com	Asst. Prof.	Marketing	
10.Sukhjinder Singh	M. Com	Asst. Prof.	Marketing	2 Years

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research Centre /facility recognized by the University: NO

19. Publications:

S. No	Name	Department	Total Number of publications	No. of papers in International database	Chapter in Books	Books
1.	**S. Avtar Singh (Asso Professor**	**Commerce**	**5**	**4**		**1**
2	**S.Parminder Singh (Asso. Professor)**	**Commerce**	**5**		**4**	**1**
3.	**Ms. Neeru Goyal**	**Commerce**	**2**	**2**		
3.	**Ms Parveen Lata (Asst Prof)**	**Commerce**	**7**	**7**		
4	**Ms.Rashmi Mittal**	**Commerce**	**6**	**4**		**2**

20. Areas of consultancy and income generated : - Nil

21. Faculty as members in

a) National committees
b) International Committees
c) Editorial Boards….

Prof Avtar Singh remained on the Faculty of Commerce (PU Chandigarh) as an added member for 3 terms and member of UG Board of Studies (PU Chandigarh) for 1 term.

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

*. **Students of M.Com undergo compulsory Summer Training in organizations**.

23. Awards / Recognitions received by faculty and students

Prof Avtar Singh Head of the department received the following awards

1. Award of Honour presented by Shaheed Memorial Sewa Society of dedicated, devotional and outstanding services in the field of Education in 2010.

2. Award presented by Hindustan Times for best entry in 2011.

3. Award of Distinguished Alumnus presented by UBS of Panjab University Chandigarh in 2012.

24. List of eminent academicians and scientists / visitors to the department

S.N	Name and institutional affiliation	Subject
1.	Dr. Bikramjit Singh Prof NJSA College Kapurthala	Commerce
2.	Dr. Sukhdev Singh Prof and Head Dept of Business Management GNE Ludhiana	Commerce
3	Dr. H.S.Dhall Dept of Business Management GNE Ludhiana	Commerce
4	Dr. S.C. Vaidya Prof of Accounting UBS PU Chandigarh	Commerce
5	Dr. S.K Chaddha Prof UBS PU Chandigarh	Commerce
6.	Dr.Suveera Gill Associate Prof PU Chandigarh	Commerce
7.	Dr. G.S Batra Professor Punjab School of Management Punjabi University Patiala	Commerce
8.	Dr. J.S.Pasricha Professor Department of Commerce Punjabi University Patiala	Commerce
9.	Dr. Dharminder Singh Ubha Principal Khalsa College Patiala.	Commerce

10	Dr. Prem Kumar Principal Sri Aurobindo College of Commerce Ludhiana	Commerce
11	Dr. Balwinder Singh Professor Dept of Commerce GNDU Amritsar	Commerce
12	Dr G.S. Bhalla Professor Dept of Commerce GNDU Amritsar	Commerce
13	Mr J.S. Arneja Senior Executive Ludhiana Stock Exchange	Commerce
14	Dr. A.S. Sidhu,Prof and head Dept of commerce GNDU Amritsar.	Commerce
15	Dr DR Singh Dean GNAIMT Phagwara	Commerce
16	Dr SS Bari Registrar Panjab University Chandigarh	Commerce
17	Mr. Gagandeep Singh Rehal	Insurance Expert
18	C.A. Pardeep Makkar	Career Planning
19	Dr. Dinesh Bharti	Career Planning
20	Sh. AK Singla	Inevestor Education

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National Seminar on 'The extent of observance of principles of Corporate Governance in NW India' sponsored by ICSSR.

b) National Seminar of Human Right: A National and International perspective (UGC Sponsored)

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Selected	Enrolled		Passed percentage	Re-Appear	Promoted	Pass %age
		*M	*F				
B.Com.-I(2nd Semester) May.2015	133	105	28	37	73	110	82.70
B.com II (Annual) April.2015	64	45	19	43	13	56	87.5
B.COM III (Annual) April.2015	64	43	21	51	09	60	93.75
M.Com-I(2nd Semester)	41	20	21	40	01	41	100
M.Com-II (IV sem) May.2015	40	17	23	37	03	40	100

(*M = Male *F = Female)

27. Diversity of Students (2015-16)

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Com	98.86%	1.14%	--------
M.com	100%	-----	--------

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

*. No Data available

29. Student progression from B.Com to M.Com.

Student progression	Against % enrolled 2014-15	Against % enrolled 2015-16
UG to PG	25%	28.125%
PG to M.Phil.		
PG to Ph.D.		

Ph.D. to Post-Doctoral		

30. Details of Infrastructural facilities

- Most of the classrooms equipped with white boards and projectors.
- There is a large collection of 1260 books and 12 journals relating to the subjects of Commerce, management, Accountancy and Taxation in the college library.
- There are a large number of journals relating to the field in the library.
- Students can make use of internet available in the library.

31. Number of students receiving financial assistance from college, university, Government or other agencies

*-. No separate details available**.**

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts

*. Ref to point 24.

33. Teaching methods adopted to improve student learning

- Besides class room teaching through traditional means use of modern teaching aids is also made extensively.
- Students are subjected to regular class tests, surprise tests and quiz.
- Class participation and presentations by students are encouraged.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

*. Students of the commerce department actively participate in activities of various clubs and societies of the college such as NSS, NCC, Youth club, etc.

35. SWOC analysis of the department and Future plans

Strengths

- The department has well qualified and energetic faculty.
- All the classrooms have whiteboards and projectors.
- Extensive use of modern means of teaching.
- Student's participation and presentations are encouraged.
- Library has latest books and internet facility.

Weaknesses

- The students coming to this college are generally from rural background.
- The students come from a background where even newspapers are a luxury.
- The college is situated far away from the road which makes it difficult for the students to reach the college.

Opportunities

- In the present era of globalization Commerce education has become very important.
- More Job opportunities are available for commerce students as compared to students of other streams.
- Placement cell can help the commerce students in getting placed.
- Dept. can start BBA stream this will add to the value of the college.

Challenges

- Getting quality students is a big challenge in this college because students prefer colleges which are conveniently located.
- Teaching students who come from a socially and economically weak background is a challenge because they are deficient in educational levels as well as resources. But the college faculty is competent enough help the students make up for this deficiency.

1. **Name of the department: Punjabi**

2. **Year of Establishment** : **B.A. 1971-72, M.A. 2004-05**

3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.)**

a) Punjabi Elective B.A.

b) Punjabi Compulsory BA

c) M.A. Punjabi

4. **Names of Interdisciplinary courses and the departments/units involved**

*. Nil

5. Annual/ semester/choice based credit system (programme wise)

*. B.A. (Semester system), and MA (Semester system)

6. Participation of the department in the courses offered by other departments

*. Punjabi in B.Com I

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

*. Nil

9. Number of teaching posts:

	Sanctioned	**Filled**
Professors/Principal	1	
Associate Professors		
Asst. Professors	2	4

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D./ M. Phil. etc.)

Name	Qualification	Designation	No. of Years of Experience
1. Dr. Guriqbal Singh	M.A, M.Phil., Ph.D	Principal	30 yrs
1 Gotinder Kaur	M.A, M.Phil	Asst Prof	4 yrs
2. Harjeet Singh	M.A., M. Phil.	Asst Prof	4 yrs
3. Tejinder Kaur	M.A.	Asst Prof	2 yrs
4. Gurdeep Singh	M.A. M.Phil	Asst Prof	1 yrs

11. List of senior visiting faculty: NIL

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: for 2015-16

B.A. 50%

M.A. 50%

13. Student -Teacher Ratio (programme wise) for 2015-16.

*. B.A.(Compulsory Punjabi) 126

B.A.(Elective Punjabi) 109

M.A. 8.25

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.

Name	Qualification	Designation	No. of Years of Experience
1 Gotinder Kaur	M.A,M. Phil	Asst Prof	4 yrs
2. Harjeet Singh	M.A., M. Phil.	Asst Prof	4 yrs
3. Tejinder Kaur	M.A.	Asst Prof	2 yrs
4. Gurdeep Singh	M.A. M. Phil	Asst Prof	1yr

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research Centre /facility recognized by the University NO

19. Publications:

S. N	*Name*	*Department*	*Total Number of publications*	*No. of papers in International database*	*Chapter in Books*	*Books*
1	Dr. Guriqbal Singh (Principal)	Punjabi	52	26	16	14
1.	Gotinder Kaur (Asst Professor)	Punjabi	6	4	1	**1**
2.	Harjeet Singh (Asst Professor)	Punjabi	5	2	2	1

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

a) National committees

b) International Committees
c) Editorial
d) Boards….

Dr. Guriqbal Singh, Principal remained on the UG board of studies of Panjab University Chandigarh for two terms and is currently on the PG Board of studies of Guru Kashi University Talwandi Sabo.

Ms. Gotinder Kaur, : Member of Kendri Punjabi Lekhak Sabha

Mr. Harjit Singh is Member of Kendri Punjabi Lekhak Sabha.

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:

S.No	Name and institutional affiliation	Subject
1	Dr. S.P. Singh, Ex. Vice Chancellor	Punjabi
2	Dr. Rattan Singh Jaggi Rtd. Prof. Punjabi University Patiala	Punjabi
3	S. Amarjit Grewal Ludhiana	Punjabi
4	Dr. Nahar Singh Rtd. Prof. P.U. Chandigarh	Punjabi
5	S.Santokh Singh Dhir Story Writer Mohali	Punjabi
6	S. Jaswant Singh Kanwar Navalkaar	Punjabi
7	Dr. Atamjit, Rtd. Principal, SADSG Memorial College, Mukandpur.	Punjabi

8	S. Ajmer Aulakh Rtd. Prof. Govt. College Mansa	Punjabi
9	Dr. Tejwant Singh Gill Rtd. Prof.,GNDU Amritsar	Punjabi/English
10	Surjit Pattar Rtd. Prof. P.A.U. Ludhian	Punjabi
11	Prof. Gurbhajan Gill Rtd. P.A.U. Ludhiana	Punjabi
12	Prof. Ravinder Bhattal Rtd. Asso. Prof. S.D. College Barnala	Punjabi
13	Dr. Rajnish Bahadur Singh, Asso.Prof. D.A.V. College Jalandhar	Punjabi
14	Dr. Surjit Singh, Asso. Prof., Pbi University Patiala	Punjabi
15	Dr. Sarabjit Singh, Asso. Prof., Govt College Chandigarh	Punjabi
16	Sh. Jaswant Jaffar A.S.E., PSPCL Ludhiana	Punjabi
17	Dr. Sarwan Singh Rtd. Principal, SADSG Memorial College Mukandpur (Pb)	Punjabi
18	Sh. Satish Gulity Publisher Ludhiana	Punjabi
19	Dr. Raghbir Singh Rtd. Prof. P.U. Chd.	Punjabi
20	Dr. Raghbir Singh Sirjana Rtd. Prof. P.U.Chd.	Punjabi
21	Sh. Gurdev Madaher , Story writer, Sangrur	Punjabi
22	Sh. Bhagwant Rasoolpuri, Story Writer, Jalandhar	Punjabi
23	Dr. Sharanjit Kaur Asso. Prof. , Rtd. Govt College Chandigarh	Punjabi
24	Ms. Sukhwinder Amrit Poetess Ludhiana	Punjabi
25	Mrs. Gurcharan Kaur Kochar Rtd.Teacher, Govt Model School P.A.U. Ludhiana	Punjabi
26	Dr. Davinder Dilrup Asso.Prof. P.A.U. Ludhiana	Punjabi
27	Neetu Arora Asstt. Prof. Pbi University Constitute College	Punjabi
28	Mr. Amarjit Ghuman Poetess, Mohali	Punjabi

29	Ms. Biba Kulwant, Poetess Ludhiana	Punjabi
30	Dr. Joginder Nirala Rtd. Prof. P.A.U. Ludhiana	Punjabi
31	Sh. Inderjit Hassanpuri , Famous Pbi. Poet	Punjabi
32	Dr. Jasvir Singh Saber Rtd. Prof. G.N.D.U. Amritsar	Punjabi
33	Sh. Jasvir Bhullar Writer , Mohali	Punjabi
34	Dr. Sukhwider Sangha Asso. Prof. G.N.D.U. Regional Centre Jalandhar	Punjabi
35	Dr. Butta Singh Prof. Punjabi University Regional Centre , Bathinda	Punjabi
36	Dr. Ved Agnihotri Rtd. Asso. Prof. D.A.V. College Nakodar (Distt. Jalandhar)	Punjabi
37	Kirpal Kazak, Rtd. Prof (Hon) Pbi University Patiala	Punjabi
38	Prof. Niranjan Tasneem ,Prof. Rtd. Govt College Ludhiana	Punjabi
39	Dr. S.P. Singh Ex Vice Chancellar	Punjabi
40	Dr. Nirmal Jaura, Dean YW PU Chd	Punjabi
41	S. Narinjan Tasneem, Novelist	Punjabi
42	Sh. Jasvir Bhullar , Novelist	Punjabi
43	S. Jaswant Singh Zaffar, Poet	Punjabi
44	S. Jaswant Singh Kanwal, Novelist	Punjabi
45	Prof. Ravinder Bhathal, Poet	Punjabi
46	Sh Kirpal Kazak, Story Writer	Punjabi
47	Prof. Gurbhajan Singh, Poet	Punjabi
48	Janab Khalid Hussain, Poet and Retd IAS Officer J&K	Punjabi
49	Dr. Atamjit Singh, Novelist	Punjabi
50	Shri Ranbir Rana, Writer and Actor	Punjabi

51	Dr. Surjit ,Assoc. Professor Pbi University Patiala	Punjabi
52	Dr. Sukhdev Singh Sirsa,Retd Professor PU Chd.	Punjabi

25. Seminars/ Conferences/Workshops organized & the source of funding

a) **National**: National Seminar on "Punjabi bhasha de Vishivikaran Samajik vigianik sarvekhan" sponsored by ICSSR February, 2009.

b) International: Nil

26. Student profile programme/course wise : 2014-15

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A.I Comp	150	108	82	26	100
B.A.II Comp	121	117	63	54	92.7
B.A.III Comp	121	116	70	46	100
B.A.I Elect	58	41	33	8	97.95
B.A.II Elect	58	56	27	29	75
B.A.III Elect	57	56	36	20	98
M.A. I	23	20	7	13	100
M.A.II	14	13	3	10	100
2015-16					
Name of the Course/programme (refer question no. 4)	**Applications received**	**Selected**	**Enrolled**		**Pass percentage**
			***M**	***F**	
B.A.I Comp	91	79	60	19	Result Awaited
B.A.II Comp	77	72	49	23	Result Awaited
B.A.III Comp	104	104	51	53	Result Awaited
B.A.I Elect	35	30	26	4	Result Awaited
B.A.II Elect	28	27	20	7	Result Awaited

B.A.III Elect	52	52	31	21	Result Awaited
M.A. I	18	11	6	5	Result Awaited
M.A.II	15	14	4	10	Result Awaited

(*M = Male *F = Female)

27. Diversity of Students

*. All Students belong to Punjab State

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

*. No Data available

29. Student progression Graduation to post graduation

YEAR	TOTAL STUDENTS	PROGRESS	%AGE
2015-16	116	13	15.08
2014-15	82	19	15.58

30. Details of Infrastructural facilities

*. A large number of books and journals of the subject are available in the library. Use of projectors is made as per requirements.

31. Number of students receiving financial assistance from college, university, Government or other agencies

*. No separate details available.

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts

*. Ref to point 24.

33. Teaching methods adopted to improve student learning

- Besides class room teaching through traditional means use of modern teaching aids is also made wherever found necessary.
- Students are subjected to regular class tests, surprise tests and quiz.
- Class participation and presentations by students are encouraged.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

*. Students of the Punjabi department actively participate in activities of various clubs and societies of the college such as NSS, NCC, Youth club, etc.

35. SWOC analysis of the department and Future plans

Strengths

- Punjabi is the compulsory subject for all the undergraduate courses
- One of the oldest departments of the college having rich history and alumni base.
- Department plays a key in preparing the students for various competitions related to Punjabi language and culture.

Weakness

- Students belong to rural areas and lack general awareness and an attitude to face the world boldly.

Opportunities

- There is a good scope for Punjabi students in media, creative fields and research.

Challenges

- In the present era of globalization it is a challenge to sustain the interest of students in the Punjabi language.
- Despite the fact that most of the students belong to rural areas whose mother language is Punjabi, there is a need to improve their skills to become proficient in the language.

1. Name of the department: **History**

2. **Year of Establishment** : B.A. 1971-72, M.A. 2007-08

3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.)**

a) History Elective in B A.

b) M.A. History

4. Names of Interdisciplinary courses and the departments/units involved

*. Nil

5. Annual/ semester/choice based credit system (programme wise)

*. B.A. Annual (Semester), and MA (Semester system)

6. Participation of the department in the courses offered by other departments

History and Culture of Punjab in B.Com I/B.A.

Session 2014-15 total students = 01

Session 2015-16 total students =03

7. Courses in collaboration with other universities, industries, foreign institutions, etc. *. Nil

9. Number of teaching posts:

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	3	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialisation	No. of Years of Experience
Ravinder Singh	M.A. , M.Phil	Asst. Professor		6 years
Sarbjit Kaur	M.A. , M.Phil	Asst. Professor		3 year
Vishal Sharma	M.A. M. Phil	Asst. Professor		7 Years

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)
2015-16 B.A. 64.33, M.A. 8.0

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.

Name	Qualification	Designation	Specialisation	No. of Years of Experience
Ravinder Singh	M.A. , M.Phil	Asst Professor		4 years
Sarbjit Kaur	M.A. , M.Phil	Asst Professor		1 years
Vishal Sharma	M.A. M. Phil	Asst Professor		7 Years

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.

18. Research Centre /facility recognized by the University NO

19. Publications:

S. No	*Name*	*Department*	*Total Number of publications*	*No. of papers in International database*	*Chapter in Books*	*Books*
1.	Ravinder Singh (Asst Professor)	History	3			3

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

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 / visitors to the department

S.No	Name and institutional affiliation	Subject
	Dr.J.S. Dhanki Prof. PU Chandigarh 2011-12	Hisroty
1	Dr Surinder Singh Prof PU Chandigarh	History
2	Dr. ID Gaur Prof PU Chandigarh	History
3	Dr Nazar Singh Prof Punjabi University Patiala	History
4	Dr JS Dhanki Prof PU Chandigarh	History
5	Dr Dharmjit Singh Principal SN College Banga	History
6.	Dr Daljit Singh Pbi University, Patiala	History

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National:-National Seminar on "The contribution of great revolutionary martyr Bhagat Singh to the cause of freedom in India"sponsored by ICSSR. :- 23.02.2008

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	
SESSION -2012-13					
B.A.I Hist	164	116	88	28	97.41
B.A.II Hist	74	62	25	37	100
B.A.III Hist	56	46	30	16	100
M.A. I	25	23	12	11	95.65
M.A.II	26	24	15	09	100
SESSION – 2013-14					
B.A.I Hist	153	130	80	50	89.71
B.A.II Hist	91	90	61	29	100

B.A.III Hist	68	65	26	39	100
M.A. I	27	20	15	05	100
M.A.II	23	21	10	11	100
SESSION -2014-15					
B.A.I Hist	123	88	64	24	86.45
B.A.II Hist	94	92	48	44	100
B.A.III Hist	92	89	55	34	100
M.A. I	22	15	09	06	81.81
M.A.II	16	16	10	06	100
SESSION – 2015-16					
B.A.I Hist	61	55	42	13	Awaited
B.A.II Hist	63	59	37	22	Awaited
B.A.III Hist	79	79	37	42	Awaited
M.A. I	25	17	11	06	Awaited
M.A.II	08	07	03	04	Awaited

(*M = Male *F = Female)

27. Diversity of Students

*. All Students belong to Punjab State

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

*. No Data available

29. Student progression: 2014-15 2015-16

Student progression	**Against % enrolled-2014-15**	**Against % enrolled -2015-16**
UG to PG	21.34%	19.10%
PG to M.Phil.	Nil	Nil
PG to Ph.D.	Nil	Nil
Ph.D. to Post-Doctoral	Nil	Nil

30. Details of Infrastructural facilities

*. No separate departmental library.

All classrooms equipped with white boards and projectors.

31. Number of students receiving financial assistance from college, university, Government or other agencies

*. No separate details available.

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts

*. Ref to point no. 24.

33. Teaching methods adopted to improve student learning

- Besides class room teaching through traditional means use of modern teaching aids is also made extensively.
- Students are subjected to regular class tests, surprise tests and quiz.
- Class participation and presentations by students are encouraged.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

*. Students of the History department actively participate in activities of various clubs and societies of the college such as NSS, NCC, Youth club, etc.

35. SWOC analysis of the department and Future plans

Strengths

- The department has well qualified and energetic faculty.
- Student's participation and presentations are encouraged.
- Library has latest books and internet facility with good collection of books at par with University department.

Weaknesses

- The students coming to this college are from rural background.

- The students come from a background where even newspapers and magazines are luxury.
- The college is situated far away from the road which makes it difficult for the students to reach the college**.**

Opportunities

- Subject of history is important for competitive exams, and placements in archeology, museums, and archives etc**.**

Challenges

- Getting quality students is a big challenge in this college because students prefer colleges which are conveniently located.
- Teaching students who come from a socially and economically weak background is a challenge because they are deficient in educational levels as well as resources. But the college faculty is competent help the students make up for this deficiency.

Name of the department: English

2. Year of Establishment : B.A. 1971-72

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.)

*. Compulsory English to B.A. Classes

English to B.Com class:

4. Names of Interdisciplinary courses and the departments/units involved

*. Nil

5. Annual/ semester/choice based credit system (programme wise)

*. B.A. Annual (converted to semester from 2014-15)

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

9. Number of teaching posts:

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	2	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Surmit Singh	M.A.(Eng, Soc. Hist)	Asstt Professor	……	7.5 Yrs
Chanchal Kumar	M.A.(Eng) (PGCTE)	Asstt Professor	…….	4 Years
Ashok Kumar	M.A.(Eng.Hindi) B.Ed.	Asstt. Professor	…….	1 Year

11. List of senior visiting faculty:-

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:- 66.6%

13. Student -Teacher Ratio (programme wise)

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.

Name	**Qualification**	**Designation**	Specialization	**No. of Years of Experience**
Surmit Singh	M.A.(Eng, Soc. Hist) UGC Net	Asstt Professor	……	7.5 Yrs
Chanchal Kumar	M.A.(Eng) (PGCTE)	Asstt Professor	…….	4 Years
Ashok Kumar	M.A.(Eng.Hindi) B.Ed.	Asstt. Professor	…….	1 Year

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:- Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total

grants received :-- Nil

18. Research Centre /facility recognized by the University: - NO

19. Publications: None

20. Areas of consultancy and income generated: Nil

21. Faculty as members in:

a) National committees
b) International Committees
c) Editorial
d) Boards…. Nil

22. Student projects:

a) Percentages 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

Sr.	Name and institutional affiliation	Subject
	Dr.Pushpinder Syal Professor PU Chd	English
	Dr Anil Sarwal Asso Professor DAV College Chandigarh	English
	Dr Gurleen Ahluwalia Pbi University Constituent College Ghanour	English
	Parth Ashok Narang (English & Motivational Speaker)	English

25. Seminars/ Conferences/Workshops organized & the source of funding.

a) Seminar on "Role and need of Technology in English Teaching and Learning with special reference to Methods and Materials" sponsored by College Development council Panjab University Chandigarh.

b) International Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected/ Appeared	Enrolled		Pass percentage
			*M	*F	
SESSION -2014-15					
B.Com (I sem)	218	150/133	107	28	89.62
B.Com (II sem)		110	85	25	84.54
B.A. (I sem)	203	150/118	89	29	41.52
B.A. (II sem)		94	70	24	48.93
B.A. IInd	121	117	63	54	86.32
B.A. IIIrd	121	118	71	47	94.91
SESSION – 2015-16					
B.Com I (I sem)	213	143/139	107	32	Awaited
B.A. I (I sem)	121	91/91	71	20	Awaited
B.A. II (I sem)	82	77	54	23	Awaited
B.A. IIIrd	105	104	51	53	Awaited

(*M = Male *F = Female)

27 Diversity of Students

*. All Students belong to Punjab State

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

*. No Data available

29. Student progression:
No Data Available

30. Details of Infrastructural facilities

1046 Books (900 of English and 146 of Spoken English) in main library

Some of the classrooms are equipped with white boards and projectors.

31. Number of students receiving financial assistance from college, university,

Government or other agencies

*. No separate details available.

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts

*. Ref to point 24.

33. Teaching methods adopted to improve student learning

- **Besides class room teaching through traditional means use of modern teaching aids is also made extensively.**
- **Students are subjected to regular class tests, surprise tests and quiz.**
- **Class participation and presentations by students are encouraged**.

1. Name of the department: Sociology

2. Year of Establishment : B.A. 2003-04

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

*. Elective Sociology to B.A. Classes

4. Names of Interdisciplinary courses and the departments/units involved:- Nil

5. Annual/ semester/choice based credit system (programme wise)

*. B.A. Annual (to be converted to semester from 2014-15)

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

9. Number of teaching posts:

Post	**Sanctioned**	**Filled**
Professors		
Associate Professors		
Asst. Professors	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D./ M. Phil. etc.)

Name	Qualification	Designation	Specialiation	No. of Years of Experience
Ms. Sarita	M.A. in Sociology M.Phil	Asst Prof		10 Years

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)

		2014-15	2015-16
a)	B. A. I:	60/ 1	44/1
b)	B. A. II	52/ 1	42/1
c)	B.A. III	73/ 1	55/1

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.

Name	Qualification	Designation	Specialization	No. of Years of Experience
Ms Sarita	M.A. in Sociology. M.Phil	Asst Prof		10 Years

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil

18. Research Centre /facility recognized by the University : NO

19. Publications: NIL

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

a) National committees
b) International Committees
c) Editorial
d) Boards…. Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **Nil**

23. Awards / Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists / visitors to the department

*. No

25. Seminars/ Conferences/Workshops organized & the source of funding: *. **No**

b) International **Nil**

26. Student profile programme/course wise: 2014-15

Name of the Course/programme (refer question no. 4)	Applications receive	Selected	Enrolled		Pass percentage
			*M	*F	
B.A.I		67	52	15	22.2
B.A.II		52	29	23	100
B.A.III		73	42	31	100

(*M = Male *F = Female)

(Result for 2015-16 : Awaited)

27. Diversity of Students

*. All Students belong to Punjab State

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

*. No Data available

29. Student progression: N. A.

30. Details of Infrastructural facilities

Some of the classrooms are equipped with white boards and projectors.

31. Number of students receiving financial assistance from college, university, Government or other agencies

*. No separate details available.

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts: No

33. Teaching methods adopted to improve student learning

- **Besides class room teaching through traditional means use of modern teaching aids is also made extensively.**
- **Students are subjected to regular class tests, surprise tests and quiz.**
- **Class participation and presentations by students are encouraged**.

1. Name of the department: Political Science

2. Year of Establishment : **B.A. 1971-72**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

*. Elective Political Science to B.A. Classes

4. Names of Interdisciplinary courses and the departments/units involved: Nil

5. Annual/ semester/choice based credit system (programme wise)

a) B.A. Annual (to converted to semester from 2014-15)

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

9. Number of teaching posts:

Post	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D./ M. Phil. etc.)

Name	Qualification	Designation	Specialisation	No. of Years of Experience
Preet Kanwal Kaur	M.A., M.Phil, UGC Net	Asst Prof		5

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)

SR.	CLASS	2012-13	2013-14	2014-15	2015-16
a	B. A. I:	60/1	99 / 1	48/1	37/1
b	B. A. II:	37/1	47/ 1	63/1	49/1
c	B. A. III	20/1	40/ 1	49/1	50/1

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.

Name	Qualification	Designation	No. of Years of Experience
Preet Kanwal Kaur	M.A., M.Phil, UGC Net	Asst Prof	5

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: - Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total

grants received :- Nil

18. Research Centre /facility recognized by the University :- NO

19. Publications:

Nil

20. Areas of consultancy and income generated Nil

21. Faculty as members in

a) National committees
b) International Committees
c) Editorial
d) Boards…. Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme:- **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: - **Nil**

23. Awards / Recognitions received by faculty and students: - Nil

24. List of eminent academicians and scientists / visitors to the department

***.** Dr. Kuldeep Singh of Guru Nanak National College Doraha gave extension lecture on Right to vote in Feb.2012

25. Seminars/ Conferences/Workshops organized & the source of funding

***. No**

b) International: - Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	SESSION- 2014-15					SESSION- 2015-16				
	Applications received	Selected	Enrolled		Pass percentage	Applications received	Selected	Enrolled		Pass percentage
			*M	*F				*M	*F	
B.A.I	48	48	40	08	61	37	37	30	07	Awaited
B.A.II	63	63	32	31	100	38	38	30	08	Awaited
B.A.III	49	49	23	26	100	50	50	29	21	Awaited

(*M = Male *F = Female)

27. Diversity of Students
One student belongs to Haryana state

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

***. No Data available**

29. Student progression: - N.A.

30. Details of Infrastructural facilities

Approximately 600 books of Political Science at College Library.

31. Number of students receiving financial assistance from college, university, Government or other agencies

***.** No separate details available.

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts :- No.

33. Teaching methods adopted to improve student learning

- **Besides class room teaching through traditional means use of modern teaching aids is also made wherever necessary..**
- **Students are subjected to regular class tests, surprise tests and quiz.**
- **Class participation and presentations by students are encouraged**.

34. Participation in Institutional Social Responsibilty (ISR) and extension activities

- **Students are encouraged to join NSS and Blood Donation Camps.**
- Students are made aware regarding higher education opportunites.
- **Students of the departmental participate in youth festivals.**

35. SWOC Analysis

Strengths

Well qualified and dedicated faculty.

Large number of books and journals in library.

Personal interaction with students.

Weaknesses

Lack of transport facility to the students.

Students with low academic record.

Opportunites

The subject of Political has great potential as students can make a career through competitive exams.

Challenges

Increasing the intake of students.

Improving the academic performance of students.

Plan of action for the next five years

Expanding the student intake.

Increasing the number of books in the library.

Organisation of State/National level seminar.

Formation Political Science association.

1. Name of the department: Physical Education

2. Year of Establishment : **B.A. 1971-72**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

*. Elective Physical Education to B.A. Classes

4. Names of Interdisciplinary courses and the departments/units involved: Nil

5. Annual/ semester/choice based credit system (programme wise)

***.** B.A. Annual (to converted to semester from 2014-15)Only BA –III class attend Annual system

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**

9. Number of teaching posts:

Post	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt.

/Ph.D./ M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Amandeep Singh Chahal	M.P.Ed, Certificate course in Physiotherapy	Asst Professor		1

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)

a) B. A. I: 101 / 1
b) B. A. II: 82 / 1
c) B. A. III 31/ 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.

Name	Qualification	Designation	No. of Years of Experience
Amandeep Singh Chahal	M.P.Ed, Certificate course in	Asst Professor	

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received :- Nil

18. Research Centre /facility recognized by the University: **NO**

19. Publications:

Nil

20. Areas of consultancy and income generated Nil

21. Faculty as members in

a) National committees
b) International Committees
c) Editorial
d) Boards…. Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme :- **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : **Nil**

23. Awards / Recognitions received by faculty and students: Nil

Amandeep Singh -2011, Mr. Moga in Powerlifting.

24. List of eminent academicians and scientists / visitors to the department

*. No

25. Seminars/ Conferences/Workshops organized & the source of funding: -

: - Seminar on human rights G.T.B.N.C Dakha

c) International conferences, on health, fitness and environment Issues & challenge, Akal College of Physical education.

Seminar: Human's rights Mastuanan Sahib Sangrur

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications receiv	Selected	Enrolled		Pass percentage
			*M	*F	
SESSION -2013-14					

B.A.I		101	93	8	98
B.A.II		82	78	4	100
B.A.III		31	26	5	100
SESSION -2014-15					
B.A.I		58	51	5	93.10
B.A.II		48	42	6	87.50
B.A.III		49	44	5	98
SESSION -2015-16					
B.A.I		56	51	5	Awaited
B.A.II		39	34	5	"
B.A.III		42	30	12	"

(*M = Male *F = Female)

27. Diversity of Students

***.** All Students belong to Punjab State

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

*. No Data available

29. Student progression :- N.A.

30. Details of Infrastructural facilities

***.** No separate departmental library**.**

*. Two Gyms Boys/Girls All good work, b) Indoor game Table tennis and Badminton

31. Number of students receiving financial assistance from college, university, Government or other agencies

***.** No separate details available**.**

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts : No.

33. Teaching methods adopted to improve student learning

- Besides class room teaching through traditional means use of modern teaching aids is also made extensively. Practical training is also imparted
- Students are subjected to regular class tests, surprise tests and quiz.
- Class participation and presentations by students are encouraged.

1. Name of the department: Economics

2. Year of Establishment : B.A. 1971-72

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.)

*. Elective Economics to B.A. Classes

Economics to B.Com Classes

Economics to M.Com class

4. Names of Interdisciplinary courses and the departments/units involved: Nil

5. Annual/ semester/choice based credit system (programme wise)

a) B.A. Semester
b) B.Com Semester

6. Participation of the department in the courses offered by other departments

B.Com and M.Com classes of Commerce Department.

7. Courses in collaboration with other universities, industries, foreign institutions, etc. :- Nil

9. Number of teaching posts:

Post	Sanctioned	F
Professors		
Associate Professors		
Asst. Professors	2	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M. Phil. etc.)

Name	Qualification	Designation	No. of Years of Experience
Jyoti Sood	M.A. M.Phil	Asst Professor	3 Years and 7 Months
Lovepreet	M.A.	Asst Professor	2 Years and 7 Months

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)

Class	2012-13	2013-14	2014-15	2015-16
B.A.Ist	8:1	19:1	17:1	8:1
B.A.IInd	5:1	6:1	17:1	13:1
B.A.IIIrd	6:1	5:1	7:1	16:1

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.

Name	Qualification	Designation	No. of Years of Experience
Jyoti Sood	M.A. M.Phil	Asst Professor	3 Years and 7 Months
Lovepreet	M.A.	Asst Professor	2 Years and 7 Months

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :- Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: - Nil

18. Research Centre /facility recognized by the University: NO

19. Publications:

Nil

20. Areas of consultancy and income generated Nil

21. Faculty as members in

a) National committees
b) International Committees
c) Editorial
d) Boards…. Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme : **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : Nil

23. Awards / Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists / visitors to the department

:- No

25. Seminars/ Conferences/Workshops organized & the source of funding: **No**

b) International **Nil**

26. Student profile programme/course wise:

Year	Class	No of Girls	No of Boys	Total Students
2012-13	B.A. Ist	5	3	8
	B.A. IInd	5	0	5
	B.A. IIIrd	3	3	6
2013-14	B.A. Ist	13	6	19

	B.A. IInd	5	1	6
	B.A. IIIrd	5	0	5
2014-15				
	B.A. Ist	13	4	17
	B.A. IInd	13	4	17
	B.A. IIIrd	5	2	7
2015-16				
	B.A. Ist	4	4	8
	B.A. IInd	9	4	13
	B.A. IIIrd	13	3	16

27. Diversity of Students

***.** All Students belong to Punjab State

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

***.** No Data available

29. Student progression : N.A.

30. Details of Infrastructural facilities

* Sophisticated library equipped with large collection of Variety of books related to economics the total number of books in the field of economics available in the library **as** on 25 January, 2015 are 955.

* Availability of important magazines, journals periodicals for upgrading current economic awareness of students.

***** Internet facility available in library.

* Classrooms equipped with modern teaching aids wiz projectors white boards etc.

31. Number of students receiving financial assistance from college, university, Government or other agencies

***.** No separate details available.

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts :- No.

33. Teaching methods adopted to improve student learning

- Besides class room teaching through traditional means use of modern teaching aids is also made extensively.
- Students are subjected to regular class tests, surprise tests and quiz.
- Class participation and presentations by students are encouraged.

---

35. SWOC ANALYSIS OF THE DEPARTMENT AND FUTURE PLANS

STRENGTHS:-

- The department has well qualified and energetic faculty.
- All the classrooms have white boards and projectors.
- Extension use of modern means of teaching.
- Students participate and presentation are encouraged.
- Library has latest books and internet facility.

WEAKNESS:-

- The students coming to this college are generally from rural background.
- The students come from a background where even newspaper are a luxury.
- The college is situated for away from the road which makes it difficult for the students to reach the college.

OPPORTUNITIES:-

- In the present era of globalization Economic education has become very important.
- More job opportunities are available for Economics students as compared to students of other streams.
- Dept can start B.A.(Eco) honours stream this will add to the value of the college.

CHALLENGES:-

- Getting quality is a big challenge in this college because students prefer colleges which are conveniently located.
- Teaching students who come from a socially and economically weak backgrounds is a challenge because they are deficient in educational levels as well as resources. But the college faculty is competent help the students make up for this deficiency.

1. Name of the department: Fashion Designing

2. **Year of Establishment** : **B.A. 2007-08**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

*. Elective Fashion Designing to B.A. Classes

4. Names of Interdisciplinary courses and the departments/units involved

***. Nil**

5. Annual/ semester/choice based credit system (programme wise)

*. B.A. Semester system

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

9. Number of teaching posts:

Post	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Priya Malik	M.Sc., UGC Net	Asst Professor	Clothing & Textile	3 Yrs

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)

		2014-15	2015-16
a)	B. A. I:	11 / 1	17/1
b)	B. A. II:	15/ 1	7/1
c)	B. A. III	10/ 1	13/1
	Overall	**36/1**	**30/1**

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.

Name	Qualification	Designation	Specialization	No. of Years of Experience
Priya Malik	M.Sc, UGC Net	Asst Professor	Clothing & Textile	3 Yrs

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: - Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received :- Nil

18. Research Centre /facility recognized by the University: - NO

19. Publications:

- **NIL**

SR.	NAME	DEPARTMENT	TOTAL NO. OF PUBLICATION	NOS. OF PAPERS IN INTERNATIONAL DATA BASE	CHAPTER IN BOOK
1	Priya Malik	Fashion Design.	2	1	1

- Research paper named "Designing and Construction of Fashion Jewelry using Gochet" is published in International refereed Chintan Research journal with ISBN number: 22297227 and impact factor: 2.38
- Chapter in book Mosaic is published with topic "Surface Ornamentation A Value addition to the Garments" with ISBN number: 978-93-83084-13-5

20. Areas of consultancy and income generated :- Nil

21. Faculty as members in

a) National committees
b) International Committees
c) Editorial
d) Boards…. Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme :- **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies :- Nil

23. Awards / Recognitions received by faculty and students :- Nil

24. List of eminent academicians and scientists / visitors to the department

*. No

25. Seminars/ Conferences/Workshops organized & the source of funding

:- No

b) International :- Nil

26. Student profile programme/course wise: 2014-15

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A.I		11	3	8	70
B.A.II		15	0	15	100
B.A.III		10	2	8	100

(*M = Male *F = Female)

Session 2015-16 Result Awaited

27. Diversity of Students

***.** All Students belong to Punjab State

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

***.** No Data available

29. Student progression: - N.A.

30. Details of Infrastructural facilities

***.** No separate departmental library.

31. Number of students receiving financial assistance from college, university, Government or other agencies

***.** No separate details available.

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts

:- Workshop on illustration and surface ornamentation.

33. Teaching methods adopted to improve student learning

- Besides class room teaching through traditional means use of modern teaching aids is also made extensively.
- Students are subjected to regular class tests, surprise tests and quiz.
- Class participation and presentations by students are encouraged.

1. Name of the department: Computer Science

2. Year of Establishment : **PGDCA 2007-08**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.)

***. PGDCA**

4. Names of Interdisciplinary courses and the departments/units involved

***. Computer base Accounting (Commerce Dept.)**

5. Annual/ semester/choice based credit system (programme wise)

***.** PGDCA Annual (2014-15)

*. PGDCA one year programme with two Semesters from: 2015-16

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

9. Number of teaching posts:

Post	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D./ M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Shabdel Singh Bhullar	M.Sc. I.T.	Asst Professor		1 Yr. in Telecom. Industry and 2 years in teaching

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)

2014-15	2015-16
18/1	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.

Name	Qualification	Designation	Specialization	No. of Years of Experience
Shabdel Singh	M.Sc- IT	Asst Professor		1 Yr in Telecom. Industry and 2 years in teaching

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: - Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : - Nil

18. Research Centre /facility recognized by the University: - NO

19. Publications:

Nil

20. Areas of consultancy and income generated: - Nil

21. Faculty as members in

a) National committees
b) International Committees
c) Editorial
d) Boards…. Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme : **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : Nil

23. Awards / Recognitions received by faculty and students

Nil

24. List of eminent academicians and scientists / visitors to the department

***. No**

25. Seminars/ Conferences/Workshops organized & the source of funding *. **No**

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	
PGDCA-(2014-15)		18	5	13	25%
PGDCA-(2015-16)		25	11	14	result awaited

(*M = Male *F = Female)

27. Diversity of Students

***.** All Students belong to Punjab State

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

***.** No Data available

29. Student progression: - N.A.

30. Details of Infrastructural facilities

***.** Separate departmental library.

31. Number of students receiving financial assistance from college, university, Government or other agencies

***.** No separate details available.

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts : - No.

33. Teaching methods adopted to improve student learning

- Besides class room teaching through traditional means use of modern teaching aids is also made extensively.
- Students are subjected to regular class tests, surprise tests and quiz.

- Class participation and presentations by students are encouraged.

No. Misc/A-8/ 220 Date : 14/01/2016

This is to certify that Guru Teg Bahadur National College, Dakha (Distt. Ludhiana) is affiliated to the Panjab University, Chandigarh since 1971 and recognised by the University Grants Commission and the following Courses/Subjects are taught in the said college as per approval:

Sl No	Name of the Course(s) and duration	Affiliation	Period of Validity for the year(s)
1.	B.A –I	Permanent	------
2.	B.A -II		
3.	B.A-III		
4.	B.Com-I	Permanent	------
5.	B.Com-II		
6.	B.Com-III		
7.	PGDCA	Temporary	2015-16
8.	M.A-I (History)	Temporary	2015-16
9.	M.A-II (History)		
10.	M.A –I (Punjabi)	Temporary	2015-16
11.	M.A –I (Punjabi)		
12.	M.Com –I	Temporary	2015-16
13.	M.Com.-II		

Deputy Registrar (Colleges)

ATTESTED TRUE COPY
Principal
G.T.B. National College,
DAKHA (Ludhiana)

Form

Panjab University

To

The Registrar,
Panjab University,
Chandigarh-14.

No. Dated 197

Copy of paragraph 86 from the minutes of the meeting of the Syndicate held on 29.1.1972.

...

Considered Inspection Report on Guru Tegh Bahadur National College, Dakha (Ludhiana).

RESOLVED: That it be recommended to Senate

(i) That the provisional affiliation for Pre-University (Arts and B.A. Part-I courses already granted to Guru Tegh Bahadur National College, Dakha (Ludhiana) w.e.f. the admissions of 1971, be made permanent.

(ii) That Guru Tegh Bahadur National College, Dakha (Ludhiana) be granted extension of affiliation for B.A. Parts-II and III courses w.e.f. and including the admissions of 1972.

...

Endstt. No. Misc. 1775 Dated:- 8.2.1972

Copy of the above alongwith a copy of Inspection Report of the College forwarded to the Principal, Guru Tegh Bahadur National College, Dakha (Ludhiana) for information and necessary action.

DA/As above

Deputy Registrar (Admn.)

Principal
G.T.B. National College,
DAKHA (Ludhiana)

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI.

No.F.8-55/79(CP)

June, 1981

6 JUL 1981

To

The Registrar,
Punjab University,
Chandigarh.

Sub:- List of Colleges prepared under Section 2(f) of the UGC Act,1956 - inclusion of New Colleges in the - Guru Teg Bahadur National College, Dakha.

Sir,

I am directed to refer to your letter No.Misc/5035 dated 14.5.81 on the above subject and to say that the name of the following college has been included in the above list under Non-Govt. Colleges teaching upto Bachelor's degree :-

Name of the College.	Year of Estt.
Guru Tegh Bahadur National College, Dakha (Ludhiana). Dr. Harbans Singh	1st July, 1972

The Indemnity Bond and other documents in respect of the above college have been accepted by the Commission.

Yours faithfully,

(C.M.Ramachandran)
Under Secretary.

Copy forwarded to :-

1. The Principal, Guru Tegh Bahadur National College, Dakha (Ludhiana).
2. All Officers/Sections in the UGC Office.
3. Guard file.

(J.C. Vohra)
for Secretary.

Principal
G.T.B. National College,
DAKHA (Ludhiana)

Ph. 23230331, 23232701, 23237724
23234116, 23235733, 23232317
23236735, 23239437, 23239627

Extension No. 414 (CPP-I Colleges)
UGC Website: www.ugc.ac.in
F. No. 1-1/2013(CPP-I/C)

Speed post

बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

July, 2015

30 JUL 2015

The Principal,
Guru Teg Bahadur National College,
Dakha, Dist. Ludhiana – 141 102,
Punjab

Sub: - Recognition of **Guru Tegh Bahadur National College, Dakha, District Ludhiana, Punjab** under Section 2(f) and 12(B) of the UGC Act, 1956.

Sir,

With reference to your letter no. 61/GTBNC/15/655 dated 09.07.2015 on the above subject, I am directed to say that the name of **Guru Tegh Bahadur National College, Dakha, District Ludhiana, Punjab** established in the year of **1972**, affiliated to **Punjab University, Chandigarh** is included in the list of Colleges maintained under Section **2(f) and 12(B)** of the UGC Act, 1956 under the head **Non-Government** College teaching upto **Bachelor's** Degree.

Yours faithfully,

(Charan Dass)
Under Secretary

ATTESTED TRUE COPY
Principal
G.T.B. National College,
DAKHA (Ludhiana)

CERTIFICATE OF REGISTRATION OF SOCIETIES

(Act XXI of 1860)

No. 946 of 2003-2004

I hereby certify that "Guru Teg Bahadur Charitable Education Trust Dakha". Guru Teg Bahadur National College Dakha Ludhiana

has this day been registered under the Societies Registration Act (XXI of 1860) and as amended by the Punjab Amendment Act, 1957.

PUNJAB

Given under my hand at Ludhiana this 9th day of May.

Two thousand three.

Fee Rs. 500/-

Addl. Registrar of Firms & Societies (Pb.)
Cum-General Manager
District Industries Centre
LUDHIANA.

0161-2878104
E-mail : gtbncdakhaa@yahoo.co.in

GURU TEGH BAHADUR NATIONAL COLLEGE, DAKHA
DISTT. LUDHIANA-141102
(A Multi-Faculty, Post-Graduate, Co-ed. College, Affiliated to P.U. Chd.; Estd. 1971)

Ref. No. ANNEXURE - B. Dated. February 10, 2016

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.

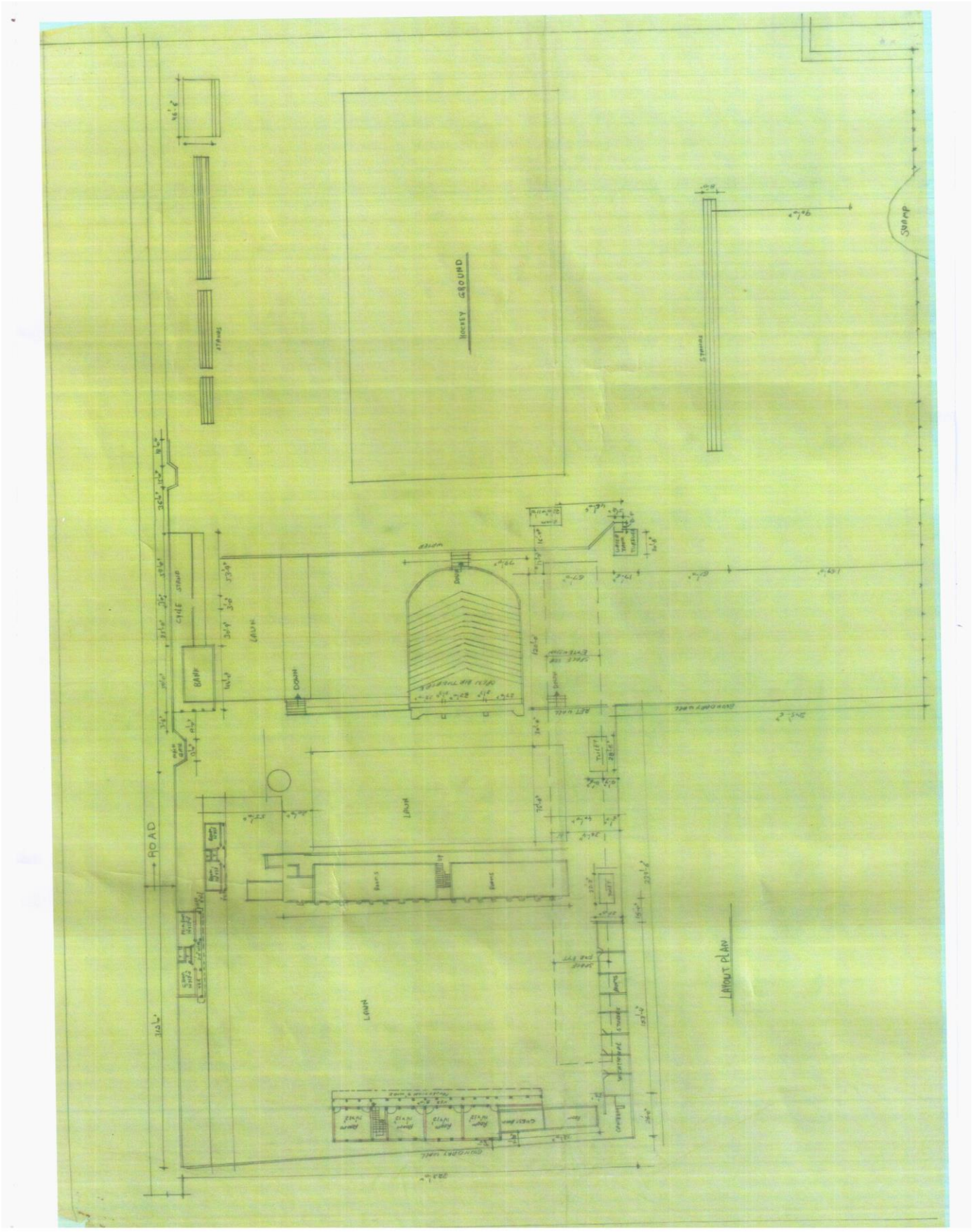
This SSR is prepared by the institution after internal discussion and no part thereof has been outsourced.

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

Place: Dakha (Distt. Ludhiana, Punjab)
Date: February 10, 2016

Signature of the Head of the Institution with office Seal

Principal
G.T.B. National College
DAKHA (Ludhiana)


HOCKEY GROUND
ROAD
LAWN
LAYOUT PLAN

Annexure- D

BUDGET ESTIMATES FOR THE YEAR 2009-10

	RECEIPTS				PAYMENTS		
Particulars	Proposed receipts 2008-09	Actual receipts 2008-09	Estimated income 2009-10	Particulars	Proposed for 2008-09	Actual expenditure 2008-09	Estimated Expenditure 2009-10
Tuition fee	3,44,000	3,87,179	3,96,900	Salary Teaching Staff	49,82,091	50,47,752	47,81,597
Admission fee	78,375	86,625	86,625	Salary Non -do-	11,92,548	11,66,530	10,47,923
Late Adm fee		21,615	15,000				
Late fee fine	2000	3,294	3,000	Provident fund	4,70,560	6,20,602	6,24,702
Other fines	20,000	13,165	15,000	Total	66,45,199	68,34,884	64,54,222
Total	4,44,375	5,11,878	5,16,525	Bank charges	13,801	14,088	9,418
				Additional satff, Phy Edu, Commerce,Pol.Sc	4,48,000	3,84,518	4,15,360
95% grant	57,55,150	37,80,000	53,89,000	Economics,Librarian 2 Clerk			
Intt on SB A/C	3,975	8,027	4,475				
Total Receipts	62,03,500	42,99,905	59,10,000	Total Payments	71,07,000	72,33,490	68,79,000
DEFICIT	9,03,500	29,33,585	9,69,000				
Total payments	71,07,000	72,33,490	68,79,000				

OFFICE SUPDT.

PRESIDENT/SECRETARY

Note : The deficit of Rs. 9,69,000/-- would be in case the college gets full 95% Grant from the Govt., During the previous year the college has received a grant of Rs. 37,80,000/- . If this year the grant of Rs. 37,97,090/-@ 70.46% of the admissible grant is received by the college. then the actual deficit will be Rs 15,91,910/-- + Rs. 9,69,000/-- = 25,60,910/-.

Principal
G.T.B. National College,
DAKHA (Ludhiana)

BUDGET ESTIMATES FOR THE YEAR 2010-11

RECEIPTS				PAYMENTS			
Particulars	Proposed receipts 2009-10	Actual receipts 2009-10	Estimated income 2010-11	Particulars	Proposed for 2009-10	Actual expenditure 2009-10	Estimated Expenditure 2010-11
Tuition fee	3,96,900	3,49,272	**3,47,760**	Salary Teaching Staff	47,81,597	50,17,835	**61,85,023**
Admission fee	86,625	76,230	**75,900**	Salary Non -do-	10,47,923	11,60,097	**13,79,204**
Late Adm fee	15,000	19,665	**16,500**				
Late fee fine	3,000	7,620	**3,840**	Provident fund	6,24,702	6,12,476	**7,75,895**
Other fines	15,000	35,364	**20,000**	Total	64,54,222	67,90,408	**83,40,122**
Total	5,16,525	4,88,151	**4,64,000**	Bank charges	9,418	750	**878**
				Additional satff, Phy Edu, Commerce,Pol.Sc,Eng. Economics,Librarian 2 Clerk	4,15,360	4,07,733	**5,44,000**
95% grant	53,89,000	43,16,036	**62,90,000**				
Intt on SB A/C	4,475	4,988	**4,000**				
Total Receipts	59,10,000	48,09,175	**67,58,000**	Total Payments	68,79,000	71,98,891	**88,85,000**
DEFICIT	9,69,000	23,89,716	**21,27,000**				
Total payments	68,79,000	71,98,891	**88,85,000**				

OFFICE SUPDT.

PRESIDENT/SECRETARY

Note : 95% grant for three quarters amounting to Rs.32,68,654/- has already received and 4th quarter grant for Rs 10,47,382/- is expected in May 2010, i.e. Rs. 43,16,036/-. The deficit of Rs 21,27,000/-- would be in case the college gets 86% Grant from the Govt on the basis of last year. If the Govt gives full 95% grant during the year 10-11 the deficit will be Rupees 11,03,000/- instead of 21,27,000/-.

Principal
G.T.B. National College,
DAKHA (Ludhiana)

BUDGET ESTIMATES FOR THE YEAR 2011-12

	RECEIPTS				PAYMENTS		
Particulars	Proposed receipts 2010-11	Actual Receipts 2010-11	**Estimated Income 2011-12**	Particulars	Proposed Expenditure for 2010-11	Actual Expenditure 2010-11	**Estimated Expenditure 2011-12**
Tuition fee	**3,47,760**	3,94,325	**3,77,000**	Salary Teaching Staff	**61,85,023**	75,80,077	**55,98,550**
Admission fee	**75,900**	85,965	**86,625**	Salary Non -do-	**13,79,204**	13,47,234	**9,35,669**
Late Adm fee	**16,500**	32,400	**16,500**				
Late fee fine	**3,840**	9,945	**4,975**	Provident fund	**7,75,895**	8,89,629	**7,20,112**
Other fines	**20,000**	37,740	**30,000**	Total	**83,40,122**	98,16,940	**74,69,888**
Total	**4,64,000**	5,60,375	**5,15,100**	Bank charges	**878**	150	**1,112**
Arrears 1/96-2/99		4,93,032		Additional satff, Phy Edu, Commerce,Pol.Sc,Eng.	**5,44,000**	5,10,921	**12,01,600**
95% grant	**62,90,000**	27,30,122	**55,34,850**	Economics,Librarian 2 Clerk			
Intt on SB A/C	**4,000**	17,827	**5,050**	Arrears 1/96-2/99		6,01,625	
Total Receipts	67,58,000	38,01,356	**60,55,000**	Total Payments	**88,85,000**	109,29,636	**86,72,600**
DEFICIT	21,27,000	71,28,280	**26,17,600**				
Total payments	**88,85,000**	109,29,636	**86,72,600**				

OFFICE SUPDT.

PRESIDENT/SECRETARY

Note : As per admitted claim for the year 2010-11,95% grant for two quarters amounting to Rs.27,30,122/- has already received and 3rd and4th quarter grant for Rs 28,42,361/-/- is expected in May 2011, The deficit of Rs. 26,17,600/-- would be in case the college gets 95% Grant from the Govt

Principal
G.T.B. National College,
DAKHA (Ludhiana)

BUDGET ESTIMATES FOR THE YEAR 2012-13

RECEIPTS				PAYMENTS			
Particulars	Proposed receipts 2011-12	Actual Receipts 2011-12	**Estimated Income 2012-13**	Particulars	Proposed Expenditure for 2011-12	Actual Expenditure 2011-12	**Estimated Expenditure 2012-13**
Tuition fee	**3,77,000**	3,76,004	**3,77,000**	Salary Teaching Staff	**55,98,550**	55,90,162	**55,98,756**
Admission fee	**86,625**	82,205	**86,625**	Salary Non -do-	**9,35,669**	14,47,485	**16,52,288**
Late Adm fee	**16,500**	4,500	**20,000**				
Late fee fine	**4,975**	25,842	**10,000**	Provident fund	**7,20,112**	7,37,822	**7,14,897**
Other fines	**30,000**	44,926	**40,000**	Total	**74,69,888**	77,75,469	**79,65,941**
Total	**5,15,100**	5,33,477	**5,33,625**	Bank charges	**1,12**	834	**459**
				Additional satff, Phy Edu, Com,Pbi,Pol.Sc,Eng. Economics,Panjabi Librarian & 2 Clerk	**12,01,600**	8,13,668	**12,19,600**
95% grant	**55,34,850**	29,38,790	**56,80,000**				
Intt on SB A/C	**5,050**	45,156	**6,375**				
Total Receipts	60,55,000	35,17,423	**62,20,000**	Total Payments	**88,85,000**	85,89,971	**91,86,000**
DEFICIT	26,17,600	50,72,548	**29,66,000**				
Total payments	**86,72,600**	85,59,971	~~86,72,600~~ 91,86,000				

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Note: As per admitted claim for the year 2011-12, 95%grant for first two quarters amounting to Rs 29,38,790/- has already received and 3rd and 4th quarter grant for Rs 34,35,914/- is expected in May 2012. The deficit of Rs. 29,66,000/- would be in case the college gets 95% grant from the Govt.

Principal
G.T.B. National College,
DAKHA (Ludhiana)

BUDGET ESTIMATES FOR THE YEAR 2013-14

	RECEIPTS				PAYMENTS		
Particulars	Proposed receipts 2012-13	Actual Receipts 2012-13	**Estimated Income 2013-14**	Particulars	Proposed Expenditure for 2012-13	Actual Expenditure 2012-13	**Estimated Expenditure 2013-14**
Tuition fee	**3,77,000**	4,39,798	4,23,360	Salary Teaching Staff	**55,98,756**	58,60,547	60,99,766
Admission fee	**86,625**	99,660	99,000	Salary Non -do-	**16,52,288**	17,89,509	19,13,323
Late Adm fee	**20,000**	31,500	20,000				
Late fee fine	**10,000**	4,462	10,000	Provident fund	**7,14,897**	6,83,814	7,47,748
Re- admission fee		3795					
Other fines	**40,000**	33,678	40,000	Total	**79,65,941**	83,33,870	87,60,847
				Arrears of MA & IR		1,29,835	
Total	**5,33,625**	6,12,893	5,92,360	Bank charges	**459**	300	153
M.A & I.R Arrears		1,49,943		Additional satff, Phy Edu, Com,Pbi,Pol.Sc,Eng.	**12,19,600**	10,34,809	15,43,000
95% grant	**56,80,000**	31,11,675	70,50,000	Economics,Panjabi Librarian & 2 Clerk			
Intt on SB A/C	**6,375**	40,297	7,640				
Total Receipts	**62,20,000**	39,14,808	76,50,000	Total Payments	**91,86,000**	94,98,894	1,03,04,000
DEFICIT	29,66,000	55,84,086	**26,54,000**				
Total payments	**91,86,000**	94,98,894	**1,03,04,000**				

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Note: As per admitted claim for the year 2012-13, 95%grant for first and third quarters amounting to Rs 31,11,675/- has already received and 2nd and 4th quarter grant for Rs 36,66,920/- is expected in May 2013. The deficit of Rs. 26,54,000/- would be in case the college gets 95% grant from the Govt.

Principal
G.T.B. National College,
DAKHA (Ludhiana)

BUDGET ESTIMATES FOR THE YEAR 2014-15

		RECEIPTS			PAYMENTS		
Particulars	Proposed Receipts 2013-14	Actual Receipts 2013-14	Estimated Income 2014-15	Particulars	Proposed Expenditure for 2013-14	Actual Expenditure 2013-14	Estimated Expenditure 2014-15
Tuition fee	4,23,360	435834	4,33,566	Salary Teaching Staff	60,99,766	53,27,848	62,33,832
Admission fee	99,000	101,805	1,03,950	Salary Non -do-	19,13,323	19,65,662	22,67,349
Late Adm fee	20,000	63,500	15,000				
Late fee fine	10,000	1,400	9,984	Provident fund	7,47,748	6,81,697	7,99,922
Re- admission fee							
Other fines	40,000	30,170	40,000	Total	87,60,837	79,75,207	93,01,103
				Arrears Teaching staff		94,43,436	
Total	5,92,360	632709	6,02,500	Bank charges	163	0	297
Arrears Teaching Staff		8967100		Additional satff,	15,43,000	14,77,170	18,79,600
				Com,Pbi,,Eng Eco 2 each			
95% grant	70,50,000	1694649	78,49,500	Pol.Sc, DPE ,Librarian			
				& 3 Clerk			
Intt on SB A/C	7,640	34,874	5,000				
Total Receipts	76,50,000	1,13,29,332	84,57,000	Total Payments	1,03,04,000	1,88,95,813	1,11,81,000
DEFICIT	**26,54,000**	75,66,481	**27,24,000**				
Total payments	**1,03,04,000**	1,88,95,813	1,11,81,000				
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Note: As per admitted claim for the year 2013-14, 95%grant for first quarter amounting to Rs 16,94,649/- has already received and 2nd,3rd and 4th quarter grant for Rs 45,07,883/- is expected in July/August 2014. The deficit of Rs. 27,24,000/- would be in case the college gets 95% grant from the Govt.

Principal
G.T.B. National College,
DAKHA (Ludhiana)

GURU TEGH BAHADUR NATIONAL COLLEGE, DAKHA

INCOME/ EXPENDITURE (BUDGET) FOR THE SESSION-2015-16

SR	RECEIPTS			PAYMENTS			
	PARTICULAR (RECEIPT)	PROPOSED RECEIPTS 2014-15 (620)	ACTUAL RECEIPTS 2014-15 (590)	ESTIMATED FOR 2015-16 (600)	PARTICULARS (PAYMENTS)	PROPOSED EXP 2014-15	ACTUAL EXP 2014-15	ESTIMATED EXP 2015-16
	TUITION FEE	433566	413960	438920	SALARY-TEACHING	8233932	9988371	5178981
	ADMISSION FEE	103950	94875	99000	SALARY NON-TECH.	2087349	1809991	716510
	LAIL AUK FEE	16000	54030	15750	PROVIDENT FUND	799372	773345	694993
	LATE FEE FINE	9984	9750	10000	ARREARS TEACHING		557001	
	OTHER FINE	40000	21506	7410	ARREARS NON-TECH.		155560	
					ARREARS-REVI. OF PAY		166762	
A	SUB TOTAL-	602500	594421	553110		9301103	9537930	8042384
	95% GRANT	7849500 *	0	6029001	BANK CHARGES	267	406	500
	ARREARS CLAIM(2013-14)		536071					
	INTEREST ON GPF A/c.	5000	44766	5000	ADDL. STAFF-phy Edu, commerce, Punjabi, Pol Sci,English, Economics, Three Clerks,Librarian	1879600	1131607	1600000
B	SUB TOTAL=	7854500	5408477	6628001	0	1879867	1132002	1600500
C	TOTAL RECEIPTS =	8457000	6002898	7181111	0	11181000	10669932	9642884
D	DEFICIT = (-)	2724000	4667034	2451773				0
E	TOTAL PAYMENTS =	11181000	10669932	9642884				

* Spl. Note : 95% grant in aid claim for 2014-15 for Rs. 6549329/- was admitted by the DPI Office. No grant has been received so far.

Office Suptd.

Principal

G.T.B. National College
Principal
DAKHA (Ludhiana)

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