

ARJAN DASS COLLEGE

COLLEGE ROAD, DHARAMKOT, DISTT MOGA, PUNJAB-142042



SELF STUDY REPORT, CYCLE-1

Submitted To

**National Assessment and Accreditation Council
(NAAC)**


Nagarbhavi, Bangalore – 560 010

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Declaration

Declaration by the Head of the Institution



Fax : 01682-220049
Office : 01682-220098

Arjan Dass College
Dharamkot - 142042 (Moga)


Affiliated to Panjab University, Chandigarh
Covered u/s 2(f) & 12(B) of UGC

Ref. No.

Dated 27.10.2016

Declaration

It is certified that the data included in this Self-Study Report (SSR) are true to the best of my knowledge. This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced. I am aware that the Peer Team will validate the information provided in this SSR during its visit.


Mrs. Geeta Gupta,
(Off.) Principal,
Arjan Dass College, Dharamkot (Moga).

Website : www.adcollege.in email : adcdmk@yahoo.com

Preface



The institution of NAAC and its assessment criteria prove beneficial to any institute for self assessment and to meet the standards laid down in higher education.

Arjan Dass College was established in 1971 as an unaffiliated girls' college. Later on it flourished to be an affiliated co-educational college in 1973, fulfilling the long cherished vision of Late Lala Arjan Dass, the founder of the college to provide an education to the backward and downtrodden people of Bet area (of Punjab) especially the girls of the area. It is an institution striving for shaping the character and career of its students and transforming them into responsible citizens who live for noble and lofty ideals. It is one of the most sought after institution for pursuing higher education in this region. We have been expanding and enriching our academic and co-curricular domains to keep our pace aligned with the contemporary scenario.

While preparing this SSR of the institution, a coordinated effort has been made by the Steering Committee to compile and analyze the data related to various institutional aspects and functions. Keeping in mind the Key Aspects and considering the questions as indicators, consolidated responses highlighting the institutional inputs, processes and outcomes have been made in this SSR. Motivated by the Managing Body, the institution is volunteering for Cycle-I by NAAC.

We are highly indebted to NAAC Peer Team for examining our systems in our first accreditation and assessment during the session 2016-17. Your fruitful suggestions will help us to remove every flaw in social and academic spheres. Seven criteria's of NAAC have been helpful in identifying and overcoming the shortcomings as well as bolstering the strengths.


We are all ready for the NAAC visit and are eagerly looking forward to it, which will prove highly fruitful experience for our institution. It will provide valuable guidance for our future efforts.

Preparation of this SSR has given us an opportunity to visualize each aspect of college in terms of quality. We left no stone unturned to strengthen our claim for a better grade. Our aim is to maintain the standards of education and work for the betterment of all the stakeholders in future.

**Mrs. Geeta Gupta,
(Off.) Principal,**

Arjan Dass College, Dharamkot (Moga)

NAAC Self Study Report



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NAAC Self Study Report

Self-Study done with honest introspection helps the institution to measure its effectiveness and efficiency and identify areas of its strengths and weaknesses.

NAAC believes that an institution that really understands itself, its potentials and limitation is likely to be more successful in carrying out its educational mission than the one without such self awareness.

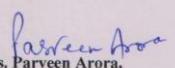
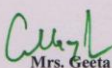
Self Study is thus envisaged as the backbone of process of assessment and accreditation. It has taken us over four months of strenuous efforts to write and compile this Self Study Report. It is a long journey of editing and re-editing. It helped us to understand our true potential and work further for the quality enhancement for all of us, and we would like to thank the following for their contribution without which this report could never have been created.

We are thankful to Dr. Jawahar Aggarwal, the president managing committee, Mr. Sudhir Kumar, the secretary managing committee and the staff of college for their fullest cooperation at every stage and being the pillar of support and constant guide. Their encouragement, support and enthusiasm have enabled us to complete the task.

We are beholden to the members of the NAAC core committee and the members of the administrative office who have spent countless hours and exhibited Herculean resourcefulness in handling the maze of data, compiling and editing it, typing and retyping the report and giving it the present shape.

Last but not the least, we convey our heartiest thanks to all the teaching and non-teaching staff for their timely help and support.

We are truly grateful for the many hands that made this report possible.



Mrs. Geeta Gupta and Mrs. Parveen Arora,
Coordinator,
Steering Committee.

Website : www.adcollege.inemail : adcdmk@yahoo.com

Arjan Dass College, Dharamkot, PUNJAB[INDIA]

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Executive Summary

Over four decades ago, the higher education was a distant dream for the common people of Dharamkot and neighbouring villages. Aimed at imparting a sound liberal education with a cultural background, the A.D. College was set on 20th of November, 1971 by the A.D. High School Trust and Management Society, Dharamkot. It was started as a girls' college and got affiliation as a co-educational institution under Panjab University. Responding to the feedback received from different stakeholders of higher education, the institution introduced new UG and PG Programmes during the 21st century to fulfil the needs and aspirations of the people of the area.

The college is affiliated to Panjab University, Chandigarh and adopts the curricula developed by the University. For B.A. degree, in addition to the compulsory subjects of English, Punjabi and Environment, there are a total of 08 elective subjects including Hindi and Punjabi. The college has also been contributing to curriculum development and enrichment through its faculty and the Principal. We prepare our students to live for noble and lofty ideals enshrining the universal values. An A.D. Graduate should be knowledgeable and Skilled, Creative and Communicative, Virtuous and Considerate, Aware and Socially Responsible. All the manifold, academic and co-curricular activities of the institution are targeted towards attaining these attributes by the students. All our efforts are aligned towards the direction of developing academic knowledge, skills and personal qualities.

Arjan Dass College, Dharamkot (Moga) is a one of the leading educational institutions of the area. Having entrenched its foundation upon the esteemed ideals of Late Lala Arjan Dass. It has been surging ahead successfully towards realizing its much-cherished goal of imparting career-centric as well as value-based education ever since its establishment in 1971. The college caters to the academic & co-academic requirements of students. The college is unwaveringly devoted to its aim of empowering innocent people of this rustic area by evolving their personality holistically so that they acquire competence to compete with their counterparts elsewhere under the sun.

During its history of forty three years, the college introduced a number of theory/practical centric undergraduate programmes like Physical Education, Fashion Designing and Elective Punjabi in B.A., BCA and post-graduate courses such as PGDFD, PGDCA, and M.A. Punjabi.

However, in the wake of changing global scenario, the college shifted its focus towards introduction of Hobby classes such as Jewellery Design, Surface Ornamentation (printing, tie & dye), Embroidery, Computer Applications, Fashion Designing & Garment Construction and in Computer Fundamentals & Internet Applications, Communication Skills and Competitive Skill and Personality Development Skills.

The college also plans to seek approval for additional units of professional/vocational courses so as to meet the demands of changing educational scenario, on behalf of that we are going to start Research and Development Cell for the development of our faculty and students. From this session our college Old Students Association has been registered.

The college would continue to hold remedial and brilliant classes so as to maintain its scorecard. It would ensure availability of smart computer and fashion designing lab to take its scorecard to new heights.

The college provides professional coaching classes to brace students for various competitive exams for Banks, PO & other jobs. The college regularly provides mentoring and guidance in form of extra classes for weak students & special classes for brilliant students. In addition, the college organizes tutorial lectures on various social, moral, ethical and current topics and hobby classes in summer & winter break.

SWOC Analysis

Strengths (S)

- The oldest and the government aided college catering to a large number of students of educationally backward area
- Quality of faculty
- Low Fee structure
- All the benefits of government schemes relating to students (SC, ST, and OBC) are directly transferred to the students in a transparent manner
- Library containing many rare titles
- The college library has access to N-List INFLIBNET
- Many faculty members are awarded Ph.D./M.Phil. Degrees under qualification improvement programs during last several years

Weaknesses (W)

- Vacant Government sanctioned posts
- Inadequate communication and comprehension skills of students at entry level
- Higher proportion of relatively less experienced faculty

Opportunities (O)

- Financial Assistance from funding agencies
- Enhancing students' employability through linkages with industry and other organizations
- Scope for further promotion of research

Challenges (C)

- Financial constraints due to irregular and partial grants by State Government.
- Emergence of private colleges and easy admission into professional courses poses a real challenge to the traditional courses offered by the Institute.
- Attractive infrastructure and tempting marketing strategies of the private universities and professional colleges.
- Declining trends at PG level studies in Humanities and Languages.
- To make the faculty and support staff more tech-savvy.
- Erosion of value system.

Future Plans

- To introduce new professional and inter-disciplinary courses.
- To organise more national and international level seminars, conferences and workshops.
- To further encourage Sports and Social Extension Services.
- Renovating and updating playgrounds as per International Standards.
- To strengthen and enhance infrastructural facilities, air conditioning of library and performing halls.

Profile of the College

1. Name and address of the college:

Name:	ARJAN DASS COLLEGE		
Address:	COLLEGE ROAD, DHARAMKOT, DISTT. MOGA		
City:	Dharamkot	Pin: 142042	State: Punjab
Website:	www.adcollege.co.in		

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal (Officiating)	Mrs. Geeta Gupta	01682-220049 01682-220098	98150 89183	01682-220049	adcdmk@yahoo.com
Vice Principal	N.A				
Steering Committee Co-ordinator	Mrs. Parveen Arora	--	98889 16147	--	adcdmk@yahoo.com

3. Status of the Institution:

Affiliated College

☒

Constituent College

☐

Any other (specify)

☐

4. Type of Institutions

a. By Gender

i. For Men

☐

ii. For Women

☐

iii. Co-education

☒

b. By Shift

i. Regular

☐

ii. Day

☒

iii. Evening

☐

5. Is it a recognized minority institution?

a. Yes

☐

b. No

☒

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

NA

6. Source of Funding:

a. Government

☐

b. Grant-in-aid

☒

c. Self-financing

☒

d. Any other

☐

7.

- a. Date of the Establishment of the college : 20/11/1971
- b. University to which the college is affiliated/or which governs the college (If it is a constituent college) Panjab University, Chandigarh
(Refer to Annexure I)
- c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yy)
2 (f)	05-04-1977
12(B)	As per list issued by UGC and UGC Letter of recognition

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act):
(Refer to Annexure I(a))

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

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

YES

☐

NO

☒

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

NA

9. Is the college recognized
- a. by UGC as a college with Potential for Excellence(CPE)?

YES

☐

NO

☒

If yes, date of recognition:

NA

- b. For its performance by any other governmental agency?

YES

☐

NO

☒

If yes, Name of agency and Date of recognition:

NA

10. Location of the campus and area (sq. mts.)

Location*	Semi-Urban (Sq. yards)
Campus area in sq. Yards	9322.22
Build up area in sq. Yards	3353.44

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

It is 2 kms from Rural bet area of Punjab and 1 km from SC concentrated belt of Punjab.

11. Facilities available on the campus (Tick the available facility and

provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities : YES
- Sports facilities
 - * Play Ground : YES
 - * Swimming Pool : NO
 - * Gymnasium : YES
- Hostel : NO
 - * Boys' hostel : NA
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities(mention available facilities)
 - * Girls' hostel : NA
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities(mention available facilities)
 - * Working women's hostel : NA
 - i. Number of inmates
 - ii. Facilities(mention available facilities)
- Residential facilities for teaching and non – teaching staff (give numbers available –cadre wise) : NO
- Cafeteria : YES
- Health centre-
 - * First aid : YES
 - * Inpatient : NO
 - * Outpatient : NO
 - * Emergency care facility : NO
(However Part-Time/On-Call doctor is available)
 - * Ambulance : NO
(However, 108 Ambulance facility is available)
 - * Health centre staff

Qualified Doctor	Full time	<input type="checkbox"/>	Part-time	<input checked="" type="checkbox"/>
------------------	-----------	--------------------------	-----------	-------------------------------------

Qualified Nurse : NA

- Facilities
 - * Banking : (Off Campus)
 - * Post Office : (Off Campus 100 meters from College)
 - * Book Shop : (Off Campus)
- Transport facilities to cater to the needs of students and staff : NO
(College Bus for Girls from Dharmkot to Kishanpura Route for One Session i.e.2014-15.) However, College provides students' bus pass facility from Punjab Roadways.
- Animal house : NO
- Biological waste disposal : NO
- Generator or other facility for Management/regulation of electricity and voltage : YES
- Solid waste management facility : NO
- Waste water management : NO
- Water harvesting : NO

12. Detail of program's offered by the college (Give data for current academic year(2015-16))

S. No	Programme Level	Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned seats	No. of Students admitted
1	Under Graduate	B.A.	3 Years	10+2 Pass	English/Hindi/Punjabi	Unlimited	84 (1 st Semester)
		BCA	3 Years	10+2 Pass (Min 50%)	English	40	4 (1 st Semester)
2	Post Graduate	M.A. (Punjabi)	2 Years	B.A. (50% aggregate or 45% in Subject)	Punjabi	60	31 (1 st Semester)
3	PG Diploma	PGD CA	1 Year	50% in Graduation	English	40	11 (1 st Semester)
		PGD FD	1 Year	50% in Graduation	English	40	3 (1 st Semester)

13. Does the college offer self-financed Programmes?

YES



NO



If yes, how many?

04

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

YES

☒

NO

☐Number :

(PGDCA, PGDFD, Foundation Course in Human Rights)

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

Faculty	Departments	UG	PG	Research
Arts	History	B.A.	--	--
	Hindi		--	--
	Political Science		--	--
	Economics		--	--
	Elective Punjabi		M.A. (Punjabi)	--
	Physical Education		--	--
	Fashion Designing		PG Diploma	--
Computer	Computer Applications	BCA	PG Diploma	--
Any Other	Political Science	Foundation Course in Human Rights	--	--

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

a. annual system

b. semester system

c. trimester system

17. Number of Programmes with

a. Choice Based Credit System

b. Inter/Multidisciplinary Approach

c. Any other(specify and provide details)

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

YES

☐

NO

☒

If yes,

a. Year of Introduction of the programme(s) and number of

- batches that completed the programme
- b. NCTE recognition details (if applicable)
- i. Notification No.:.....
- ii. Date:.....
- iii. 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) and number of batches that completed the programme
- b. NCTE recognition details (if applicable)
- i. Notification No.:.....
- ii. Date:.....
- iii. Validity:.....
- c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?
- YES NO ☒

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

Position		Teaching Faculty						Non Teaching			Technical Staff	
		Professor		Associate Professor		Assistant Professor						
	Subjects	M*	F*	M*	F*	M*	F*	Designation	M*	F*	M*	F*
Sanctioned by Govt. Recruited	Pol. Sci. Eng. Hindi Eco. Punjabi				01 01 01	01 01		Supporting staff	02	02		
Yet to Recruit	Eng. History Librarian D.P.E					01 01 01 01		Office Supdt/ Accountant	01			
								Supporting Staff	01			
Sanctioned by management (Regular) Recruited	Punjabi F.D					01	01 02	Office Supdt/ Accountant	01			

Yet to Recruit	Computer Science					06						
Sanctioned by management (Contractual) Recruited	Computer Science					02	03					
Sanctioned by management (Temporary) Recruited	English Pbi History Phy. Edu					01 01 01 01	01 01 01	Accountant/ Clerk Computer Op. clerk	01 01			
Sanctioned by management (Part time) Recruited	Computer Sci. Fashion Design. Human Rights Edu.					01	01 01	Supporting Staff	04	02	01	

21. Qualifications of the teaching staff

S. No.	Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
1	Permanent Teachers	M	F	M	F	M	F	M/F
	Ph.D.	--	--	--	--	2	--	2
	M.Phil.	--	--	--	2	--	--	2
	PG	--	--	--	1	--	--	1
2	Regular Teachers from Management	M	F	M	F	M	F	M/F
	Ph.D.	--	--	--	--	1	1	2
	M.Phil.	--	--	--	--	--	--	--
	PG	--	--	--	--	--	2	2
3	Temporary Teachers	M	F	M	F	M	F	M/F
	Ph.D.	--	--	--	--	--	--	--
	M.Phil.	--	--	--	--	1	--	1
	PG	--	--	--	--	5	6	11
4	Part Time Teachers	M	F	M	F	M	F	M/F
	Ph.D	--	--	--	--	--	--	--
	M.Phil.	--	--	--	--	--	--	--
	PG	--	--	--	--	1	2	3
	Total	--	--	--	3	10	11	24

22. No of visiting faculty engaged in the college: NIL

23. Furnish the number of the students admitted to the institute during the last five academic years:

Category	2011-12		2012-13		2013-14		2014-15		2015-16	
	M	F	M	F	M	F	M	F	M	F
SC	16	07	65	17	105	30	41	19	40	08
ST	--	--	--	--	--	--	--	--	--	--
BC	12	12	17	08	04	07	03	01	05	06
General	94	33	161	37	170	54	123	33	53	19

24. Detail of students enrolled in the college during the current academic year 2015-16

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state where the college is located	315	61	--	--	376
Students from other state of India	--	--	--	--	--
NRI students	--	--	--	--	--
Foreign students	--	--	--	--	--
Total	315	61	--	--	376

25. Drop-out rate in UG and PG (average of the last two batches):
(Enrolled in First Year minus those appeared for final exam in final year from among them= Dropout)

	2014-15			2015-16		
	UG	PG	Total	UG	PG	Total
Students Admitted	285	37	322	324	28	352
Appeared in University Exams	132	26	158	102	17	119
Drop Outs	153	11	164	222	11	233

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. 48,279/-

b) Excluding the salary component

Rs. 13,374/-

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

NA

b) Name of the university which has granted such registration

NA

c) Number of programmes offered

NA

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

NA

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

Course	Teacher : Student
B.A.	1:18.8
BCA	1:2

M.A.(Pbi)	1:9.8
PGDFD	1:2.75
PGDCA	1:0.33

29. Is the college applying for

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

Re-Assessment:

30. Date of accreditation

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

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

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

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

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

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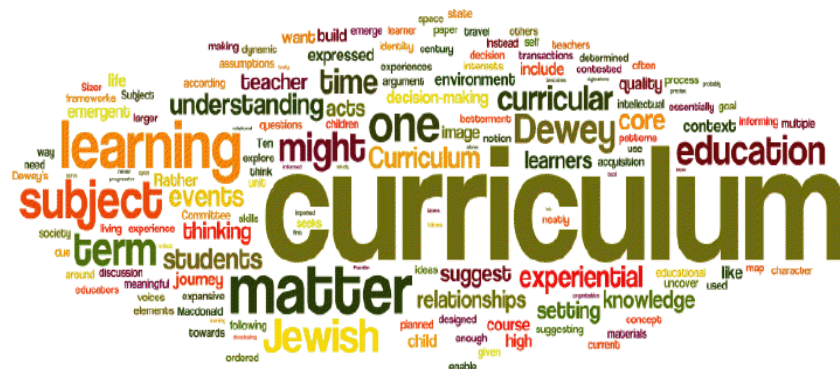
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19	Consolidated income and expenditure	110

CRITERIA-WISE INPUTS

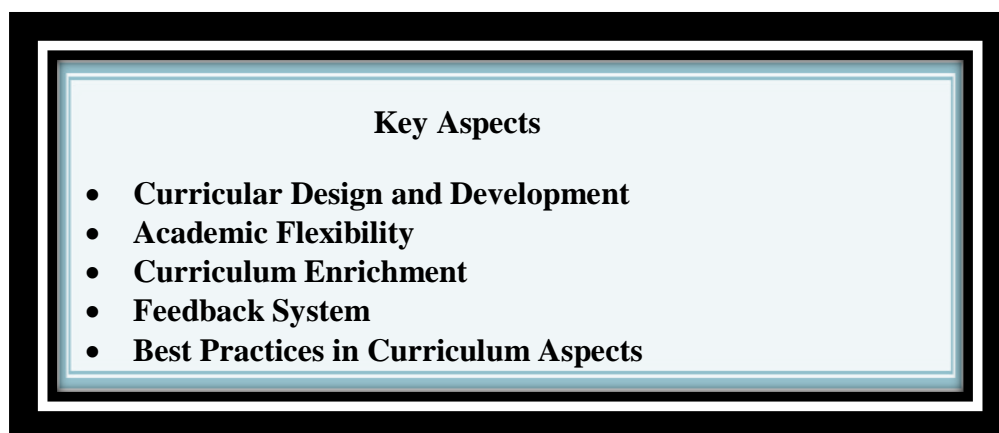


Criterion-I

Curricular Aspects



Criterion-I: Curricular Aspects



1.1 Curricular Planning and Implementation

1.1.1 State the Vision, mission and objectives of the institution, and how is it Communicated to the students, teachers, staff and other stakeholders?

The vision and mission and objectives of Arjan Dass College is reflected in the curriculum, which aims at preparing men and women for the job market, their own business and also for their role as home and society makers.

- **Vision:**

Arjan Dass College aspires to have a transformational impact on students through value based comprehensive education by inculcating qualities of competence, confidence, introspection, self-discipline and most important is the spirit of nationalism. Arjan Dass College intends to develop new generations of leaders who can create an impact in business, governance and society. We believe our dream cannot be fulfilled without generous support from our future generation. In short, we strongly believe that our students; faculty members, management members and trustees can drive the college vision forward.

- **Mission:**

- To provide education to the deprived girls of the surrounding bet area.
- To empower and emancipate the downtrodden young people of bet area.
- To facilitate young adult learners with opportunities to hone their ethics and leadership potential.
- To sensitize learners towards inclusive social concerns, human rights, gender and environmental issues.
- To provide platform to our present and past students for sharing their experiences for the growth and development of institution.
- To organize and establish scholarships from Ministry of Culture, Rajiv Gandhi National open fellowship schemes and Sikh minority fund to help the needy and deserving students.

- To provide remedial classes for weaker students.
- To inspire and motivate the students to take part in the college cultural and academic activities.
- To draw out the potentiality of the students and teachers, we are providing such facilities like-workshops (academic and social), seminars and conferences.
- **Objectives:**
 - To inculcate the spirit of self-sacrifice among the students and staff.
 - To keep up the noble ideals of Indian civilization and culture.
 - To prepare young men and women for the service of the society and Nation.
 - To educate and improve the capabilities of the students in the different streams that is Arts, competitive studies and skill developments like computers, Fashion designing and languages efficiencies and some other allied subjects.
 - To provide such facilities- “live projects”, “Single student and Single book review” for PG students and “ Research and Development Cell” for the overall growth and development of the students and their parents.

The Mission, Vision and Objectives of the college are conveyed to the students and staff by taking the following initiatives:

- Orientation programs for the students and staff are organized at the commencement of the academic session.
- The newly recruited staff is introduced to the various programs, activities, facilities and other important values of the institution immediately after their selection.
- It is regularly printed in the college prospectus. It is also displayed at strategic points, near the Principal’s office and the main gates.
- Awareness and knowledge about the mission and vision is also imparted to the students and staff in the college assembly which is held once a week and also in the staff meetings.

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

The Arjan Dass College develops and deploys action plans and annual plan for effective implementation of the curriculum to achieve its vision, mission and objectives in the following ways:

- All the heads of departments in consultation with their faculty members, schedule an academic calendar before the commencement of the session.
- The course content is split into three terms in the semester system as well as in annual system keeping in mind the convenience of the learners.
- It is ensured that teachers move from easy to difficult, familiar to unfamiliar and at a pace that is easy for learners to maintain.

- After the meetings of the different departments, the copy of the syllabus is distributed to the respective teachers. Every teacher draws his / her teaching plan broadly taking into consideration the ability of his / her students. These plans are reviewed and rechecked if need be.
- Relevant books are also recommended by the teachers to the students along with the prescribed syllabus.
- Besides the class tests/ assignments, house tests are conducted by the college.
- The score of house tests is considered for the eligibility for final university exams & the highest scorer is awarded prize by the college as an incentive to study hard.

1.1.3 What type of support for effectively translating the curriculum and improving teaching practices?

- The heads of the departments maintain healthy interaction with the university teachers in order to improve their teaching practices.
- The interaction with the Ph.D. scholars of the university is also helpful in improving the teaching practices.
- Teachers have an easy access to the library of the college for knowledge up gradation.
- The college has subscribed to various journals and books related to different subjects.
- The college also encourages research aptitude among teachers in all possible ways. The college Research and Development Cell/UGC Cell motivates the teachers for academic advancements & helps them to apply to UGC, Ministry of Culture (Junior and senior fellowship Schemes) for Students and teachers. The management is committed to promote research & ensure professional development of the faculty. Senior teachers of the college motivate the newly recruited teachers for research and their overall development.
- With the collaboration of all the departments, the college organizes Seminars/ Conferences / Workshops at their own level and a maximum number of teachers are facilitated to attend such programmes.
- Our teachers attend different orientation programmes and refresher courses held at various Universities to facilitate a productive interaction.
- The Computer faculty members of Arjan Dass College organizes training programmes for the faculty for the use of computers, internet, audio-visual aids, computer aided packages and multimedia for improving teaching practice.
- The college has 02 state of the art computer labs equipped with 43 machines with latest configuration. All computers are interconnected through campus area networking.
- The internet facility is available for 08 hours in the college labs and departments for students and faculty members after their registration. The college offers central computing facility to the faculty and

students to collect teaching-learning resources for conferences, seminars, extension lectures, workshops etc.

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

For the effective curriculum delivery and transaction on the Curriculum delivery, the following initiatives have been taken up:

- Orientation sessions at college level are arranged for newly-appointed teachers to handle the curriculum and proper planning of the transaction such as term-wise division of curriculum.
- Teachers are trained to use ICT technology, such as, OHP(Over Head Projector), Slide Projector, Xerox Machines, TV, VCR, Audio Players, Smart Boards for effective curriculum delivery and transaction on the curriculum.
- In order to meet the demands of curriculum of computer & IT related courses, the college has 02 state of the art computer labs equipped with 43 machines with latest configuration.
- Virtual library equipped with Internet and connected through LAN with fast internet facility is used to meet the needs of curriculum delivery and transaction on the curriculum.
- The college offers central computing facility to the students and teachers to utilize teaching-learning resources for seminars, symposia etc. to meet the needs of curriculum delivery.
- Students are properly guided & encouraged to visit the library for their knowledge up-gradation. To ensure effective use of libraries, special periods are allocated in student's timetable for PG classes. The richly-stacked college library has total numbers of (9,351) books, 32 National Journals, and under electronic web link software INFLIBNET N-List, we have more than 6,000 journals online and 1,35,000 online books, 11 Newspapers, 18 different types of Magazines. In addition to the books and journals, the syllabus guidelines regarding different subjects are also available in the main library.

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

The college has evolved an institutional mechanism to monitor the quality of different academic programmes through its various administrative/advisory committees. These committees design/ recommend the change in the academic programme felt to be necessary based on the feedback received from the stakeholders. The college has introduced additional optional subject "Introduction to Computer Science" and "Foundation course in Human Rights Education" as additional optional subjects for all undergraduate and postgraduate students. Students have a wide range of parallel elective options. Within the framework of the curriculum prescribed by Panjab University, the college follows modules to enrich the knowledge, skills and values of the students. Teachers upgrade their knowledge and skills by regularly conducting

and participating in seminars, conferences, workshops and orientation and refresher courses.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?

The college offers a wide range of subjects in language, social science and computer facilities to teach at the undergraduate and the post-graduate levels. It offers 2 UG programmes and 2 PG diplomas in computer applications and fashion designing. Within the framework of the application of the state government, and to meet the changing requirements of the job market, the college has initiated 04 self-funded courses, 03 in vocational subjects and one as an elective subject. Although the college started with art stream in 1971 yet it has introduced several vocational subjects/courses in other areas in course of time in order to empower students in the competitive world. The college follows the syllabi of the UG and PG programmes as designed by the University. The college not only motivates students to achieve academic excellence but also aims at overall personality development through value-based education, by inculcating spiritual values among students. The skill-oriented courses offered within the framework of the syllabus designed by the university are multi-disciplinary. The courses introduced match the goals of the college and they aim at equipping students to meet regional, national and global requirements. Special efforts are made to develop analytical ability through participation in workshops, competitions, debates and declamation, curricular and extra- curricular activities. The career-oriented courses initiated by the college are commendable.

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

The college analyses and ensures through the following mechanisms that the stated objectives are achieved in the course of implementation.

The college has an Advisory Committee, which takes feedback from teachers, students and other stakeholders. The academic audit is conducted by the Senior teachers to ensure the achievement of the stated objectives of the curriculum. If these objectives are found unachieved or under-achieved, the committee ensures their achievement by removing hassles coming in their way. To ensure quality in the course of implementation, we have our Internal Quality Assurance Cell (IQAC) which strives hard to get effective results.

1.2. Academic Flexibility

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

The main goal of the Arjan Dass College is to Enrich, Enlighten & Empower the men, women of urban as well as rural area. Students in Arts and Humanities have diverse subject options in Languages, Social Sciences, fashion designing & Computer Sciences. These subjects open up avenues in fields as diverse as Journalism, Advertising, Foreign Trade and Civil Services.

A student enrolled in any stream may opt for any one/ two of the following courses:

- **Communication Skills (Through Remedial/ Job oriented Classes)**

In the highly competitive world, no one can deny the significance of Communication Skills - speaking, writing and listening. This course is a boon for students pursuing all streams, as it focuses on intensive training in theory & practical in the state-of-the- Computer Lab with special software. It provides them training in letter-writing, e-mailing, resume-writing, group discussions and cracking interviews.

- **Computer Fundamentals & Internet Applications (Through Remedial/ Job Oriented Classes)**

The knowledge of computer helps a person in enhancing his/her skills and also improving prospects in the job market. There are jobs and jobs for computer experts in every office i.e. Banks, Insurance Agencies, Post Offices, Railways, Business Houses etc. Interested students are given training and guidance for the same. To fuel the imagination of students, the college will organize workshops on a regular basis and additional optional subject of computer science has been started w.e.f. 2016-17.

1.2.2. 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.

- **Range of Core /Elective options**

The students of Arts and Humanities have diverse options in languages, social sciences, Computers, Fashion designing. Around three compulsory subjects like English, Punjabi and Environment and other optional subject's combinations are offered to the students like Economics, Physical Education, Hindi, Punjabi, Fashion designing, History and Political Science.

Students opting for BA have to study English and Punjabi as compulsory subjects. Students of BA-I can opt for one Elective subject from Punjabi or Hindi. When a student is admitted to BA-I, he/she has the option to change any subject or faculty within a specified period. Students are properly guided and given the freedom to take the subject of their choice from a wide range of options. The Admission Coordinators counsel the students & help them choose according to their aptitude & ability. A student enrolled in any stream may opt for any one/ two of the following subjects:

- Additional optional Subjects is Computer Science
- Computer Fundamentals & Internet Applications (In remedial classes)
- Skill & Personality Development, Anchoring, Reporting & News Reading programs will be introduced in the coming session.
- Hobby/ training classes in Jewellery design, Surface ornamentation, Boutique training is held during summer / winter break.

Since the college is governed by Panjab University, Chandigarh. It does not have the autonomy to change the time frame for any programs. But the

university provides the students with the facility of 'Reappear' and 'Compartment'. Such students are allowed to clear their exams in a number of attempts.

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

The institution offers Self-Financed Programmes to literate the people of rustic area. The institution has introduced BCA, PGDCA & PGDFD & Elective subject of Fashion Design. In these programmes fees is charged as Panjab University guidelines, BCA, PGDCA enable a student to come to the global market with degree and knowledge of computer skills. Post Graduate diploma of fashion designing helps a student to start his/her own boutique, to get job in a boutique/industry as a designer or a skilled person. Admission to these courses is made as per P.U. guidelines and teachers are recruited by P.U. Selection Committee.

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

The college provides following additional skill oriented programmes, relevant to regional and global employment markets. A students enrolled in any stream may opt for any one/ two of the following courses.

- Classes during summer/winter break on Personality development, English Communication, Jewellery design, Surface ornamentation (tie and dye, Batik and Embroidery).
- Human Rights foundation course
- Remedial Classes in computer fundamentals.
- Additional opt. subject in computer fundamental and application.

Beside these additional skill-oriented programmes, the college organizes workshops on a regular basis. Interested students are also given training and guidance from time to time to improve their debate and elocution skills and this training builds appropriate confidence in them for the same. Fashion Designing & Computer Applications are the vocational streams offered to the students.

1.2.5. 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, the university does not allow the flexibility of combining conventional face to face and distance mode of education.

1.3 Curriculum Enrichment

The institution being an affiliated college to the Panjab University does not have the freedom of formulating its own curriculum. Apart from the teachings in prescribed syllabus, lectures on current affairs are delivered in the classes so

that the students remain in sync with the changing world. Besides this, lectures on moral values are also delivered to the students by the faculty. The college teachers sensitize their students on issues such as female foeticide, drug addiction, gender ratio and environment by holding talks/discussion on the current affairs regularly in their classes. For their better career options, the college organizes an orientation programme before the commencement of its academic session. This introduces the incoming students to various programmes, activities, facilities and the values of the institution. There is Career Counselling Center which stays active and guides the students effectively.

The institution organizes its total campus life and activities in function of its mission to impart liberal holistic education to all sections of the society, particularly the rural and deprived ones, for shaping a sterling character and scintillating career imbued with values of humanism, equality, just and secularism. The university curriculum is richly supplemented with an all-inclusive range of enrichment activities and programmes promoting higher levels of skills and academic achievements. The Annual Academic Planner of the college is interwoven with a detailed account of such events to be undertaken by different department and cells, constituted for the said purpose. The activities include enrichment lectures by external experts, exhibitions, paper presentations, youth & heritage festivals, sports events, educational excursions, group discussions, NSS activities, etc. All these events make certain an explicit coverage of concerns pertaining to career options & employment; various cross-cutting issues; moral and ethical values and community orientation. A series of Seminars, exhibitions, enrichment lectures, etc. have been arranged to address the cross cutting issues of Climate Change, Gender, Environmental Concerns, ICT, Human Rights etc. With an aim of disseminating awareness about career options and skill development, short-term courses of Personality Development, Skill Development Workshops and expert lectures have been organized by the Career Guidance & Placement Cell of the college. The task of community orientation and inculcating moral and ethical values have been attended through, zonal & inter-zonal youth festivals, NSS Camps etc. organized from time to time by respective bodies. Further, the increase in enrolment of girls in different streams and their specific feedback prompted the institution to arrange some special events such as (Rangoli and Mehndi competition).

1.3.1. How does the institution monitor and evaluates the quality of its enrichment programmes?

The institution monitors and evaluates the quality of its enrichment programmes through constitution of various committees like Advisory Council, Internal Quality Assurance Cell (IQAC), Research and Development Cell, Grievance Redressal Cell, and Library Advisory Committee for improvement in the teaching method, completion of the course and various development initiatives to be taken. These suggestions/deliberations are discussed with the head of the institution for needful action. The faculty members are associated with different advisory bodies like the Academic council/Research council/Board of studies of the University etc.

All these activities and opportunities have expanded the breadth of the curriculum provided by the university.

1.4 Feedback System

1.4.1 Mechanism for obtaining Feedback

The ArjanDass College is governed by Panjab University, Chandigarh and UGC, when it comes to curriculum designing. The Arjan Dass College has a mechanism for collecting feedback from students and stakeholders. Suggestion boxes have been installed for students at most frequented places such as the Main Library, Common Room near the Principal office. They are encouraged to deliver their feedback directly to their respective departments. The feedback is also collected through informal discussions held with the students at different stages. The members of the Governing Body, Old students, retired teachers, eminent academicians and media attending the college function also provide their valuable inputs for curricular enrichment. The relevant feedback is also given to the university through faculty members represented Board of Studies of the university. Further, the faculty of the college remains in touch with Board of Studies of concerned departments.

Fruitful discussions also take place during inspections carried out by university for commencement of new programmes/courses where faculty members have the opportunity to interact with the members of the inspection committee. Occasionally, there are flaws in question papers set by the university in annual examinations. Students make a written representation regarding syllabus/pattern of question papers to the respective departments which is duly forwarded by the Principal to the Board of Studies for necessary action.

1.5. Best Practices in Curriculum Aspects

In this session, ArjanDass College is going to start the following best practices for the overall growth and development of the students and staff. Independently college has opened the following departments to maintain the technical and official records of the students. The list of the independent departments and best practices of this campus has been mentioned in the following form.

1.5.1 A list of the Departments of the Arjan Dass College-

- Research & Development Cell.
- RTI Cell.
- Competitive Cell.
- Skill Development Cell.
- Anti Raging Cell
- Remedial Cell.
- Women Cell.
- Department of Social Welfare.
- Department of Youth Welfare.
- Department of Old Students association.
- Department of NSS.

1.5.2 A list of Best practices of the ArjanDass College-

The college adopted the 5 Highly Effective Teaching Practices by John Hattie

- ***Teacher Clarity***

When a teacher begins a new unit of study or project with students, he/she clarifies the purpose and learning goals, and provides explicit criteria on how students can be successful. It's ideal to also present models or examples to students so they can see what the end product looks like.

- ***Classroom Discussion***

Teachers need to frequently step offstage and facilitate entire class discussion. This allows students to learn from each other. It's also a great opportunity for teachers to formatively assess (through observation) how well students are grasping new content and concepts.

- ***Feedback***

How do learners know they are moving forward without steady, consistent feedback? They often won't. Along with individual feedback (written or verbal), teachers need to provide whole-group feedback on patterns they see in the collective class' growth and areas of need. Students also need to be given opportunities to provide feedback *to the teacher* so that he/she can adjust the learning process, materials, and instruction accordingly.

- ***Independent Strategies***

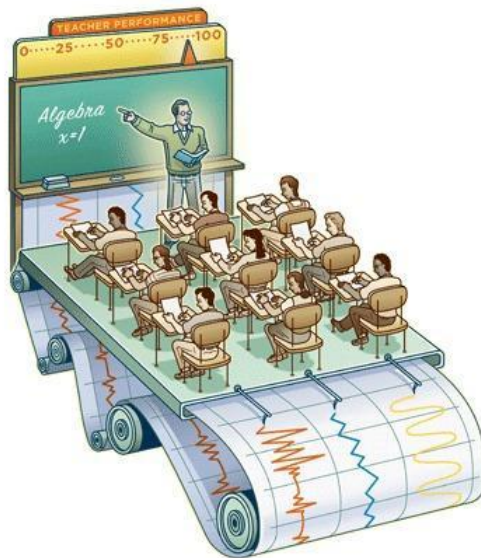
Students are given opportunities to plan and organize, monitor their own work, direct their own learning, and to self-reflect along the way. Our students organize Paath of Sukhmani Sahib and Farewell parties independently. When we provide students with time and space to be aware of their own knowledge and their own thinking, student ownership increases. And research shows that independent personality can be taught.(weekly a lecture delivered by the teacher and a student on a particular general or current topics.) w.e.f.2016-17.

- ***Collaborating with Colleagues***

All the staff members of Arjan Dass College are playing a good role during their jobs. Before organizing any kind of social, academic and cultural activities, they compiled a fruitful meetings independently and then discuss with the principal and then principal takes a great initiative for the overall growth and development of the students and faculties collaboration. Actually, Great teachers are the earnest learners. The principal spends some time with colleagues, and talks to them about what kind of valuable initiatives being taken for the promotion of research-based discussions and best classroom practices. One of the best practices of this campus is learning by Teaching method and Student- Teacher evaluation systemw.e.f.2016-17.

Criterion-II

Teaching-Learning and Evaluation



Criterion II: Teaching-Learning and Evaluation

Key Aspects

- **Admission Process, Student Enrolment and Profile**
- **Catering to Diverse Needs**
- **Teaching-Learning Process**
- **Teacher Quality**
- **Evaluation Process and Reforms**
- **Best Practices in teaching & learning**

2.1 Admission Process, Student Enrolment and Profile

2.1.1 Publicity and Transparency in Admission Process

As per the Panjab University guidelines, the admissions for different courses start in the month of July, after the summer break every year. About a month before the admissions, the college starts disseminating the information regarding admission in different UG & PG Programmes offered by the college through the local and regional print media. As soon as, the results of different courses are declared by the university, the achievements of the college students are also highlighted in the media to publicize the quality education. The infrastructural facilities, admission schedule and availability of college Prospectus is also mentioned in these advertisements. By the end of May, the college Prospectus giving a detailed account of courses, eligibility, fees structure and other important information is made available. The information about the admission process is floated on the college website also. The college publishes this information in the prospectus and college magazines brought out at different occasions. Students of schools and other institutions visiting the college for varied purposes are also made aware of the academic rainbow provided by the college. The college maintains a perfect transparency in the admission process.

2.1.2 Criteria adopted and Process of Admission

The criteria adopted for process of admission in various courses is decided on basis of the past trend of enrolment and number of seats in different courses. In all the programmes admission is done on first come first serve basis, as the sufficient numbers of seats are available in response to the demand.

The committee members verify all the relevant documents before making a recommendation for admission. The Admission Committee also reviews the admission process. During this review the aspects of admission criteria, enrolment trend, choice of subject combinations, demand ratio, student quality etc. are thoroughly discussed to devise future strategies.

2.1.3 Minimum and Maximum Percentage of Marks for Admission at Entry Level

The minimum and maximum percentage of marks at entry level for each programme is also recorded for future reference. During the ongoing academic session (2015-16) this parameter for different courses is as under:

S. No.	Course	Maximum Percentage		
		GEN	SC	OBC
1	BA-I	10+2 Pass		
2	BCA-I	(10+2 pass with 50% and math passed upto 10 th)		
3	Human Rights Foundation course for three month	10+2 pass students can pursue		
4	MA-I	50	45	45
5	PGDCA	50	45	45
6	PGDFD	50	45	45

Table 2.1 Policy for marks at entry level

S. No.	Course	GEN		SC		OBC	
		Min	Max	Min	Max	Min	Max
1	BA-I	45	79	43	71	48	74
2	BCA-I	60	71	-	-	70	70
3	MA-I	45	72	-	-	57	61

Table 2.2 Minimum and Maximum Percentage of Marks at Entry Level (2011-2012)

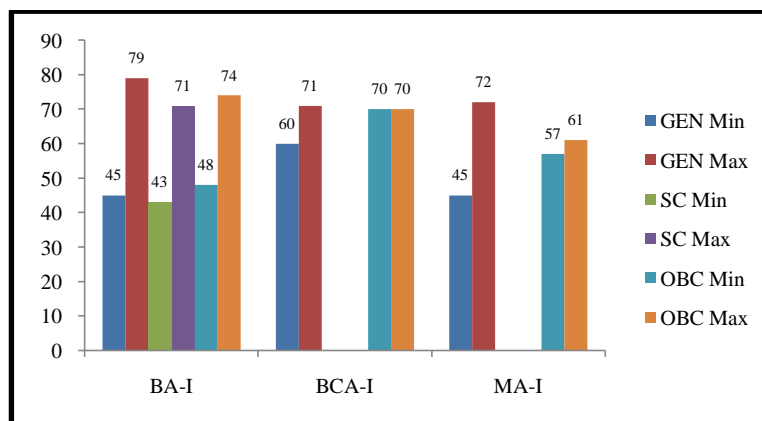
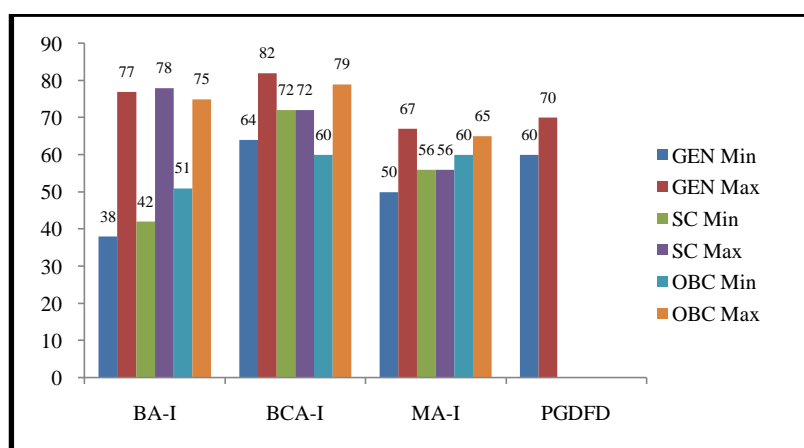


Figure 2. 1 Minimum and Maximum Percentage of Marks at Entry Level (2011-2012)

S. No.	Course	GEN		SC		OBC	
		Min	Max	Min	Max	Min	Max
1	BA-I	38	77	42	78	51	75
2	BCA-I	64	82	72	72	60	79
3	MA-I	50	67	56	56	60	65
4	PGDFD	60	70	-	-	-	-

Table 2.3 Minimum and Maximum Percentage of Marks at Entry Level (2012-2013)**Figure 2.2** Minimum and Maximum Percentage of Marks at Entry Level (2012-2013)

S. No.	Course	GEN		SC		OBC	
		Min	Max	Min	Max	Min	Max
1	BA-I	45	82	44	90	51	77
2	BCA-I	61	82	56	56	-	-
3	MA-I	48	72	62	62	55	55
4	PGDFD	-	-	-	-	68	68
5	PGDCA	52	64	-	-	66	66

Table 2.4 Minimum and Maximum Percentage of Marks at Entry Level (2013-2014)

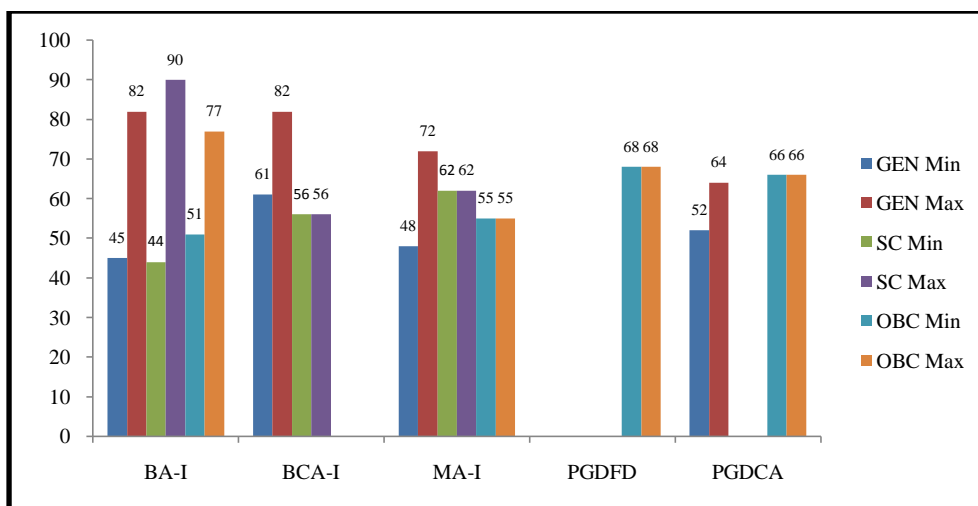


Figure 2.2 Minimum and Maximum Percentage of Marks at Entry Level (2013-2014)

S. No	Course	GEN		SC		OBC	
		Min	Max	Min	Max	Min	Max
1	BA-I	48	81	37	88	68	89
2	BCA-I	56	79	60	60	-	-
3	MA-I	51	74	55	64	50	58
4	PGDFD	55	66	-	-	68	68
5	PGDCA	51	70	55	55	-	-

Table 2.5 Minimum and Maximum Percentage of Marks at Entry Level (2014-2015)

S. No.	Course	GEN		SC		OBC	
		Min	Max	Min	Max	Min	Max
1	BA-I	49	90	47	88	51	70
2	BCA-I	62	81	70	70	-	-
3	MA-I	47	69	47	60	45	50
4	PGDFD	56	63	-	-	56	56
5	PGDCA	53	63	50	60	-	-

Table 2.6 Minimum and Maximum Percentage of Marks at Entry Level (2015-2016)

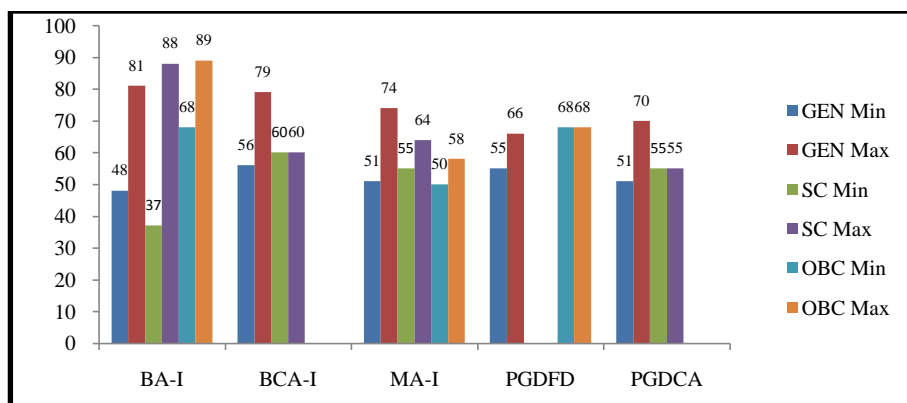


Figure 2.4 Minimum and Maximum Percentage of marks at entry level (2014-15)

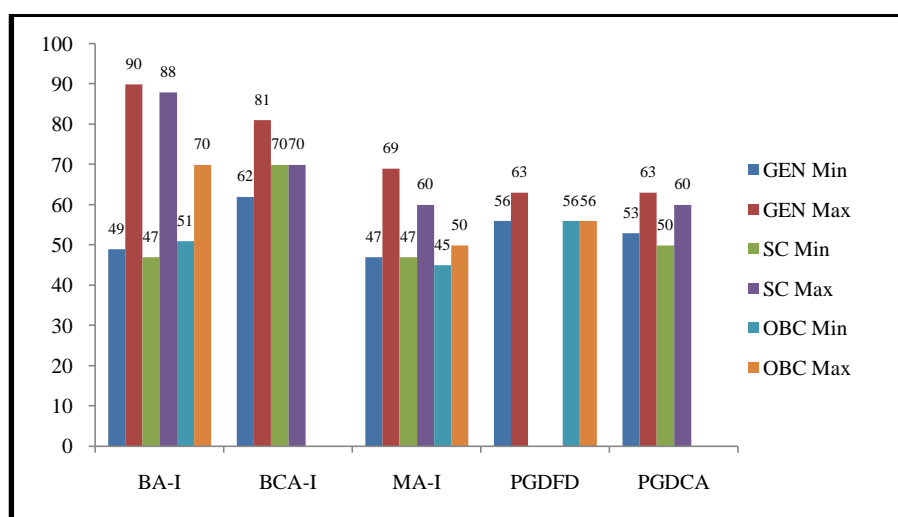


Figure 2.5 Minimum and Maximum Percentage of Marks at Entry Level (2015-2016)

2.1.4 Review of Admission Process and Students' Profiles

As a result of the review of admission process and student profiles, valuable inputs have been incorporated in the admission process from time to time. The prospectus of the college is updated every year to include new information and relevant instructions applicable for different courses. In view of this review, the Administrative Office prepares updated guidelines for the admission committees. Though, the members of the admission committees guide the students to accurately fill their admission forms, a separate “May I Help You” & “Career Guidance Cell” help desk for this purpose has been started in 2011. It was an outcome of the admission process review that a ‘separate fees window’ has been arranged for girls. The late admission cases requiring permission from the Vice-chancellor of the University are allowed to attend the classes provisionally till they are issued roll numbers after getting the necessary permission. Over the years, the institution has been continually reviewing and updating its admission process making it more flawless and efficient.

2.1.5 Admission Policy and National Commitment to Diversity and Inclusion

The institution is committed to impart liberal holistic education to all sections of the society, particularly the rural and deprived ones, for shaping a sterling character and scintillating career imbued with values of humanism, equality and secularism. Since its inception in 1971, the institution has been trying its level best to augment access for the needy and deserving students through a supportive environment. The admission policy of the college strictly follows the reservation guidelines for SC, OBC, differently able and single girl child categories, in all the programmes.

Course	Categories	2011-2012		2012-2013		2013-2014		2014-2015		2015-2016	
BA		F	M	F	M	F	M	F	M	F	M
	SC	13	26	28	82	55	153	41	80	41	80
	OBC	10	22	23	25	10	7	7	9	11	13
	Gen.	53	127	52	256	78	316	73	225	50	106
	PH	-	1	-	1	-	4	-	3	-	1
BCA		F	M	F	M	F	M	F	M	F	M
	SC	-	-	1	0	-	-	-	1	-	2
	OBC	3	1	3	4	1	-	-	1	-	1
	Gen.	13	8	15	6	6	10	5	4	4	7
	PH	-	-	-	1	-	-	-	-	-	-
MA		F	M	F	M	F	M	F	M	F	M
	SC	2	2	0	1	-	1	-	1	-	6
	OBC	5	2	2	0	-	-	2	1	4	1
	Gen.	19	22	24	18	28	29	29	27	9	29
	PH	-	-	-	-	-	-	-	-	-	-
PGDCA		NA				F	M	F	M	F	M
	SC					-	-	-	-	2	3
	OBC					-	-	-	-	2	-
	Gen.					1	3	2	4	2	2
	PH					-	-	-	-	-	1
PGDFD											
	SC					-	-	-	-	-	-
	OBC					-	-	-	-	1	-
	Gen.					4	-	3	-	-	-
	PH					-	-	-	-	-	-

Table 2.7 Admission Data for SC/OBC/PH and General Category

Additionally, all sort of benefits provided through the University and the Government policies are rendered to the students belonging to SC, OBC, differently-able, economically weaker sections and minority community. The needy and deserving students are also provided financial assistance in terms of fee concession, scholarships and stipends. Access to all the scholarship schemes/stipends/concessions sponsored by the Central/State Government and the University etc. is available at the college. Students are informed and guided for timely applications to avail the benefit of the Government of India

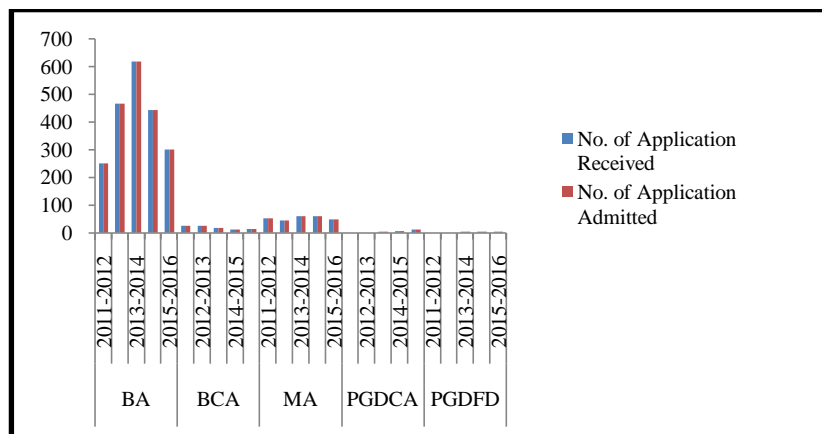
Post-Matric Scholarship Scheme, Rajiv Gandhi open fellowship scheme, and Sikh Minority Scheme for SC/ST/OBC, State Government Fee Reimbursement Scheme for SC/OBC, Post-Matric Scholarship Scheme for Minority Students and Single Girl Child Scholarship Scheme for PG Students by UGC etc. The college also provides fee concession and financial assistance to the economically deprived students out of the Students Aid Fund. Besides the brother/sister concession, incentives in the form of stipends/concessions are also given to the brilliant students/sport persons with notable achievements to their credit. There exists a healthy practice to extend a suitable help (books and study material) to needy students. The students are required to submit their applications for the financial assistance as and when required. During the XII Plan, the college has availed financial assistance from UGC under different schemes oriented for welfare of women, SC/ST/OBC. To provide an idyllic atmosphere for girls, facilities of common room, reading places, canteen and lawns have been exclusively maintained for them. A Special Cell for Redressal of Grievances of Women has been constituted under guidance of a senior female teacher.

2.1.6 Programmes and Enrolment Trend during last five years

During the accreditation period the institution has witnessed a progressive trend of students' enrolment (328 in 2011-2012 to 376 in 2015-2016) in different UG and PG programmes except for the BCA programme. The overall trend and proportionately higher increase in girls' enrolment (118 in 2011-2012 to 126 in 2015-2016) reflects the conscientious efforts of the institution to fulfil the National Commitment of diversity and inclusion.

S. No	Course	Session	No. of Application Received	No. of Application Admitted	Ratio
1	BA	2011-2012	251	251	1:1
		2012-2013	466	466	1:1
		2013-2014	619	619	1:1
		2014-2015	443	443	1:1
		2015-2016	301	301	1:1
2	BCA	2011-2012	25	25	1:1
		2012-2013	26	26	1:1
		2013-2014	17	17	1:1
		2014-2015	11	11	1:1
		2015-2016	14	14	1:1
3	MA	2011-2012	52	52	1:1
		2012-2013	45	45	1:1
		2013-2014	59	59	1:1
		2014-2015	60	60	1:1
		2015-2016	49	49	1:1
4	PGDCA	2011-2012	NA		
		2012-2013			
		2013-2014	4	4	1:1
		2014-2015	6	6	1:1

		2015-2016	11	11	1:1
5	PGDFD	2011-2012	NA		
		2012-2013			
		2013-2014	4	4	1:1
		2014-2015	3	3	1:1
		2015-2016	3	3	1:1

Table 2.8 Enrolment Trend during last five years**Figure 2.6** Enrolment Trend during last five years

2.2 Catering to Student Diversity

2.2.1 Catering needs of differently-abled Students

The enrolment profile of students for the past sessions reveals that there are only a few differently-abled students belonging to physically handicapped category applied for admission in different UG courses offered by the college. The institution has given these students all the necessary facilities in terms of reservation of seats, fee concession and other requirements as per the Government/University guidelines. The time-table of such students is always adjusted as per their convenience. The administrative office, library and teaching staff are directed to give special attention to help them whenever required. The physically challenged students appearing in the annual examination are allowed exclusive access and parking facilities in the examination centres. The comfortable seating arrangement is ensured for these students. Additionally, all the appropriate arrangements are made to facilitate their presence and participation during the college functions.

2.2.2 Assessment of Students' needs in terms of Knowledge and Skill

Every academic session, the doors of opportunity open for students coming from different educational and socio-economic backgrounds. In order to adopt appropriate teaching-learning strategies, an assessment of students' needs in terms of knowledge and skill is considered as a prerequisite, before the actual commencement of different courses/programmes. To make an effective assessment, firstly, at the time of admission in the entry level class, the concerned admission committee critically examines the score and subjects passed by a student in previous examination and after making an assessment

of the future probabilities, if necessary, suggest the student to rethink and change the subject combinations opted in the entry level class accordingly. After admission, during the initial few days, before the actual commencement of the classes, every department makes further assessment of the students' needs taking into consideration their educational background. There exists a wide gap in the knowledge and skill needs of students passing out from public schools in rural areas and public/private schools in urban areas. The excessive, spoon-feeding, tuition culture and the malpractice of dummy admissions have hampered the development of independent thought and skills in students. The victims of this practice miss the opportunity of developing other enjoyable life-skills. These students are assessed with regard to their basic conceptual understanding and skills. Their specific needs are given due attention as they are exposed to a complete transition of an all new academic environment. The institution encourages the departments collectively as well as the teachers individually to make an assessment of the students' needs in terms of their knowledge and skills before the commencement of different courses so that the needful are timely done.

2.2.3 Institutional Strategy to Bridge the Knowledge Gap of Enrolled Students

It includes introductory lectures to ensure basic conceptual clarity, bilingual medium of instruction, easy to understand updated study material, remedial classes and skill development sessions etc. The introductory lectures are very helpful for students who have changed their stream and are on way to study a new subject, as in case of students of Arts/ Computer stream pursuing B.A./BCA/PGDCA's degree. The introductory lab sessions are organized for computer students to develop an acquaintance with the common lab gadgets. The previous year laboratory records and assignments of the department of computer Science and Physical Education prepared by senior students are provided for consultation. Senior students are encouraged to interact with the juniors and help them. Undoubtedly, there is no single title for any subject that can be recommended for complete coverage of the syllabus. More so, it is a stress generating energy and time dissipating factor for a student to decide what part of the text to study and what to leave for final preparation to score good marks in the annual examination.

This aspect warrants serious attention on part of the teachers so that the students may make the best possible use of their time and energy. Students are provided useful hints on the required length and strength of the answers to be prepared for final examinations. The teachers start the syllabus from familiar topics and proceed towards the difficult ones. Remedial classes are arranged for slow-learners and those having compartments in the previous examination. Use of latest audio-visual material with the help of computer lab and projectors is another useful strategy to keep the student's interest alive in the subject by presenting the things in an easily conceivable manner. Communication Skill Development sessions are also arranged to enhance their learning abilities.

2.2.4 Institutional Efforts to sensitize its Staff and Students on Issues of Gender, Inclusion, Environment etc.

Our mission is to achieve the twin goals of career and character, and this is the driving force that enables us to make our teaching-learning & evaluation studded with a wide array of extracurricular activities. Daily discussions on burning topics and issues continue in the staffroom and classrooms. With an aim of sensitizing the young minds cartoons, articles and news pertaining to these issues are displayed on the departmental and library display boards. Awareness lectures on female foeticide, AIDS, drug abuse, dowry, environmental pollution, human rights etc. are organized by different bodies such as NSS, Research & Development Cell/Women Cell, Social Welfare Department and Old Student Association or Alumni Association etc. Every year, on the occasion of General Assemblies held in the beginning of the session and in other functions like Annual Athletic Meet, Prize Distribution and Environmental Day etc. Efforts are made to address these issues to sensitize the students and staff by the Principal, Dean Extension Activities, Programme Officer of NSS, Cell for Redressal of Grievances, Anti-ragging Committee, Women Cell and IQAC department etc. The students are encouraged to prepare their Zonal & inter-zonal youth festival activities like Skit, Drama and Mime, selecting themes on these issues of gender, environment, drugs and In musical items like Shabad, Song, Gazal, Folk-Song, Group-Song etc. so that the message may be disseminated beyond the institutional premises and NSS Unit campaigns regarding these issues in the surrounding areas.

2.2.5 Response to special educational/ learning needs of advanced learners

Every year, different departments are directed to give a list of brilliant students on basis of their academic performance under the guidance of a senior faculty member. At the end of the session brilliant students are awarded in the Prize Distribution Function. These advanced learners are provided extra books by the library. Different subject teachers mentor and monitor their academic performance while maintaining a close personal touch with them. They are also encouraged to consult good reference books and e-sources to enrich their study material. These students are given an opportunity to interact with external resources persons visiting the institution at different occasions. The “Career Guidance & Placement Cell” of the college makes it certain that these advanced learners be made aware of the matching career options and other opportunities like Scholarship/Fellowships for Higher Education, Competitive Examinations and guidance for IELTS, Banking and Staff Selection Commission. The required infrastructural facilities exist for this purpose. When these advanced learners are preparing/ appearing in their final year examinations, the library staff/teachers keep an eye on Admission Notices of different institutes & universities and inform them for timely applications for pursuing higher education.

2.2.6 Collection, analysis and use of Data and Information on academic performance of students at risk of drop out

The Arjan Dass College authority provides equal access and opportunity to all sections of the society without any discrimination. Whereas on one hand the institution responds to special educational/learning needs of the advanced

learners, on the other hand it undertakes all the necessary steps to improve the academic performance of students belonging to disadvantaged sections of the society, physically challenged, slow learners, economically weaker sections and women who are at risk of drop out during the course of their study.

During the first month of study, the teachers keenly observe whether these students are coping well with the subject study. Assessing the future curve, some of the students are advised to change the subject or even the stream. The teachers analyze the academic performance trend of these students by monitoring their participation in class discussions, class tests; percentage attendance and result in House Examinations. Extra lectures are arranged for weak students or having compartment in the previous examination.

The time table adjustments are made for students especially the girls coming from remote areas, students doing part-time jobs and those helping their parents in agriculture and other domestic work. As per Panjab University rules, the students who fail to fulfil the minimum attendance of 75% can be given condonation of 10% by the Principal of the college to enable them to appear in the annual examination. Similarly, those who fail to qualify/appear in the House Examination are allowed to qualify/appear in the Special Test and that type of test they should have to qualify with the help of extra lecture provided by teacher on the request and recommendation of the teachers, parents and the Principal.

2.3 Teaching-Learning Process

2.3.1 Planning and organization of the Teaching, Learning and Evaluation Schedules

The well planned, supported and ceaselessly monitored Teaching Learning Process of the institute is the backbone feature maintaining an atmosphere of intellectual excitement. All the spiral aspects of this process including its planning, support systems, technical facilities, innovative methods, e-learning and library services, exposure of faculty and students to advanced level of knowledge, critical evaluation etc. are given due consideration. Under auspices of the IQAC, on basis of the plans received from different departments, the Annual Activity Planner giving a detailed schedule of the academic and other co-curricular activities to be undertaken during the academic session is prepared well before the commencement of different classes. The teachers develop the annual and semester-wise teaching plan of respective subjects for various UG & PG Programmes and the same is dictated to the students. Right in the beginning of the session, everyone on the campus is made aware of the teaching learning road map to be followed during the academic year.

2.3.2 Contribution of IQAC to improve teaching-learning process

The IQAC of Arjan Dass College identifies the relevant needs and necessities to strengthen the Teaching Learning Process in campus. It ensures new additions to the support system in terms of Computer and Fashion designing lab/classroom facilities, teaching-learning technology, library sources, internet and other infrastructural facilities required for productive teaching learning process. The departments are encouraged to develop acquaintance with recent techniques and tools, and enrichment programmes

like exhibitions and seminar/workshops are also organized for this purpose. The IQAC extends full cooperation to different departments in preparing proposals for organizing conferences/seminars/extension lectures with financial assistance from the University/ UGC/College etc.

2.3.3 Support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students

Over the last five years, the institution has erected an efficient support system and structures to help the teachers in expanding the boundaries of their classrooms and promote skills like interactive learning, collaborative learning and independent learning among the students. Teachers and students are also provided computer and internet learning facilities in the library and computer labs with the purpose of making them tech savvy and experts in the personal or vocational streams. All sort of support is rendered to students undertaking collective activities around and beyond the campus.

2.3.4 Institutional Efforts to nurture critical thinking, creativity and scientific temper among students to transform them into life-long learners and innovators

The institution fosters a culture of nurturing students learning experiences in a manner to transform them as life-long learners and innovators. The themes of activities like group discussions, quiz contests, debates, model/project making, poster making and cultural events are organized towards development of higher thinking skills.

The educational excursions in the field of Computer and Fashion Designing lab/ research institutions/ industry, opportunity to interact with external experts visiting the departments/institution during Seminars & extension lectures organized by the institution, and students' participation in the annual magazine like "**Dharam Arjun**", help in promoting critical thinking, creativity and scientific temper among the students.

2.3.5 Technologies, facilities and library services available and used by faculty for effective teaching

The entire frame-work of teaching learning process is supported through a vast infrastructure and technical facilities including 01 Main Seminar Hall (Old Student Association Hall), 02 Mini Seminar Rooms (Projector installed), 03well equipped Fashion designing labs, 02 computer labs, 01 Staff Room, 01 girls' common room and 09 Classrooms. The Main Library of the college provides access to more than 9358 books, 50 periodicals and 11 daily newspapers.

All the departments are equipped with basic facilities of computer and the college has established textbook/ book banks to help the students. As an authorized user under National Library and Information Services (N-List INFLIBNET Programme), the institution has access to a vast resource of e-journals and books that are useful for teaching-learning, educational, counselling, mentoring, assessment and research purposes. Every year, new books recommended by teachers and required by students are added to the library. Information regarding new titles is widely disseminated to the teachers and students and these titles are also displayed in the library. Information

about catalogues of newly published books and popular articles published in different periodicals is circulated among the staff and students. The institution makes full use of the financial assistance schemes provided by the UGC to enrich equipment, books, computer & internet facility and other infrastructural components. The Department of Computer Science of the college imparts necessary training to the teachers and students for preparing power point presentations, E-mail, Online Banking, and OHP (Over Head Projector) slides and use of digital visualizes and interactive boards systems.

2.3.6 Exposure of faculty and students to advanced levels of knowledge and skills

With the purpose of exposing the faculty and students to advance knowledge and skills, the institution motivates them to participate and present papers in conferences/ seminars/ symposia and workshops organized by different institutions from time to time. The Call for Participation in communications/e-mails received from other institutions are circulated to the faculty members so that they may prepare and participate in different international/national/regional areas. During the past 05 sessions (2011-2012 to 2015-2016) more than 25 lectures by external experts in different subjects have been arranged for updating the knowledge and skills of the faculty and students. The Career Guidance Placement Cell of the college keeps a track of the available job opportunities, recruitment, examinations; admission notices etc. and renders career counselling and professional guidance to students. Keeping in mind the socio-economic spectrum of the students, the final year students are given academic advice to pursue higher studies and other career options. There exists a long list of successful students who benefitted from the personal, academic and psycho-social support provided by the teachers for example:

1. Karanpreet Singh – Pursuing Ph.D. in the Department of Punjabi, Delhi University, Delhi (JRF Qualified Student).
2. Inderpreet Singh– Pursuing Ph.D. in the Department of Punjabi, Punjabi University, Patiala.

2.3.7 Innovative teaching approaches/methods

The faculty of the institution is well versed with use of the innovative methods of teaching-learning. The institution provides all sort of financial support for this purpose. This has proved a boon for improving the quality of teaching-learning process in terms of participation of students in class discussions, assignments, activities registers and interest in subject and score in examination.

2.3.8 Challenges faced in completing the Curriculum

Although, the institution as a whole tries its level best to accomplish the proposed goals of the teaching plan well within the stipulated time, it seems that the syllabi prescribed by the University for different UG programmes is a bit disproportionate. It is a challenge on part of the faculty to find some time slot for a quick revision of the syllabi. Facing the paucity of time, adjustment of teaching periods for Environment Education, a compulsory qualifying subject for all the UG programmes is another challenge for the time-table committee. The institution has to arrange zero periods for this subject.

2.3.9 Monitoring and Evaluation of the quality of teaching-learning

By examining all aspects of the teaching-learning process followed by the institution, continuous feedback is collected from students-teachers interaction verbally, Old students and other stakeholders. Quality of the teaching-learning process is also evaluated on basis of the academic performance of students in the house/semester/annual examination conducted by the institution/University. All the teachers provide an account of different aspects of their teaching learning practice such as teaching methods used, lectures delivered, extra-lectures and conferences/seminars/training programmes attended in the self-appraisal report submitted at the end of the academic session. An analysis of these self-appraisal reports and result statements lead to identification of the gap areas in the teaching learning process.

2.4 Teacher Quality

2.4.1 Strategies adopted in Planning and Management (Recruitment & Retention) of Human Resource

The teachers as Human Resource constitute the most important asset of the institution. Keeping pace with the changing requirements of the curriculum the institution recruit, train and retain competent and qualified teachers. The faculty is recruited strictly in accordance with the eligibility, norms and procedure laid down by the UGC, Panjab University and the State Government. More recently, as per the UGC/Panjab University guidelines the institution has also implemented the new API Score for assessing the Academic Record and Research Performance of the candidates. All sort of benefits are extended to the teachers from time to time, as permissible by the University/Government rules and regulations. During the present accreditation decade, 05 teachers working on permanent basis against the sanctioned posts got retired. These vacant sanctioned posts could not be filled due to ban on recruitment imposed by the State Government. However, the teaching learning programmes are never allowed to suffer for want of adequate faculty and the institution has had made necessary self-financed recruitments on permanent/temporary basis Different Departments are directed to inform about their faculty requirements on basis of the anticipated workload for the coming session. The temporary staff that has been working for consecutively academic sessions is offered competitive salaries and annual increments on basis of their qualification, Experience and performance. This has proved helpful in retaining the competent/trained human resource year after year. By ensuring their active participation in the institutional activities/goals, we have been quite successful in inculcating a deep sense of belonging and commitment among the temporary faculty. As per need, some self-financed permanent recruitment have also made during the past sessions.

S. No.	Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
1	Permanent Teachers	M	F	M	F	M	F	M/F
	Ph.D.	--	--	--	--	2	--	2
	M.Phil.	--	--	--	2	--	--	2
	PG	--	--	--	1	--	--	1
2	Regular Teachers from Management	M	F	M	F	M	F	M/F

	Ph.D.	--	--	--	--	1	1	2
	M.Phil.	--	--	--	--	--	--	--
	PG	--	--	--	--	--	2	2
3	Temporary Teachers	M	F	M	F	M	F	M/F
	Ph.D.	--	--	--	--	--	--	--
	M.Phil.	--	--	--	--	1	--	1
	PG	--	--	--	--	5	6	11
4	Part Time Teachers	M	F	M	F	M	F	M/F
	Ph.D	--	--	--	--	--	--	--
	M.Phil.	--	--	--	--	--	--	--
	PG	--	--	--	--	1	2	3
	Total	--	--	--	3	10	11	24

Table 2.9 Recruitment & Retention of Human Resource

2.4.2 Institutional efforts to cope with growing demand/scarcity of qualified senior faculty to teach new programmes/modern areas of study

The implementation of new programmes/subjects necessitated the recruitment of qualified and competent faculty. Throughout the course of past decade, the institution has been exposed to twin challenges of retirement of senior faculty on one hand and demand of teachers for new programmes/subjects on the other. The major retarding fact has been the ban on recruitment against sanctioned posts, imposed by the State Government since 2004. Despite these obstacles, the institution has successfully implemented Post Graduation Diploma in Fashion Designing in session 2013-14, PGDCA w.e.f 2013-14 and three month foundation course of Human Rights from Punjab University, UGC and Ministry of Human Resources Development started in 2015-16 session.

In order to meet the challenge of faculty requirements for new programmes/subjects as well as to fill the gaping voids resulting from retirement of senior faculty, the institution has adopted a multipronged strategy. It involves recruitment of adequate and competent faculty on permanent basis, Contract basis till lifting of ban by the State Government, long-term temporary basis and short-term temporary basis, as per need of the new programmes. All types of recruitment are done in compliance with eligibility, norms and procedure laid down by the UGC, Panjab University and the State Government.

2.4.3 Staff Development Programmes and Strategies adopted for enhancing teacher quality

The institution considers teacher quality as a key determinant of students learning experiences and collective outcome of the institutional efforts. It strongly focuses on various aspects of teacher quality through participation in staff development programmes, training programmes and external workshops/seminars/ conferences. As per UGC notification on "Revision of pay scales and minimum qualifications for appointment of teachers in universities & colleges and other measures for the maintenance of standards, 1998" the participation in Orientation Course and Refresher Course is a mandatory requirement under Career Advancement Scheme (CAS) from lecturer to

lecturer (Senior Scale) and from Lecture (Senior Scale) to Lecturer (Selection Grade). The new UGC Regulations issued in 2010 also necessitates participation in Faculty Development Programmes such as Orientation Programme, Refresher Course and Methodology Workshop etc. as a mandatory requirement for promotion of Assistant Professors under CAS. The institution motivates its teachers to follow these guidelines and attend the required programmes/courses within the stipulated time period. The nominated teachers are timely relieved to join these programmes/courses and their time-table is adjusted accordingly. During the last five years (2011-2012 to 2015-2016), 06 teachers in the subjects of Punjabi, Economics and Computer Science have attended 04 refresher courses, 02 workshop, 04 International and 08 national level conferences held at different Academic staff colleges/ intuitions.

2.4.4 Faculty Training Programmes/efforts organized by the Institution

With the purpose of improving the teaching-learning process, the institution arranges required faculty training programmes to empower and enable the faculty to make use of different tools and techniques. In this regard the Examination Branch, Department of Computer Science and Main Library pay particular attention in respective spheres. The Department of Computer Science is well equipped with teaching learning equipments like Projectors; laptop, PC, Internet and other Printing and Scanning facilities. The members of the Cell impart training on how to use different equipments and prepare audio-visual teaching aids. Cell keeps these equipments on display and encourages the faculty members from different departments to visit the Cell for developing skills in use of teaching learning technology.

The Department of Computer Science organizes hobby classes/training programmes on Use of Computer & Internet for the students. The Department provides training for preparing Power Point presentations, printing, Scanning, e-mail and use of Internet. The Examination Branch issues clear-cut instructions and guidelines on how to calculate internal assessment on basis of performance in House Examinations and attendance, set questions papers and discharge examination supervision duties as Superintendent/ Deputy Superintendent/Assistant Superintendent. The Main Library plays a pivotal role in improving the teaching learning process by managing the subject study sources, selecting and enriching the available study materials and making it easily known and accessible to the teachers and students.

The Heads of the Departments hold meetings of the Department to discuss new curricular changes, selection and procurement of enrichment material, and cross-cutting issues. As the temporary faculty represents a major component of the total faculty, its active participation is ensured in all these programmes/meetings organized by different bodies from time to time.

2.4.5 Faculty participation and paper presentation in Workshops/ Seminars/ Conferences

With an aim of updating the knowledge about emerging trends, promoting research, developing linkage with experts and bring home some innovative ideas, the institution inspires the teachers to participate in conferences/seminars/symposia/workshops etc. organized by other institutions and professional bodies. During the last five sessions (2011-2012 to 2015-

2016) 06 faculty members participated in conferences/ seminars/workshops and presented the following research works.

Sr. No	Faculty participation and paper presentation in Workshops/ Seminars/ Conferences (2011-2012 to 2015-2016)							
1	Participation and paper presentation		Number of Faculty Members					
			2011-12	2012-13	2013-14	2014-15	2015-16	Total
	a	As a Resources Person	2	--	--	3	1	6
	b	As a Delegate	1	--	--	--	--	1
2	Published Books		5	2	4	3	6	20
3	Published articles in Books		3	--	2	6	3	14
4	Published articles in International Research Journal		1	--	1	1	14	17
5	Published articles in National Research Journal		6	3	4	8	16	37
6	Presentation in International Conferences		1	1	3	7	21	33
7	Presentation in National Conferences		2	--	--	1	10	13
8	Presentation in the International Seminar		2	--	1	5	1	9
9	Presentation in the National Seminar		13	4	1	25	26	69
10	Refresher Course		2	1	--	--	--	3

Table 2.10 Faculty participation and paper presentation

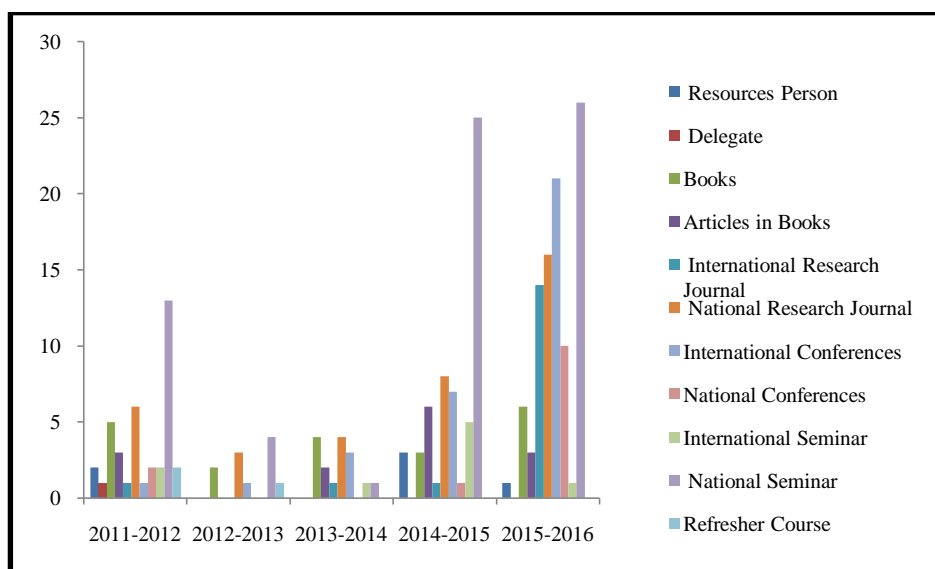


Figure 2.7 Faculty participation and paper presentation

Faculty	2011-12	2012-13	2013-14	2014-15	2015-16	Total
Dr. Surjit Singh	2	--	--	--	--	2
Dr. Ashish Kumar	1	1	2	--	1	5
Dr. Pritpal Kaur	--	1	--	--	1	2
Dr. Ram Murti	2	--	2	2	2	8
Ms. Sukhveer Kaur	--	--	--	--	1	1

Ms. Karamjeet Kaur	--	--	--	--	1	1
Mr. Maninder Singh	--	--	--	1	--	1
Total	5	2	4	3	6	20

Table 2.11 Published Books/E-Books

Faculty	2011-12	2012-13	2013-14	2014-15	2015-16	Total
Dr. Surjit Singh	--	--	--	--	--	--
Dr. Ashish Kumar	--	--	--	3	1	4
Dr. Pritpal Kaur	1	--	1	1	--	3
Dr. Ram Murti	2	--	1	2	2	7
Total	3	--	2	6	3	14

Table 2.12 Published articles in Books

Faculty	2011-12	2012-13	2013-14	2014-15	2015-16	Total
Dr. Surjit Singh	1	--	--	--	--	1
Dr. Ashish Kumar	--	--	1	1	14	16
Total	1	--	1	1	14	17

Table 2.13 Published articles in International Research Journal

Faculty	2011-12	2012-13	2013-14	2014-15	2015-16	Total
Dr. Surjit Singh	2	--	--	--	--	2
Dr. Ashish Kumar	--	--	--	1	5	6
Dr. Pritpal Kaur	--	1	1	--	1	3
Dr. Ram Murti	4	2	3	7	9	25
Mr. Maninder Singh	--	--	--	--	1	1
Total	6	3	4	8	16	37

Table 2.14 Published articles in National Research Journal

Faculty	2011-12	2012-13	2013-14	2014-15	2015-16	Total
Dr. Ashish Kumar	--	--	--	--	3	3
Dr. Ram Murti	1	1	1	1	--	4
Ms. Sukhveer Kaur	--	--	1	3	9	13
Ms. Karamjeet Kaur	--	--	1	3	9	13
Total	1	1	3	7	21	33

Table 2.15 Presentation in International Conference

Faculty	2011-12	2012-13	2013-14	2014-15	2015-16	Total
Dr. Ashish Kumar	2	--	--	--	3	5
Dr. Pritpal Kaur	--	--	--	--	2	2
Dr. Ram Murti	--	--	--	1	1	2
Ms. Sukhveer Kaur	--	--	--	--	2	2
Ms. Karamjeet Kaur	--	--	--	--	2	2
Total	2	--	--	1	10	13

Table 2.16 Presentation in National Conference

Faculty	2011-12	2012-13	2013-14	2014-15	2015-16	Total
Dr. Surjit Singh	--	--	1	1	--	2
Dr. Ashish Kumar	2	--	--	1	1	4
Dr. Pritpal Kaur	--	--	--	1	--	1
Dr. Ram Murti	--	--	--	2	--	2
Total	2	0	1	5	1	9

Table 2.17 Presentation in the International Seminar/Workshop

Faculty	2011-12	2012-13	2013-14	2014-15	2015-16	Total
Ms. Neerja	--	--	--	--	1	1
Dr. Surjit Singh	7	3	1	6	1	18
Dr. Ashish Kumar	2	1	--	9	14	26
Dr. Pritpal Kaur	1	--	--	5	04	10
Dr. Ram Murti	3	--	--	5	06	14
Ms. Chhavi Rai	--	--	--	--	1	1
Total	13	04	01	25	27	70

Table 2.18 Presentation in the National Seminar/Workshop

2.4.6 Institutional efforts for recharging its faculty

In this session, the Arjan Dass College has opened a Research & Development (R & D) Cell for the overall growth and promotion of faculty members in the field of Research. The R & D provides necessary information and guidance for preparing research proposals and publications. The institution extends all available facilities in terms of space, library, internet and other infrastructural facilities for carrying out research and publication work. A proposal for providing small research grants to the faculty is under consideration by the Managing Body. As for as, the time table and general assignments of the institution are concerned, a flexible approach is adopted towards the teachers engaged in research work.

2.4.7 Evaluation of teachers by students and external peers for improving the quality of teaching-learning process

The quality of the teaching-learning process is closely monitored and evaluated informally on basis of the multifaceted feedback received from students, their parents and other stakeholders in the informal meetings. The external experts/examiners visiting the institution at different occasions also render their valuable suggestions for improving the teaching learning process. The core determinants evaluating the quality of the process includes pass percentage and score of students in different subjects, improvement in teachers' qualification, use of different teaching-learning tools and sources, participation in faculty enrichment programmes etc. All the teachers provide this information through their Self-Appraisal Reports submitted at the end each academic session. Career Advancement and award of annual increments is linked with the teachers' performance. Suggestion and feedback collected from the students in an informal manner & is critically analyzed to take appropriate steps in future. The Heads of different departments provide an evaluative feedback about the other members of the faculty, particularly the new faces. The Managing Body of the college, Old Students Association and the parents of the students also convey their constructive comments about the

teaching-learning process of the institution in the informal meetings. In the meetings of the Advisory Council and Staff Meetings, the gap areas are thoroughly discussed and the faculty advised to take corrective measures.

2.5 Evaluation Process and Reforms

2.5.1. Efforts to ensure awareness of students and faculty about evaluation processes

Evaluation and assessment of students has its intrinsic importance to the Arjan Dass College as it gives an index of the students' learning and understanding of the subject matters. It reflects whether or not the institution is on the progressive trend to achieve its proposed goals and ultimate mission. All the stakeholders of the institution particularly the teachers and students are made aware of the evaluation processes to be followed by the institution during the academic year. The documentary and academic planner of the institution highlights the important information regarding the major evaluation and assessment components such as the October-November and March House Examinations, attendance assessment and other requirements. The parents accompanying the students at the time of admission are apprised of the evaluation and assessment processes so that they may also monitor the academic performance of their wards. The faculty and students are presented an emphatic blueprint of the evaluation and assessment processes in the General Assembly held in the beginning of the academic session. Important notices informing and reminding these stakeholders about different deadlines, new reforms implemented by the University and the college, specimens of new forms & answer books, to be followed instructions etc. are displayed on the notice boards installed at strategic points in the institution. The information is also widely circulated among the students in their classrooms by the faculty members. Students are made mindful of the subject specific evaluation processes by respective teachers. The Administrative Office, Registrar House Examination and Library of the institution keep a track of the University reforms and ensure that the stakeholders are timely informed and updated about the new reforms, guidelines and instructions.

2.5.2. Major evaluation reforms of the University that the institution has adopted/ initiated by the institution on its own

The Arjan Dass College is affiliated to Panjab University, Chandigarh. The University was established in 1882 in Lahore, then shifted to Shimla after partition of the country and later relocated in Chandigarh in 1956. Over the years, the University has undergone a complete academic metamorphosis in terms of its academic, administrative and other spheres of activity.

The evaluation and assessment processes adopted by the institution are in full consonance with the University guidelines and instructed reforms. Responding to the feedback from different UG/PG Board of Studies Meetings, expert group meetings, departmental meetings and other stakeholders, during the past decade the University has implemented several evaluation reforms concerning structure of question papers, distribution of marks, number of subject papers, evaluation coding of answer books, examiners tasks, internal assessment criteria, submission of awards, registration system, submission of

examination forms, remuneration provisions and evaluation related grievances etc.

A brief reference of some of the evaluation reforms implemented by the University during the pre-accreditation period of the institution is being provided here. The University has recently updated the examiners lists for Practical Examination duties by assigning specific code numbers to eligible examiners from different colleges

The University has started awarding computerized degree containing passport size photograph of the candidates from the session 2010-2011. Supervisory duty in Annual & Supplementary Examinations may be made compulsory for all the teachers regardless of their rank and seniority and a new component may be added in the ACR/Self-Appraisal Performa of/by the teachers. Teachers' contribution to conduct exams and evaluation work is to be given due credit at the time of placement/selection/ promotion.

The University has started computerization of the Registration-cum-Roll Number Process w.e.f. 2004-05 for Regular students of the colleges. In this process Registration Card (PUPIN Card) issued to the candidates work as Registration-cum-Roll Number Card and the students are required to retain this PUPIN Cards till they are attached with the University and no separate Roll Numbers are sent to the candidates. The Registration Return CD along with detailed Instructions for using the students' Registration Software is provided to all the affiliated colleges in the form of Compact Disk (CD-Installer Package) and the Hard Copies printed through Students Registration Software are sent by the colleges as per the previous practice. Making the practical examination system a bit flexible in 2010, any candidate who due to some mishap or any other reason for example, medical ground, court case, non-receipt of intimation from University or late admission, misses the practical examination, should report within ten days from the date of termination of the practical examinations. Practical will be conducted with a fee of Rs. 500/- per subject.

Since April, 2009, the University introduced Answer Books with Optical Mark Reader Front Covers and a change in the examination timings. The answer books are distributed at 9:00am/2:00pm and 15 minutes time in the beginning of each session is budgeted for filling the OMR Front Cover under the instructions and supervision of invigilators. Question papers are distributed at 9:15am/2:15pm and exam continues till 12:15noon/5:15pm. Use of Red Stamp pads for stamping the answer books has been started from April, 2013 onwards.

As per the new evaluation reforms introduced in 2008-2009, in order to incorporate an element of continuous assessment of students, an internal assessment equal to 10% of the total marks in theory/practical in all subjects/papers of the UG courses and 20% in case of PG courses has been introduced. Out of the theory component for PG courses, 20% of assessment component is bifurcated as per PU university guidelines. Assessment is given on basis of class tests, academic activities, class attendance and house test initiated at the college level for the accurate evaluation of the students. For the UG courses bifurcation of 10% assessment is done on the same way. Only one time mandatory test is organized in the month of December for annual system and in the month of October-November and March under semester system. Students with attendance above 85% are awarded full credit whereas those

with attendance above 75% are given half the credit of attendance assessment component.

With a purpose of curbing the menace of copying during examinations, the candidates are not permitted to carry cell phone, wireless set or any other communication system instrument inside the examination centre. Semester System has been implemented for PG Classes since 2012-2013. For PG Course online system for submission of examination forms and downloading Roll No. cards have been started in December 2013.

Every year, a centre is set up at the institution with its Principal as the Coordinator, for overseeing the arrangements for smooth conduct of examinations and for distribution and collection of the examination material.

2.5.3 Effective implementation of evaluation reforms of the University/ initiated by the institution on its own

The institution has shown full compliance with the University reforms and has timely implemented the same. The students and teachers are given the necessary instructions regarding conduct and evaluation processes. The Examination Board rechecks and verifies the assessment awards given by the teachers before compiling the final softcopies for onward submission to the University. The Examination Board of the institution is committed to incorporate all sorts of improvements/reforms in the process of internal assessment and evaluation. All components of the evaluation process including advance setting and printing of question papers for House Examinations, preparation of datasheets, examination duty charts, schedule of evaluation and assessment calculation, examination grievances, conduct of special test, detainee lists and its secret evaluation, centre arrangements for conduct and evaluation of Annual & Semester University Examinations etc. are handled and completed in a highly planned and systematic manner.

2.5.4 Formative and Summative Assessment approaches and efforts to ensure rigor and transparency in internal assessment

In order to measure students' achievement, House Examinations for Annual System UG classes are held twice a year in the months of September and December. For Post Graduate classes snap tests are conducted in the months of November and March, as required by the University. After the House Examinations/snap tests/ class tests the departments thoroughly review the performance of students. Wherever necessary, the plan for arranging remedial classes is chalked out. Apart from these summative assessments, departments conduct periodic class tests, Quiz Contests, discussions, assignments, projects and seminars.

As per Semester System for UG classes, the University has approved that 10% internal assessment component will include 05% weightage to class tests, 03% weightage to Academic Activities (seminars, projects and assignments) and 02% weightage to Attendance. On basis of the performance in the House Examinations, the internal assessment is calculated as per Panjab University norms. Students of different courses are also assessed on account of percentage attendance in the classes. A student attending more than 85% lectures gets credit of full 20% marks in internal assessment. Mid-term feedback is also collected from the students so that the needful is done to ensure better academic achievements in the class.

Students are shown the evaluated answer books and are encouraged to put queries, if any. The attendance record showing the shortage and absentees is also displayed on the notice boards. The continuous internal assessment awards are calculated in strict accordance with the guidelines provided by the University. The assessment awards are displayed on the notice boards. Students are told the formulae adopted for calculating the awards and are advised to check the accuracy of these awards. With this purpose of ensuring full rigor and transparency in the evaluation and internal assessment process, the Examination Board of the institution renders complete guidance to the faculty and students. In case of inaccuracies, if any, found in the final lists, the concerned teacher is strictly warned not to repeat the things in future. The students who fail to qualify the conditions of December House Examinations/Special Test and required attendance are detained from the Annual Examination conducted by the University. After declaration of the results by the University, the institution comes across the final picture of students' performance reflected through their individual scores and collective pass percentage.

2.5.5 Graduate Attributes specified by the College

The Arjan Dass College is committed to impart liberal holistic education to all sections of the society, particularly the rural and deprived ones, for shaping a sterling character and scintillating career imbued with values of humanism, equality and secularism.

We prepare our students to live for noble and lofty ideals enshrining the universal values. The chronicles of the institution spanning a period of four decades eulogies the attributes its students should develop during their time with the institution.

The Arjan Dass College Graduate should be knowledgeable and Skilled, Creative and Communicative, Virtuous and Considerate, Aware and Socially Responsible. All the manifold, academic and co-curricular activities of the institution are targeted towards attaining these attributes by the students. All our efforts are aligned towards the direction of developing academic knowledge, skills and personal qualities.

2.5.6 Mechanism for Redressal of grievances with reference to evaluation both at College and University level

The institution is committed to provide a full proof and transparent system for assessment/evaluation of the students. The Administrative office of the institution addresses the assessment/evaluation related grievances of the students, if any. All sorts of corrections and discrepancies regarding student details, result cards, degree certificates, PUPIN Cards etc. are timely communicated to the University for doing the needful. The University has launched Examination Grievances Monitoring System (EGMS) in 2013 to receive and address examination related grievances of the students like, Roll No. not received, DMC/degree Certificate not received, result related inquiry, revaluation result inquiry, fees related inquiry, correction in form, wrong subject, problem in examination form, submission of documents and any other examination related issue.

2.6 Student performance and Learning Outcomes

2.6.1 Stated Learning Outcomes and awareness of students and faculty about these outcomes

The Purposes of Panjab University state “The University shall be incorporated for the purposes, among others, of making provision for imparting education in Arts, Letters, Science and the learned professions and of furthering advancement of learning, the prosecution of original research, with power to appoint University Professors, Readers and Lecturers, to hold and manage educational endowments, to erect, equip and maintain University colleges, libraries, laboratories and museums, to make regulations relating to the residence and conduct of students and to do all such acts as tend to promote study and research” (The Panjab University Act VII of 1947, Chapter-I, Section 5).

In furtherance of these purposes, the objectives reflecting the learning outcomes of different UG and PG Subjects are clearly stated in the Syllabi and Structural Outline of Courses prescribed by the University. In addition to the intended learning outcomes, the teaching methodology and other infrastructural requirements are also necessitated the initial paragraphs of the syllabi of different subjects. These essentials are upgraded as per provision of the UGC module and demand of the academic environment. The course contents have been revised from time to time as per suggestions of the UG/PG Board of Studies and other expert groups in the Panjab University. The syllabus contents are duly arranged unit wise and contents are included in such a manner so that due importance is given to understanding of fundamental concepts and requisite skills.

In the beginning of the academic year, copies of the new Syllabi are made available in the library so that all the teachers and students are made aware of the course contents. Students are encouraged to get a photocopy of the same by paying the nominal charges. The learning outcomes are frequently highlighted in the classroom discussions before the start of each unit of the syllabus, more particularly in the practical classes and courses/subjects of vocational nature.

2.6.2 Monitoring and Communication regarding progress and performance of students

The institution monitors and communicates the progress and performance of students throughout the duration of the course/programme. All the teachers keep track of the student's performance in respective subjects through class tests, classroom discussions, participation in different activities and more particularly their attendance in the classes. An effort is made to pay each and every student an individual attention taking into account one's individual needs. In addition of other corrective steps, they are advised to ensure their maximum attendance in the classes. In case a student remains absent for a period more than 7 days, his/her name is struck off. An overall behavioural inclination is closely monitored and in case the things are off the track, the cooperation of parents is solicited.

2.6.3 Structuring of teaching, learning and assessment strategies to facilitate the achievement of intended learning outcomes

The institution offers a limited range of subject combinations and course options and the intended learning outcomes of a particular programme differ from others in terms of knowledge, skill and attitudes. In view of the specified objectives, the teaching, learning and assessment strategies of the institution are structured in a coherent manner constructing a learning environment. Requirements such as new faculty, books, teaching learning equipment, software, general equipment and other infrastructure are timely identified and fulfilled. These prerequisites for a coming academic year are chalked out well in advance by the end of an ongoing session. The workload of each subject is calculated as per prescribed guidelines and is distributed in view of the teacher's specializations.

The students are divided into sections of appropriate strength depending upon the total enrolment in different subjects. The time-table and term-wise teaching plans are prepared in full consonance with the Academic Calendar of the University ensuring a well-timed commencement of different courses/programmes.

The Annual Academic Planner also gives a broad schedule for all other activities/events to be organized during the academic session. As per requirements of the intended learning outcomes of different subjects, the teaching learning methodology is updated with integration of technology and necessary training is imparted to the faculty and students. The teachers are encouraged to update their ICT use skills and prepare their study material fully supplemented with use of multimedia. With an aim of enriching the students' learning experiences and infusing the elements of interactive and collaborative learning, a wide array of students activities like paper presentation, poster making, quizzes, debates, elocution, special day celebrations etc. are organized from time to time.

2.6.4 Institutional measures/ initiatives to enhance the social and economic relevance of the courses offered

The institution keeps focus on enhancing the social and economic relevance of its courses in terms of job opportunities, innovation and research aptitude. For strengthening the employability of its graduates, the institution has extended a vocational edge to the conventional degree programmes of B.A/M.A. by implementing the vocational subjects of Computer Science and FD. With the same purpose expert lectures and visits to museum/industry/field/places of importance are also organised. The fashion designing and computer labs of the college are well equipped to impart practical skills in different subjects. Different departments welcome the innovative ideas given by the students and provide cooperation in materialising those ideas. The events and activities are organized by the Research and Development Cell, Youth Welfare department and the department of NSS in collaboration with other departments. In addition to the programmes under the purview of Panjab University, the college offers hobby classes in use of computer & Internet, Fashion designing, Foundation course in Human Rights and special classes Personality Development. The compulsory qualifying paper of Environment Education has been incorporated in all the UG Programmes. All these courses have been added from time to

time to supplement the social and economic relevance to the programmes offered by the institution.

2.6.5 Collection and analysis of data on students' performance and its use for improvement and planning

The assessment/evaluation of students is considered as a strong indicator of student's performance, achievements of learning objectives and forms a sound basis for further planning by the institution as well as the individual teachers. The Annual Result Statements are prepared for different subjects/courses and a comparison is made with the previous trend and University pass percentage. In the first assembly of every academic session the importance of Computer Education, Competitive Classes, Personality Development and foundation course in Human Rights are discussed with the students in the main seminar hall. All the departments are instructed to analyze these factors and plan appropriate measures for improvement of the students' performance. As a result of this analysis, promising changes in the workload distribution of different subjects/classes, numbers of sections, time table slots, teaching plans, remedial classes etc. are appropriately structured so as to improve the performance of students. Such modifications have proved successful in improving the pass percentage of different subjects/courses.

2.6.6 Continuous evaluation to ensure achievement of learning outcomes

Continuous evaluation of students' performance is indispensable for determining the achievement of learning outcomes embedded in the course contents. Apart from the Annual and semester Examination conducted at the end of an academic session, students' performance in House Examinations, class tests, chapter end questioning and classroom discussions is closely evaluated to see how the syllabus coverage is aligned to the Learning Outcomes. The practical examinations, presentations and assignments are also administered to assess the demonstration of knowledge and skills that must be achieved as the Learning Outcome of a particular programme. During the ongoing session the Quizzes and Surveys has been added as an assessment tool for the Learning Outcomes. On basis of the assessment the corrective and preventive actions are incorporated in the future planning to achieve the Learning Outcomes of different programmes offered by the institution.

Criterion-III

Research, Consultancy and Extension



Criterion III: Research, Consultancy and Extension

Key Aspects

- **Promotion of Research**
- **Research and Publication Output**
- **Consultancy**
- **Extension Activities**
- **Collaborations**

3.1 Promotion of Research

3.1.1 Monitoring and Addressing the Issues of Research

During this accreditation period, the Arjan Dass College has paid due attention in developing and promoting research interests among the teachers. In order to monitor and address the issues of research, the Research & Development Cell was constituted in academic session 2016-2017. The college has research potential and it promotes research by encouraging, motivating and supporting teachers to undertake research activities. As many as 05 teachers have research degrees and most others have also registered for them. The Departments of English, Punjabi and Economics have teachers with Ph.D. degrees. Some teachers have also published research papers in journals of national repute. As a degree college, it has put in its optimal effort into research although the quantum is small. Though the college has not established any formal consultancy cell, some of teachers offer honorary consultancy service. The college may establish a consultancy cell to promote consultancy services. Faculty may be advised to apply for research projects and to pursue research more intensively. They may also be encouraged to acquire research degrees if they have not done so far. The Research & Development Cell/ UGC Cell of the institution will convene two meetings during every academic session to discuss and plan different research activities and make appropriate recommendations. The R&D/UGC Cell keeps an eye on the websites of UGC, Panjab University and other institutions to collect information regarding submission of research proposals, seminar/conference proposals, latest guidelines and schemes for the institutions and individuals. It circulates this information and encourages different departments to prepare and submit proposals for arranging conferences/seminars to different funding agencies.

The Call for Participation in seminars/conferences/workshops etc. received from other institutions is also circulated among the staff members so that they may timely communicate with the organizing institutions. The Research and Development Cell/UGC Cell of this College has made available the INFLIBNET facility in the Main Library. In order to provide better

opportunities for interaction and exchange of ideas with researchers from other institutions, the institution has organized the following extension lectures/conferences/seminars/ Exhibition sponsored College authority and UGC. The following list of the extension lectures/conferences/seminars/ Exhibition are explained as under:

S. No.	Extension Lecture sponsored by UGC	Extension Lecture sponsored by College authority	Workshop conducted by College authority	Exhibition conducted by College
1	12	11	04	03

Table 3.1 List of the extension lectures/conferences/seminars/Exhibition

3.1.2 Development of Scientific Temper and Research Culture

During the last few years, the institution has undertaken several initiatives to develop scientific temper and research culture and aptitude among students. The eminent scholars from different institutions are invited to deliver popular/enrichment lectures and provide the students an opportunity for interaction. Students of the institution actively participate in the popular lectures, memorial lectures, conferences, seminars, quizzes, in-house projects and other activities organized with an aim of developing research aptitude and imbibing research culture. The teachers share their own specific research interests and activities with the students to motivate them for future research endeavours.

Some interdisciplinary journals/periodicals are regularly subscribed by the library. The institution avails the guidance and support from different agencies like the youth welfare department, Women cell, Social welfare department, Competitive cell, Human Rights, Department of Fashion Designing and Personality development cell to arrange different activities focusing on spread of scientific temper and research culture among teachers and students.

3.1.3 Faculty Involvement in Research and Prioritized Research Areas

Some of the faculty members in disciplines of language, Social Science, Computer and Fashion Designing are actively engaged in individual research activities.

3.1.4 Initiatives for creating awareness/advocating/ transfer of Research Findings

The institution tries its level best to create awareness and transfer the results of its research findings to students and community. As per Panjab University syllabi, Environment Education is a compulsory qualifying subject for all UG Programmes. The vermin composting unit of the institution is used to make the students aware of the benefits and future research and extension scope of this eco-friendly technique. The faculty of the College has compiled lists of the local flora and fauna and this information has been disseminated among the students and local community. The faculty members also share their research finding at academic/social awareness programmes and conferences/seminars organized by other institutions.

3.2 Resource Mobilization for Research

3.2.1 Financial Assistance for Research

As such, no specific budget fraction or seed money is earmarked for research by the teachers and students. However, the research requirements of the teachers and students in terms of books and equipment, if any, are fulfilled on priority basis. A sum of rupees twenty five thousand was designated for publication of the research journal in estimated budget for the session 2016-2017. The Old Students Association of the institution has also been approached for funding the meritorious students. Teachers undertaking research activities and projects are rendered all available facilities of books, equipment, internet, Xerox, printing, scanning etc. The UGC cell avails of the financial schemes offered by the UGC to organize conferences/seminars, popular lectures, and other research activities by teachers.

3.2.2 Developing Interdisciplinary Acquaintance and Optimal Use of Equipment and Research Facilities

The teachers in the subjects of English, Punjabi, Economics, Human Rights, Computer Science, Fashion designing and Computer Science are undertaking individual research activities in respective subjects. The interdisciplinary subjects/courses of Computer Science, and Fashion designing and Human Rights are working independently with the fields of interdisciplinary research. All the teachers make an earnest effort to place greater emphasis on practical classes so that the students may learn experimental procedures and acquire the ability to use different sources of learning. The theme of popular lectures and seminars/conferences organized by different departments is of interdisciplinary nature.

Presently, there are 02 computer labs, 02 Fashion designing Labs, 01 Main Seminar Hall, 02 Mini seminar halls, and Main Library with INFLIBNET facility. The teaching-learning and other activities are planned in a manner to ensure an optimum use of the available equipment and research facilities. The internet facility is also shared between many departments and this facility is available in the IQAC and main library, in short this internet facility is optimally used by students of different streams. The teaching-learning equipments installed at certain selected places are also used by different departments without a hitch. The institution promotes the shared use of its resources particularly the equipment and research facilities.

3.2.3 Special Grants from Funding Agencies

Year	Date	Scheme	Name	Amount
2011-12	12/5/2011	XI	Grant under additional assistance Scheme	19,35,000
2012-13	8/12/2012			2,15,000
2014-15	14/10/2014	XII	Human Rights Foundation Course	2,35,000
2014-15	28/12/2014	MP LAD	Construction of Elevated Stage in College Playground	3,37,000
	31/3/2015			1,13,000
2015-16	22/12/2015	XII	Remedial and Job Oriented Coaching	14,00,000

Table 3.2 Grant under the XI, XII Plan UGC and MP LAD Scheme

3.2.4 Research Project Completed and Support for Securing Research Funds

The institution extends all sort of administrative and available infrastructural facilities to the faculty members and welcomes their research endeavours. It expects its teachers/departments to avail financial assistance from various funding agencies to organize research programmes/activities and undertake major/minor research projects

3.3 Research Facilities

3.3.1 Research inclination and Research Facilities available in the Institution

The Arjan Dass College follows the course curriculum prescribed by Panjab University and as such the students pursuing the conventional degree programmes of B.A, B.C.A., PGDCA, PGDFD and three month foundation course of Human Rights are not required to undertake any research assignment as a part of their course work. However, In-house projects are undertaken by students pursuing BCA and PGDCA.

For this purpose, the institution offers research facilities that are available to students and teachers across disciplines and departments such as 02 computer labs with internet facility and well stocked library with N-list INFLIBNET.

3.3.2 Planning, Upgrading and Creating Infrastructural Facilities for Research

The Arjan Dass College intends to impart research activities. For upgrading and creating more research facilities, the Research and Development Cell is focusing on funding schemes of various agencies and teachers are encouraged to prepare research projects. The Research and Development Cell of the institution has suggested the Governing Body to launch a Small Grants Scheme to promote research by teachers and students. The Old Students Association of the institution has also been approached for funding the meritorious students.

This will prove helpful in creating new infrastructural facilities and funds for research purposes. The Career Guidance and Placement Cell and Fashion designing Department of the institution are negotiating with the industry to arrange collaborative training sessions for students of the Career Oriented Programmes.

3.3.3 Library/ Information Resource Centre Facilities for Research

In the Main Library, facilities of Internet, IQAC Centre, INFLIBNET, printing, scanning are available for research purposes. The basic facilities of computer and internet are available to almost all the departments. The institution is going to start a language lab equipped with English Success Clarity Programme software with the help of computer lab of the institutions have 30 machines, 23 UPS, 02 air conditioners and softwares MS Office 2007, Adobe Reader, WinRar, uTorrent Antivirus etc. All these research facilities are also available to the UG & PG students of various Departments of this institute. The faculty members of Arjan Dass College maintain a beneficial interaction with the University teachers and scholars in other institutions.

3.4 Research Publications and Awards

3.4.1 Research achievements product development, improvement of community services and social development

The faculty members of the Arjan Dass College are well versed with their specialization areas and have produced a wide variety of publications including journal papers, books, book chapters, conference proceedings, and popular articles with an aim of advancing knowledge, research and awareness. The following research works carried out by respective faculty members and students are related with product development, improvement of community services, economic and social development.

3.4.2 Research Publications

The research publications by faculty appear in various national and international research journals. The institution has also planned to publish an interdisciplinary research journal. The application for title verification of this journal is under consideration of the Registrar of Newspapers for India. The faculty research includes 81 research papers/ Conferences and seminars published in peer reviewed and indexed journals, books/monographs (authored 17), Articles published in books are 14, International Seminar/conferences are 31 and 52 popular articles. The details of faculty publications intended to make a mention of the contribution made in various subjects are given below.

Sr. No.	Dept.	Books Published	Articles Published in Books	Articles Published in International Research Journals	Articles Published in National Research Journals	Presentation in International Conferences and Seminars	Presentation in National Conferences and Seminars
1	Computer Science	2	--	--	--	26	4
2	Economics	5	4	16	6	7	31
3	English	--	--	--	--	--	--
4	Fashion Designing	--	--	--	--	--	1
5	Hindi	--	--	--	--	--	1
6	History	--	--	--	--	--	--
7	Physical Education	--	--	--	--	--	--
8	Political Science	--	--	--	--	--	--
9	Punjabi	13	10	1	31	9	46
	Total	20	14	17	37	42	83

Table 3.3 Department wise research publications

3.5 Consultancy

Though the college has not established consultancy cell, some of teachers offer honorary consultancy services. The college may establish a Consultancy Cell to promote consultancy services..The institution encourages the faculty members to utilize their expertise and available resources to engage

themselves in consultancy services, provided these consultancy services would not interfere with their primary responsibilities to the students and institution. The departments of English, Punjabi, Hindi, Social Sciences, Computer Science, Main Library, Career and Guidance cell are rendering consultancy services in respective fields.

Faculty members from departments of Political Science, Hindi, Punjabi and English are invited as subject experts for selection of school/college teachers to deliver extension lectures by other institutions. Following members of staff are providing consultancy services:

S. No.	Name of the Faculty Members	Members' of Different Association	Memberships
1	Dr. Ashish Kumar	Member of Board of Studies (2013-14)	Panjab University, Chandigarh
2	Dr. Surjit Singh Dhaliwal	Kendri Punjabi Lekhak Sabha(Regd.)	Life time
		Punjabi Sahit Academy	Life time
		“Drishta” Research Journal	Member of Editorial Board
		“Ek Onkar Satnam” trust	Member of Advisory Board
3	Dr. Pritpal Kaur	Nanaksar Patrika	Editor
4	Dr. Ram Murti	Ratan Public School, Bal Kona, Jalandhar	Trust Member
		Kendri Punjabi Lekhak Sabha(Regd.)	Life time Member
		Punjabi Sahit Academy	Life time Member
		National Research Journal(Quarterly): “Ranjit” ISSN 2395-4086	Editor
		National Research Journal(Quarterly): “Alakh” ISSN 2320-413	Chief Editor
		Dona Punjabi Sath, Kahlwan, Jalandhar	Secretary
		Sahit Sangam Kala Sanghian	Gen. Secretary
		Jawaddi Lekh Sabha Uggi	President
		Watavaran Bachao Chetna Forum Punjabi	Member
		Sirjana Kender, Kapurthala	Secretary
		Board to Recommend Names of Punjabi Writers for Sahitya Academy	Member

Table 3.4 Staff Members Providing Honorary Consultancy Services

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 Institution-Community Network and Students Engagement for holistic development

The multifarious extension activities have always been an integral part of the institution. Ever since its inception in 1971, institutional social responsibility has been a strategic priority of the institution as enshrined in its

vision “Transformational impact on students through comprehensive education by inculcating qualities of competence, confidence, introspection and self discipline and the spirit of nationalism.” As a socially responsible academic institution, we are committed to carving out a generation of active citizens and hence to do something more than simply imparting the intended curriculum to our students. Furthering the purpose of learning, these activities develop a link between the institution and community and enhance active citizenship, service orientation, social inclusion and holistic development of our students and community. Throughout the academic session, the institution organizes and participates in a wide array of extension and outreach activities like One day NSS camps, Youth festival, World Environmental Day, festival celebrations, awareness campaigns and extension lectures etc. All these activities are conducted in a well planned manner ensuring unconditional support and participation from the teaching and non-teaching staff, students, Old Students Association, community and other stakeholders.

3.6.2 Planning and execution of Extension and Outreach Programmes

The college is very well known for its extension activities. Being a service oriented institution; it has adopted some villages in its neighbourhood and rendered significant service for their development. Staff and students also participate in government community development programmes. The extension activities taken up by the college include social work, ICT, Fashion Designing, Drug Addiction, health and hygiene awareness campaigns, blood donation camps and environment awareness drives and leadership training. The college has some outreach activities. All of them are well planned. Students and staff are encouraged to participate in them through incentives and rewards including issue of certificates.

As a part of the planning to undertake various extension and ISR (Institutional Social Responsibility) activities, different committees are constituted by the institution. The IQAC prepares a list of activities proposed by different committees and designs a tentative schedule of these activities in the Annual Activity Planner for the new academic session. The necessary information for enrolment in these bodies is timely displayed on the college notice boards positioned at strategic points like the common rooms, library and main hall, and the departmental notice boards. To serve the same goal, the college magazine “**Dharam -Arjun**” painting a vivid picture of the extension and ISR activities undertaken during the previous session, is released in the beginning months of the new academic session. The institutional role in extension and social responsibility is emphasized in the general assemblies and individual meetings of different committees and Societies. The students are made aware of the weightage given to these activities in academic and professional career options. The college actively promotes extension services responsive to community needs. Various extension and awareness programmes are being regularly conducted by the college against female foeticide. Advocacy of literacy campaigns, traffic management, blood donation camps, etc are among the helpful services to community. The college has collaborated with various government and non-government agencies to undertake these programmes. The faculties have been given additional charge of organizing various extension services under NSS and Youth Welfare. All these outreach activities are planned and carried out under the overall

supervision of the Dean of the NSS and Youth Welfare departments. The department of NSS has planted a large number of trees in and around the college campus. The college may extend its area-wise out-reach programmes to give it a larger cover for solving problems of the community on a larger scale.

3.6.3 Promotion of Participation of students, faculty and other Stakeholders

In order to ensure participation of students, faculty and other stakeholders in the extension and ISR (Institutional Social Responsibilities) activities the institution took the following measures:

- Department of NSS adopted Lohgarh village in collaboration with local “Young Generation” club of Lohgarh which is run with the help of NRI’s.
- Van Mahotsav / Environment campaign is conducted by the department of NSS & Social Welfare.
- Considering the importance of Computer knowledge. We provide easy and cheap access to computer education to our supporting staff with the help of our staff members.

3.6.4 Major extension and outreach activities organized during the last five years (2011-2012-2015-2016) and the budgetary details

The major contribution of the Arjan Dass College for the growth and promotion of the faculty skill and interest in the Research areas. The higher authority has taken the major extensions and outreach activities during last five years. A numbers of extension lectures, workshops, Exhibition and NSS activities have been organized under the supervision of the principal and managing committee members and the higher authority has spent approximately Rs. 9,26,390 in the extension lectures, exhibitions, workshops and one Day NSS activities, hawan, Prize distribution function and annual sports meet. The detail of the expenditure is as under:

S. No.	Years of total expenditure	Total expenditure
1	2011-12	1,18,631
2	2012-13	1,94,844
3	2013-14	1,11,947
4	2014-15	3,49,089
5	2015-16	1,51,879
	Total expenditure	9,26,390

Table 3.5 Budgetary Details of Major extension and outreach activities (2011-12 to 2015-16)

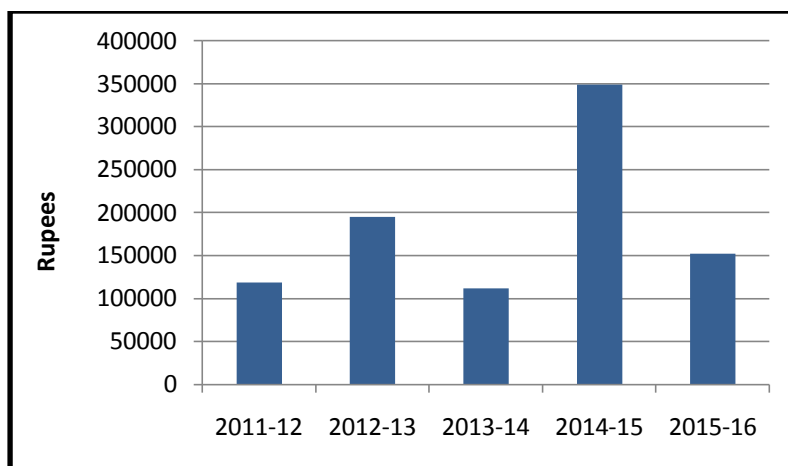


Figure 3.1 Budgetary Details of Major extension and outreach activities (2011-12 to 2015-16)

3.6.5 Outcomes of Extension Activities and Enrichment of Academic Learning Experiences

All the extension, community awareness and other activities have been organized by the institution ensuring active involvement of students, teachers, non-teaching staff, Old Students Association, NGOs etc. The institution-community interactions with focus on service orientation, awareness and welfare play a transforming role in students during their stay with the institution. In fact, they complement their learning experiences beyond the prescribed curriculum making them aware and socially responsible citizens. “The institution is committed to impart liberal holistic education to all sections of the society, particularly the rural and deprived ones, for shaping a sterling character and scintillating career imbued with values of humanism, equality and secularism.” All our manifold extension and institutional activities are in consonance with our vision and mission. Our graduates live for an ideal and we receive an echo of these attributes when they face the real life after leaving the institution. Interaction with key community people, old students, resource persons and industry people develop an enthusiasm and passion in the students and teachers to work for healthy community.

3.6.6 Awards/Honours received by Institution for Extension Activities and Contribution to the Social/community Development

Our College NSS Cell has adopted the Lohgarh village for the overall care of the environment College faculty visits half yearly promoting, inspiring and motivating the ignorant villagers and giving extension lectures, seminars, workshops. These activities and contribution to the social/ community development are paying the college.

3.6.7 Future focus and effort to ensure community involvement

All the activities arranged by different societies and clubs in collaboration with other stakeholders are critically reviewed to make these activities more inclusive. Feedback received through conversations with the key community people, Old Students, resource persons, industry and other supporting agencies on the occasions of various activities is helpful in identifying the key areas for community services. The future focus is on rural community supporting activities and the scoping meetings with the key members have been initiated

to identify, “Who, What, Where, When & How” components of the action plan. The institution intends to make sure everyone around and beyond the campus understand the value of community service and is prepared to serve the cause if the need arises.

3.7 Collaboration

3.7.1 Collaboration and Interactions for Research Activities

Our linkage with Old Students Association, local community and village Panchayats etc. has supported our community interactions and has contributed to establishment, creation and upgradation of academic facilities, students and staff support and infrastructural facilities of the institution. These facilities include: ceiling fans, water purifiers, water coolers, book cases, books, furniture items, computers, and audio players, sports goods, scholarships, fee-support etc.

- At present the institute has no mechanism to collaborate with research laboratories and industries for research activities. But faculty of our college and those of other colleges exchange visits to attend workshops, seminars and conferences.
- The college shares facilities, equipments and infrastructure with the local NGO's, Clubs, Local government and associations whenever they require them. The college provides space for tournaments on Lohri-Maghi festivals.
- The College provides its building for conducting legislative Assembly/ Lok Sabha Elections for polling booth and for establishing strong rooms for ballot box.
- College playground is used for local Dussehra celebration.

3.7.2 Eminent Scholars /Participants who contributed in Institutional Events

These events have provided a platform for interaction with scientists/participants from diverse fields, namely:

S. No.	Dated	Name & Desig.	Topic of Presentation	Venue
1	30/07/2011	1) Mrs. Paramjit Kaur Counsellor, Red Ribbon Club Pushpa Gujral Science City, Kapurthala	1)AIDS-causes, symptoms and cure	Main Hall
2	14/03/2012	1) Dr. Vijay Goel Skin Specialist Vijay Hospital, Moga	1)Skin Problems	Main Seminar Hall
3	15/03/2012	1) Dr. Deepali Khanna 2) Dr. Sumesh Khanna Khanna Hospital, Moga	1) Environmental Pollution & Climate Change 2)Drug addiction	Main Seminar Hall
4	27/03/2012	1) Mr. Vipin Gupta Networking Expert, U-NET Solutions Moga,	1) Career Opportunity in Information Technology	Main Seminar Hall
5	28/03/2012	1) Prof. Vishal Mohan, Assist.Prof. LLRIET,	1) Employment	Main Seminar

		Moga	Opportunities in IT	Hall
6	22/08/2012	1) Dr. Sukhjeet Kaur Associate Prof. Punjab Agriculture University, Ludhiana 2)Dr. Sarita Saini Associate Prof. Punjab Agriculture University, Ludhiana	1)Save Environment & Save Water 2)Career Counselling for parents and students	Main Seminar Hall
7	23/08/2012	1) Dr. Jaswinder Brar Associate Prof. Punjab Agriculture University, Ludhiana 2)Dr. Sukhjeet Kaur Associate Prof. Punjab Agriculture University, Ludhiana	1)Health & Food 2)Academic Programmes of P.A.U.	Main Seminar Hall
8	20/10/2012	Held in the College Campus by the college Professors	1)Environment Protection and Pollution	Main Seminar Hall
9	26- 27/10/2012	1)Mr. Tarun Bajaj Studio corp., Ludhiana	1)Workshop on Photoshop	Comp.Lab
10	20/11/2012	1)Mr.Ashok Singla, Ministry of Corporate affairs, Govt.of India, Delhi	1)Investment of Cost Account	Main Seminar Hall
11	21/01/2013	1) Mrs.Neerja 2)Mr.Suraj	1)Celebration of Swami Vivekanand century	Main Seminar Hall
12	7/02/2014	1)Prof.Amit Chabra 2)Prof. Jatinder Baba Kundan Singh Memorial Law College, Dharamkot	1)Free Legal Aid	Main Seminar Hall
13	14- 15/10/2014	1) Dr.Davinder Kaur Sr.Scientist, Punjab Agriculture University,Ludhiana 2) Dr. Prerna Assist.Prof. Punjab Agriculture University,Ludhiana	1) Workshop on Printing and Fashion Illustration	Fashion Designing Lab
14	18/10/2014	1) Dr.Surjeet Singh Assist. Prof. of Punjabi Department of Punjabi University 2) Rana Ranbir Actor and Director of Punjabi movies from Patiala	1)Importance of Punjabi "Maa Boli" 2)Importance of Books	Mini Seminar Hall
15	17/11/2014	1)Mr. Vipin Gupta	1)Workshop on Linux administration and Virtulization	Computer Lab
16	23/02/2015	1)Satnam Singh Salopuri,Social Worker Ludhiana	1)Personality Development	Mini Seminar Hall
17	28/08/2015	1)Mr.Suresh Vyas, Regional Manager, Usha International Limited, Jalandhar	1)A-Z Usha Fashion Maker Sewing machines	Fashion Designing Lab
18	18/01/2016	1)Mrs, Sunita Bhalla, Head Deptt.of Fashion Designing, PCMS.D.	1)Surface Ornamentation	Mini Seminar

		College for women, Jalandhar		Hall
19	25/01/2016	1)Mr. Vipin Gupta	1)Ethical Hacking	Computer Lab
20	02/02/2016	1)Dr. Supriya Bhandari Assist.Prof.of English Guru Nanak College, Moga	1)Simplifying Grammar through Morphology and Syntax	Computer Lab
21	10/02/2016	1)Prof. B.K. Ghai Retd.prof.of English DAV College, Jagraon.	1)Parts of Speech, Spelling and Pronunciation	Computer Lab
22	08/03/2016	Prof.Vinay Kumar Associate Professor, D.A.V.College, Nakodar.	1)Women and Their Rights	Computer Lab
22	4/06/2016	1)Mrs. Geeta Gupta, Officiating Principal Of A.D.College, Dharamkot 2)Mrs.Parveen Arora, Associate professor A.D.College, Dharamkot 3)Dr.Surjeet Singh Dhaliwal and Dr.Ram Murti, Assistant Prof. of A.D.College, Dharamkot.	1) Different concepts to save Our Enviornment and Its Components.	Main Seminar Hall
23	21/06/2016	1)Ms.Neerja 2)Mr. Jagdev Kumar	Yoga day	Mini Seminar hall

Table 3.6 Eminent Scholars-Contributed in Institutional Events

3.7.3 Efforts for Linkages/collaborations and Future Planning

As such, research is not a part of the degree curriculum prescribed by the affiliating University. The teachers are engaged in their individual research activities and some of them are in constant contact with researchers in universities and institutions. They encourage the students to be research oriented. Visits to industry, research labs and institutions are arranged for students pursuing B.A /BCA/PGDCA/PGDFD degree, Career Oriented Programmes and vocational subjects. This issue is under active consideration of the IQAC and Research & Development Cell. We hope to introduce some new market need specific Career Oriented Programmes in near future. New initiatives are afoot to further strengthen our existing ties with Ministry of Culture, New Delhi; ICSSR, NGOs and industrial units. Systematic efforts made with an aim of developing linkages/collaborations with industry and other institutions will certainly enhance our curricular development, placement options, professional development, research, consultancy, publication work etc. We are pondering over these issues and are exploring all promising options in view of the resources available in the institution.

Criterion-IV

Infrastructure

and

Learning Resources



Criterion IV: Infrastructure and Learning Resources



4.1 Physical Facilities

4.1.1 Policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning

It hardly needs emphasizing here that the quality infrastructure facilities in terms of administrative buildings and library, classrooms and furniture, canteens and common rooms, labs and seminar halls, equipment for teaching-learning and research, outdoor and indoor games, water and sanitation, NSS activities, electrification, health, recreation etc. plays a pivotal role in accomplishing the educational outcomes. Over the years, the institution has built up a vast infrastructure resource in line with its academic growth. The institution follows a well established policy for creation and enhancement of infrastructure, and to ensure that the available infrastructure is in line with the academic growth of the institution.

In the first phase, the infrastructure requirements are identified by different teaching departments constituted for undertaking various activities. The infrastructure needs for affiliation of new courses/subjects are determined as per University guidelines. The changes in syllabi of different subjects necessitate various infrastructure up-gradations and additions. Students' feedback and suggestions of the Old Students Association about the infrastructure are also taken into account. The newer trends in teaching-learning methodology offer a variety of educational technology to give the classrooms and teachers a modern look. Also, the general facilities for students and staff are reviewed in view of the increasing strength of students year after year. All these infrastructure needs for teaching learning, sports, research, extension, consultancy and other activities are identified by respective committees and cells.

In the second phase, we prioritize our needs in view of the available financial resources and target the same to the areas of greatest need. The UGC Cell/IQAC keeps a track of different development assistance schemes and the prioritized needs are accordingly proposed for funding. A major part of the infrastructure requirements is met through use of specific budget heads meant for that purpose. Some of these prioritized needs are fulfilled by way of

donations from Old Students Association, NRIs etc. As per need, the Governing Body of the college is approached for necessary approvals and instructions.

In the third phase, the Procurement and Supply is ensured after a thorough study of the available market options. Following the standard practices, the purchase and procurement is undertaken in a transparent manner by the Purchase Committee constituted for this purpose. The construction and maintenance works are properly planned and executed by the Building Committee. Services of the professional architects and contractors are hired for construction works. Grants received from different funding agencies are utilized for the purposes they are sanctioned and the prescribed guidelines are followed by the institution. All the committees/Cells, Administrative Office and Accounts Branch work in cooperation with each other to achieve the targets of infrastructure identification, prioritization and procurement.

4.1.2 Detail the facilities available in the institution

At present, the following infrastructural facilities are available in the institution.

S. No.	Facilities for Curricular and Co-curricular Activities	Number
1	Classrooms with Green Boards	10
2	Main Seminar Hall	01
3	Mini Seminar Hall/ Girls Common Room	01
4	Mini Seminar Hall/ Fashion Designing Lab	01
5	Admission Cell	01
6	Computer Labs	02
7	Fashion Designing Labs	02
8	Main Library	01
9	Staffroom	01
10	Canteen with separate seating arrangements for Boys & Girls	01
11	Specialized Equipment for Teaching-Learning Multimedia Projectors	03
12	Portable Digital White Boards	02
13	DVD Player	01
14	Laptops	05
15	Scanners with printer	06
16	Printer	02
17	Printers with Scanner and fax	02
18	Colour Printer with scanner and fax	01
19	Telephone with fax machine	01
20	Colour TV	01
21	Photocopiers	02
22	LCD Screens	02

23	LED Screen	01
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Table 4.1 Details of Infrastructural Facilities

➤ **Infrastructure for Sports**

- Gym equipped with weight training machines for fitness and conditioning.
- Foot-ball ground (110 yards by 70 yards)
- Hockey ground (100 yards by 60 yards)
- Cricket ground with 60 meters fielding facility
- Volley-ball ground (18 meters by 9 meters)
- Kho-kho ground (29 meter 16 meter)
- Kabbadi ground (National style of Boys) (13meter 10 meter)
- Kabbadi ground (National style of Girls) (12 meter 08 meter)
- Sports ground with a 400 meters 8 lane track and facility for fields, events like jumps and throws.
- NSS boys and girls units: 02, Programme officer: 02, NSS office: 01
- Cultural Activities: DVD Player, Two speakers, TV, Bhangra Kit, Sound System, Water Purifiers for Safe Drinking Water, Qualified Medical Officer-part time, Dispensary, First Aid Facility
- Availability of quality refreshment.

➤ **Other General Use Items**

- Silent Electric Generator 50 KW: 02
- Water Coolers: 03
- Water Purifiers: 03
- CCTV Cameras with DVR: (16 CCTV with I DVR)
- Dustbins: 10
- Washrooms for Boys (single with five sub-sections)
- Washroom for Girls (single with three sub-sections)
- Ceiling Fans: more than (143)
- Wall fans: 12
- Riding Lawn Mover: 01
- Motor Lawn Movers: 02
- Submersible Pumps: 01 (4" bore size & 1.50" pipe size)
- Water Tanks: 02
- Pitch Rollers: 01

4.1.3 Institutional planning and efforts to ensure that the available Infrastructure is in line with its academic growth and is optimally utilized

The mere existence of vast infrastructural facilities has no direct impact on quality of education being imparted, unless these facilities are optimally used. The teaching-learning and other activities are planned in a manner to ensure an optimum use of the available infrastructural facilities. The college functions for about eight hours every day, six days a week. The institution has designed several practices to inspire and engage the faculty and students to make full use of the infrastructure available in the college. Similarly we organize intramural competitions in different games like volleyball, football, cricket

etc. and the playgrounds and sports infrastructure remain in use throughout the session.

The college grounds are used by the town and nearby villages to organize matches and practice sessions. A large number of morning walkers and athletes use the track for exercise and practice purposes. External agencies both government and non-government use our sports facilities to organize competitions and other tournaments.

In addition to use by students, the Computer Labs are used to give training to the teaching and non-teaching Staff of the college. The common facilities like water coolers, toilets, outdoor reading places, parking sites, library, canteen and common rooms are situated at strategic locations so that they are easily accessible for the use of students.

The internet facility is also shared between many departments and this facility is available to the students of different streams in the library and computer labs. The teaching-learning equipments installed at certain selected places are also used by different departments without a hitch. The non-formal mode programmes also contribute towards the optimum use of available infrastructure. The surplus facilities of one department are reallocated to the needy ones. This ensures further use by other teachers and students. The institution promotes the shared use of its infrastructural facilities particularly the equipment and gives priority to purchase/creation of new facilities offering a shared use.

The creation, repair, renovation and maintenance of the vast infrastructure is carried out by utilizing the financial assistance received from UGC, Ministry of HRD, State Government, MP/MLA Local Area Development Fund, NGOs, NRIs and college managing committee etc. All infrastructure needs are timely identified and fulfilled to keep the availability in line with the academic growth. During the last five years, the institution has successfully initiated Post-Graduate Diploma in Fashion Designing (2013-14), PGDCA in 2013-14 and Foundation course in Human Rights (2015-16).

4.1.4 The major infrastructure arrangements undertaken during the past five years

The following infrastructure arrangements undertaken during the past five years clearly reflect that our infrastructure growth is perfectly aligned with the academic growth.

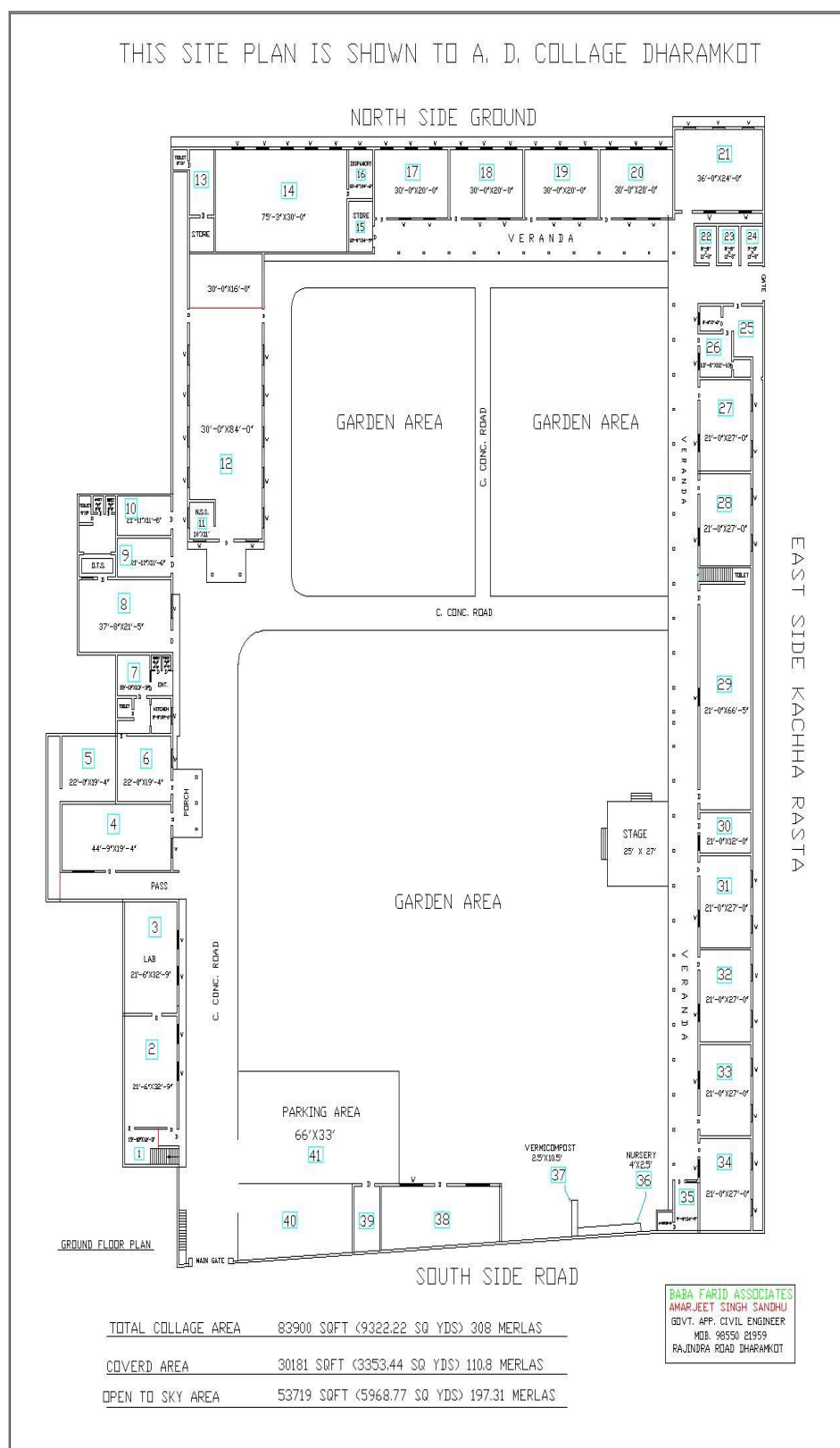


Figure 4.1 Master Plan of the Institution/Campus

S. No.	Infrastructural Facility	Amount Spent during five financial years (2011-12 to 2015-16)
1	Building Additions	20,34,434
2	Electricity Expenditure	11,15,971
3	Heavy Duty Silent Generator	6,85,902
4	Books/ E-resources	11,44,816
5	Sanitary Fittings	76,195
6	Repair & Maintenance	9,94,676
7	Furniture	3,46,690
8	Equipments-Computers, Laptops, Hardware , Software , Water Coolers, Refrigerator, Sound system, LED screens, Fashion machines	47,34,781
9	Sports Equipments	1,88,839
10	Internet/Telephone Expenditure	1,90,518
11	Total	1,15,12,822

Table 4.2 Amount spent on infrastructure arrangements (2011-12 to 2015-16)

4.1.5 Efforts to ensure that the infrastructure facilities meet the requirements of students with physical disabilities

The administrative, library and teaching staff is directed to give special attention to meet the requirements of students with physical disabilities. The time-table of these students is always adjusted as per their convenience. The physically challenged students are allowed exclusive access and parking facilities in the college campus. Additionally, all the appropriate infrastructural arrangements are made to facilitate their presence and participation during the college functions.

4.1.6 Provisions made available to students and staff in terms of health care on the campus and off the campus

The Arjan Dass College dispensary is located adjacent to the Gymnasium Hall and is easily accessible by the students and staff. The necessary first aid equipment, general medication and other facilities for treating illness and injury are maintained in the dispensary by a qualified Medical Officer. Emergency Ambulance Service is also made available, as per need. Whenever required the services of a part-time doctor are also availed. The first aid facility is also arranged at college functions. Emergency cases are immediately referred to civil hospital or other private clinics.

4.1.7 Common Facilities available on the campus –spaces for special units like IQAC, Research and Development Cell, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Canteen, safe drinking water facility, Seminar Hall ,Computer Lab etc.

All the departments have been provided separate office- cum- staffrooms. The main common facilities and spaces for special units are as under:

- **IQAC Cell:** The IQAC Cell is situated on the ground floor near Principal Office. The Cell has been provided a furnished room with all necessary facilities including 01 computer, 01 scanner, 01 printer & Internet. The IQAC is responsible for planning, implementing, monitoring and reviewing all major policies and activities of the institution. This Cell keeps a

track of different schemes of the Commission, prepares proposals for financial assistance.

- **Research & Development Cell:** There is a special cell for extending necessary guidance and training in use of different teaching-learning. The Cell is situated near the fashion designing lab2 and is well equipped with all sort of technological aids like computer, printer, internet etc. The Cell will also help in preparation of proposal for Minor/Major Research Projects and seminars/conferences.

- **Career Guidance & Placement Cell:** Separate room facility for the Career Guidance and Placement Cell is located adjacent to F.D. Lab.2. In order to ensure effective working of the Cell, the necessary facilities of computer, printer etc. have been provided to the Cell. A set of 150 books related to career options, competitive examinations, communication and interview skills etc. is available in the Cell. The main task of the Cell is to provide information and guidance about higher studies, career options, and recruitment examinations, and to arrange skill development lectures/activities.

- **RTI Cell:** All information regarding RTI will be available in the Research and Development cell. The major function of this RTI cell is to provide a valuable information about different types of material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under law for the time being in force.

- **NSS:** Separate office and store facilities exist for NSS in the institution. There are two lawn specially maintained for NSS gatherings.

- **Canteen:** A fully furnished canteen with separate sitting places for boys & girls is maintained by a private contractor. It serves hygienically prepared snacks, cold drinks and confectionery items on reasonable prices approved by the Canteen Committee of the college.

- **Staffroom:** Staffroom is situated on ground floor near the main Library and is well furnished with comfortable furniture, air-conditioner, refrigerator, water cooler, and personal locker facility for staff members.

- **Common Room:** Separate Common room is situated near IQAC and the Principal office for girls only.

- **Special Cell for Redressal of Grievances of Women:** The Cell works under the guidance of senior most female faculty member. Presently, the Cell is located in the Department of Hindi. The grievances of women, if any, are addressed on priority basis and the Cell has been quite successful in ensuring a safe and secure environment for the girls and female staff members. In addition to the above mentioned common facilities, the general facilities of clean and airy toilets, safe drinking water, parking, outdoor and reading places, playgrounds etc. are consistently maintained for benefit of the students and staff.

4.2 Library as a Learning Resource

4.2.1 Library Advisory Committee, its composition and significant initiatives

Situated in the northern part of the institution, the library is a vast resource of books that quenches the academic thirst of teachers, students, researchers and readers. Critically speaking, it is not merely a store house of books, magazines and furniture, but a place where new ideas are generated and academic inputs add new dimensions to the existing knowledge and the knowledge to be created. In nutshell, it is the heart and soul of an Institute. In order to ensure systematic and timely arrangements for enrichment, improvement and optimum use of the library services, an Advisory Committee is constituted. It involves active participation of faculty members from different streams. During the academic session 2014-2015 and 2015-16, the Library Advisory Committee is comprised of the following faculty members:

- Mrs. Parveen Arora, Head, Department of English
- Dr. Ashish Kumar, Head, Department of Economics
- Dr. Pritpal Kaur, Assistant Professor of Punjabi
- Mrs. Beant kaur (Librarian)

The Library Advisory Committee is ever ready to adopt new technology and give appropriate suggestions. The committee identifies the requirements and recommends the purchase of Text Books, Reference Books, Software, E-resources, Gazetteer, Year Books, General Books (based on reasoning, Personality Development, General Aptitude, State/Central Level Competitions and other recruitment examinations), and dictionaries of local and foreign languages, Selected Works etc. It recommends and manages the purchase of books as per standard operating Procedure.

The members of Library Committee and Examination Board jointly select and purchase the books. The most significant initiatives implemented by the Library Committee include subscription to N-List INFLIBNET and full automation/computerization of the library services.

S. No.	Information Regarding	Values
1	Total area of the library (in Sq. Mts.)	1400 sqft
2	Total seating capacity	55
3	Working hours	9:00 am - 4:00 pm
4	On working days	9:00 am - 4:00 pm
5	During Examination Days	9:00 am - 4:00 pm
6	During Vacation	9:00 am - 4:00 pm

Table 4.3 Details about library and its lay-out

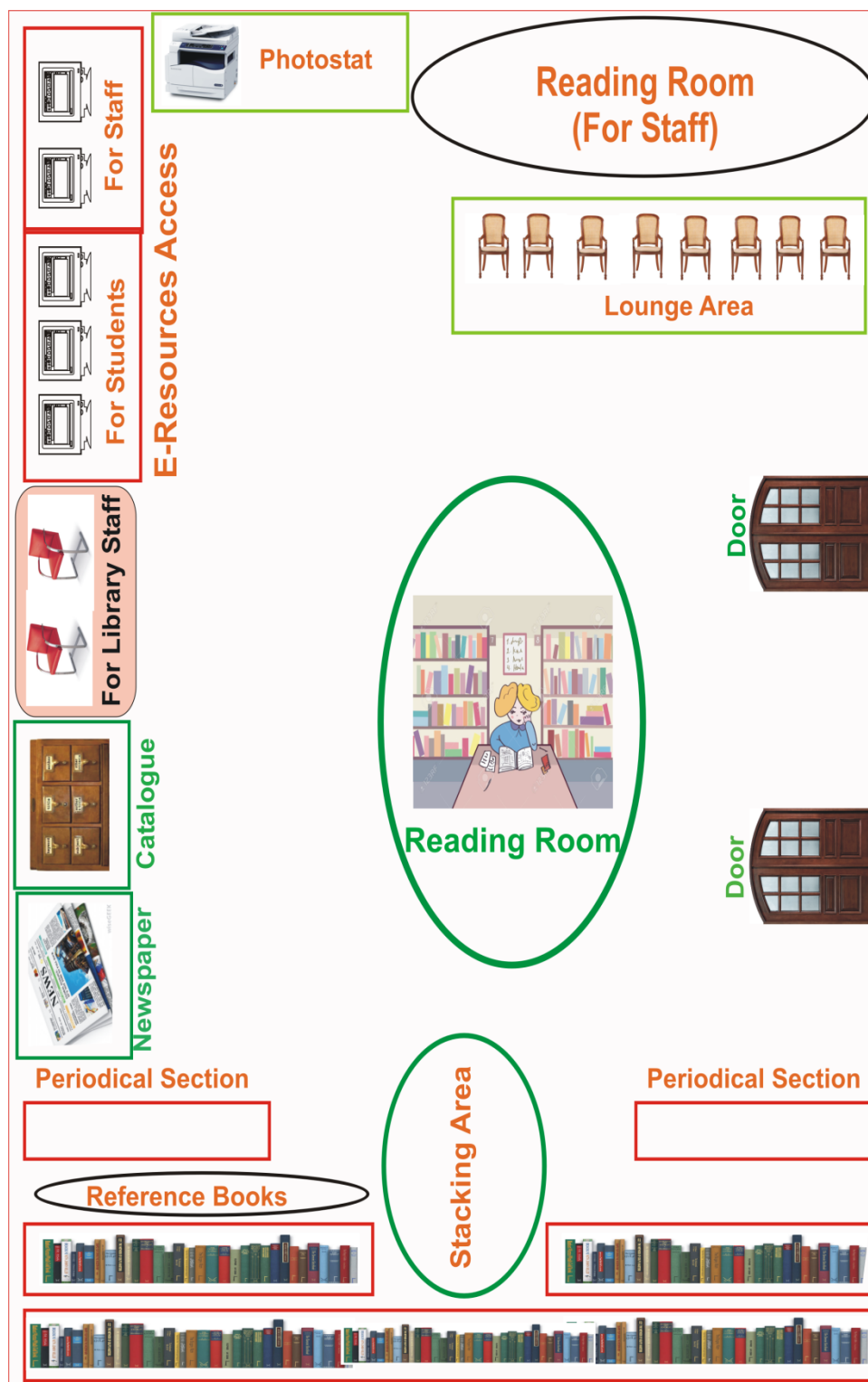


Figure 4.2 Library Layout

4.2.2 Purchase and use of current titles, print and e-journals and other reading materials

The Main Library of the college provides access to with more than 9000 Books, 50 periodicals and 11 daily newspapers. In the beginning of the session new syllabi posted on the University website are downloaded and printed for reference. Teachers recommend the books after consulting the respective

syllabi. Any changes in the syllabi/pattern, and change in the books are brought into the notice of the students. Heads of departments recommend the purchase of books after getting feedback from teachers and students of the respective departments. A number of Publishing houses also send catalogues of books published by them which are distributed to the teachers of relevant streams. The use of e-journals is a recent phenomenon. The library displays information about e-journals on the notice boards. List of journals accessible on INFLIBNET has been distributed to the various departments. Recently the library also advised users regarding open access journals. Subscription to Research journals is taken after the recommendations are routed through the library committee. New magazines, Banking Books, UGC exam books, GK Books and various magazines are also subscribed on the basis of student feedback. A good number of books are donated to the library every year by the students after passing out.

A good number of books have been purchased through UGC grants for General Development. Depending upon the budget provisions, books are also purchased by teachers. These books are either submitted to the library or added to the libraries of respective departments. Library has issued selected reference books to department libraries under the responsibility of Heads of respective Departments and the stock is verified at the end of financial year.

S. No.	Library Holdings	2011-12	2012-13	2013-14	2014-15	2015-16	Total
1	Text Books	1042	25	70	85	991	2213
2	Reference Books	6	14	7	5	47	79
3	Journals/Periodicals	12	--	03	2	33	50
4	(INFLIBNET)	NA			N-List INFLIBNET		
5	Newspaper	7	2	1	--	1	11

Table 4.4 Library additions (2011-12 to 2015-16)

S. No	Library Holdings	2011-12	2012-13	2013-14	2014-15	2015-16	Total
1	Total Books	2,38,587	97,629	30,845	14,231	3,69,252	7,50,544
2	Journals/Periodicals	6,315	6,243	10,074	21,036	1,15,876	1,59,544
3	(INFLIBNET)	--	--	--	5000	5,725	10,725
4	Newspaper	6,773	8,118	9,723	10,421	10,630	45,665

Table 4.5 Library Total Purchase (2011-12 to 2015-16)

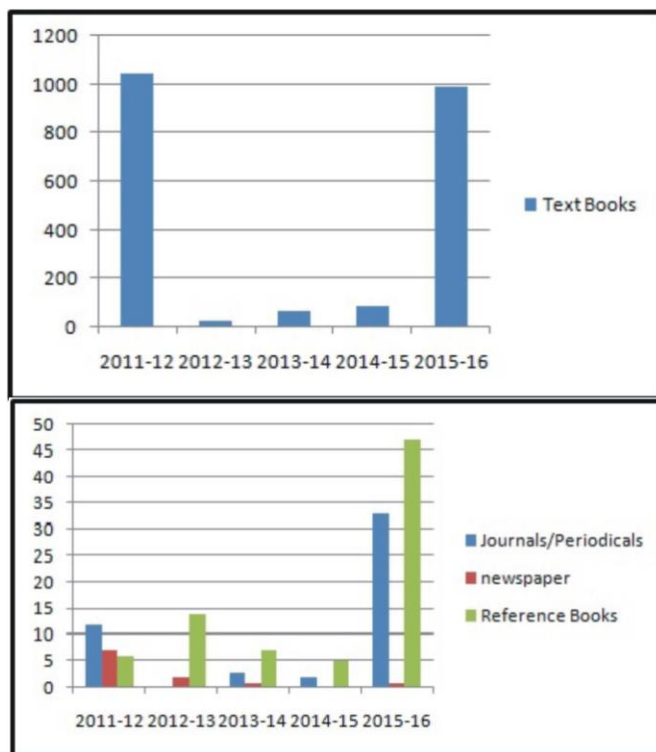


Figure 4.3 Library additions (2011-12 to 2015-16) in Text books,

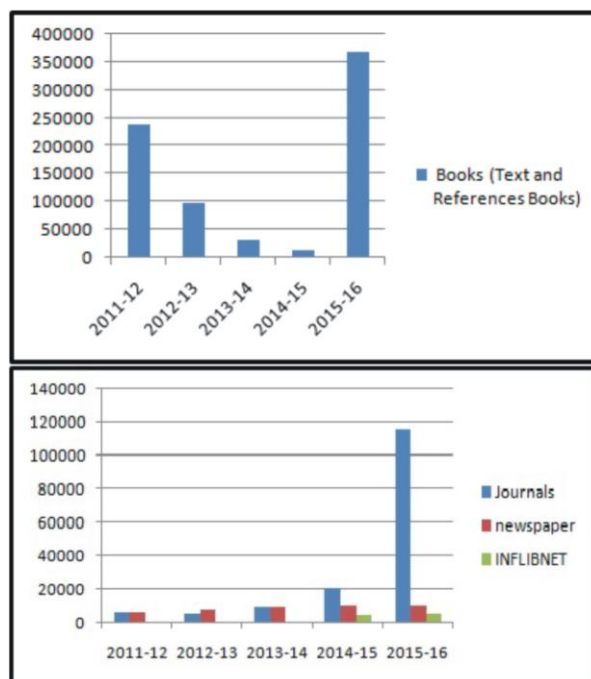


Figure 4.4 Library Total Purchase (2011-12 to 2015-16) in Books, Journals, newspaper and INFLIBNET

4.2.3 Details on the ICT and other tools deployed to provide maximum access to the library collection

Some important details regarding library services are as follows:

The College Library is a member of Network Centre (N-List INFLIBNET), Ahmedabad from 2014-15. Library does not have a website of its own as yet. Information regarding various facilities has been provided on the college website. Total number of computers for public access: 07 in the main library. Total numbers of printers, scanner and Photocopier for public access: 01 (All in one 2520 Cannon Model) Internet band width/speed: 8 MBPS Broadband Connectivity from BSNL Institutional Repository: Participation in Resource sharing networks/consortia: Access to N-List INFLIBNET

4.2.4 Details on the following items

- Average number of walk-ins:- 100-120 approximate
- Average number of books issued/returned:- 20-30
- Average number of books added during last six years:- 401
- Detail of “weeding out” of books and other materials:- Old books are stored separately

4.2.5 Details of the specialized services and support provided by the library/ library staff

Library has a dedicated space for faculty members which provide reference services. The library is a large repository of reference books. Library has vast selection of reference books, dictionary and Punjabi and Hindi Shabad Koshan and Mahakosh along with access to INFLIBNET from where scholars can download Journals and books. The library also subscribes Research Journals.

The library has installed a notice-board at the entrance. Information about new Journals, Books Received/ Published, Catalogues and Important circulars, Govt. agencies (UGC, DPI) & Panjab University. concerning education are displayed. Titles of the new books are displayed on the notice board. The college library also displays important information related to admissions, entrance tests, new courses, career opportunities and any other content related to career published in weekly "Employment News".

Reading list/Bibliography compilation: The college library has 185 multi volume books. Some important books include Selected Works: Pt. J.L.Nehru, Sardar Patel, M.K.Gandhi, and William Shakespeare. The Bibliography Compilation of the Library includes 67 Encyclopedias related to Fashion Designing, Punjabi, Hindi and English Literature, History, Political Science, Information Technology, Computer Science etc.

N-List INFLIBNET facilities: With an aim to promote research and additional reading the College Library is subscribing N-LIST Programme from Academic Session 2014-2015. The teaching staff has been issued with individual Login IDs and Passwords from accessing the online journals through Data Base.

Our library services such as accessioning, circulation, stock taking etc. are already computerized. The students are encouraged to use library software and other resources to enhance their learning capacities. The central computer facility and the computer facility in the library are available for 8 hours a day

for 6 days a week during working days. On other holidays it is made available on demand. The Library Staff is always ready to extend necessary guidance and help for all its users.

4.2.6 Feedback collection from library users and its analysis for further improvements

The library is a centre of learning so it is necessary to receive feedback from its reader. For this purpose a suggestion box has been installed in the Library. The library staff also interact with the users of the library to improve the library – user interface. In the meetings of Department of Women Cell, Social Welfare, Research & Development Cell students are encouraged to discuss any issues regarding library services.

4.3 IT Infrastructure

4.3.1 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)

- Total Numbers of Computers in the College: 60
- Total Numbers of Laptop in the College:05

Detail of Laptops/PCs and their configurations available in the college							
Name of Department	No. of Laptops	No. of PCs	RAM		HDD	Processor	Monitor/ LED
Principal Office	1	--	4GB		500GB	2.4GHz Dual core Intel core i5	--
	--	1	2GB		500GB	I3	1
Administrative	--	2	2GB		500GB	I3	1
Account Office	1		2GB		500GB	I3	--
	--	1	2GB		500GB	I3	1
	--	1	2GB		500GB	Dual core	1
Social Sciences	--	1	512MB		120GB	P4	1
English/ Career and Guidance Cell	--	1	512MB		120GB	P4	1
Hindi/ Dean Youth Welfare	--	1	256MB		120GB	P4	1
Research and Development Cell	--	1	2GB		500GB	I3	1
Punjabi	--	1	1GB		500GB	P4	1
Physical Education	--	1	512MB		80GB	P4	1
Fashion Designing	--	1	2GB		500GB	I3	1
Comp Deptt.	--	1	2GB		500GB	I3	1
Computer sci. Lab 2	--	28	22	2GB	500GB	I3	22
			3	1GB	160GB	Dual-core	3
			1	1GB	500GB	Dual-core	1
			1	512 MB	160 GB	Dual core	1
			1	2GB	160 GB	I3	1
Computer sci. Lab 1	--	13	3	512 MB	500GB	P4	3
			2	1GB	500GB	P4	2

			1	512 MB	250GB	P4	1
			4	1GB	160GB	Dual-core	4
			2	256 MB	500GB	P4	2
			1	1GB	500 GB	AMD	1
Library	--	7	6	2GB	500GB	I3	6
			1	1GB	500+80GB	Core2 Dual	1

Table 4.6 Computing Facility available (hardware and software)

- **LAN facility:** There are two Local Area Networks in the Department of Computer Science and Applications. A total numbers of 62 computers in different labs, library and Administrative office have been connected through these Networks.

- **Wi-fi facility:** The College has acquired 8 MBPS Broadband line connection from BSNL. All the teaching departments, library, administration block, Principal's office have Wi-Fi access to the broadband facility. Social websites like facebook, whatsapp, twitter and YouTube have been blocked.

- **Licensed softwares**

S. No.	Name of Software	Quantity
1	Oracle data base	10
2	MS Window Upgraded	12
3	MS Window Starter	12
4	MS Office2013	05
5	Window Professional (8.1)	07
6	Window Professional (10)	02

Table 4.7 Licensed Softwares

4.3.2. Detail on the computer and internet facility made available to the faculty and students.

As many as five computers are available for free access to students and the faculty. There are 62 computers installed in computer labs, administrative departments, principal office and other departments of Arjan Dass College. All the teaching departments, Library, Administrative Block have access to 8 MBPS BSNL Broadband connectivity. The Internet Facility is provided through wired as well as Wi-Fi connections.

4.3.3. Institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities

The college has kept abreast of changing needs of students and teachers with ever evolving necessities of the modern day teaching. Five years ago internet facility was available only in the Department of Computer science. Later on Administration block was provided Broadband Internet Connectivity. These connections provided a low speed connectivity of a few kbps only. Subsequently 04 BSNL connections providing a speed of 8 MBPS, were installed in the library, IQAC Cell, Department of Computer science and Applications and Administrative Office for providing better connectivity.

Original versions of windows are purchased from time to time. There is a well established mechanism for writing off/upgrading of the outdated computer systems vis a vis RAM, CD-Rom/DVD Rom, Windows, MS-Office etc. There has been increase of 50 % in number of computer systems (from an Approx. 20 computer in 2008-09 to 43 computers in 2015-16 in the computer department).

The departments have been encouraged to use ICT Tools in respective classrooms. IQAC and R & D cell of the college will play a Pivotal role in this regard.

4.3.4 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

A total amount of Rs. 18, 13,002/- has been spent during the last five years (2011-2012 to 2015-2016) for procurement, up gradation, and maintenance of Computer accessories.

Items	2011-12	2012-13	2013-14	2014-15	2015-16	Total
Computers (H/S) & other Electronic Equipments	30,17,819/-	12,14,419/-	3,070/-	3,83,217/-	6,18,831/-	52,37.311

Table 4.8 Amount spent for procurement up gradation and maintenance of computer Accessories

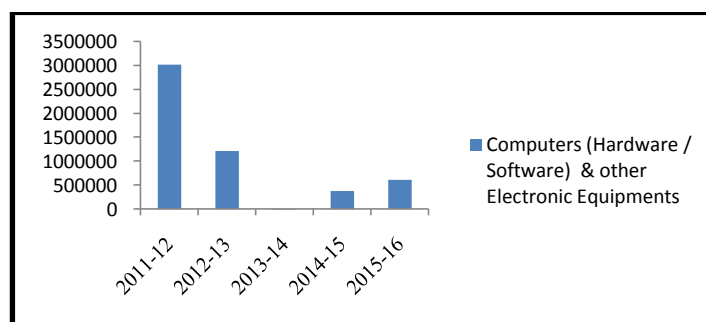


Figure 4.5 Amount spent for procurement up gradation and maintenance of computer Accessories

4.3.5 Institutional efforts to facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students

Seminar rooms are equipped with LCD projectors, sound systems, and electricity backup through UPS. Teachers and students use these tools for giving Power Point presentations; organize extension lectures by subject experts. Every department of the college has been facilitated with Computer and Wi-Fi facility. Printing facility is available in most of the departments.

4.3.6 Deployment of the learning activities and technologies to place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher

The Arjan Dass College has a number of facilities for learning activities and technologies to place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher. The all campus equipped with all kind of technical facilities like LCD projectors with good sitting capacity. The library has subscriber annual N-List INFLIBNET (Information Library Network). There are ICT enabled classrooms/seminar rooms in the college which have been extensively used for holding various academic activities. Lectures and workshops held during personality development courses are fully ICT enabled. A number of Teachers act as facilitators and guide students to various online learning materials available and their effective application. The students can practice learning and speaking on their own pace and can save files.

4.4 Maintenance of Campus Facilities

4.4.1 Institutional efforts for optimal allocation and utilization of the available financial resources for maintenance and upkeep of the major infrastructural facilities

The Arjan Dass college has the following sources for generation of financial resources: Fees, Govt. funding (fewer than 95% grant in Aid scheme), and Funding from Govt. agencies like UGC, Panjab University and donations. Fees are collected thrice a year and complete breakup of the fee is given in the college prospectus. The fee is collected under different budget heads and the allocation of the funds and their utilization is decided according to the total amount collected under respective heads of the fee. The aid received fewer than 95% Grant in Aid is utilized for payment of salaries of the teachers recruited under Grant in Aid Scheme. The college applies for various programmes for funding to the respective agencies as mentioned above. A grant of Rs. 14 lakh under XII Plan was received from UGC for Remedial and Job oriented coaching classes. The grant is utilized for purchasing books, magazines and journals, making payments to the faculty hired for these courses and purchase of Lab equipment. The amount required for establishing these courses is spent as per rules framed by UGC. An allocation is made in the budget every year for expenditure on salaries, maintenance, internet facility, and purchase of apparatus labs, safety equipments, water & electricity, seminars and extension lectures, purchase of books, furniture, arranging guest faculty, power generation, campus maintenance etc. An amount of Rs. 99,88,649/- has been spent from 2011-2012 to 2015-2016 for maintenance of Building, furniture, equipments, Computers, Sanitary Work, Electricity supply and power generator as per following details.

S. No	Items Amount Spent in Rupees Sessions (2011-12 to 2015-16)						
		2011-12	2012-13	2013-14	2014-15	2015-16	Total
1	Building (Additions &	60,800	1,45,422	8,30,020	6,13,665	14,55,398	31,05,305

	Maintenance)						
2	Furniture	32,000	1,61,394	90,444	0	62,852	3,46,690
3	Computers & Other Equipment	25,15,244	12,14,419	3,070	3,83,217	6,18,831	47,34,781
4	Electricity	1,40,634	1,98,579	2,41,655	2,81,873	2,53,230	11,15,971
5	Power Generator/ Maintenance	5,37,504	38,842	44,526	45,616	19,414	6,85,902
6	Total	32,86,182	17,58,656	12,09,715	13,24,371	24,09,725	99,88,649

Table 4.9 Amount spent for Maintenance of building Furniture, Equipments, Computers, Electricity supply sanitary work etc. During (2011-12 to 2015-16)

4.4.2 Institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college

The prime responsibility for maintenance and upkeep of the infrastructure, facilities and equipments of the college lies with the college superintendent. Whenever there is a need of any repair of furniture/electrical equipment, replacement of broken windowpanes, mosquito repellent sprays, plumbing work, white wash etc. the same is brought into the notice of the college superintendent who then makes arrangements for getting the repair/maintenance work done. Heads of respective departments/Assistant professors/Peons take care of their surroundings. Heads have been given necessary autonomy and authority to carry out any repair and maintenance works. Sh. Ramjas acts as the caretaker and ensures that all the material or accessories required for carrying out repairs are made available in time. The college has task specific routine contracts with Carpenter, electrician, painter, and plumber. They routinely visit the college to carry out maintenance works.

The batteries of the generator are replaced every three years. The institution is known for its lush green campus and green surroundings. Well maintained lawns lend a green and natural ambience to the college. One riding lawn mower and one motor lawn mowers are pressed into service for maintenance of lawns and sports stadium. The overgrown grass is curtailed in the beginning of the session, after rainy season and whenever needed. The sports ground of the college is one of the well maintained grounds of the area. The ground requires round the clock watering for maintenance of Grass. One gardener has been deputed for maintenance of hedges, gardens, lawns etc. Peons and sweepers also assist him in maintenance work as and when needed.

Technical assistant works in their respective labs to keep them neat and tidy. Dusting of classrooms is done half an hour before the first period. In view of the changing needs and increased strength, Computer and Fashion designing labs have been renovated recently.

Electrical gadgets and electronic equipments used in Computer and Fashion designing labs are repaired by manufacturing agencies most of which are situated at Moga, Ludhiana, Jalandhar and Chandigarh. Inverters have also been provided in Administrative Block for smooth running of college official work with the help of ICT tools. Mosquito repellent sprays are done as per

need. The library has separate store room for storing outdated books and other materials. Services of private binders are hired once/twice a year for maintenance of worn out books.

4.4.3 Calibration and other precision measures for the equipment/instruments

Calibration and precision are important particularly in Fashion Designing and computer labs where accuracy and reproducibility of results matters the most. For maintaining the precision and smooth services of the equipment there are calibration protocols in the respective teaching departments. Two Photocopiers in the college, one each in The Library, Administration Block, require regular maintenance for smooth running and performance. Maintenance of these machines is done by the suppliers of these photocopiers. Various electronic equipments have inbuilt calibration procedures which can be carried out as and when desired.

Antivirus software installed in computers is updated annually for smooth running of computers and servers. Computer systems are scanned regularly for viruses. Mr. Rohit kumar, Technical assistant in the Computer Department remains at beck and call to carry out routine maintenance of computers and peripherals and jobs like ink refills in printers. To keep UPS equipment running smoothly the batteries are replaced at appropriate times. The college RO systems, refrigerators, water coolers, ovens etc. are serviced, as per need and the much needed technical expertise for minor repairs is available in the institution. Air Conditioners are serviced at least once in a year as per standard operating procedure.

4.4.4 Major steps taken for location, upkeep and maintenance of sensitive equipment

Voltage fluctuation can damage valuable and sensitive electronic equipments. Most of such equipments placed in the principal office, Administrative office, IQAC Cell and Computer Departments have to be safe guarded from such damages. To prevent damage due to high voltage fluctuations, we have invertors/ battery back up in the Principal office, Administrative office, IQAC. The College has clear cut mentioned places for the sensitive equipments like electricity generators, water purifiers, submersible pump, refrigerators etc.

Criterion-V

Student Support and Progression



Criterion V: Student Support and Progression



5.1 Student Mentoring and Support

5.1.1 Publication of updated Prospectus, information provided to students and institutional efforts to ensure commitment and accountability

As a part of its commitment to ensure transparency in its practices and availability of much needed general information to students, their parents and other stakeholders, the institution publishes its updated prospectus annually. The college prospectus is a fairly comprehensive document drawing attention to the Vision, Mission, Objectives and Activity Domains of the institution. It gives an accurate account of the Admission Schedule (admission deadlines, late fees, start of ongoing & new classes); Admission Procedure and Admission Rules. An easy to follow information about eligibility, duration, compulsory subjects, and elective subjects/subject combinations in respect of different UG, PG and PG Diploma is provided in the Prospectus. Important Information regarding Facilities (Scholarships, Stipends, Fee Concessions, and Parking Facility) and General Rules & Regulations (General Discipline, Library Rules, and Leave Rules), House Examinations (Minimum Attendance, Qualifying Requirements, and Continuous Internal Assessment) and Co-curricular/Extra-curricular Activities (NSS, Sports, Career Guidance, Awards & Prizes, College Magazine & other Publications) finds an appropriate detail under respective sections of the Prospectus. An updated account of Fees/Funds/Charges for different UG and PG level courses is also provided in the Prospectus. It also embodies some colourful glimpses of the activities undertaken during the proceeding session and photographs of the distinguished students in the field of academics, sports and extra-curricular activities. The Prospectus committee of the college ensures an updated and timely publication of the same. The Administrative Office keeps a record of the recent rules/guidelines/notifications issued by the University, UGC, State Government and other Departments from time to time, and after an exhaustive meeting of the Prospectus Committee held at the end of an academic session, all the necessary changes are incorporated in the Prospectus to be published for the new session. The information contained in the Prospectus is also available on the college website: <http://www.adcollege.in>

5.1.2 Type, number and amount of institutional scholarships / free-ships given to the students

All sort of benefits provided through the University and the Government policies are rendered to the students belonging to SC, OBC, differently able,

economically weaker sections and minority community. The needy and deserving students are also provided financial assistance in terms of fee concession, scholarships and stipends. Students are informed and guided for timely applications to avail the benefit of the Government of India Post-Matric Scholarship Scheme for SC/ST/OBC Candidates, State Government Fee Reimbursement Scheme for SC/OBC, Post-Matric Scholarship Scheme for Minority Students, and Single Girl Child Scholarship Scheme for students by UGC etc.

The institution is committed to render all sorts of financial help in terms of scholarships/free-ships/concessions etc. to its needy and deserving students. In addition to its own resources, the institution renders financial help to its students and college faculty for the promotion of their higher education through various UGC, University, State and Central Government schemes launched from time to time with the help of Research and Development Cell and IQAC Cell. All circulars/notifications regarding these schemes are displayed on the Notice Boards. The Office Staff provides necessary information and support for timely submission of the students' applications under these schemes.

Efforts are also made to collaborate with the old students' association and other NGOs for fulfilling the financial needs of the students in one way or the other. Depending upon the availability of the financial aid from respective agencies/departments, it is made available to the students on priority basis.

The college provides fee concession and financial assistance to the economically deprived students out of the Students Aid Fund. Besides the brother/sister concession, incentives in the form of stipends/concessions are also given to the brilliant students/sport persons with notable achievements to their credit. There exists a healthy practice to extend help in the form of books and study material to needy students by some faculty members also. Information about scholarships/stipends is printed in the college Prospectus and also displayed on the notice boards from time to time. The detail of the financial help provided to the students by the institution during the past five sessions is as under:

Session	Types Of Scholarship			
	Somnath Ratan Educational Society		By College	
	No of Students	Amount	No of Students	Amount
2012-13	25	37,000	21	87,000
2013-14	24	48,000	28	112500
2014-15	23	46,000	13	45,500
2015-16	20	40,000	57	201184

Table 5.1 Scholarship given to the students (2012-13 to 2015-16)

5.1.3 Facilities for students from SC/ST, OBC and economically weaker sections

The college provides access to all the scholarship schemes/ stipends/ concessions sponsored by the UGC, Central/ State Government and the University etc. Students are informed and guided for timely applications to

avail the benefit of the Government of India Post-Matric Scholarship Scheme for SC/ST/OBC, State Government Fee Reimbursement Scheme for SC/OBC, and Post-Matric Scholarship Scheme for Minority Students etc. The college also provides fee concession and financial assistance to the economically deprived students out of the Students Aid Fund.

5.1.4 Support and facilities for students with physical disabilities

A perusal of the enrolment profile of students for the past sessions reveals that there are only a few students belonging to physically handicapped categories who applied for admission in different UG courses offered by the college. The institution has given these students all the necessary facilities in terms of reservation of seats, fee concession and other requirements as per the Government/University guidelines. The time-table of such students is always adjusted as per their convenience. The administrative, library and teaching staff is directed to give special attention to help them whenever needed. The physically challenged students appearing in the annual examination are allowed exclusive access and parking facilities in the examination centres. The comfortable seating arrangement is ensured for these students. Additionally, all the appropriate arrangements are made to facilitate their presence and participation during the college functions.

5.1.5 Support Services/ facilities for participating in various competitions

The institution extends full financial support for hiring trainers/coaches, transportation, infrastructural & equipment/instrument needs and refreshment for the participants of various competitions. There exist ample facilities DVD Player, Musical Instruments, Bhangra and Giddha Kit, Main seminar hall, sound systems etc. for preparing cultural activities and organizing college functions. The institution is well equipped with the necessary infra-structural facilities (playgrounds, gymnasium, sports equipment etc.) to carry out various sports activities. The Indoor facilities like gym, carom-board, chess, table-tennis, badminton etc. and out-door games like volleyball, cricket, football etc. are provided to the students almost throughout the year.

5.1.6 Health Care and Insurance facilities

In order to ensure immediate first-aid facility to the students and staff, the college has a regular dispensary manned by a qualified part time Medical officer. As per need, services of a part-time doctor are also made available.

5.1.7 Guidance for Competitive Exams

The Career Guidance Cell of the college makes it certain that the students are made aware of various competitive examinations and their matching career options. The Cell organizes Extension Lectures, Workshops for skill development and career awareness for the students.

5.1.8 Skill development (spoken English, computer literacy etc.)

For enhancing the skills in spoken English, computer literacy, communication and presentation, the college offers 05 hobby classes' skill development courses in non-formal mode:

1. Crash Course in Use of Internet
2. Personality Development, English Enhancement

3. Jewellery design
4. Surface Ornamentation
5. Human Rights(Foundation Course for 3 months) in formal mode

Students of any stream pursuing UG, PG or Diploma course are free to join one or more of these courses. The required infrastructural facilities (computer labs with internet, books, computer and Fashion Designing labs, audio-visual aids, field facilities etc.) are available for this purpose.

5.1.9 Support for Slow Learners

Whereas, on one hand the institution responds to learning needs of the advanced learners, on the other hand it undertakes all the necessary steps to improve the academic performance of slow learners. Remedial classes are arranged for slow-learners and those having compartments in the previous examination. They are encouraged to discuss the topics with respective teachers during the practical classes/ vacant periods depending upon the availability of the time. The teachers provide easy to follow study material and reference books to these students. The senior students are also motivated to help the slow learners.

5.1.10 Exposure of Students to other institutions/corporate/business house etc

The students get an opportunity of exposure to other institutions of higher learning through interaction with resource persons/key-note speakers invited from different institutions/agencies for extension lectures/seminars organized by the institution, and educational trips organized to places of historical importance, research institutions, universities, industrial units etc. The students also get an opportunity to visit other institutions while participating in various co-curricular and extra-curricular activities.

5.1.11 Publication of student magazine:

To encourage creative writing amongst students, the college brings out the magazine “Dharam Arjun” an assemblage of students’ writings (articles, poems, stories etc.) and glimpses of the multifaceted activities of the institution undertaken during the entire session.

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

Promotion of mass participation in co-curricular and extra-curricular activities is one of the core policies of the institution and we have imbibed well established strategies to identify, encourage and prepare the students for participation in various intra-mural and extra-mural competitions. The efforts to identify the diverse talent present in students start right in the beginning of every academic session at the time of admitting the students in different courses. Students are required to make a mention of their distinctions, if any, in the fields of sports/co-curricular/extra-curricular activities in their Admission Forms. Qualifying trials are conducted for students willing to participate in a particular game/sports/athletics. Thereafter, the discipline-wise Student Assemblies are organized in classrooms as well as in the main hall to

make them aware of the different extra-mural and intra-mural competitions/events to be organized during the academic session, available infra-structure, previous achievements, expertise for preparation, and the facilities/flexibilities offered to the participants by the institution. The College Principal, Dean (Sports), Dean (Co-curricular Activities), Dean (Academics), NSS & and Convener of IQAC present a tentative schedule and detail of these activities. The college Prospectus published annually and magazine “Dharam-Arjun” released biennially present some colourful glimpses of the sports/co-curricular/extra-curricular activities organized by the college and thus help in inviting students’ interest in this direction.

During the academic session these activities are organized at Intra-mural (Departmental & College) and Extra-mural (inter-college, zonal) levels. The Department of Physical Education organizes intra-mural competitions of football, volleyball, badminton, tug of war etc. for ensuring mass participation of students in the annual Athletic meet. Students are trained and sent for participation in university level competitions. The Department also organizes two days Annual Athletic Meet of the college in which hundreds of students from different disciplines participate in various athletic, throw and other events. The institution is well equipped with the necessary infra-structural facilities (playgrounds, gymnasium, sports equipment etc.) to carry out these sports activities. The Indoor facilities like gym, carom-board, chess, table-tennis, badminton etc. and out-door games like volleyball, Football etc. are provided to the students almost throughout the year.

5.1.13 Additional academic support, flexibility in examinations, special dietary requirements, sports and other materials

As a part of its policy to promote participation in sports/co-curricular/extra-curricular activities, the institution renders appropriate facilities and flexibilities to its students. All the participants are provided comfortable stay and dietary allowance during the preparation period. As per need, the services of expert trainers and accompanists are hired for imparting a competitive training to the participants for preparation of various events like Giddha, Bhangra, Skit, Mime, Mimicry, Drama etc. All sorts of supporting material, theatrical sets, costumes, music instruments etc. are arranged by the institution. In case of sports events, the institution provides refreshment, sports kits, transport and other facilities to its students. Undoubtedly, the students spend a good deal of time and energy in preparations for these events. Their achievements are duly highlighted in the college publications/advertisements and they are honoured at Annual Athletic Meet and Annual Prize Distribution Function. Depending upon the event schedule, they are exempted from House Examinations/Class Tests and are allowed to appear in Special Tests conducted to determine their eligibility for the final examinations. The Best Athletes among Men and Women categories are given a memento/trophy by the chairman of the college/chief guest or the Principal. The University Medal Winners are also given cash awards and fee-concessions.

5.1.14 Support and guidance provided to the students in preparing for the competitive exams (Central /State services, Defence, Banking Services, etc.)

There exist a good number of titles pertaining to various competitive examinations in the Main Library of the college. The teachers of the PG departments provide useful tips for preparing various competitive examinations particularly the UGC-NET and SLET. The PG students are informed about the deadlines and other information concerning the UGC-NET. The Career Guidance Cell of the college also provides useful information about the syllabi and paper structure of different competitive examinations. The Cell displays the relevant advertisements on its display board time to time. The institution also extends internet and N-Lists INFLIBNET facility to the UG/PG students preparing for competitive examinations. Keeping in mind the socio-economic spectrum of the students, the final year students are given academic advice to pursue suitable higher studies and other career options.

5.1.15 Counselling services are made available to the students (academic, personal, career, psycho-social etc.)

A healthy rapport between teachers and students is an age old legacy of the institution. Different committees/cells are constituted for specific services including the academic, personal, career counselling of the students. The Career and Guidance Cell, Examination Branch, Library Advisory Committee, Brilliant Students, Research & Development Cell and the departmental societies render academic counselling to the students of various disciplines. The academic advising extended by these bodies helps to keep academic efforts of the students aligned in the direction of their educational and career goals. Special Cell for Redressal of Grievances of Women, Students Welfare Committee, Youth Welfare department, Discipline Committee, Anti-Ragging Committee closely monitors the students' needs. As per need, the parents of the students are also invited to resolve their problems and enhance their level of understanding. We are committed to provide a supportive and confidential environment where the students feel free to discuss their varied problems/issues with the respective faculty members and committees/cells without any hesitation.

5.1.16 Mechanism for career guidance Cell of its students

The institution has a Career Guidance Cell established in 2012-13 and further strengthened utilizing the financial assistance under UGC Scheme for the betterment of the students during the XII Plan Period. Separate room facility for the Career Guidance Cell is located adjacent to F.D.LAB II. In order to ensure effective working of the Cell, the necessary facilities of computer and printer have been provided to the Cell. A set of 150 books related to career options, competitive examinations, communication and interview skills etc. is available in the Cell. The Career Guidance Cell of the college keeps a track of the available job opportunities, recruitment examinations, admission notices etc. Newspapers, brochures, magazines, books containing information about further study, competitive examinations, training and career options are displayed constantly in the Career Guidance Centre. The main task of the Cell is to provide information and guidance about

higher studies, career options, and recruitment examinations and skill development lectures/activities.

5.1.17 Redressal of students' grievances, provisions for resolving issues pertaining to sexual harassment and anti- ragging measures

The institution observes "Zero Tolerance Policy" to any instance of ragging, indiscipline and sexual or mental harassment. Following the UGC/University/Government guidelines and directives issued from time to time, it has constituted the Discipline Committee, Ant-Ragging Committee, Special Cell for Redressal of Grievances and Special Cell for Redressal of Women Complaints of Harassment (Both Mental & Sexual). Barring some minor discipline issues, there has been no instance of ragging or sexual/mental harassment of students. In case, they are involved in repeated instances of indiscipline, they may be debarred from taking admission in the college.

The institution has adopted a multi-pronged approach to ensure a ragging-free, safe and comfortable campus atmosphere for its students. The entire campus is under CCTV surveillance and warning boards have been displayed at strategic points such as the Library, Common Rooms, Canteen, Parking sites etc. Students are made aware of the stringent rules and regulations through the Prospectus and in the discipline-wise assemblies held in the beginning of the session. Grievances of academic nature are resolved by the Heads of respective Departments. Suggestion boxes have been placed at a few places in the college for the students to report their suggestions/grievances, if any.

Suggestion and feedback collected from the students in an informal manner is critically analyzed to devise appropriate steps for resolving their grievances. During the past five sessions, in response to the feedback provided by the students, the institution has undertaken several initiatives including the construction of new washrooms, seminar hall, up gradation of the common room, parking facility, lab & library facilities etc.

5.1.18 Welfare schemes made available to students by the institution

Over the years, the institution has been successful in establishing practices meant for welfare of students. All these practices are timely informed to the students so that they may avail the scheme benefits.

- **Provision of Fee Instalments:** At the time of admission, a student expressing inability to pay the full-term fees is allowed to pay his/her fees in affordable installments to be paid in a phased manner.

- **Institutional Stipends and Financial Assistance:** In addition to various scholarship/fee-concessions allowed as per Government/University schemes, the institution provides annual stipends to the needy and deserving students of different streams. The Gold, Silver and Bronze Medal winners of the Panjab University Sports Tournaments are rendered maximum fees concession.

- **Health Safety & Hygiene:** In order to ensure health and hygiene benefits of the students, the institution constantly monitor the quantity, quality and price of the food services available in the college canteen managed by a private contractor. Gym training/facilities are provided for physical and mental well being of the students. For immediate first-aid facility to the students, the college has a regular dispensary manned by a qualified Medical

Officer (part time). As per needs, services of a part-time doctor are also availed. Cleanliness of all washrooms, toilets, water coolers and canteen is regularly monitored.

- **Flexible Use of Resources & General Support:** The institution caters to the educational needs of students from diverse sections of the society. A great many of students particularly those hailing from rural area lack an appropriate availability and access to some basic facilities like internet, typing, printing, scanning, photocopying etc. at home or native villages. The institution allows flexibility to the needy students for personal use of these services/facilities available in the college at nominal charges. The office staff and teaching faculty also renders full cooperation in online submission of examination forms, scholarship forms, recruitment details etc. by the students.

5.1.19 Alumni Association: its activities and major contributions for institutional, academic and infrastructure development

The institution has a registered Old students Association (No. 40 of 2016-17) known as The A.D. College Old Students Association. Since its inception in 2004, the Old Student Association has been actively fostering and strengthening the intellectual connections to its alma mater, and has provided all alumni with a range of programs and services that will engage them with their institution and with each other. The purpose of the Association is to nourish the growth and enhance the reputation of the college. In fact, through this association the college seeks to gain support from the alumni and the local community. This Association is a powerful tool to preserve and continue the institutional traditions. It forms a strong network of highly-qualified people who hold executive positions and have provided/are providing a valuable source of support and advice. Office bearers of old students association are as follow:

S.No.	Designation	Name
1	President	Mr Davinder Chabra
2	Sr.Vice President	Mr Manjeet Singh Dhos
3	Vice President	Mr Karamchand Aggarwal
4	Secretary	Mr Amarbir Singh
5	Joint Secretary	Mr Manjeet Singh Sabhra Mr Yash Nohria
6	Cashier	Mr Vijay Batra
7	Press Secretary	Mr Parmod Garg

Table 5.2 Office bearers of old students association

To collect donations and mobilize funds to finance the projects and schemes launched by the Association for furthering the education and knowledge amongst the students' community of the institution irrespective of caste, creed, region and religion. The Following objectives of this association are explained as under:

➤ **Objectives:-**

- To promote friendly relations among all members of the Associations and the college both existing and retired.
- To promote and encourage the members to take active interest in the objectives and progress of the Alma Mater.
- To generate a "Brain Bank" of the professionals from amongst its members and provide its services for the benefit of the Alma Mater and the society in general.
- To institute running shields, trophies & scholarships and to award medals to promote the academic, sports and cultural life of the Alma Mater.
- To honour its distinguished members.
- To keep local chapters informed about the activities of the Association and seek their assistance in the promoting its objectives.
- To further and foster the spirit of affection, brotherhood and comradeship amongst the alumni of the college.
- To provide a forum for the alumni of the college for exchange of ideas and views on educational, cultural and academic issues of the day.

5.2 Student Progression**5.2.1 Percentage of students progressing to higher education or employment**

The overall Percentage of students progressing to higher education (subject wise results and percentage of the students) of the Arjan Dass College during last five years are explained as under

S. No	Course/ Subject	2011-12		2012-13		2013-14		2014-15		2015-16	
		Pass / Appeared	Pass (%)	Pass / Appeared	Pass (%)	Pass/ Appeared	Pass (%)	Pass/ Appeared	Pass (%)	Pass / Appeared	Pass (%)
1	B.A. III	46/47	97.8	66/67	98.5	75/103	72.8	130/131	99.23	88/98	89.7
	Eco.	13/13	100	11/11	100	17/19	85	09/09	100	27/27	100
	Eng.	38/47	80.8	60/67	89.5	51/103	49.5	119/131	90.8	88/98	89.7
	Hindi	21/21	100	20/20	100	31/37	83.7	27/27	100	24/24	100
	Hist.	40/40	100	59/61	96.7	73/86	84.8	124/124	100	79/80	98.7
	Phy. Ed.	25/25	100	42/43	97.6	65/65	100	95/95	100	51/51	100
	Pol. Sci.	23/23	100	23/23	100	35/35	100	39/39	100	36/37	97.2
	Pbi. Elect.	18/18	100	32/33	96.9	47/56	83.9	82/82	100	67/67	100
	Pbi. Comp.	47/47	100	66/67	98.5	99/103	96.1	130/131	99.23	98/98	100
	Fash. Design.	Introduced as Elective Subject in 2014-15									

2	BCA III	11/1 1	100	08/08	100	03/05	60	01/01	100	04/0 4	100
3	PGDFD	NA				0/03	0	03/03	100	Not Declared	
4	PGDCA					02/04	50	01/04	25	05/0 9	55.5
5	M.A.II	25/2 5	100	18/20	90	18/22	81.8	23/26	88. 4	04/1 7	23.52

Table 5.3 Student Progression %: UG and PG

Most of the passed out students pursuing higher education at different institutions change their contact numbers and are stationed away from their native places/villages. As such it becomes a highly tedious task to collect and maintain data about their progression and employment due to lack of proper contact with passed out graduates. However, different departments are encouraged to gather information about a maximum number of graduates. The Administrative Office and Examination Branch of the institution are in process of working out an effective mechanism for collection of data pertaining to the progression of students (UG to PG and PG to M.Phil/ Ph.D) and their employment status. During the ongoing session, we are hopeful to prepare an e-mail directory of the final year students for future use. Though the collection of complete data on progression could not be completed till the compilation of the SSR, the following progression data presently available with the institution presents a satisfactory progression of different subjects/streams.

5.2.2 Programme wise pass percentage and completion rate, comparison with that of the previous performance of the institution

Session 2011-12					
S. No	Course	Appeared	Pass	Pass (%)	Uni. (%)
1	B.A.I	127	118	92.9	55.59
2	B.A.II	46	46	100	67.30
3	B.A.III	47	38	80.8	58.82
4	BCA I	05	05	100	43.81
5	BCA II	08	08	100	83.72
6	BCA III	11	11	100	89.69
7	M.A.I	20	20	100	57.96
8	M.A.II	25	25	100	84.31

Table 5.4 Programme wise pass percentage and comparison with University (2011-12)

Session 2012-13					
S. No	Course	Appeared	Pass	Pass (%)	Uni. (%)
1	B.A.I	248	187	75.4	49.76
2	B.A.II	123	122	99.1	71.63
3	B.A.III	67	57	85.1	66.89
4	BCA I	10	04	40	21.83
5	BCA II	05	05	100	59.85
6	BCA III	08	08	100	89.27

7	M.A.I	19	19	100	72.72
8	M.A.II	20	18	90	80.58

Table 5.5 Programme wise pass percentage and comparison with University (2012-13)

Session 2013-14					
S. No	Course	Appeared	Pass	Pass(%)	Uni.(%)
1	B.A.I	283	122	43.1	45.62
2	B.A.II	146	117	80.1	64.94
3	B.A III	103	48	46.6	69.20
4	BCA I	06	03	50	39.55
5	BCA II	03	01	33.3	81.97
6	BCA III	05	03	60	85.21
7	PGDCA	04	02	50	64.57
8	PGDFD	03	00	00	Not received
9	M.A.I	33	28	84.84	61.61
10	M.A.II	22	18	81.8	79.70

Table 5.6 Programme wise pass percentage and comparison with University (2013-14)

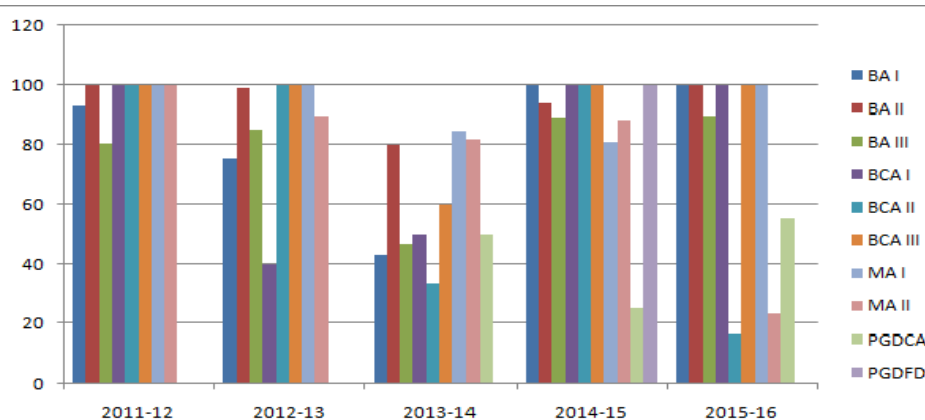
Session 2014-15					
S. No	Course	Appeared	Pass	Pass (%)	Uni (%)
1	B.A I	140	140	100	44.12
2	B.A II	103	97	94.1	63.93
3	B.A III	131	117	89.3	86.71
4	BCA I	06	06	100	36.23
5	BCA II	03	03	100	62.40
6	BCA III	01	01	100	87.90
7	PGDCA	04	01	25	50.89
8	PGDFD	03	03	100	Not received
9	M.A.I	21	17	80.95	69.19
10	M.A.II	26	23	88.4	83.80

Table 5.7 Programme wise pass percentage and comparison with University (2014-15)

Session 2015-16					
S. No	Course	Appeared	Pass	Pass (%)	Uni. (%)
1	B.A I	69	69	100	43.45
2	B.A II	93	93	100	66.23
3	B.A III	98	88	89.79	77.43
4	BCA I	04	04	100	33.92
5	BCA II	6	1	16.66	53.65
6	BCA III	4	4	100	90.81
7	PGDCA	9	5	55.5	88.53
8	PGDFD	01	Result Not declared		
9	M.A.I	18	18	100	Not received
10	M.A.II	17	4	23.5	

Table 5.8 Programme wise pass percentage and comparison with University (2015-16)

S. No	Course	YEAR				
		2011-12	2012-13	2013-14	2014-15	2015-16
1	BA I	92.9	75.4	43.1	100	100
2	BA II	100	99.1	80.1	94.1	100
3	BA III	80.8	85.1	46.6	89.3	89.7
4	BCA I	100	40	50	100	100
5	BCA II	100	100	33.3	100	16.66
6	BCA III	100	100	60	100	100
7	PGDCA	NA		50	25	55.5
8	PGDFD			00	100	Not declared
9	MA I	100	100	84.8	80.9	100
10	MA II	100	90	81.8	88.4	23.5

Table 5.9 Comparison of pass percentage with the previous performance of the college**Figure 5.1** Comparison of pass percentage with the previous performance of the college

S. No .	Course	2011-12		2012-13		2013-14		2014-15		2015-16	
		Marks	%	Marks	%	Marks	%	Marks	%	Marks	%
1	B.A.I	594/800	74.2	594/800	74.2	569/800	71.1	283/400	70.7	277/500	55.4
2	B.A.II	543/800	67.8	620/800	77.5	589/800	73.6	570/800	71.2	294/500	58.8
3	B.A. III	572/800	71.5	579/800	72.3	601/800	75.1	580/800	72.5	597/800	74.6
4	BCA I	531/800	66.3	501/800	62.6	550/800	68.7	332/500	66.4	--	--

5	BCA II	599/ 800	74.8	518/ 800	64.7	--	--	568/ 800	71	201/ 350	57.4
6	BCA III	620/ 800	77.5	599/ 800	74.8	559/ 800	69.8	580/ 800	72.5	639/ 800	79.8
7	PGDF D	NA				00	00	804/ 900	89.3	Not declared	
8	PGDC A					677/ 1000	67.7	706/ 1000	70.6	725/ 1000	72.5
9	M.A. I	241/ 400	60.2	256/ 400	64	265/ 400	66.2	247/ 400	61.7	278/ 400	69.5
10	M.A.II Punjabi	254/ 400	63.5	263/ 400	65. 7	254/ 400	63.5	285/ 400	71.2	282/ 400	70.5

Table 5.10 Highest Score in College (2011-12 to 2015-16)

It is noteworthy to record here that despite our student population being predominantly rural and educationally disadvantaged; the academic performance of our students is quite satisfactory. In order to minimize the dropout rate in various UG and PG programmes, the institution makes sincere efforts to identify the underlying reasons so that appropriate steps are timely taken to help the students. The dropout reasons include: lack of adequate conceptual clarity and failure to cope with the new curriculum requirements, leaving a course midway due to financial constraints, pursuing a course while preparing for some other competitive examinations, time constraints due to part-time work engagements, helping the parents in agricultural and business matters, failure to commute daily etc. The time-table of such students is always adjusted as per their convenience. The administrative, library and teaching staff is directed to give special attention to help them whenever required. Remedial classes are arranged for those having compartments in the previous examination. Other efforts include introductory lectures to ensure basic conceptual understanding, bilingual medium of instruction and easy to understand updated study material. The institution also renders financial assistance to the needy students.

5.2.3 Institutional efforts to facilitate student progression to higher level of education/ towards employment

Since its inception in 1971, the institution has been making efforts to make higher education available at the people's doorsteps. To facilitate progression of students to higher level of education, the institution has started different UG courses (B.A. - English, Punjabi, Hindi, Political Science, History, and Economics in July 1972, Physical Education and Elective Punjabi as a elective subject in 2004, BCA in 2008-09, PGDCA in 2008-09, PGDFD in 2013-14 M.A. Punjabi in 2008-09 & foundation course in Human Rights in 2015-16) from time to time.

The faculty members of different departments provide timely information and guidance about various institutions, eligibility conditions, courses offered, admission deadlines etc. to the students desirous of pursuing higher level of education. The Career Guidance Cell of the college keeps a track of the available job opportunities, recruitment examinations, admission notices etc. and renders career counselling and professional guidance to students. Keeping in mind the socio-economic spectrum of the students, the final year students are given academic advice to pursue higher studies and other career options.

5.3 Student Participation and Activities

5.3.1 The range of sports, games, cultural and other extracurricular activities available to students

S. No.	Session	Events	No of Students
1	39 th Annual Athletic Meet (2011-12)	100m Race, 200m Race, 400m Race, 800m, 1500m, (100m hurdles for women only) Race, High Jump, Long Jump, Triple Jump, Shot Put, Discus Throw, Javelin Throw.	Winner:10 Participation:113
2	40 th Annual Athletic Meet (7-8 Feb, 2013) (2012-13)	100m Race, 200m Race, 400m Race, 800m, High Jump, Long Jump, Shot Put, Discus Throw.	Winner:32 Participation:200
3	41 st Annual Athletic Meet (11-12 Feb, 2014) (2013-14)	100m Race, 200m Race, 400m Race, High Jump, Long Jump, Shot Put, Discus Throw.	Winner:23 Participation:180
4	42 nd Annual Athletic Meet (30-31 Jan, 2015) (2014-15)	100m Race, 200m Race, 400m Race, Long Jump, Discus Throw & Shot Put	Winner:25 Participation:150
5	43 rd Annual Athletic Meet (5-6 Feb, 2016) (2015-16)	100m Race, 200m Race, 400m Race, 800m Race, High Jump, Long Jump, Shot Put, Discus throw, Javelin throw, Triple Jump(Boys), Chaatti Race(Girls), Three Leg Race, Tug of War(Boys)	Winner:50 Participation:200

Table 5.11 Athletic Meets in College (2011-2016)

S. No.	Date	Tournament	No. of Students
1	6/01/2012	Cricket (Participation)	18
2	4/11/2012	Cricket (Participation)	16
3	16/11/2012	Volleyball (Participation)	12
4	09/11/2013	Cricket (Participation)	16
5	17/01/2015	Cricket (Participation)	16
6	(27/09/2015 To 30/09/2015)	Volleyball in Punjab University, Chandigarh (Pool B) Position: Gold medal	17
7	29/10/2015	Football (Participation)	12

Table 5.12 Inter College Tournaments Panjab University, Chandigarh

Date	Name of College	Items	No. of Girls	No. of Boys
(13-16)/10/2011	BKS College, Muhar	<ul style="list-style-type: none"> Position: 2nd in Collage Making Participation: Bhangra, Geet, Lok geet, Poetical recitation, Rangoli, Mehndi, Painting. 	06	13
(03-06)/10/2012	GTB National College, Dakha	<ul style="list-style-type: none"> Position: 2nd in Play Puppets/Kathputli 3rd in Bhangra, Lok Geet, Tabla(Solo), Folk Instruments Participation: Painting, Kavishri, Vaar, Geet, Rangoli, Mehndi, Creative Writing(Poetry, Essay, Story), Collage Making, Mimicry. 	13	23
(01-04)/10/2013	R.S.D.College, Ferozepur	<ul style="list-style-type: none"> Position: 3rd in skit Participation: Shabad, rangoli, mimicry, painting, play, Lok Geet, Creative Writing, Poetical recitation. 	12	18
(19-22)/10/2014	GHG Khalsa College, Gurusar sudhar, Ludhiana	<ul style="list-style-type: none"> Position: 3rd in Geet/Gazal Participation: Creative Writing, Classical Music, Traditional Dance(Luddi), Painting, Rangoli, Mehndi, Lok Geet, Art and craft. 	12	08
(06-09)/10/2015	G.N. Khalsa College, Narangwal, Ludhiana	<ul style="list-style-type: none"> Position: 2nd in Mime and Bagh Participation:- Geet, Lok Geet, Mimicry, Histrionics, Bhand, Giddha, Pakhi Making, Rangoli, Mehndi, Knitting, Crochet, Peedhi Making, Rope Making. 	18	15

Table 5.13 Participation in Youth Festivals (2011-12 to 2015-16)

S. No.	Date of Activity	Activity	Venue	Total Participants
1	30/07/2011	Lecture on AIDS its causes, symptoms and cure by Ms Paramjit Kaur (Counsellor, Red Ribbon Club Pushpa Gujral Science City, Kapurthala).	Main Seminar Hall Arjan Dass College, Dharamkot.	70
2	02/08/2011	To motivate students for National Service Scheme by Ms Pritpal Kaur(Officer, NSS Programme, AD College,	Fashion Designing Lab-2	60

		Dharamkot).	Arjan Dass College, Dharamkot.	
3	24/09/2011	Celebration of NSS Foundation Day.	Lawn Arjan Dass College, Dharamkot.	100
4	04/01/2012	Cleanliness Drive in collaboration with Red Ribbon Club.	Campus Arjan Dass College, Dharamkot.	70
5	14/03/2012	Extension Lecture on Skin/Acne problems by Dr. Vijay Goel (Skin Specialist Vijay Hospital, Moga).	Main Seminar Hall Arjan Dass College, Dharamkot.	60
6	15/03/2012	Lecture on Drug Addiction by Dr. Sumesh Khanna (Khanna Hospital, Moga).	Main Seminar Hall Arjan Dass College, Dharamkot	50
7	26/07/2012	Lectore on Motivation of the students to join NSS by Dr. Ram Murti(Officer, NSS Programme, AD College, Dharamkot).	Main Seminar Hall Arjan Dass College, Dharamkot	41
8	24/09/2012	Celebration of NSS Foundation Day	Main Seminar Hall Arjan Dass College, Dharamkot	75
9	08/01/2013	Cleanliness Drive (One Day Camp).	College Campus and Surrounding Area	30
10	31/07/2013	Lecture on Importance of Social Service in “Shri Guru Granth Sahib” by Dr. Surjit Singh Dhaliwal (Head Punjabi Department, AD College Dharamkot)	Room No. 10 Arjan Dass College, Dharamkot	65
11	(8 - 9)/08/2013	Literacy Mission.	Arjan Dass College, Dharamkot	20
12	30/09/2013	Painting Competition in collaboration Youth Welfare Department.	Arjan Dass College, Dharamkot	15
13	13/11/2013	Test on Moral Education in collaboration with Guru Gobind Singh Study Circle (Ludhiana).	Arjan Dass College, Dharamkot	88
14	02/08/2014	Lecture on NSS Motto “Not me But you” by Ms Geeta Gupta (off. Principal, AD College, Dharamkot)	Arjan Dass College, Dharamkot	50
15	23/02/2015	Lecture on Personality Development by Mr Satnam Singh Salopuri (member, Guru Gobind Singh Study Circle Ludhiana).	Arjan Dass College, Dharamkot	60
16	31/07/2015	Awareness Campaign- Female Foeticide, Environment Pollution and Plantation.	Village-Naseere Wala(Dharamkot)	30
17	24/09/2015	Celebration of NSS Foundation Day and Cleanliness Drive.	Campus Arjan Dass College, Dharamkot.	43
18	05/10/2015	One Day Camp (Tree Plantation)	Govt. Primary School, Baddowal (Dharamkot)	20
19	04/06/2016	Celebration of Environment Day in collaboration with Social Welfare Department and Old Students	Main Seminar Hall	40

		Association (AD College, Dharamkot).	Arjan Dass College, Dharamkot	
20	21/06/2016	Celebration of Yoga Day in collaboration with Social Welfare Department and Physical Education Department(AD College, Dharamkot).	Mini Seminar Hall Arjan Dass College, Dharamkot	40

Table 5.14 NSS Activities (2011-2016)

5.3.2 Mechanism of getting data and feedback from graduates and employers to improve the performance and quality of the institutional provisions

The Arjan Dass College receives feedback from its graduates and Post graduates in formal and non formal interactions at different sessions. Suggestion Boxes have been installed at important place of the college like common rooms, canteen, Administration office, different departments and library. This feedback improves the quality and provision of the institutional provisions in different ways. Students actively plan educational tours and their Farewell parties.

5.3.3 Encouragement to students to publish materials like catalogues, wall magazines, college magazine

The Arjan Das College published "Dharam Arjun" Magazine after two years and 3-4 students- teachers committee are appointed as editors for collecting fresh, innovative and research oriented material for magazines. Students display articles of general interest and also show their creativity through the magazines. Selected articles, Paintings and Innovative material for the creative students. Apart from these activities students also contribute in designing different programmes like Youth Festival, Seminars, printing Brochures for various seminars etc. Contribution by students during these programmes is duly recognized during the respective functions. Students also help in collecting news for the betterment of the campus.

5.3.4 Academic and Administrative bodies that have student representatives

In this session (2016-17), the Arjan Dass College is going to start Learning by teaching method for the overall growth and development of the students. And also going to appoint Teacher Assistant (TA's) in the all the classes. This method will encourage, confident and motivate our brilliant and shy nature students. Our students of different streams are members of Students Welfare Department, Department of Youth Welfare, NSS. These associations organize various enrichment programs which are managed by member students under the guidance of respective directors/conveners.

5.3.5 Institutional efforts for network and collaboration with the Alumni and former faculty of the Institution.

Arjan Dass College as an institution has a dynamic Alumni association that collaborates with the college faculty, administration, stakeholders, students, local community that maintains a vibrant network. Old Students

association of the college has played a pivotal role in procuring financial scholarships. Members of the alumni and retired faculty members are cordially invited and to attend various programmes like World Environmental Day, Annual Athletic Meet, Seminars/conferences, Youth Festivals, Teachers Day celebrations, Annual Prize distribution functions etc. These occasions give an opportunity to the members of the Old students and retired faculty to view the developmental changes and assess the requirements and needs of the institution in the immediate future. The members are given ample time on the stage as well as off the stage to share their sentiments, recall old days and guide our present students with their formal interactions. There is a dynamic flow of ideas and exchange of feedback.

Criterion-VI

Governance, Leadership and Management



Criterion VI: Governance, Leadership and Management

Key Aspects

- Institutional Vision and Leadership
- Strategy Development and Deployment
- Faculty Empowerment Strategies
- Financial Management and Resource Mobilization
- Internal Quality Assurance System (IQAS)

6.1. Institutional Vision and Leadership

6.1.1 Vision, Mission and Distinctive Traits

- **VISION:**

Arjan Dass College aspires to have a transformational impact on students through value based comprehensive education by inculcating qualities of competence, confidence, introspection, self discipline and most important spirit of Nationalism. Arjan Dass College intends to develop new generations of leaders who can create an impact in business, governance and society at large. We believe our dream cannot be fulfilled without generous support from our future generation. In short, we strongly believe that it is the students, faculty members, management members and trustees can drive the college vision forward.

- **MISSION:**

1. To provide education to the deprived girls of the bet area.
2. To empower and emancipate the downtrodden young people of bet area.
3. To facilitate young adult learners with opportunities to hone their ethics and leadership potential.
4. To sensitize learners towards inclusive social concerns, human rights, gender and environmental issues.
5. To provide platform to our present and past students for sharing their experiences for the growth and development of institution.
6. To organize and establish scholarships to help the needy and deserving students.
7. To provide remedial classes for weaker students.
8. To inspire and motivate the students to take part in the cultural and academic activities of college.
9. To draw out the potentiality of the students and teachers, we are providing facilities like-workshops (academic and social), seminars and conferences.

6.1.2 Role of top Management, Principal and Faculty in design and implementation of its quality policy and plans

The institution is governed by A.D. Trust & Society registered under Certificate No. 99 of 1974-75. The governing body/management is elected every three years by all the members of the society. The A.D. College managing committees include 09 trust members, 02 co-opted members, 01 Principal Ex officio and 02 Staff Representatives who play the pivotal role in designing and implementation of quality policy and plans of the institution. The College Governing Body meetings are held time to time to design, review and implement appropriate plans and initiatives for ensuring quality introduction and sustenance in different domains. The top Management receives feedback from general public, students, parents, businessmen, educationists and other stakeholders, and makes all possible efforts to upgrade quality parameters and future plans. The learned representatives of this body also keep an update of the regional, state and national level educational scenario, and undertake relevant initiatives for enriching the academic, co-curricular, sports and administrative standards of the institution. The College Governing Body also makes certain that the institution effectively responds to the quality enhancement directives issued by the University, UGC, State/Central Government and other Departments. All sort of proposals concerning infrastructural development, utilization of grants under different schemes, cases of career advancement, annual increments, recruitments etc. are thoroughly scrutinized and deliberated before final approval. Performance appraisal exercises are regularly undertaken and taken into account at the time of granting increments and promotions. With an aim of ensuring quality in institutional endeavours, the top Management Body makes desired alterations and suggests corrective steps for the same.

Under leadership and guidance of the Off. Principal and senior faculty members, the entire faculty of the institution puts coordinated efforts for designing and implementing the proposed plans and maintaining quality in institutional efforts. All major decisions regarding the internal day-to-day administration are taken by the statutory Advisory Council, which consists of senior members of the faculty. Meetings of the general body of the staff and Departments are also held as per requirement. The Off. Principal co-ordinates the activities of the institution with the governing body, local administration, government and the University. Whereas, all decisions are taken collectively by various committees ensuring participation of one and all, well-defined jobs are allotted to each and every individual and in-built check and balances have been provided to ensure proper implementation and accountability. Various deans coordinate and monitor the work of the committees falling under their jurisdiction. At present, there are more than 30 different committees and clubs/cells for undertaking desired activities and initiatives adopting qualitative approach.

6.1.3 Involvement of the leadership

The leadership rendered by the top Management, off. Principal and senior faculty members/Heads of the Departments and Alumni serves as the real guiding force for preparation and accomplishment of the various action plans. Under this leadership the entire teaching faculty, administrative staff and support staff work in tandem with each other. The leadership maintains the

pace of institutional growth towards the achievement of stated mission. All sort of initiatives are strategically planned under their guidance and action plans are chalked out accordingly. The leadership keeps an overall track of institutional needs in terms of academic enrichment, co-curricular, sports, infrastructural and other aspects of the institution, and structures the future course of action in different domains. The feedback collected from all stakeholders is assimilated in the form of constructive policies and action plans in consonance with the stated goals of the institution. It is the leadership that skillfully maintains a rewarding interface with the local administration, retired faculty, and distinguished Old student Association. In the beginning of each academic session, the Off. Principal of the college updates the entire faculty about the achievements of the previous session, challenges for the new session and the action plan to be followed during the academic session. At departmental level, the Heads of respective departments play a leading role for updating the faculty members about newer guidelines, course content changes and priority areas for the department. The Deans and Conveners of various committees/bodies plan and strategically work out the activities to be undertaken by respective bodies. There are separate committees responsible for planning, implementation and monitoring of specific assignments/tasks: Construction/Maintenance Work, Purchase, Sports, Examination, Library Services, Editorial Work, Time-Table, Cultural Activities, Career Guidance, Youth Services, NSS, UGC, Research, Yoga & Health, Community Development etc. The leadership helps in harnessing the optimum use of the available infrastructure and human resource.

6.1.4 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

After finalizing a policy/action plan, the institution assigns the particular task/plan to the concerned department/committee especially constituted for that purpose. Under guidance of the Principal and time to time suggestions/advice received from the top Management, the committees keenly monitor the implementation and progress of the approved action plan. The concerned committee is responsible for planning, purchase, execution and quality monitoring as per standard protocols. The committee strictly adheres to the guidelines provided by the relevant agencies such as UGC, Panjab University, State/Central Government for ensuring proper implementation of policies/action plans. Depending upon the nature of issues, meetings of Staff Council/Advisory Council are also held to evaluate and review the policies and action plans, and necessary modifications are made in the future course of action.

6.1.5 Academic leadership provided to the faculty by the top management

The Arjan Dass College was founded to open the doors of higher education to the common people of the region. The college was started as an arts college. It has been the academic leadership of the top management that acted as a driving force for introduction of new subjects and courses from time to time in response to the changing aspirations and needs of the people unleashed by the vigorous national effort aimed at the economic, social and cultural reconstruction of the nation. At present, the college is a multi faculty,

postgraduate, co-educational institution with a student strength of 378 and imparts education and training in Humanities and Computer Applications, Job Oriented Vocational Courses like PGDCA, PGDFD and Foundation Course in Human Rights. The highly visionary Management has always maintained a fruitful contact with all stakeholders including the students, their parents, retired teachers, local administration, alumni, eminent educationists and policy makers. This interaction has proved beneficial for providing several leading ideas and academic directions to the faculty of the institution. The compelling quest for academic enrichment of the institution has empowered the faculty to come forward with new academic initiatives in terms of new subjects, courses, extension lectures, memorial lectures, seminars etc. The top Management provides academic leadership by motivating the faculty through interaction with eminent scholars, policy-makers, retired faculty members who are especially invited to attend various academic and co-curricular events arranged by the institution. The top Management also maintains a personal rapport with each and every faculty member and inspires the faculty to work for maintaining the academic glory of the institution. Also by identifying the academic enrichment needs (the lab & library services, seminar halls, general infrastructure etc.) of the institution and by making all possible arrangements to meet those requirements, the top Management of the institution facilitates academic growth of its faculty and students. It also keeps a watch on the academic achievements and teaching-learning process of the faculty and students, and suggests corrective steps for improvement of the same in future.

6.1.6 Grooming leadership at various levels

The college focuses on cultivating and promoting leadership and right attitude in its faculty and students. It grooms leadership skills in the employees at all levels of their career through a wide range of activities including day to day experience, faculty development programmes, orientation & refresher courses, connecting personal goals with institutional growth, performance evaluation and rewarding distinctive achievements, team-work and supportive work atmosphere. The Principal of the college tries to discover an employee's passion, purpose and perspective and assigns him/her the institutional tasks accordingly. This helps in aligning personal goals of an employee with the institutional growth besides preparing the employee for leadership role. Under the guidance of senior employees displaying leadership roles the entire work force is engaged in different tasks/assignments and thus grooming the culture of leadership in the institution. The teaching faculty at different stages of their career is encouraged to attend orientation programmes, refresher courses, faculty development programmes, training workshops, seminars/conferences etc. so that they get an opportunity to sharpen their academic, administrative, communication and organizational skills. The institution recognizes and appreciates the efforts and performance of its distinguished employees. This practice boosts the morale of other employees and builds a culture encouraging leadership skills. Efforts are made to provide all sort of infrastructural facilities in terms of work space, equipment, furniture, study material etc. so that the employees may channelize their potential and skills to the optimum extent. Timely grant of increments and honoraria, fair and competitive wages, implementation of government notifications, financial assistance, flexibility in decision and guidance for undertaking new initiatives

help in creating stronger bonds with work place thus grooming leadership skills in the employees.

Similarly, the students of the institution get an opportunity of participation in NSS, and Youth Welfare Activities. As some students are members of organizing committees, they also play a role in organizing various academic, sports, community development, youth services, cultural and other co-curricular programmes by the institution. Participation in these activities at college, zonal, inter-zonal and inter-university level plays a key role in promoting leadership skills in them. Their participation in educational trips, activities of departmental societies/associations and editorial board is also aimed at grooming leadership skills. Some of the events such as intra-mural sports competitions, Festival celebrations, Departmental exhibitions, Educational trips etc. are wholly managed by them. Special attention is paid to inspire and motivate advanced learners to excel themselves and achieve higher goals. The faculty of this college is fully aware of the fact that it is this selected section of the youth wedded to the pursuit of excellence who will form the fulcrum of the nation's march towards a brighter tomorrow. The institution encourages volunteer service by the students. In this context, the volunteer participation of students in disseminating awareness about AIDS, drugs, pollution etc. proves helpful in refining their leadership skills.

6.1.7 Operational autonomy to the departments / units of the institution towards decentralized governance system

In order to strengthen its governance by making different departments/ units/ cells/committees more responsive and accountable, the institution delegate adequate authority and operational autonomy to them. The Heads of different departments are authorized to prepare and plan schedule of work, academic enrichment programmes, educational trips, time-table, work-load etc. of respective departments in consultation with other faculty members. They are also allowed to identify departmental needs in terms of equipment, books, furniture, faculty and other infrastructural facilities, and prepare proposals for developing liaison and gaining assistance from outside agencies. Similarly, the deans/conveners/teacher-incharges of different committees and societies are permitted to chalk out their action plans and execute the same in cooperation with other members. The off.Principal of the college always welcomes the new ideas contributed by the faculty and extends full freedom and support to convert ideas into reality.

The General Office keeps a track of the guidelines issued by the UGC, Panjab University, State and Central Government, and necessary instructions are passed to the conveners/teacher-incharges of respective committees to do the needful in this regard.

6.1.8 Promotion of participative management

The top management and the off. Principal of the college promote a culture of participative management, involving role of faculty in decision making process. Participative Management is practiced at top management level, institutional level and departmental level. The teaching staff, employees of Administrative Office/Accounts Office, Library Staff and Lab Support Staff are encouraged to contribute their ideas for problem solving, enrichment, optimum utilization, project planning and implementation. The entire organization/management structure is based on the principle of collective

decision-making and individual responsibility. All decisions are taken collectively in various committees ensuring participation of one and all. The off. Principal co-ordinates the activities of the institution with the governing body, local administration, government, and the University.

6.2 Strategy Development and Deployment

6.2.1 Quality Policy of institution

The institution is not having any formally stated quality policy. However, since its inception in 1971, the institution is committed to ensure quality in all its initiatives in the academic, co-curricular, extension, sports, administrative and other domains of activity. The top Management, off. Principal, Administrative Office/Accounts Office, Faculty and Support Staff make earnest effort to make it certain that all sort of activities/affairs are planned and implemented as per standard practices and procedures. While introducing new subjects/courses in different disciplines, all the pre-requisites in terms of books, equipments, faculty, infrastructure etc. are fulfilled as desired by UGC and Panjab University norms. In order to maintain prescribed standards in different courses, the Periodic inspections are also conducted by the expert teams constituted by the University. The top Management and Principal of the college continuously monitor and review the progress of different programmes and plans.

6.2.2 Perspective Plan for Development

During its academic journey of four decades, the institution has been keeping its plans aligned with its vision and mission. Both the long-term as well as the short-term plans of the institution are focused on achievements of the twin goals of academic and infrastructural development of the institution. All the proposals and budget estimates (anticipated income vis-à-vis expenditures) are tabled in the meetings of the College Managing Body and got approved before execution of the same. Undoubtedly, the financial assistance from different sources forms the backbone of all such major and minor plans/projects. Hence, the institution keeps its plans aligned with the UGC Five Year Plans and prepares its proposals as per the thrust areas highlighted in the UGC Plan Guidelines. These proposals include infrastructure development, introduction of new courses, enrichment of co-curricular activities, seminars/conferences, career counselling, ICT & equipment, building construction and renovation etc. Efforts are made to avail Plan and Non-Plan Financial Assistance for undertaking all necessary initiatives. All the concerned committees and departments prepare these proposals as per prescribed according to Panjab University and University Grant Commission guidelines.

6.2.3 Internal organizational structure and decision making processes

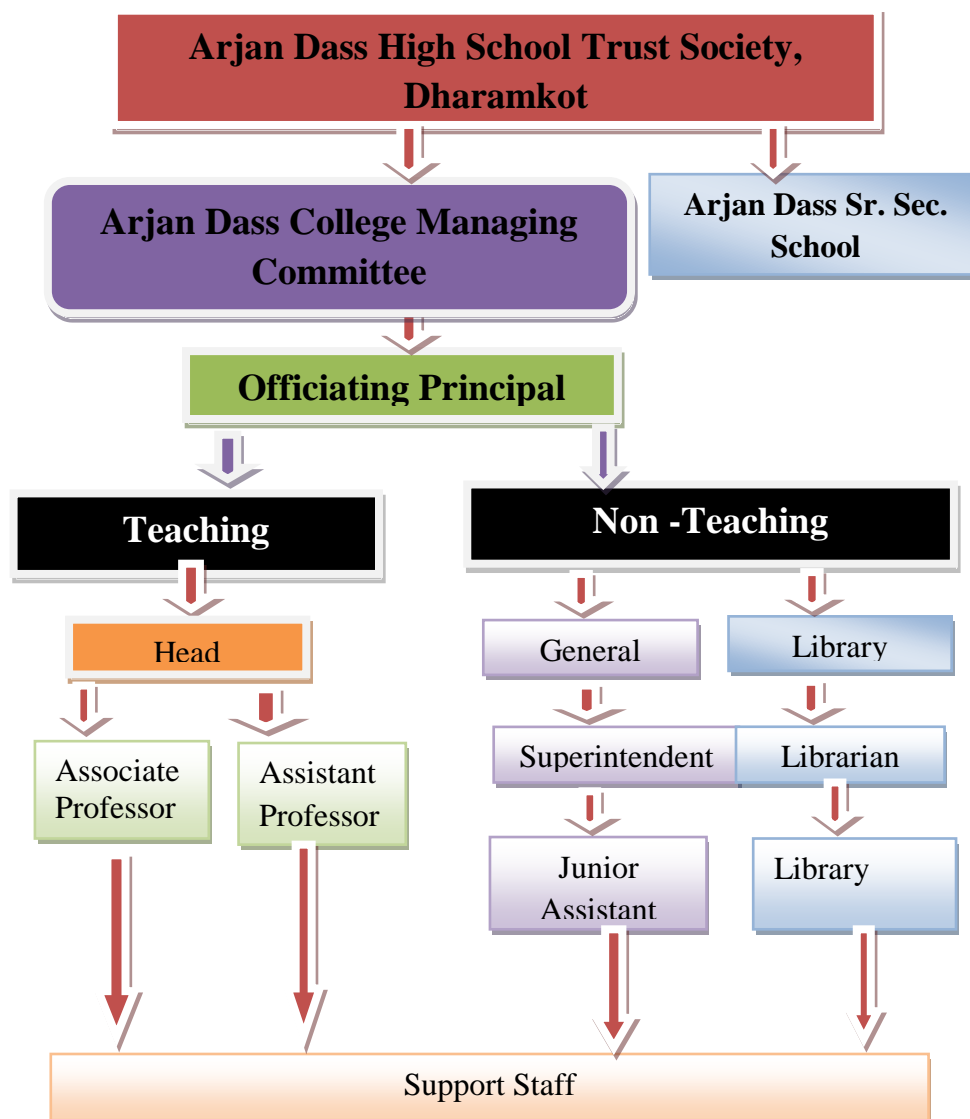


Figure 6.1 Internal organizational structure

The entire organization/management structure is based on the principle of collective decision-making and individual responsibility. Adhering to standard protocols, all decisions are taken collectively in various departments/committees ensuring participation of one and all and well-defined jobs are allotted to each and every individual. Performance appraisal exercises are regularly undertaken and taken into account at the time of granting increments and promotions. The inputs of meetings are taken care of and appropriate decisions are taken and modifications are made. The governing body/management is elected every three years by all the society members. The governing body also includes representatives of the faculty. There is an efficient mechanism to co-ordinate and monitor various activities of the institution. Different tasks/jobs/activities are assigned to different committees. Each committee is headed by a senior member of the staff as convener. The committees meet regularly to carry out the task. Various deans coordinate and monitor the work of the committees falling under their jurisdiction. All major decisions regarding the internal day-to-day administration are taken by the principal and senior teachers together. Meetings of the general body of the staff are also held as per requirement. The Principal co-ordinates the activities of the institution with the governing body, local administration, government, and the University.

6.2.4 Quality improvement strategies of the institution

The Principal and Managing Committee encourage the teachers to attend and organise Faculty Development Programmes (FDP) such as Orientation Programmes, Refresher Courses, Seminars and Workshops. The faculty is encouraged to engage itself in meaningful research activities so that they may contribute in the propagation of knowledge. One of our teachers has acquired the degree of Ph.D in Punjabi in the last five years.

The Heads of the respective Departments distribute subjects and work-load according to the subject specialization and experience of faculty members. Time-table for different disciplines is designed in a way to improve the teaching – learning process.

Meetings of various departments are held to take necessary decisions and make appropriate changes on the basis of available inputs. Apart from traditional methods of teaching (Chalk and talk) emphasis is laid on debates, assignments, seminars etc. The use of PPT and smart class room is also encouraged. Students' progress is regularly analyzed. Accessing learning material through internet is also being encouraged and necessary facilities have been provided to the staff as well as students. Students of fashion designing are provided the industrial training by arranging visits to various industries.

The institution makes efforts to develop partnership and constructive relationships with community. In this context the local media, college Governing Body, retired teachers and Old students play an instrumental role in strengthening our ties with local community. Voluntary participation of students in NSS, Youth Welfare and Social Welfare activities is encouraged to improve the quality of community engagement. The areas chosen for community related activities are of contemporary social and ecological relevance. The institution pay attention for the maintenance and upgradation

of its community related practices and facilities such as playgrounds, jogging tracks, main hall etc.

Moral pressure and counselling services of the seniors is utilized to correct and improve the work and conduct of the erring teachers and other employees. The institution tries its level best to provide a comfortable and satisfying work atmosphere for its employees.

6.2.5 Information availability for the management and the stakeholders

The review of activities of the institution by the Management and other stakeholders provides guiding ideas for future improvements in the institutional endeavours. The Head of the institution ensures that adequate information about the activities of the institution is timely made available to the top Management and other stakeholders. The Management office bearers, retired teachers, key community persons, local media etc. are invited to attend all major functions (Annual Prize Distribution Function, Annual Athletic Meet, World Environmental Day, International Yoga Day, NSS Activities, Memorial Lectures and Conferences/Seminars) organized by the college. These activities provide a platform for interaction and exchange of information. At the Annual Function, the Head of the institution presents Annual Report of the activities undertaken by the institution. News section of the college magazine also provides ample information regarding college activities and achievements of the staff. Besides this, all major activities are organized with prior information/approval of the College Managing Body.

6.2.6 Encouragement and support for involvement of the staff in improving the effectiveness and efficiency of the institutional processes

The Principal of the college acts like a bridge between the Management and staff. The message and expectations of the Management are duly shared with the departments/staff in various meetings held from time to time. During their surprise and scheduled visits in different departments/ institution, the Management members interact with staff members and encourage them to strive for excellence in what they do. Two elected members of the staff attend the meetings of the College Governing Body as Staff Representatives. The faculty members are also included in the joint committees constituted for undertaking different infrastructure development projects in the institution.

6.2.7 Resolutions made by the Management Council in the last year and the status of implementation

During the last year a total of 10 resolutions have been passed by the Management of the Institution. Some of the main resolutions passed regarding staff increments, recruitment/confirmations, new courses, grant utilization and infrastructure development are given in the following Table.

S. No.	Agenda Item	Dated	Resolution passed by the management
1	Election of the office bearers of the management	30-08-2015	Office bearer elected

2	Appointment of two regular Assistant Professor in Fashion Designing.	26-09-2015	Miss. Chhavi Rai and Miss. Prabhjot Kaur regularized as per P.U. norms
3	Regular Appointment of Office Superintendent/Accountant		Mr. Lakesh Kumar Narang regularized as an office superintendent
4	Promotion and up gradation of Library		Managing committee agree to upgrade library with furniture and fixture with the help of NRI Mr. Roshan Lal Nohria
5	To start new subject i.e. additional optional Computer Education.	10-10-2015	Managing committee decided to start additional optional subject of Computer science at UG level. So as to give every student a chance to get computer education.
6	Conversion of Post into vocational courses under grant in aid.	25-06-2016	Post of librarian to be converted into Computer Science
7	Confirmation of employees		Extension of probation: Miss. Chhavi Rai and Miss Prabhjot Kaur
8	To Promote girl education		No Admission and tuition fees will be charged from girl students w.e.f. 2016-17.
9	To sponsor the Meritorious students		2 Meritorious students admitted in B.A.I in session 2016-17 will be sponsored by Managing committee on the basis of written test conducted by the college on 01-07-2016 on +2 basis.
10	Maintenance of College ground		Managing Committee agreed for the maintenance of 400meter track in college play ground

Table 6.1 Resolutions passed by the management

6.2.8 Provision for Status of autonomy by affiliating University

The institution is affiliated to Panjab University, Chandigarh. In the university calendar there are provisions for autonomy to a college which are mentioned under Chapter-VIII (F) given at page 177-178 of Panjab University Calendar Volume I of 2007. It states "The University may with prior concurrence of the UGC confer autonomous status on an affiliated college as a whole or in the case of a Postgraduate college on one or more individual department for postgraduate course. The institution is yet to deliberate this aspect.

6.2.9 Redressal of grievances / complaints

The college has a very effective fair and expeditious grievance redressal system, which covers all sections of the college community. Members of the staff teaching and non-teaching and the students are free to put up their grievances fearlessly. The employees can make representation individually as well as collectively, to the principal and to the managing body. All such representations are promptly attended to and disposed of. Two members of the staff are represented on the managing body. The employees have the right to appeal to the higher authorities such as the Managing Body, Trustees, Panjab University, or DPI as the case may be. The students have easy access to the

teachers and the principal for the redressal of their day-to-day grievances. Suggestion boxes have been placed at a few places in the college for the students to drop any of their suggestions/grievances into them. These suggestions/ grievances are scrutinized and appropriate action is taken expeditiously. The issues of academic nature are dealt with in the staff meetings and other committees appointed for specific purposes.

6.2.10 Instances of court cases

List of Court Cases filed against the College			
S. No.	Title/ CWP No. and Date of Court Cases and filed against College	Decision of the Court	Present Status
1	CWP-10454, 2013	--	PENDING

Table 6.2 Court Cases during last five years: Issues and Decisions

6.2.11 Mechanism for analysing students' feedback on institutional performance and its outcome

- There is a provision of suggestion boxes in the college for the students for their suggestions/complaints. The senior members of the staff analyze these suggestions and take appropriate actions to redress the students' grievances.
- The students can interact with the Principal to discuss their problems. This ensures students' participation in the governance of the college.
- From this session, students' feedback Performa about the functioning of college is introduced.
- As per the suggestions of the students, the following measures have been taken from the session 2011-12 to 2015-16.
 - Provision of 3 instalments for the payment of fee.
 - Provision of separate fee window for the girls.
 - Girls' common room with toilet facility is constructed.
 - Library is renovated and upgraded.
 - New furniture is purchased for the main examination hall.
 - New computers are purchased for computer labs and library.

6.3 Faculty Empowerment Strategies

6.3.1 Institutional efforts to enhance the professional development of staff

We believe that the staff is by far the most critical factor affecting the progress of the Arjan Dass College. The academic, intellectual and professional growth of the faculty is high on our agenda. Teachers who wish to join universities as research scholars to obtain M.Phil. /Ph.D. on part-time basis is accommodated in the matter of teaching schedule. The much needed books and some minor equipments are purchased by the institution. All requests for leave for undertaking fieldwork for data collection are invariably acceded to. Many permanent teachers have acquired research degrees during

their service in the college. A number of teachers attended refresher courses, seminars, conferences, extension lectures organized by the universities and other institutions.

Opportunities to acquire additional qualification are available to the non-teaching staff also. As per need, the basic facilities of space & furniture are made available to the teachers pursuing research activities. The institution also provides support in terms of labs, internet, N-List INFLIBNET, computer, library and Xerox facility to help in meeting the technological and information needs of the teachers. The teachers engaged in research work are allowed to adjust their time-table so that they may make optimum use of their stay hours in the institution.

6.3.2 Faculty empowerment through training, retraining and motivation

The college encourages the teachers to participate in the refresher courses/orientation courses/Summer and Winter Schools/Faculty Enrichment Workshops organized by UGC-Academic Staff Colleges and the Universities. "Call for Participation" received from other institutions is timely circulated to inform the faculty about upcoming seminars/conferences/workshops. The faculty enrichment programmes/workshops and extension lectures imparting technical know-how about use of ICT in teaching-learning process are also organized by the institution. The Department of Computer Sciences provides training on use of LCD Multimedia Projectors and Smart Boards etc. In addition, the teachers who attend these courses share their knowledge and experiences with the members of the respective departments.

Special Instructions/guidelines about institutional processes concerning examination, evaluation, sports and other co-curricular events are prepared and circulated to upgrade the knowledge, skill and understanding of the faculty so that it may discharge its duties more effectively. With the same purpose, the institution promotes interaction and mutual learning between the faculty members at different stages of their career. Also we have an active tradition of learning from one another through presentations by our own teachers on the subjects of their specializations. The different committees/societies/cells constituted for undertaking institutional assignments provide a platform for mutual learning. The rich bonanza of academic, sports and other co-curricular activities celebrated throughout each academic session provides the practical training and motivation to the faculty. Availability of all sorts of infrastructure and a mutually cooperative work atmosphere is another motivating factor for the faculty.

6.3.3 Performance appraisal system

The Arjan Dass College has adopted a comprehensive and multi-faceted system of teacher performance appraisal. All the faculty members are required to fill in the Self-Assessment Performa prescribed by the Director Public Instructions (Colleges), Punjab. This Performa invites information about multiple activities and contribution of a teacher such as courses taught & work-load, lectures delivered, teaching methods applied, evaluation techniques, academic & professional growth, participation in extra-mural activities, help in general administration etc. In addition to the student's feedback and information provided in Self Assessment Performa, the Subject-wise Result Statements are also taken into account while preparing the ACRs

of different faculty members. The ACR details of the non-teaching staff include Principal's remarks about work & conduct, punctuality, team-spirit, competence and general understanding/compliance of directives displayed by an employee. For purpose of performance appraisal feedback from passing out graduates is also taken into account.

6.3.4 Outcome of the review of the performance appraisal reports

The results of the performance appraisal are shared with the teachers in order to encourage/amend/improve/change themselves. It is given due weightage at the time of granting annual increments and promotions/placements under the career advancement scheme. The results of performance appraisal are appropriately used to reward, appreciate, counsel, reprimand or punish the concerned teacher. Grant of annual increments and promotions are linked with performance. The self-appraisal is discussed with teachers by the principal in a informal way and necessary counselling is provided to enhance their performance.

6.3.5 Welfare schemes for teaching and non teaching staff

In order to keep their motivational levels high and creating a sense of belonging among all members of the organization, the college has a number of welfare schemes for its teaching and non-teaching staff. These welfare schemes include: PF loans, summer & winter uniform for class IV employees etc. Wards of the staff members are taught in the college by charging nominal fees. The brief detail of some of the welfare schemes availed by the employees is given in the following Table.

Welfare Scheme		No. Of Beneficiary Employees				
		2011-12	2012-13	2013-14	2014-15	2015-16
PF Loan	Teaching	01	--	03	01	01
	Non-Teaching	--	--	03	02	-
Uniform Facility	Class-IV	--	--	--	--	07

Table 6.3 The welfare schemes availed by the employees

6.3.6 Institutional measures for attracting and retaining eminent faculty

The institution considers teacher quality as a key determinant of students' learning experiences and collective outcome of the institutional efforts. Following a totally impartial and transparent approach, recruitments are made strictly in accordance with the qualifications, norms, and procedures lay down by the UGC, the Panjab University and the State Government. Teachers are recruited strictly on merit on the basis of open advertisement and interview conducted by the properly constituted selection committees. Teachers are given service benefits of placement in higher scales as per UGC norms. New teaching posts are created keeping in view the increased workload due to introduction of new courses, programmes and increased student strength in the already running courses/ programmes. The advertisement and recruitments are made normally during the summer vacations. The college has the freedom to appoint and pay temporary/ad-hoc teaching Staff. Provisions in this regard are made in the budget proposals for the ensuing session. Depending upon their

performance, experience and qualification up-gradation the temporary teachers are placed in the respective category of recruitment (appointment till lifting of ban on recruitment of permanent posts by the Government, long-term, short-term) and even those once recruited on short-term contractual basis need not to re-appear in the interview for the coming session. This sort of categorization of the self-financed posts coupled with competent wages and a supportive work atmosphere has proven quite successful in meeting the challenge of retaining and attracting the experienced and qualified faculty in the institution.

6.4 Financial Management and Resource Mobilization

6.4.1 Mechanism to monitor effective and efficient use of available financial resources

Under the guidance of the Management and the Principal, the Accounts Branch of the institution maintains the records and oversees the utilization of the available financial resources. The anticipated income and proposed expenditures are presented for approval by the top Management of the institution. The college makes all purchases through a regularly constituted purchase committee comprised of the members of the Staff. The purchase committee invites quotations from firms and the lowest quotation is accepted but quality is not compromised. Direct negotiations are also conducted with the suppliers as per requirement. Minor purchases are made by the respective user departments on the teaching/administrative side. All bills are verified and authenticated by the convener of the purchase committee before submission to the accounts office. Grants received from various funding agencies such as UGC, ICSSR and Panjab University etc. are utilized strictly as per the prescribed guidelines. All the proposed activities/projects are undertaken with prior approval of the top Management. The audited utilization statements and utilization certificates are timely communicated to the respective funding agencies. All purchase decisions are made after exploring possible avenues favouring more efficient and effective use of the available financial resource. Well-established standardized procedures are followed.

6.4.2 Institutional mechanisms for internal and external audit

The Arjan Dass College follows a regular and standardized system of budgeting and auditing. As per guidelines of the Panjab University a senior teacher is appointed as Bursar at the institutional level. Technical audit is also conducted to ensure quality and credibility of the goods purchased before the bills are authenticated and passed. The Management Committee also appoints its Internal Auditor for monitoring the financial affairs of its institutions. The services of a Chartered Accountant are also engaged for internal auditing. The balance sheet and income expenditure statements audited and prepared by the C.A. are presented to the Governing Body/Trustees (last audit conducted on 10/08/2016). The external audit is conducted by the Indian Audit and Accounts Department, Accountant General (Audit) Punjab & UT. The external audit of the institution was last conducted on 01/12/2014 to 03/12/2014 (Period 2009-10 to 2013-14) and no objection was raised by the Department.

6.4.3 Major sources of institutional receipts/funding, deficit management and audited income and expenditure statements

The major sources of institutional receipts/funding include the 95% Deficit Grant-in-Aid Scheme of the State Government, financial assistance for General Development & other Schemes by UGC and the fees & funds received from the students. The deficit is managed through upward revision of fees and funds chargeable from students on a regular and constant basis, and the income generated by self-financed courses. The audited balance sheets showing details of income, expenditure, cash& bank balance for the previous four years are as under:

BUDGET ALLOCATION FOR THE YEAR 2011-12 to 2013-14						
PARTICULARS	2011-12		2012-13		2013-14	
	Allocation	Utilization	Allocation	Utilization	Allocation	Utilization
To Salary /Arrears Aided Staff (T. & Non-T.)	7,270,000	7,299,291	7,100,000	7,117,890	6,750,000	6,764,711
To Salary Regular/ Adhoc Staff (T. & Non-T.)	1,180,000	1,187,336	2,120,000	2,125,110	2,760,000	2,766,885
To Gratuity	450,000	455,318	2,000,000	2,000,000	40,000	42,783
To Leave Encashment	15,000	15,547	300,000	300,000	760,000	765,898
To Building Additions	15,000	19,880	60,000	60,019	750,000	752,015
To Advertisement	10,000	11,908	20,000	21,040	30,000	33,040
To Printing & Stationery	40,000	40,217	20,000	23,256	100,000	105,395
To Repairs & Maintenance	40,000	40,920	85,000	85,403	10,000	5,000
To Youth Festival & Function	60,000	60,286	160,000	166,094	120,000	111,947
To Electricity	150,000	140,634	200,000	198,579	250,000	241,655
To Telephone	25,000	27,084	25,000	23,395	35,000	37,091
To Students Activities	30,000	30,790	35,000	33,266	25,000	25,538
To Generator Expenses	30,000	34,929	35,000	38,842	45,000	44,526
To Daily Wages	215,000	217,456	180,000	189,100	0	0
To Allowances	50,000	52,400	375,000	375,939	60,000	62,900
To University Fee	670,000	672,517	900,000	902,730	1,525,000	1,531,244
To Remedial/ Extra classes	0	0	20,000	24,000	0	0
To Furniture	30,000	32,000	160,000	161,394	90,000	90,444
To Newspaper & Periodicals	5,000	5,323	15,000	15,411	10,000	8,387
To Legal Fees & taxes	2,500	2,490	100,000	100,437	75,000	70,000
To Books & Journals	260,000	266,160	325,000	326,289	25,000	26,806
To Computer & other Equipments	3,000,000	3,017,819	1,20,000	1,214,419	5,000	3,070
To Seminar/Workshops/Nss etc. Exp	50,000	58,345	30,000	28,750	0	0
To Interview/ Inspection Exp	0	0	0	0	100,000	94,595
To Small Contingency Expenses	80,000	84,849	100,000	96,022	75,000	73,005
To Sports	25,000	26,000	30,000	30,546	15,000	16,358
To NAAC Application Fees	0	0	0	0	0	0
To Bus Facility for Girls Students	0	0	0	0	175,000	175,000
To other Expenses	80,000	81,249	100,000	107,400	100,000	101,938
TOTAL EXPENSES (A)	13,782,500	13,880,748	14,495,000	15,765,331	13,930,000	13,950,231
Less: Amount recd. from UGC Grant (B)	1,935,000	1,935,000	215,000	215,000	0	0
Less: Received from State Govt. (C)	6,887,688	6,887,688	14,654,181	19,074,415	6,432,462	3,526,854
Total Grant Received (D)	8,822,688	8,822,688	14,869,181	19,289,415	6,432,462	3,526,854
Net Budget (A-D)	4,959,812	5,058,060	-374,181	-3,524,084	7,497,538	10,423,377

Figure 6.2 Budget allocation for the year 2011-12 to 2013-14

BUDGET ALLOCATION FOR THE YEAR 2014-15 to 2015-16				
PARTICULARS	2014-15		2015-16	
	Allocation	Utilization	Allocation	Utilization
To Salary /Arrears Aided Satff (T. & Non- T.)	7,800,000	7,803,850	9,380,000	9,391,439
To Salary Regular/ Adhoc Staff (T. & Non- T.)	3,330,000	3,339,512	3,800,000	3,802,788
To Gratuity	0	0	0	0
To Leave Encashment	0	0	0	0
To Building Additions	580,000	587,020	600,000	615,500
To Advertisement	10,000	14,988	25,000	26,033
To Printing & Stationery	80,000	81,830	45,000	45,504
To Repairs & Maintenance	25,000	23,455	830,000	839,898
To Youth Festival & Function	325,000	321,463	125,000	121,882
To Electricity	280,000	281,873	250,000	253,230
To Telephone	35,000	36,453	65,000	66,495
To Students Activities	10,000	8,030	20,000	18,665
To Generator Expenses	45,000	45,616	20,000	19,414
To Daily Wages	0	0	0	0
To Allowances	60,000	63,600	60,000	63,600
To University Fee	1,400,000	1,411,876	1,250,000	1,253,430
To Remedial/ Extra classes	0	0	150,000	157,300
To Furniture	0	0	60,000	62,852
To Newspaper & Periodicals	10,000	11,038	25,000	24,740
To Legal Fees & taxes	125,000	123,000	125,000	128,000
To Books & Journals	30,000	29,464	500,000	496,097
To Computer & other Equipments	380,000	383,217	620,000	618,831
To Seminar/Workshops/Nss etc. Exp	25,000	27,626	30,000	29,997
To Interview/ Inspection Exp	50,000	44,355	50,000	58,280
To Small Contingency Expenses	75,000	75,429	60,000	60,786
To Sports	80,000	82,115	35,000	33,820
To NAAC Application Fees	28,090	28,090	0	0
To Bus facility for Girls Students	50,000	54,838	0	0
To other Expenses	60,000	61,150	60,000	60,932
TOTAL EXPENSES (A)	14,893,090	14,939,888	18,185,000	18,249,513
Less: Amount recd. from UGC Grant (B)	250,000	235,000	1,400,000	1,400,000
Less: Received from State Govt. (C)	10,438,136	4,117,729	7,706,266	13,599,326
Total Grant Received (D)	10,688,136	4,352,729	9,106,266	14,999,326
Net Budget (A-D)	4,204,954	10,587,159	9,078,734	3,250,187

Principal
Principal
A.D. College
Dharamkot (Moga)

Chartered Accountant

Figure 6.3 Budget allocation for the year 2014-15 to 2015-16

ARJAN DASS COLLEGE DHARAMKOT DIST., MOGA			
CONSOLIDATED BALANCE SHEET AS ON 31-03-2016			
LIABILITIES	AMOUNT	ASSETS	AMOUNT
Reserves & Surplus		Fixed Assets	3663867.05
Op. Balance	18776038.10		
Add: Net Profit	-2045664.02	Investment	
	16730374.08	FDR Amalgamated Fund	2200000.00
Unsecured Loan		FDR Management Fund	2459881.49
Principal AD College	451575.00	FDR Endowment Fund	60000.00
Loan : Amalgamated Fund	4175657.00	PNB FDR	95500.00
Loan : Reserve Fund	3418423.00	FDR (Retiral Fund)	300000.00
Loan : UGC	250000.00		5115381.49
Loan : A.D. Trust	400000.00	Loans & Advances	
Loan : Sec. A.D.College	98554.00	-Advance Dr. Ravinder Talwar	21070.00
	8794209.00	-A.D College (Reserve Fund)	331474.00
Securities	169241.00	-Advance Pritpal Kaur	20126.00
Current Liabilities		-Advance Rajesh Kapoor	1000.00
Salary Payable	20566.00	-Advance Ram Murti	2608.00
Expenses Payable	11240.00	-Advance Satinder Singh	500.00
	31806.00	-Advance Surjit Singh	51095.00
Provisions		-Advnace Sunita Kumari	10000.00
-N.S.S Fund	242101.00	-Loan & Advance	3294.00
-Red Cross Fund	59645.00	-Loan A.D. College(UGC)	375000.00
	301746.00	-Loan Amalgamated Fund	451575.00
		-Loan Building Fund	170000.00
		-Loan Principal, Ad College	1135792.00
		-Loan The Sec. A.D. College	6055368.00
			8628902.00
		Cash & Bank Balance	
		-Punjab National Bank(827848)	234252.13
		-Punjab National Bank(867040)	380162.45
		-H.D.F.C. 0076	21202.3
		-H.D.F.C. 0052	25455.67
		-Punjab National Bank(833867)	1334195.37
		-Punjab National Bank(816718)	352193.67
		-H.D.F.C. 0069	23666.04
		-H.D.F.C. 0086	203727.91
		HDFC Bank	495.68
		PNB A/c	1978105.5
			4553456.72
		Current Assets	
		Grant Receivable	5666216.00
		Freeship Recoverable	44904.00
		Fees Receivable	2515.00
		Sundry Debtors	60852.00
		Imprest	3623.00
			5778110.00
		General Fund	
		Op Balance	-2239949.18
		Less : Adjustment	0.00
			-2239949.18
		Less : Excess of Income Over Exp.	-527608.00
			-1712341.18

Figure 6.4 Consolidated Balance Sheet

Figure 6.5 Consolidated Income and Expenditure

6.4.4 Efforts for securing additional funding

Additional funding sources of the institution includes donations, bank interest, fines, sale of used answer books, waste wood etc. For purpose of securing additional funding highly fruitful efforts are made to collect donations from NRIs, and local community.

The funding secured through above means is utilized for development of infrastructure, financial aid to needy students. The following points highlights the funding details are explained as under:-

- Library renovated with the help of Sh. Roshan Lal Nohria, NRI from New Zealand.
- PNB installed a water cooler in front of the Library.
- Sh. Karamchand Aggarwal, Chairman of Swaraj foundation and vice president of Old Students Association installed R.O.System.
- Again R.O. System was installed by Secretary of Management Sh. Sudhir Kumar.
- A grant of Rupees 4, 50, 000 was given by Professor Sadhu Singh under M.P.LAD scheme for the construction of an elevated stage in the college ground with sitting capacity of 150 persons.
- An amount of Rs 8, 65, 544/- earned from bank interest(2011-2016).

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

As advocated by the NAAC, the Arjan Dass College established its IQAC in 2015-2016 and since then it has been playing an active role in making quality enhancement an integral part of institutional functioning. It has been instrumental in generating good practices, ideas, planning, implementation, monitoring and analysis of the institutional performance in varied domains. Under the administrative guidance of the top Management and Head of the institution, continuous efforts of the IQAC has been successful in institutionalizing quality assurance in administrative, academic, co-curricular and other initiatives. It has been working in collaboration with the R& D Cell, Staff Advisory Council, Examination Branch, Career & Guidance Cell, Administrative Office and other committees constituted for various purposes. It has tried its level best to keep the institution abreast of quality sustenance practices. All the decisions/suggestions made by IQAC have been approved by the Management/authorities for timely implementation of the same.

- **Contribution of Students and Alumni in function of IQAC**

The students and the Alumni provide feedback informally about the teaching-learning process, student support system, infrastructural needs and various activities undertaken by the institution. This feedback is thoroughly analyzed by the Staff Council/IQAC and after identifying the priorities; appropriate action plan is chalked out to do the needful.

The institution has undertaken several student welfare initiatives in collaboration with the Old Students Association and two meritorious students are sponsored by Alumni and Management respectively.

- **Staff Engagement by IQAC**

The IQAC of the institution is working in collaboration with Research & Development Cell, Examination Branch, Career and Guidance Cell, Staff Advisory Council, General Office and all other committees. The Cell is maintaining a constant touch and communication with the teaching faculty, Support Staff and students. It receives inputs from individual faculty members, conveners of different activities and Heads of different departments. It provides necessary guidance and support for planning and execution of activities/events by different constituents of the institution. Formal and informal discussions and exchange of ideas helps in ensuring the involvement of one and all.

6.5.2 Integrated framework for Quality assurance of the academic and administrative activities

The Arjan Dass College has adopted an integrated framework for maintaining and monitoring quality assurance of all its administrative, academic and co-curricular activities. As a matter of practice, inbuilt quality checks at different levels are a part of the day to day functioning of the institution. Various measures have been taken to maintain the quality of academic instruction and evaluation. The teachers are required to maintain daily attendance records of the classes taught by them. They have to submit the lecture statements twice during each academic session. The Principal and Heads of the departments ensure random physical checking of the classes. Every teacher is required to be present in the college at least 15 minutes before his first class of the day begins. Teachers are also required to mark their attendance twice daily (with exact arrival and departure timings) in the teachers' Attendance Register, which is kept with the Principal/designated responsible officer of the college. Fairness, transparency and objectivity of testing and evaluation of students is ensured by not allowing any change in the question paper on the day of the examination, table marking and showing the scripts to the students after evaluation, and getting question papers printed from outside the town.

Each and every member of the non-teaching Staff right from the peon to the superintendent has been assigned specific duties/work. The work allotted to each and every person is enumerated and evaluated by the dealing superintendents/principal. The evaluation of the work is also reflected in the ACR's of the concerned employees. This evaluation is used at the time of grant of annual increments/promotions. The superintendent also maintains his record of the work allotted to each employee and the assessment of the output.

The other members of the non-teaching staff have been given specific duties in the library, labs, gardens, sports etc. and there is a two-tier system to supervise and monitor their performance. The immediate head/ incharge of the concerned department supervises the work of the persons working under him/her and at the apex level the Principal supervises work of each and every employee including that of the supervisors. During the academic session, the institution organizes a wide array of academic, sports and other co-curricular activities. All decisions are taken collectively in various departments/committees and well-defined jobs are allotted to each and every individual.

6.5.3 Staff Training for effective implementation of the Quality assurance procedures

The Arjan Dass College imparts necessary training to its teaching and non-teaching staff for effective implementation of quality assurance procedures. In view of the emerging trends in educational scenario, emphasis is given on the need to make the faculty and support staff tech-savvy. Special demo/training sessions are arranged to train the staff for use of general equipment, lab equipment and office software. Services of the external experts/suppliers are arranged for this purpose. The Research & Development Cell and Department of Computer Sciences will organize ICT related workshops, short-term courses and seminars to make the faculty well acquainted with the use of ICT tools in teaching-learning process. General orientation of the staff is done time to time through staff/departmental/committee meetings organized to discuss specific quality ensuring aspects pertaining to new examination practices, admission procedure and assessment guidelines, introduction and implementation of new subjects/courses, feedback methods, general office practices, academic and co-curricular activities etc. All constituents of the institution make coordinated efforts to implement quality assurance procedures in its administrative, academic and co-curricular domains.

6.5.4 Academic audit/ external review of the academic provisions and use of outcomes

Academic audit of the performance in Annual Examinations conducted by the University is undertaken in the form of Class/Subject-wise Result Statements. The inputs regarding different academic activities undertaken during the session are collected from different departments/committees. After analysis of the same, the Principal of the institution emphasizes the need to take on necessary corrective steps and remedial measures for improvement of the institutional activities. The Heads of different departments organize departmental meetings to discuss appropriate steps for the same purpose. The physical verification of the condition and quantity of various items available in the library, sports and computer departments help in maintaining access and timely replenishment of the provisions. The Inspection Committees constituted by the Panjab University make necessary suggestions before granting approval for affiliation of new subjects/courses. The academic provisions in terms of curriculum, labs, library, equipment and other essentials are duly updated as per the recommendations of the Inspection Committees. The University Officials also monitor the proper functioning of Examination Centres established in the institution.

6.5.5 Alignment of the internal quality assurance mechanisms with the requirements of external quality assurance agencies/regulatory authorities

The Arjan Dass College is making sincere efforts to implement and follow all sort of quality assurance guidelines prescribed by various external agencies including the affiliating University, DPI (Colleges), UGC, district administration, State Government and NAAC. Appropriate quality assurance measures are strictly observed while making new recruitments, granting career advancement and increments, introducing new subjects/courses, enrolling students in different courses, implementing scholarships and other schemes,

purchasing new equipments, books and other gadgets, organizing different seminars and conferences, examination conduct. As per directions from different agencies new committees are constituted to ensure the desired compliance.

6.5.6 Mechanisms to continuously review the teaching learning process

The Arjan Dass College is adopting a multipronged approach to review the teaching-learning process and the IQAC. In order to critically examine all aspects of the teaching-learning process, authentic feedback is collected from students, teachers, alumni and other stakeholders. Passing out students are informed to fill a proforma in which they make very frank intelligent comments, appreciative as well as critical, about the principal, individual teachers, non-teaching staff, and about their campus experiences. Personal interaction with the students and suggestion box are also used to receive student feedback. Principal of the college conducts routine visits to different classes and labs. These feedbacks are shared with the concerned persons formally or informally. In view of the feedback from students, newer additions of infrastructural requirements such as blackboards, books, equipments and ICT aids are made as per need. Quality of the teaching- learning process is continually reviewed on basis of the academic performance of students in the house/annual examination conducted by the institution/University and its comparison with the University pass percentage. All the teachers provide an account of different aspects of their teaching-learning practice such as teaching methods used, lectures delivered, extra-lectures and conferences/seminars/training programmes attended in the self-appraisal report submitted at the end of the academic session. An analysis of these self-appraisal reports leads to identification of the gap areas in the teaching learning process. Departmental meetings are arranged to monitor the coverage of the courses and progress being made by the students.

6.5.7 Communication of quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders

Adequate efforts are implemented to communicate the quality assurance facets of the institution to the various stakeholders including the students, faculty, external agencies, alumni and other constituents of the local community. Students are informed about the institutional quality assurance guidelines through the discipline-wise student assemblies. Orientation meetings are also conducted for the general staff particularly the new appointees to make them acquainted with the institutional quality assurance mechanisms. Publications (Prospectus, Dharam - Arjun magazine, Information Brochures), advertisements and media coverage of the institution highlights the distinctive quality traits of the institution to various stakeholders. The Reports of the institution presented at Annual Prize Distribution Function and the Institutional profile mentioning its vision, mission and objectives reflecting its quality commitment is also accentuated in the grant, course and activity proposals sent by the institution.

Criteria-VII Innovations and Best Practices



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?

The Arjan Dass College is situated in the pollution free outskirts of Dharamkot Tehsil and proud of having vast eco-friendly campus and lush green well maintained lawns. The college has both internal as well as external green ecosystem to maintain a clean and green campus. An indirect Green Audit of these facilities helps in devising corrective steps and improving the future action plan to safeguard the environmental interests. It has undertaken a wide array of activities and initiatives aimed at environmental preservation and awareness during the past few sessions.

Under the internal green ecosystem various steps are taken to maintain the green campus. The college has been declared smoke free zone and drug free zone. Students are also instructed to avoid use of polythene and are made aware of drastic consequences man will have to face if we do not make efforts to protect the environment. Campus beautification committee makes consistent efforts for the maintenance of greenery on the campus.

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

1. Energy conservation
2. Use of renewable energy
3. Water harvesting
4. Check dam construction
5. Efforts for Carbon neutrality
6. Plantation
7. Hazardous waste management
8. e-waste management

- **Energy conservation:** - Students are sensitized on regular basis through various competitions and lectures to conserve energy and minimize energy consumption. The structure of building is eco-friendly with large windows allowing minimum use of artificial lights during day time. The electrical appliances of common use have been installed at certain strategic points so as to maximize their shared use rather than separate installation at each quarter. All sorts of equipment and appliances such as computers, water purifiers, water coolers, air-conditioners, ceiling fans, ovens, refrigerators, lab equipments are timely serviced and repaired to enhance power saving. The use

of incandescent bulbs has been totally abandoned and energy saving tube lights, CFLs & LED lights have been introduced. In order to ensure uninterrupted power supply during power outage hours, the college has 02 emergency power generators each having 50 KW power capacity.

- **Use of Renewable Energy:** - A proposal under RUSA scheme has been sent to state Govt. to install solar panels in the college as alternative energy resources.

- **Efforts for Carbon neutrality:** - We can boast of a green and eco-friendly campus and will carry on the tradition of planting trees annually. Hand written projects are accepted from the students to save cartridges and carbon usage. Colour Printing is generally avoided. Almost all office work is computerized from the session 2008. The whole admission process is done through casual form. The college has been declared no smoking zone. The institution as an organic whole pays due attention to the all possible measures in terms of general human life style, transport, electricity use, solid waste, energy and food consumption, construction work etc. and tries its level best to reduce its total carbon footprint. We avoid cutting of trees and plant numerous saplings every year. Such small steps being taken together are bound to result in giant leaps aimed at reducing the carbon footprint.

- **Plantation:-**Tree plantation drives are organized regularly to create clean and green campus. It helps to maintain the eco system. Planting a variety of trees in the college has contributed to carbon neutrality in the campus. To create consciousness and awareness among students and people living in the neighbourhood of college regarding the importance of a balanced environment NSS and various departments have been playing an active role. This has been done through organizing lectures, seminars, slogan writing, poster making, targeting awareness regarding saving fuel and protecting environment. The Campus Beautification Committee looks after the general aesthetic aspects of the surroundings. The overall purpose is not only to impart a green look to the campus and its surroundings but to maintain a sound ecological health. And for this purpose more emphasis is given on the plantation of native trees supporting the native components of biodiversity. During the past session, a total of 8-9 bird nest boxes have been fixed on the campus trees and most of these are presently occupied by different species of resident birds.

- **Water Harvesting:-**The College is located in the agro-ecosystem facing no surface run off problems during the rainy season. The spacious lawns and playgrounds serve as natural rain water harvesting systems through water percolation.

- **Hazardous Waste management:** - Vermicomposting has been adopted. Leaf litter from the college is used for vermicomposting and organic manure/compost obtained, is used for plants. Waste from the labs that can be recycled in the lab itself is reused while the waste that cannot be recycled is safely disposed off.

- **E-waste Management:** - The e-waste components are appropriately stored in a safe place and then screened to separate the reusable components. The remaining waste is subsequently handed over or sold to the waste dealers. We do not follow the practice of dumping in open or burning in open.

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

The college has been following some measures aiming at internal quality checks through regular meetings and discussions of the Governing Body. Staff meetings, teachers' self-appraisal, departmental meetings, etc. A better organized and effective quality assurance mechanism would be helpful in this regard for systematizing and strengthening internal quality checks. Staff of the college are sensitized to the managerial concepts of strategic planning, team work, decision making, and computerization, to some extent. Regular academic programmes of the college are sought to be strengthened through other complementary systems like self-funded courses and non-formal programmes under the category of "Self Financing Courses". Value-based education is offered through the Holy Hawan Yajna followed by moral and spiritual discourses. An enhanced performance in this regard is aimed at, through an effective value education cell which can arrange talks on national unity and dignity, population and the need of family planning, service to society, anti-addiction, women empowerment, environmental protection, water literacy, etc. Students are educated in civic responsibilities through several activities like blood donation, environment awareness programmes, traffic control, planting of trees, environmental awareness, human rights, seminars, sanitation and cleanliness drive, etc. The college puts in a variety of efforts towards the all round development of learners through Welcome Functions, Talent Search Competitions, various clubs and associations such as NSS, educational tours and excursions. It strives to achieve its motto to promote learning both by students and faculty to achieve excellence in education and all its academic and co-academic activities are directed towards the creation of the Knowledge-Society as well as employable citizens. Community orientation to college activities is brought in through various college activities and programmes like NSS activities. The college does promote general/transferable skills among its students. The capacity to learn is improved upon through several teaching aids, study tours, field trips and guest lectures. Communication skills are enhanced through elocution competitions, paper reading, extempore speeches, classroom seminars, etc. Numerical skills are sharpened through computer courses, economics, etc. Students have a good exposure to team and individual work through NSS, and annual social gatherings. Team spirit is evident in many of the co-academic activities like staff tours, indoor and outdoor sports, etc.

- **Proposed Annual Academic Planner:-**In the beginning of the academic session, the Principal of the college presents an exhaustive review of the activities and achievements made during the previous session. The Departments are urged to prepare their respective Annual Academic Planner giving priority to the gap areas in their activity. In view of the nationalistic goals the thrust areas of activity for the year are also highlighted. The Departments organize their review meetings and prepare their proposed Annual Academic Planner
- **Computerization of General Branch, Examination Branch, Accounts Section and Library:** - The Administrative Office and Accounts Section play a pivotal role in collection, storage and

processing of data pertaining to students' enrolment in different programmes, attendance records, category, correspondence, fees & funds, examination records, concessions & scholarships, registration, dues etc. Similarly, the Library staff has to maintain extensive records regarding cataloguing, issue and return of books. In order to enhance work efficiency, accuracy and access, these wings have been amply computerized.

- The administrative block of the college has a networking facility which has improved the efficiency of administrative staff.
- The college has its own website that has made vital information accessible to the stakeholders.
- The college has N-List INFLIBNET for the purpose of library.
- A total of 02 smart class rooms/Mini Seminar halls have been added to the existing infrastructure to improve the quality of education .The students are taught with the help of audio-visual aids making teaching learning process more interesting and effective.
- CCTV cameras have been installed at various places in the college for centralized surveillance that helps in sorting disciplinary issues.
- Power Point Presentations are a regular feature for the students of BCA and PGDCA which has brought improvement in teaching learning process. These build the confidence of students and make them tech-savvy.
- Orientation for the newly admitted students of the college is another feature. The students are acquainted with the rules and regulations of the institute which helps them to adapt themselves to new atmosphere.
- The college has an anti- ragging and career & guidance cell. Anti-Ragging committee ensures that no incident of ragging happens in the college premises. It instills a feeling of confidence among new students. Guidance cell guides the students about the trends, opportunities and challenges in the job market and prepares them to choose careers of their choice.
- To promote sports along with academics, the faculty of Dept. of Physical Education guides the students to go for trials of various games being held in the university and sports department, Chandigarh. On the basis of their performance throughout the session the sportspersons of the college are felicitated.
- All the departments of the college aim at all-round development of the personality of the students along with inculcating in them a sense of responsibility towards society.
- The funds generated by selling scrap, old newspapers and magazines are deposited under various heads in the college. These funds are used for development of the institute.
- The students, faculty members as well as other employees of the college are fully enthusiastic about this welfare activity. NSS volunteers have been regularly participating in voter awareness rallies, drug de-addiction, seminars, and legal literacy awareness programmes, female foeticide and other social issues.

- Research and Development Cell will play a great and beneficial role for the overall growth and development of the students and its faculty in the different stream of research. Today's higher educational system has become as an integral part of our present and future education. This department will help the faculty and students to get different types of scholarship through UGC, Ministry of Culture, Rajiv Gandhi National Open Fellowship scheme and other fellowship providing ministries.
- Competitive Cell will be too much beneficial for preparing different kinds of competition. On behalf of the humble request of the surrounding area's poor people and present students' request, the managing committee of the Arjan Dass College has taken this important initiative from the coming session (2016-17) to provide coaching for classical cadre in Public/Private and Banking sector. During college working days the faculty members will take t extra classes of the students for two-three days in a week.
- RTI Cell is also a great initiative of the Arjan Dass College.

7.2 Best Practices

Out of the several good practices being followed in the college, the following best practices are given in detail:-

7.2.1 Hawan and Paath of Shri Sukhmani Sahib

The college organises Hawan at the commencement of the academic session and Paath at the end of the session. These practices helps in:

- Inculcating moral values among students.
- Developing the spirit of cooperation and community working.
- Developing organisational skills as the students are given opportunities to organise these functions.
- Making students economical in the use of money.

7.2.2 To promote girl education

- College is not receiving admission fee and tuition fee from girl students.
- Provide equal access to education by developing gender-sensitive learning environment for girls
- Educate men about gender equality by engaging them in promoting women's rights.
- Keep college safe for girls by providing them with a learning environment that's free of violence, abuse and bullying.

7.2.3 Regular Assemblies

Regular assemblies are held in which a teacher and a student delivers lecture on any topic concerning Academic, Social, Political, Economic, Environmental, Technical issues or problems. This practice promotes:

- Moral Values and Discipline among students.
- Boosts confidence of the students.
- Brings a healthy interaction of the students with teacher.

7.2.4 To promote healthy competition among students

- Arjan Dass College management and Old Students Association decided to sponsor four toppers (two by each) every year w.e.f 2016-2017 for their higher education.
- Prizes and awards given to students motivate them to work harder for excellence.

Note

The College caters to the educational needs of students coming from a large number of villages covering bet area of Punjab. More than 50% of the students enrolled in different UG and PG courses are from rural and educationally backward area. Most of them have to spend a good deal of time in daily commuting. Many of them help their parents in agriculture and other occupations, and hence are left with a little time to sharpen their extra-curricular interests.

Off.Principal

Mrs.Geeta Gupta

Arjan Dass College

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Department Profiles

List of Departments

* Department of English
* Department of Hindi
* Department of Punjabi
* Department of Economics
* Department of History
* Department of Political Science
* Department of Computer Science and Applications
* Department of Fashion Designing
* Department of Physical Education

Department of English

1	Name of Department					English
2	Year of Establishment					1973
3	Is the Department part of a School/Faculty of University					Faculty of University
4	Name of programmes offered (UG, PG, M. Phil, Ph.D. Integrated Masters, Integrated Ph.D,D.Sc., D.Litt. etc.)					UG - B.A.
5	Details of programmes discontinued ,if any, with reasons					Elective English (Limited no. of students opted)
6	Examination system Annual/Semester/Trimester/Choice Based Credit System.					B.A(Part I&II) - Semester B.A.(Part III) - Annual
7	Participation of the department in the courses offered by other departments.					B.C.A.
8	Number of teaching posts sanctioned, filled and actual (Professors/Associate Professors/ Asstt. Professors/others)					
	Designation	Covered		Uncovered		Temporary
		Sanctioned	Filled	Sanctioned	Filled	Sanctioned Filled
	Professors	-	-	-	-	-
	Associate Professors	01	01	-	-	-
	Asstt. Professors	01	-	-	-	02
9	Faculty profile with name ,qualification, designation, duration , experience and research under guidance					
	Permanent	Name	Qualification	Designation	Duration	No. Of Years of Experience
		Mr. Shiv Kumar Singla	M.A.	Senior lecturer	Lecturer: 16.7.1973to 18.9.1980 Principal: 19.9.1980 to 31.7.2001	Lecturer : 7 year, 2 month, 2 days Principal : 20 year, 11 month, 12 days
		Mrs. Nirmal Chopra	M.A.	Senior Lecturer	01-08-1974 to 30-04-2008	33 year, 8 month
		Mr. Inderdip Singh	M.A.	Lecturer	15-09-1981 to 24-07-1982	10 month, 9 day
		Mrs. Renu Bala	M.A.	Lecturer	06-10-1980 to 12-10-1984	4year, 6days
		Mrs.Vandana Sood	M.A.	Lecturer	03-12-1984 to 05-08-1985	8Month, 2days
		Mrs.	M.A.,	HOD &	25-08-1985 to	32year

		Parveen Arora	M.Phil.	Associate Professor	till date	
	Temporary	Mrs. Vandana Nohria	M.A.	Assistant Professor	01-08-2008 to 28-02-2015	7 session
		Miss Minakshi Sharma	M.A.	Assistant Professor	03-08-2013 to 28-02-2014	07 months
		Miss Ramandeep Kaur	M.A. B.Ed	Assistant Professor	28-07-2014 to till date	02 session
		Mr. Jagdev Kumar	M.A. NET	Assistant Professor	08-04-2016 to till date	09 session
10	List of senior Visiting Fellows, Adjunct faculty, emeritus professors					
	<ul style="list-style-type: none"> Prof. B.K. Ghai (Retired Prof. in English, LLR DAV College, Jagraon) Dr. Supriya Bhandari (Assistant Prof. in English, Guru Nanak College, Moga) 					
11	Percentage of classes taken by temporary faculty- programme-wise information			50%		
12	Programme wise teacher student Ratio			B.A.I-1:42 B.A.II-1:56.5 B.A.III-1:52		
13	Research thrust areas as recognized by major funding agencies			---		
14	Number of faculty with ongoing projects from National International total grants received. Given the name of the funding agencies , project title and grants received project-wise.			---		
15	Department projects, funded by DST-FIST; UGC-SAP/CAS,DPE; DBT,ICSSR,AICTS,ETC; total grants received.			---		
16	Research facility/ centre with <ul style="list-style-type: none"> State recognition National recognition International recognition 			--- --- ---		
17	Special research laboratories sponsored by/ created by industry or corporate bodies			---		
18	Publication : <ul style="list-style-type: none"> Number of Paper Published in peer reviewed journal (National/international) Chapters in books Books Edited Books with ISBN with details of publishers 			--- --- --- ---		
19	Faculty serving in: a) National committees b) International committees c) Editorial Boards d) Any other (please specify)			--- --- --- Mrs. Parveen Arora <ul style="list-style-type: none"> Editor in Chief & Editor of college magazine "DharamArjun" (English Section) Dean of Public Relations Committee Dean of Discipline Committee 		

		<ul style="list-style-type: none">• Dean of Time Table Committee• Coordinator of Internal Quality Assurance Cell• Head of Fee Concession/ Merit Scholarship Committee• Dean of Grievance Redressal Committee• Dean of College Advisory Committee• Head of Career & Counseling Committee• Dean of Registrar House Examination• In charge of Old Students Association• Head Of RTI Cell					
20	Faculty recharging strategies (UGC,ASC, Refresher/orientation programs, workshops, training programs and similar programs)			<ul style="list-style-type: none">• Participated in Orientation Course at Panjab University,Chandigarh from 18.9.1989 to 13.10.1989.• Attended Refresher Course at GNDU,Amritsar from 4.10.2000 to 24.10.2000.• Attended Refresher Course at MDU, Rohtak from 15.10.2001 to 6.11.2001.• Attended two days workshop on Communication Skill at SD College, Moga from 23.02.2007 to 24.02.2007.• Attended a seminar on Strategies to promote Quality Literacy among stackholders of Higher Education at SD College, Moga on 05.03.2005.			
21	Seminars/Conferences/workshops organized and funded by the college <ul style="list-style-type: none">• Department organised Extension lecture on ‘Simplifying Grammar through Morphology and Syntax’ by Dr. Supriya Bhandari• Department organized Extension lecture on ‘Parts of Speech, Spelling and Pronunciation’ by Prof. B.K. Ghai						
22	Students profile programme-wise						
	Name of the Programme			Application Received	Enrolled	I st Division	Pass Percentage
	U.G	B.A.I	2011-12	144	144	12	112/127=88.1%
			2012-13	272	272	4	124/248=50%
			2013-14	316	316	5	79/283=27.91%
			2014-15	184	184	2	62/140=44.28%
			2015-16	84	84	--	41/69=59.42%
		B.A.II	2011-12	54	54	3	41/46=89.13%
	2012-13		127+1 (promoted)	128	1	70/123=56.91%	
	2013-14		178+1 (promoted)	179	1	67/146=45.89%	
	2014-15		122+5 (promoted)	127	1	48/103=46.6%	
	2015-16		113	113	8	66/93=70.96%	
		B.A III	2011-12	53	53	--	38/47=80.8%
	2012-13		67	67	--	60/67=89.55%	
	2013-14		124+1 (promoted)	125	1	51/103=49.51%	
	2014-15		137	137	9	120/131=91.60%	
	2015-16		104	104	16	88/98=89.79%	
23	Student Progression						

		2011-12	2012-13	2013-14	2014-15	2015-16
	Those Completed UG	38	57	48	114	88
	Those Completed PG	---	---	---	---	---
24	Diversity of staff					
	Percentage of Faculty who are graduates of the same university	100%				
	From other universities within the state	---				
	From universities from other states	---				
	From universities outside the Country	---				
25	Number of faculty who were awarded M.Phil ,Ph.d ,D.Sc and D.Litt. During the assessment period	---				
26	Present details of departmental infrastructural facilities with regard to a) Library b) Internet facilities for staff and students	Central library Yes				
27	Under graduate /post graduate students getting Financial assistance from ✓ College ✓ University ✓ Government ✓ Other Agencies	<ul style="list-style-type: none"> Economically weak students out of students Aid Fund. ---- SC/Sikh Minority (Post Matric Scholarship) Som Nath Rattan Society Swaraj Foundation 				
28	Was any need assessment exercise undertaken before the development of new programme(s)? if so, highlight the methodology.	---				
29	Does the department obtain feedback from a) Faculty on curriculum as well as teaching –learning-evaluation ? if yes ,how does the department utilize the feedback? b) Students on staff , curriculum and teaching –learning – evaluation and how does the department utilize the feedback? c) Alumni and employer on the programs offered and how does the department utilize the feedback?	<p>a) Yes, through discussions regarding latest trends and development in the subject and we make new strategies to facilitate teaching-learning process</p> <p>b) We obtain feedback from students through regular classroom discussions and arrange remedial classes for slow learners.</p> <p>c) During meetings with Alumni feedback is obtained and enrichment programmes are organised.</p>				
30	List the distinguished alumni of the department(maximum 10): <ul style="list-style-type: none"> Mamta , Karanbeer Singh and Lovepreet Kaur are doing M.A.(English) Paramjeet Kaur and Jyoti are serving as school lecturer. Gurdeep Singh Kaler settled in Canada. 					
31	Give details of students enrichment programmes (Special lectures/workshops / seminar) involving external experts. <ul style="list-style-type: none"> Extension lecture on ‘Simplifying Grammar through Morphology and Syntax’ by Dr. Supriya Bhandari Extension lecture on ‘Parts of Speech, Spelling and Pronunciation’ by Prof. B.K. Ghai 					
32	List the teaching methods adopted by the faculty for different programmes. <ul style="list-style-type: none"> Lecture Method, Discussion Method,Text Book Method,Objective type Q/A,Quiz Contests 					
33	How does the department ensure that programme objectives are constantly met and learning outcomes are monitored? <ul style="list-style-type: none"> The department ensures maximum participation of students in extension activities. Learning outcomes are monitored through class tests, assignments, house test and annual / semester examination. 					

34	<p>Highlight the participation of students and faculty in extension activities.</p> <ul style="list-style-type: none">• Our students and faculty members participate extension activities i.e. Seminars, Workshops, Extension lectures etc. organised by NSS, Youth Welfare and other departments of the college.
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Department of Hindi

1	Name of Department						Hindi
2	Year of Establishment						1973
3	Is the Department part of a School/Faculty of University						Faculty of University
4	Name of programmes offered (UG, PG, M. Phil, Ph.D. , Integrated Masters, Integrated Ph.D, D.Sc., D.Litt. etc.)						UG - B.A.
5	Details of programmes discontinued ,if any, with reasons						---
6	Examination system Annual/Semester/Trimester/Choice Based Credit System.						B.A.(PartI&II) -Semester B.A.(Part III) - Annual
7	Participation of the department in the courses offered by other departments.						---
8	Number of teaching posts sanctioned, filled and actual (Professors/Associate Professors/ Asstt. Professors/others)						
	Designation	Covered		Uncovered		Temporary	
		Sanctioned	Filled	Sanctioned	Filled	Sanctioned	Filled
	Professors	-	-	-	-	-	-
	Associate Professors	01	01	-	-	-	-
	Asstt. Professors	-	-	-	-	-	-
9	Faculty profile with name ,qualification, designation, duration , experience and research under guidance						
		Name	Qualification	Designation	Duration	No. Of Years of Experience	
	Permanent	Mr. Amar Joshi	M.A.	Senior Lecturer	20.7.1973 to 25.7.1986	12 year,9 month, 15 days	
		Mrs. Neerja Gupta	M.A.	Associate Professors	25.8.86 to till date	30Years	
	Temporary	-	-	-	-	-	
10	List of senior Visiting Fellows, Adjunct faculty, emeritus professors				---		
11	Percentage of classes taken by temporary faculty- programme-wise information				● U.G(100%)-Permanent		
12	Programme wise teacher student Ratio				B.A.I-1:14 B.A.II-1:15 B.A.III-1:24		
13	Research thrust areas as recognized by major funding agencies				---		
14	Number of faculty with ongoing projects from National International total grants received. Given the name of the funding agencies , project title and grants received project-wise.				---		
15	Department projects, funded by DST-FIST; UGC-SAP/CAS,DPE; DBT,ICSSR,AICTS,ETC; total grants received.				---		
16	Research facility/ centre with <ul style="list-style-type: none">State recognitionNational recognitionInternational recognition				--- --- ---		
17	Special research laboratories sponsored by/ created by industry or corporate bodies				---		

18	Publication : • Number of Paper Published in peer reviewed journal (National/international) • Chapters in books • Books Edited • Books with ISBN with details of publishers					---
19	Faculty serving in: e) National committees f) International committees g) Editorial Boards h) Any other (please specify)					--- --- --- Mrs.Neerja Gupta • Editor of college magazine “DharamArjun” (HINDI Section) • Staff Secretary • Dean Extra Co-curricular Activities • Dean of Women Cell • Deputy Dean Administration • Dean of youth Welfare • Dean Discipline Committee • Deputy Dean House Exams • Member of Advisory Committee • Member of UGC Grant Committee • Member of New Course Committee • Member of Fee Commission • Member of Merit Scholarship Committee
20	Faculty recharging strategies (UGC,ASC, Refresher/orientation programs, workshops, training programs and similar programs)					• Participated in Refresher Course at Maharishi Dayananad Uni.,Rohtak. • Participated in Refresher Course at Maharishi Dayananad Uni.,Rohtak. Presented paper in National Seminar at S.D. College ,Moga.
21	Seminars/Conferences/workshops organized and funded by the college					---
22	Students profile programme-wise					
	Name of the Programme			Application Received	Enrolled	I st Division
	U.G	B.A.I	2011-12	48	48	21
			2012-13	50	50	14
			2013-14	33	33	7
			2014-15	13	13	5
			2015-16	14	14	3
		B.A.II	2011-12	13	13	9
			2012-13	41	41	24
			2013-14	42	42	1
			2014-15	20	20	5
			2015-16	15	15	5
			2011-12	22	22	3
			2012-13	20	20	15

		B.A III	2013-14	41	41	15	31/37=83.78%
			2014-15	32	32	11	31/31=100%
			2015-16	24	24	22	24/24=100%
23	Student Progression						
		2011-12	2012-13	2013-14	2014-15	2015-16	
	Those Completed UG	19	17	18	29	23	
	Those Completed PG	---	---	---	---	---	
24	Diversity of staff						
	Percentage of Faculty who are graduates of the same university				100%		
	From other universities within the state				---		
	From universities from other states				---		
	From universities outside the Country				---		
25	Number of faculty who were awarded M.Phil ,Ph.D ,D.Sc and D.Litt. During the assessment period				---		
26	Present details of departmental infrastructural facilities with regard to c) Library d) Internet facilities for staff and students				Central library Yes		
27	Under graduate /post graduate students getting Financial assistance from ✓ College ✓ University ✓ Government ✓ Other Agencies				<ul style="list-style-type: none">Economically weak students out of students Aid Fund.---SC/Sikh Minority (Post Matric Scholarship)Som Nath Rattan SocietySwaraj Foundation		
28	Was any need assessment exercise undertaken before the development of new programme(s)? if so, highlight the methodology.				<ul style="list-style-type: none">This is the only college offering quality education to the boys and girls of the area. It gears up the academic calendar of the college . It keeps a close vigil to emerging market trends to formulate proposals for new courses. It is suggested that fashion designing and additional optional subject of computer science should be introduced in the college. The UGC committee of the college plays a pivotal a pivotal role in formulating, planning and securing substantial grants from the UGC for infrastructural development purchase of equipment books and journals etc.		
29	Does the department obtain feedback from d) Faculty on curriculum as well as teaching –learning-evaluation ? if yes ,how does the department utilize the feedback? e) Students on staff , curriculum and teaching –learning – evaluation and how does the department utilize the feedback? f) Alumni and employer on the programs offered and how does the department utilize the feedback?				a) Feedback on curriculum , Teaching learning evaluation is obtained from students in interactive class rooms sessions , suggestion boxes. Meetings with Principal are also instrumental in providing feedback on the performance of the teachers.Teachers evaluate the performance of the students through class tests , House examinations ,group discussion .		
30	List the distinguished alumni of the department(maximum 10) <ul style="list-style-type: none">Gurpreet Singh ,lecturer in Hindi, Govt. Sen.Sec. School, MogaSajesh Kumar, teacher in Hindi, in Govt. School.						

	<ul style="list-style-type: none"> Ankush Pabbi , Anant Pabbi are serving in Bank Karam Chand Aggrwal, Property Dealer, Dharamkot
31	<p>Give details of students enrichment programmes (Special lectures/workshops / seminar)involving external experts.</p> <ul style="list-style-type: none"> Celebrated 150th Birthday of Swami Vivekanand in collaboration with Faculty of Social Sciences on 21-01-2013. Mrs Renu Sood and Mr. Suraj delivered lecture on “Swami Vivekanand”. Celebrated Women’s Day in collaboration with Faculty of Social Sciences on 08-03-2016. Sh. Vinay Kumar ,DAV College, Nakodar delivered lecture on “Women’s Rights”.
32	<p>List the teaching methods adopted by the faculty for different programmes.</p> <ul style="list-style-type: none"> Discussion Method, Objective type Q/A, Assignment Method.
33	<p>How does the department ensure that programme objectives are constantly met and learning outcomes are monitored?</p> <ul style="list-style-type: none"> The department ensure that programme objective are constantly met and learning Outcomes are monitored through ,class discussions, class tests, extra-curricular activities, guidance and counseling.
34	<p>Highlight the participation of students and faculty in extension activities.</p> <ul style="list-style-type: none"> Our students takes active part in different Social activities like NSS and Youth Welfare etc.

Department of Punjabi

1	Name of Department					Punjabi		
2	Year of Establishment					1973		
3	Is the Department part of a School/Faculty of University					Yes		
4	Name of programmes offered (UG, PG, M. Phil, Ph.D. , Integrated Masters, Integrated Ph.D, D.Sc., D.Litt. etc.)					UG-Compulsory and Elecitve subjects (B.A I ,B.A II Semester) (B.A III Annual) PG-M.A I& M.A II(Semester)		
5	Details of programmes discontinued ,if any, with reasons					---		
6	Examination system Annual/Semester/Trimester/Choice Based Credit System.					Annual and Semester		
7	Participation of the department in the courses offered by other departments.					---		
8	Number of teaching posts sanctioned, filled and actual (Professors/Associate Professors/ Asst. Professors/others)							
	Designation		Covered		Uncovered		Temporary	
			Sanction ed	Fille d	Sanction ed	Filled	Sanctioned	Filled
	Professors		-	-	-	-	-	-
	Associate Professors		-	-	-	-	-	-
	Asst. Professors		01	01	02	02	-	02
9	Faculty profile with name ,qualification, designation, area of specialization , experience and research under guidance							
			Name	Qualificati on	Designati on	Specializat ion	No. Of Years of Experien ce	
	Parmanent		Dr. Surjit Singh Dhaliwal	M.A., Ph.D.	Asstt.Prof .	Gurmat Kav	13years	
	Regular		Dr.Pritpal Kaur	M.A., M.Phil, Ph.D	Asstt.Prof .	Madh Kali Vartik	15years	
			Dr. Ram Murti	M.A.,Ph.D	Asstt. Prof.	Punjabi Poetry	21years	
	Temporary		Miss Rajwinder Kaur	M.A.	Asstt.Prof .	---	03Sessio n	
			Prof. Maninder Singh	M.A.,M.P hil	Asstt. Prof.	Madh Kali Sahit	04 Session	
	10	List of senior Visiting Fellows, Adjunct faculty, emeritus professors <ul style="list-style-type: none">S. Mota Singh Saray – Sabhyacharak Chetna(6-02-12)Sh. P.N. Shahi ,Actor and Director(Sep. 2014)Mr.Rana Ranbir ,Actor and Directr(Punjabi Movies)(18-10-2014)Dr. Surjit Singh – Maa Boli Da Mahatav (18-10-2014)Sh. Satnam Singh Salopuri- Shakhshiyat Vich Nikhar(23-02-15)						
11	Percentage of classes taken by temporary faculty- programme-wise information <ul style="list-style-type: none">UG – 70%(Permanent/Regular) 30%(Temporary)PG – 50%(Permanent/Regular) 50%(Temporary)							
12	Programme wise teacher student Ratio				B.A.I(C)-1:42 B.A.II(C)-1:113 B.A.II(C)-1:52 B.A.I(E)-1:47 B.A.II(E)-1:63 B.A.III(E)-1:70			

		M.A.-1:9.8
13	Research thrust areas as recognized by major funding agencies	---
14	Number of faculty with ongoing projects from National International total grants received. Given the name of the funding agencies , project title and grants received project-wise.	---
15	Department projects, funded by DST-FIST; UGC-SAP/CAS,DPE; DBT,ICSSR,AICTS,ETC; total grants received.	---
16	Research facility/ centre with <ul style="list-style-type: none"> State recognition National recognition International recognition 	<div>---</div> <div>---</div> <div>---</div>
17	Special research laboratories sponsored by/ created by industry or corporate bodies	---
18	<p>Publication :</p> <p>❖ Number of Paper Published in peer reviewed journal (National/international)</p> <p>Dr.Surjit Singh Dhaliwal</p> <ol style="list-style-type: none"> Dev Samaj journal of Humanities and Social Science; Kissa Heer Varis Shah Dev Adyatamik Sarokar ISSN: 2250-043X(April,2012) Deliberative Research ; Peace With Human Society: In The Context of Guru Granth Sahib ISSN:0976-1136(March,2012) <p>Dr.Pritpal Kaur</p> <ol style="list-style-type: none"> “Alakh(2012)”,Kithe gaye Khushboo” ISSN 2320-0413 “ Alakh(2013)”,ghosht parampra & Islami Darshnika” ISSN 2320-0413 “Alakh(2014)”,Ghosht &gurbani anter dharma swand” ISSN 2320-0413 <p>Dr.Ram Murti</p> <ol style="list-style-type: none"> Parvachan ,“Hatash Mankhuta dee bebasi da birtant”ISSN-2231-6930.(2012) Alakh, Karnal Singh, Nijjar Dee Khani de patar ISSN 2320-413(2012) Alakh ,Parvasi Yug bodh dee kavita ISSN 2320-413(2012) Alakh ,Rut Kasumbhe dee ISSN 2320-413(2013) Alakh ,Kudhrat dee satta nu sthapit karda vachan ISSN 2320-413(2014) Alakh ,Abheas adayan te anubhav.... ISSN 2320-413(2015) Alakh ,Sadde sameyan da mahan lok aggoo... ISSN 2320-413(2015) Alakh ,Dr.Hrnake Hair dee Nawal Kala ISSN 2320-413(2015) Alakh ,Dr.Jadish Kaur Vadia da rachna sansar ISSN 2320-413(2016) Alakh ,Nirash Maan dee udash vedna ISSN 2320-413(2016) Alakh ,The last page de pataran da sathi saankat ISSN 2320-413(2016) Alakh ,Karnal singh nijjar dee Kahani diyan ISSN 2320-413(2016). Alakh ,Lamiya wata da rahi ISSN 2320-413(2014) Alakh ,Done da baba bohar ISSN 2320-413(2014) Alakh ,Parvasi Yug bodh dee kavita ISSN 2320-413 Alochana , Punjabi Khani da Angaoleya....(2007) Alochana ,Jaswant Singh Naki Kav da ... (2008) Samdarshi, Vidha te vichar dhara (2009) Ranjit, Manukhta de dharatali SarokaranISSN 2395-4086.(2015) Ranjit, Sikh itehs dee gaurav gathaISSN 2395-4086.(2015) Ranjit,Kabir Bani vich sehaj.... ISSN 2395-4086. Ranjit,Ek Lasani Prithaba; Ranjit Singh Kharag ISSN 2395-4086. (2016) Ranjit, Supneende Kavya Sangrah Dee Vidha Te Darshnitika ISSN 2395-4086.(2016) Ranjit, Ranjit Singh Kharag Dee Gazal Da Etihisikh Te Mithihasikh Prepaikh ISSN 2395-4086.(2015) Ranjit, Kuldeep Singh Bedi Da Shahkar ; Supansaaaz ISSN 2395-4086.(2015) <p>Mr.Maninder Singh</p> <ol style="list-style-type: none"> Alakh, Chikandi da chapar: agarbhoomit adhiyan ISSN 2320-0413 <p>❖ Chapters in Books</p> <p>Dr. Pritpal Kaur</p> <ol style="list-style-type: none"> Dr. Ram Murti Dee Kav Chetna:Ekk Samvad ,Vatavaranik Kav Privirti Dee Aham Karhi:Kithe Gyee Khushboo 2014(ISBN: 978-93-84132-14-9) Punjabi Novel Dasha Te Disha, Aadhunik Punjabi Novel di Dasha Te Disha 2014(ISBN:978-81-926288-3-7) <p>Dr. Ram Murti</p> <ol style="list-style-type: none"> Kuldeep Singh Bedi di Galap Pashaan , Rang Tamasha di Vidhi,Vidha atte Vichardhara 2011(ISBN: 978-93-5017432-6) 	

	<p>3. Abhinandan Granth Jaswant Singh Kanwal, Ikk Nitiwaan Sahitkaar 2011 (ISBN: 81-85544-84-0) Mathe Vichla Tarkash, Shayri te Chintan da Sumel... 2013 (ISBN: 978-93-80427-48-9)</p> <p>4. Sahit Gagan De Suraj..., Bhai Santokh Singh Rachit Suraj Granth da Kav Kla Prepaikh 2014 (ISBN: 978-93-5068-780-2)</p> <p>5. Punjabi Samaj atte Itehaas da Binb, Punjabi Sahit de Itehaas da Katha Geet 2015 (ISBN: 978-81-7914-758-0)</p> <p>6. Ibban Batuta, Professor Ashok Charan Aalamgeer da Krishmaai Rachna Sansaar 2014 (ISBN: 978-93-5068-827-4)</p> <p>7. Darshan Dheer Di Naval Chetna, Professor Yadwinder Gill Dee Aalochna Drishti 2015 (ISBN: 978-93-5204-206-7)</p> <p>❖ <u>Edited Books:</u></p> <p>Dr. Ram Murti</p> <ol style="list-style-type: none"> 1. Sohan Singh yug purash (Bio-graphy, 2014, ISBN: 978-81-929541-0-3) 2. Zindagi de Kafila (Poetry 2014, ISBN: 978-93-81432-13-2) <p>❖ <u>Published Books with ISBN with details of publishers</u></p> <p>(Dr. Surjit Singh Daliwal)</p> <ol style="list-style-type: none"> 1. Bharat Vich Parchlit Parmukh Dharam: Shri Guru Granth Sahib De Sandarabh Vich ISBN: 978-81-7647-312-5 (2012) Sikhism, 2. The Post Modern Religion of World ISBN: 978-81-8435-349-5 (2012) <p>Dr. Pritpal Kaur</p> <ol style="list-style-type: none"> 1. Gurmat nal Sambandth Goshata da Bho Pakhi adhyan ISBN: 978-93-5204-087-2 2. Parkash Sarthota nal sambandth Mytha da lok thari adhyan ISBN: 9383904404-2 <p>Dr. Ram Murti</p> <ol style="list-style-type: none"> 1. Kithe gyee khushboo (Poetry, 2011) 2. Jaswant singh Neki kav: Vidha Paripekh (2010) ISBN: 978-93-80427-16-4 3. Jaswant singh neki Kav da vichar dharak adhyan (2011, ISBN: 978-93-80427-34-0) 4. Gurmit Hayatpuri dee kavita : Sohaj te sanrachna (2011, 978-93-80427-28-9) 5. Dona mera des (poetry , 2013, ISBN: 978-93-80427-44-1) 6. Jinah Kitian nek kamayean (Rekha chitar , 2013, ISBN: 978-93-80427-46-5) 7. Bhajan Singh Virk dee kavita de kav sarokar (2015, ISBN: 978-93-84306-53-3) 8. Katha Bikhre rahan dee (Novel, 2015, ISBN: 978-93-81432-29-9) <p>Mr. Maninder Singh Saruktawali vichar te Roop 2015 (ISBN: 978-81-930715-0-2)</p>
19	<p>Faculty serving in:</p> <p>❖ <u>National Committees:</u></p> <p>Dr. Surjit Singh Dhaliwal :</p> <ol style="list-style-type: none"> 1. Life Time Member ,Kendri Punjabi Lekhak Sabha (Regd.) 2. Life Time Member ,Punjabi Sahit Academy 3. Member of Advisory Board “Ek Onkar Satnam” trust <p>Dr. Ram Murti :</p> <ol style="list-style-type: none"> 1. Life Time Member, Kendri Punjabi Lekhak Sabha (Regd.) 2. Life Time Member ,Punjabi Sahit Academy Ludhiana 3. Trust Member ,Ratan Public School, Bal Kona, Jalandhar 4. Secretary , Dona Punjabi Sath, Kahlwan, Jalandhar 5. Gen. Secretary , Sahit Sangam Kala Sanghian 6. President ,Janwaddi Lekh Sabha Uggi 7. Member ,Watavaran Bachao Chetna Forum Punjabi 8. Secretary , Sirjana Kender, Kapurthala 9. Member, Board to Recommend Names of Punjabi Writers for Sahitya Academy Awards in Translation for 2015 <p>❖ <u>International Committees:</u></p> <p>Dr. Ram Murti:</p> <ol style="list-style-type: none"> 1. Acted as Convener of Annual Sahityacharak Mela and other Programmes organised by Sanghe Khalsa Overseas Welfare Committee (Regd.) <p>❖ <u>Editorial Boards:</u></p> <p>Dr. Surjit Singh Dhaliwal</p> <ul style="list-style-type: none"> • Member of Editorial Board “Drishta” Research Journal <p>Dr. Pritpal Kaur :</p> <ul style="list-style-type: none"> • Editor, Nanaksar Patrika <p>Dr. Ram Murti:</p> <ul style="list-style-type: none"> • Chief Editor, National Research Journal (Quarterly): “Alakh” (ISSN: 2320-413)

	<ul style="list-style-type: none">• Editor, National Research Journal(Quarterly): “Ranjit” (ISSN:2395-4086) <p>❖ <u>Any other (please specify)</u></p> <p>❖ <u>Dr. Surjit singh Dhaliwal</u></p> <ul style="list-style-type: none">• Member, Public Relations Committee• Dean ,Student Welfare• Member, College Advisory Committee• Deputy Dean, Extar Co-Curricular Acitities• Editor ,Punjabi Section of college magazine.”Dharam –Arjan”• Member, Construction Committee• Member of I.Q.A.C. <p>❖ <u>Dr.Ram Murti</u></p> <ul style="list-style-type: none">• Editor, news Section of college magazine.”Dharam –Arjan”• Incharge ,Prospectus and College News.• N.S.S Programme Officer(Boys)• Incharge, Scooter /Bikes.• Member ,Construction Committee• Incharge ,Electricity Committee• Incharge ,Furniture & Fixture Committee.• Member ,R.T.I. Cell• Member ,Discipline Committee• Member of I.Q.A.C. <p>❖ <u>Dr.Pritpal Kaur</u></p> <ul style="list-style-type: none">• N.S.S Programme Officer(Girls)• Member ,Geievance Redressal Committee• Member ,Construction Committee• Member ,Women Cell• Member ,Time Table Committee• Member ,Social Welfare Cell• Member of I.Q.A.C. <p>❖ <u>Mr.Maninder Singh</u></p> <ul style="list-style-type: none">• Member of Career& Counselling Committee• Member ,Research & Development cell• Member ,School of Competitive Studies ,Skill Development Cell.																																																			
20	<p>Faculty recharging strategies(UGC,ASC, Refresher/orientationprograms, workshops, training programs and similar programs)</p> <p>Dr. Pritpal Kaur :</p> <p>1. Refresher Course at Academic Staff College, GNDU Amritsar from 4 May 2012 to 24 May 2012</p> <p>Dr. Ram Murti :</p> <p>1. Workshop on promotion of Ethics and Human Values(UGC Sponsored) at Sant Hira Dass Kanya MahaVidealya Kala Sanghyan Distt. Kapurthala from 19 Sept.2011 to 21 Sept. 2011</p> <p>2. Refresher Course at Academic Staff College, GNDU Amritsar from 4 May 2012 to 24 May 2012</p>																																																			
21	<p>Seminars/Conferences/workshops organized and Funded by the college</p> <ul style="list-style-type: none">• S. Mota Singh Saray – Sabhyacharak Chetna(6-2-12)• Sh. P.N. Shahi- Ru-bru ,Actor and Director(Sep. 2014)• Mr. Rana Ranbir -Lecture on Importence of books.(18-1-2016)• Dr. Surjit Singh – Maa Boli Da Mahatav (18-10-2014) <p>Sh. Satnam Singh Salopuri- Shakhshiyat Vich Nikhar(23-2-15)</p>																																																			
22	<p>Students profile programme-wise</p> <table><tr><th colspan="2">Name of the program</th><th></th><th>Application Received</th><th>Enrolled</th><th>Ist Division</th><th>Pass Percentage</th></tr><tr><td rowspan="5">U.G Pun. Compulso ry</td><td rowspan="5">B.A. I</td><td>2011-12</td><td>144</td><td>144</td><td>72</td><td>126/127=99.2%</td></tr><tr><td>2012-13</td><td>272</td><td>272</td><td>92</td><td>245/248=98.79%</td></tr><tr><td>2013-14</td><td>316</td><td>316</td><td>110</td><td>271/283=95.75%</td></tr><tr><td>2014-15</td><td>184</td><td>184</td><td>23</td><td>134/140=95.71%</td></tr><tr><td>2015-16</td><td>84</td><td>84</td><td>40</td><td>69/69=100%</td></tr><tr><td rowspan="3"></td><td rowspan="3">B.A</td><td>2011-12</td><td>54</td><td>54</td><td>45</td><td>46/46=100%</td></tr><tr><td>2012-13</td><td>128</td><td>128</td><td>93</td><td>123/123=100%</td></tr><tr><td>2013-14</td><td>179</td><td>179</td><td>94</td><td>146/146=100%</td></tr></table>	Name of the program			Application Received	Enrolled	I st Division	Pass Percentage	U.G Pun. Compulso ry	B.A. I	2011-12	144	144	72	126/127=99.2%	2012-13	272	272	92	245/248=98.79%	2013-14	316	316	110	271/283=95.75%	2014-15	184	184	23	134/140=95.71%	2015-16	84	84	40	69/69=100%		B.A	2011-12	54	54	45	46/46=100%	2012-13	128	128	93	123/123=100%	2013-14	179	179	94	146/146=100%
Name of the program			Application Received	Enrolled	I st Division	Pass Percentage																																														
U.G Pun. Compulso ry	B.A. I	2011-12	144	144	72	126/127=99.2%																																														
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		2014-15	184	184	23	134/140=95.71%																																														
		2015-16	84	84	40	69/69=100%																																														
	B.A	2011-12	54	54	45	46/46=100%																																														
		2012-13	128	128	93	123/123=100%																																														
		2013-14	179	179	94	146/146=100%																																														

		II	2014-15	122+5(promoted)	127	82	103/103=100%
			2015-16	113	113	23	93/93=100%
		B.A.II	2011-12	53	53	39	47/47=100%
			2012-13	67	67	48	66/67=98.5%
			2013-14	125	125	57	99/103=96.11%
			2014-15	137	137	101	130/131=99.23%
			2015-16	104	104	87	98/98=100%
	UG Pun. Elective	B.A.I	2011-12	79	79	13	63/70=90%
			2012-13	178	178	24	153/170=90%
			2013-14	234	234	39	169/203=83.25%
			2014-15	124	124	1	70/90=77.77%
			2015-16	46	46	8	37/40=92.5%
		B.A.II	2011-12	25	25	12	21/21=100%
			2012-13	68	68	13	66/66=100%
			2013-14	114	114	37	88/90=97.77%
			2014-15	90	90	27	72/74=97.29%
			2015-16	64	64	1	45/53=84.9%
		B.A.III	2011-12	22	22	4	18/18=100%
			2012-13	33	33	22	32/33=96.96%
			2013-14	69	69	10	47/56=83.92%
			2014-15	88	88	30	82/82=100%
			2015-16	73	73	7	67/67=100%
	PG	M.A.I	2011-12	25	25	1	6/20=30%
			2012-13	21	21	7	17/19=89.47%
			2013-14	37	37	5	17/33=51.51%
			2014-15	28	28	3	17/21=80.9%
			2015-16	31	31	2	12/18=66.66%
		M.A.I	2011-12	27	27	4	25/25=100%
			2012-13	24	24	2	18/20=90%
			2013-14	22	22	4	18/22=81.81%
			2014-15	32	32	16	23/26=88.46%
			2015-16	18	18	4	4/17=23.52%
23	Student Progression						
			2011-12	2012-13	2013-14	2014-15	2015-16
	Those Completed UG(Punjabi Compulsory)		38	57	48	114	88
	Those Completed UG(Punjabi Elective)		11	27	22	72	58
	Those Completed PG		25	18	18	23	4
	PG to Ph.D				01		
24	Diversity of staff						
	Percentage of Faculty who are graduates of the same university					75%	
	From other universities within the state					25%	
	From universities from other states					Nil	
	From universities outside the Country					Nil	
25	Number of faculty who were awarded M.Phil ,Ph.d ,D.Sc and D.Litt. During the assessment period					01	
26	Present details of departmental infrastructural facilities with regard to					Central library Yes 02(For PG classes)	
	e) Library						
	f) Internet facilities for staff and students						
	g) Total Number of Class rooms						
27	Under graduate /post graduate students getting Financial assistance from					• Economically weak students out of students Aid Fund. • ----	
	✓ College						
	✓ University						
	✓ Government						

	✓ Other Agencies	<ul style="list-style-type: none"> • SC/Sikh Minority (Post Matric Scholarship) • Som Nath Rattan Society • Swaraj Foundation
28	<p>Was any need assessment exercise undertaken before the development of new programme(s)? if so, highlight the methodology.</p> <ul style="list-style-type: none"> • Yes ,Assessment exercise is required before the development of new programmes like study center ,research center etc. It may be done by consulting the college managing committee, Alumni, Panjab University, staff and students. It may be done according to the actual need of students and in terms of the qualification of the staff. 	
29	<p>Does the department obtain feedback from</p> <p>a) Faculty on curriculum as well as teaching –learning-evaluation ? if yes ,how does the department utilize the feedback?</p> <p>b)Students on staff , curriculum and teaching –learning – evaluation and how does the department utilize the feedback?</p> <p>c)Alumni and employer on the programs offered and how does the department utilize the feedback?</p>	<p>a) Yes, through Class room discussions, feedback performas and meetings with old students. Feedback obtained is discussed among the faculty members and improvements are made accordingly.</p> <p>b) ----</p> <p>c) -----</p>
30	<p>List the distinguished alumni of the department(maximum 10)</p> <p>Ms. Rajwinder Kaur</p> <p>Ms. Ravinder Kaur</p> <p>Mr. Sukhwinder Singh(Working as lecturers)</p> <p>Karmjit Singh doing Ph.D in Delhi University</p>	
31	<p>Give details of students enrichment programmes (Special lectures/workshops / seminar/toure & Trips)involving external experts.</p> <ul style="list-style-type: none"> • S. Mota Singh Saray – Sabhyacharak Chetna(6-2-2012) • Sh. P.N. Shahi- Ru-bru ,Actor and Director(Sep. 2014) • Mr.Rana Ranbir -Actor and Director(18-10-2014) • Dr. Surjit Singh – Maa Boli Da Mahatav (18-10-2014) • Sh. Satnam Singh Salopuri- Shakhshiyat Vich Nikhar(23-2-2015) • 01(Play) Yug Vartara • Educational Tours: • 1.Feb.,2012 Taran Taran Sahib – Amritsar-Bagha Border • 2. Feb., 2016 Naina Devi –Anandpur Sahib 	
32	<p>List the teaching method adopted by the faculty for different programmes.</p> <ul style="list-style-type: none"> • Lecture, Seminar, Discussion, Learning by teaching , Class Tests 	
33	<p>How does the department ensure that programme objectives are constantly met and learning outcomes are monitored?</p> <ul style="list-style-type: none"> • Two of our students Karanjit Singh and Sukhwinder Singh cleared UGC NET • Two students Karanjit Singh and Inderpreet Singh are pursuing Ph.D in Delhi University / Punjabi University Patiala. • Rajwinder Kaur, Ravinder Kaur,Sukhwinder Singh are serving as lecturers .All this ensure that programme objectives are met. 	
34	<p>Highlight the participation of students and faculty in extension activities.</p> <ul style="list-style-type: none"> • Faculty and students participate in religious and NSS activities. Our students write articles for the college magazine Dharam Arjun and participate in Essay Writing Competition ,Poem Recitation Competition ,Folk/Traditional Song Competition etc. organised by other Colleges or Institutions. 	

Department of Economics

1	Name of Department					Economics	
2	Year of Establishment					1973	
3	Is the Department part of a School/Faculty of University					Faculty of University	
4	Name of programmes offered (UG, PG, M. Phil, Ph.D. Integrated Masters, Integrated Ph.D,D.Sc., D.Litt. etc.)					UG - B.A.	
5	Details of programmes discontinued ,if any, with reasons						
6	Examination system Annual/Semester/Trimester/Choice Based Credit System.					B.A(Part I&II) - Semester B.A.(Part III) - Annual	
7	Participation of the department in the courses offered by other departments.						
8	Number of teaching posts sanctioned, filled and actual (Professors/Associate Professors/ Asstt. Professors/others)						
	Designation	Covered		Uncovered		Temporary	
		Sanctioned	Filled	Sanctioned	Filled	Sanctioned	Filled
	Professors	-	-	-	-	-	-
	Associate Professors	01	01	-	-	-	-
	Asstt. Professors	-	-	-	-	-	-
9	Faculty profile with name ,qualification, designation, duration , experience and research under guidance						
		Name	Qualification	Designation	Duration	No. Of Years of Experience	
	Permanent	Mr. Manohar Lal Aggarwal	M.A., M.Phil	Senior Lecturer	1.7.1973 to 29.2.2000	26 years	
		Mr. S.S. Bains	M.A.	Lecturer	12.7.2000to 9.1.2001	5 months, 28 days	
		Mr. Shiv Kumar	M.A.	Senior Lecturer	3.7.2001 to 17.7.2002	1 year,14 days	
		Dr. Ashish Kumar	M.A., Ph.D	Asstt. Prof.	24.10.2002 to till date	15 years	
	Temporary	-	-	-	-	-	
10	List of senior Visiting Fellows, Adjunct faculty, emeritus professors						
	<ul style="list-style-type: none">Mr. Ashok Singla (Ministry of Corporate Affairs, Govt. of India, Delhi)Sh. Jatinder Kumar (BKS Memorial Law College, DMK)Vinay Kumar (DAV College, Nakodar)						
11	Percentage of classes taken by temporary faculty- programme-wise information				<ul style="list-style-type: none">U.G(100%)-Permanent		
12	Programme wise teacher student Ratio				B.A.I-1:16 B.A. II-1:9 B.A.III-1:26		
13	Research thrust areas as recognized by major funding agencies				---		
14	Number of faculty with ongoing projects from National International total grants received. Given the name of the funding agencies , project title and grants received project-wise.				---		
15	Department projects, funded by DST-FIST; UGC-SAP/CAS,DPE; DBT,ICSSR,AICTS,ETC; total grants received.				---		
16	Research facility/ centre with <ul style="list-style-type: none">State recognitionNational recognitionInternational recognition				--- --- ---		
17	Special research laboratories sponsored by/ created by industry or corporate bodies				---		
18	Publication : <ul style="list-style-type: none">Number of Paper Published in peer reviewed journal (National/international)						

❖ **Research Journals**

1. The journal of rural and Agriculture Research, volume 14, number 01, year 2014, (ISSN 0972-4370 (Print) ISSN 2348-6643 (Online)
Referred Journal- The Insurance Sector reforms in India. (Dr. Ashish Kumar)
2. Research Icon- A Multi-Disciplinary Quarter, Referred Research Journal Vol-I, No-2 July-Sept 2015 (ISSN-2395-6585). Finance to women entrepreneurs in Faridkot District of Punjab.
3. Review Journal of Philosophy and Social Science- A peer reviewed journal devoted to Social Science, Vol-40 No-2 (Sept-2015) ISSN-258-1701
Modern Concept of Education –A solution for human resource development.
4. Research Link-An international registered and referred monthly journal (Impact Factor 2.782 (2015) Issue 140, Vol-XIV (9), Nov 2015 ISSN-0973-1628-Contribution of Mahatma Gandhi to Political Economy.
5. The Economic World –A Research Journal of Economics and Business-Bi annual referred journal, Vol-2, No-1 June 2015 ISSN 2393-8145. Finance to Women entrepreneurs in Moga District of Punjab. –A case study of Canara Bank.
6. Academic Research-International journal of multi-disciplinary studies, referred, peer reviewed International journal Vol-2, Issue-6, Quarterly, Jan-2016. ISSN:2348-1676, Role of tourism in a developing economy.
7. The journal of rural and agriculture research, volume-15, No-2, –Year-2015, referred ISSN 2348-6643(Online) ISSN 0972-4370 (Print)-Economic development under wages Scheme-Agra District.
8. The Economy World- A research journal of economics and business, Bi-annual referred journal, Vol-2, No-2 Dec-2015 ISSN 2393-8145-Role of women entrepreneur in economic development of Jalandhar District of Punjab.
9. Research link-An international registered and referred journal (Impact Factor 2.782), 2015, Issue-141, Vol-XIV (10), Dec-2015 ISSN-0973-1628-Philosophy of Political economy: Shri Aurobindo Ghosh.
10. Journal Global Values- A peer reviewed international journal, Vol-VI, No-2, Dec-2015 ISSN-0976-9447-Relevance of Canadian Educational Philosophy in modern concept of education in Indian economy.
11. Research link-An international referred journal (Impact Factor 2.782), 2015, Issue-142, Vol-XIV (11), Jan-2016 ISSN-0973-1628-Contribution of Bhakra Beas Management Board (BBMB) Talwara to Punjab economy.
12. Research Icon-A multidisciplinary quarterly referred research journal, Vol-1 No-3 Oct-2015-Jan 2016, ISSN-23956585- Role of human rights- Values and ethics and discriminations against dalits.
13. Research link-An international and referred journal (Impact Factor 2.782), 2015, Issue-143, Vol-XIV (12), Feb-2016 ISSN-0973-1628-A global warming and Punjab economy-A study.
14. Research link-An international referred journal (Impact Factor 2.782), 2015, Issue-144, Vol-XV (1), March-2016 ISSN-0973-1628-Land encroachment –A case study of BBMB Talwara Punjab.
15. Recent researches in Social sciences humanities (National referred journal) Issue 01, Year 03, April-May-June-2016 (ISSN 2348-3318) –Economic thought of great personalities in India.
16. Research link-An international referred journal (Impact Factor 2.782), 2015, Issue-145, Vol-XV (2), April-2016 ISSN-0973-1628-Comparative study of various schemes of LIC(Case study of Agra region (UP))
17. Research Journal of Philosophy and social sciences-A peer reviewed International journal, Vol 41, Dec 2015 No-2, ISSN (P) 0048-7325 (e) 2454-7026-Gandhi & Aurobindo's role in up liftment of education system in Indian economy-A Comparative Study.
18. Research link-An international registered and referred journal (Impact Factor 2.782), 2015, Issue-146, Vol-XV (3), May-2016 ISSN-0973-1628-Economic thoughts of Indira Gandhi.
19. Academic Research-International journal of multidisciplinary studies referred peer reviewed journal-ISSN-2348-1676Vol-2 Issue 7, Quarterly April-2016-Land Auctioning-A case study of BBMB Talwara Punjab.
20. Research link-An international referred journal (Impact Factor 2.782), 2015, Issue-147, Vol-XV (4), June-2016 ISSN-0973-1628-Tourism development in India.
21. Academic Research-International journal of multidisciplinary journal-ISSN-2249-7137 Vol-6 Issue 3, March-2016-Sustainable development, The The effect of present form of reformation.
22. IJMAS-International journal of multidisciplinary approach and studies index

	<p>Copernicus value (ICV) 2014:90:2 ISI Impact factor 2014:2.593, ISSN No-2348-537X, Vol-03, No-2, Mar-Apr-2016-Indira Gandhi's Education Attainment and Indian Economy.</p> <p>❖ <u>Chapters in Books:</u></p> <ol style="list-style-type: none"> 1. "Role of Human Rights-Value and ethics and discrimination against Dalit's" Title 'Human Rights' ISBN- 978-93-84138-75-2. 2. "Impact of Natural Disaster-With special reference to Punjab" 'Disaster Management-Need of the hour' ISBN 978-93-84138-59-2. 3. "SAMA-VEDA-A solution for stress free life" SAMA-VEDA' ISBN-978-93-84138-56-1. 4. "Drug Ediction Causes, Effect Treatment and Preventive measures with special reference to Punjab" 'Drug Ediction Causes, Effect Treatment and Preventive' ISBN- 978-81-89463-64-9. <p>❖ <u>Books with ISBN with details of publishers</u></p> <ol style="list-style-type: none"> 1. The impact of LIC schemes on Agra region-A case study (Dr. Ashish Kumar) ISBN 978-9382913-36-8 (2013) Published by-Krishna Brothers. 2. Land Acquisition and BBMB Talwara-A case study, ISBN 978-93-82913-37-5 Published by- Krishna Brothers. 3. Poot 1991 Economic reforms in India-A select study, ISBN 978-93-82913-59-7 Published by-Krishna Brothers. 4. Educational and Political Philosophy of Gandhi and Aurobindo - A comparative study ISBN 978-93-82913-28-3 Published by- Krishna Brothers. 5. Economic thoughts of Indira Gandhi by Krishna Brothers ISBN.978-93-85531-76-7 <p>❖ <u>Proceedings</u></p> <ol style="list-style-type: none"> 1. "Drug addiction, Causes, Effects, Treatment and preventive measures with special reference to Punjab" National Seminar on ' Drug abuse: Causes, Effects , Treatments, Preventive Measures' 21-Nov-2014 at RR Bawa DAV College for girls, Batala. 2. "Music therapy- Single solution for various human diseases" National Seminar on 'Music Therapy' 22-Nov-2014 at RR Bawa DAV College for girls, Batala. 3. "Role of human rights for 'Dalits' Empowerment" National Seminar on 'Human Rights for empowerment of marginalized Communities in India' 11-12-March-2016 at PGGC Sector 46 ,Chandigarh. 4. "Globalisation; Challenges and opportunities" Special National Convention (IEA) 23-Dec-2015 at ESS College of Education, Dayalbagh , Agra-282005. 5. "Marketing in tourism- A case study of Agra Distt . (India)" National Conference on 'Contemporary issues in Management' 13-Feb-2016 at Jagdish Chandra DAV College, Dasuha. 6. "A need to transform practical society in India" National Seminar on 'Social concerns of Contemporary Literature' 5-Feb-2016 at MMD DAV College, Gidarbaha. 7. "Contribution of Gandhi's educational philosophy to Indian economy" International Conference on 'Politics, peace and Tolerance:- Relevance of Gandhian Philosophy in 21st century' 18-Feb-2016 at DAV College, Dasuha. 8. "Future of sports products: Retail marketing in Jalandhar district of Punjab (India)" National Seminar on 'Future of Retailing in India' 23-Jan-2016 at DAV Century College , Phillour. 9. "Good governance with Manrega scheme-A case study of jalandhar district (Punjab)" National Seminar on 'Good Governance in India :- Initiatives, Challenges and prospects' Feb-2016 at DAV College, Jalandhar. 10. "World trade organisation and Agriculture subsidies" National Seminar on 'Agriculture in the age of globalisation' 27-Feb-2016 at DAV Century College , Faridabad. 11. "Initiatives for good governance in India" National Seminar on 'Innovation in governance: Multidisciplinary Prospects' 30-31-March-2016 at University School of open learning Panjab university, Chandigarh. 12. "Role of public, private, partnership in education sector of Indian economy" National Seminar on 'Values and Ethnics in Education' 28-March-2016 at SD College for Women , Moga. 13. "Good governance in Manrega schemes" National Conference on 'Governance, Reforms and development in India' 11-12-March-2016 at DAV College, Jalandhar. 14. "Rationale of the public, private, partnership in education sector of Indian economy" National Seminar on 'Teaching, learning and evaluation' 18-19-March-2016 at DAV
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	<p>College, Amritsar.</p> <p>15. “Mahatma Gandhi’s role in upliftment of social system in Indian economy” International Conference on ‘The concept of social Justice as perceived by Mahatma Gandhi and Dr. B. R. Ambedkar’ 3-March-2016 at DAV College, Amritsar.</p> <p>16. “Gender discrimination-A need to transform practical society in Indian economy” National Seminar on ‘Dynamics of Politics in North- West India’ 19-March-2016 at Shanti Devi Arya Mahila College, Dinanagar Distt. Gurdaspur (Punjab).</p> <p>17. “Violence against women- A need to transform practical society” National seminar on ‘Cruelties and Crimes against Women’ 30-March-2016 at Swami Premanand Mahavidyalya Mukerian, Distt Hoshiarpur.</p> <p>18. “Jalandhar Shehar Ki Dalit Mehlaon Ka Aarthik Adhayan” National Seminar on 19-20 september 2015 at Dharam Smaj College, Aligarh.</p> <p>19. “Role of Education in developing Indian economy” International Conference on ‘Reinventing Punjab’ 5-7-Nov-2015 at Bala Khjandas College of Management Technology, Ludhiana.</p> <p>20. “Human resource development: A solution for Agrarian crisis in Punjab” National Seminar ‘On role of human resources in economic development’ 11-April-2015 at MCM DAV College ,Kangra HP.</p> <p>21. “Impact of natural disasters with special reference of Punjab National seminar on ‘Disaster management: Need of the hour’ 27-March-2015 at Shanti Devi Arya Mahila College, Dinanagar.</p> <p>22. “The role of Swami Vivekanand in the field of Women Education” National Seminar on’ Swami Vivekanand’ 24-March-2015 at SMD RSD College, Pthankot.</p> <p>23. “A role of Human rights ethics and values and discrimination against Dalit” National seminar on ‘Human Rights (For Promotion of ethnics and human values)’ 14-March-2015 at Shanti devi Arya Mahila College ,Dinanagar.</p> <p>24. “Finance to Women entrepreneurship- A case study of Canara Bank” National Seminar on ‘Woman Entrepreneurship and economic development’ 24-25-Feb-2015 at DS College ,Aligarh.</p> <p>25. “Importance of Dalit , Sikhs in Sikh philosophy” National Seminar on ‘Sikh Theology and dalit Identity in Punjab’ 7-March-2015 at Goswami Ganeshdutt Snatam Dharam College ,Haryana Hoshiarpur.</p> <p>26. “Education policy challenges & solutions” National Seminar on ‘National Education Politics’7-June-2015 at Panjab University Regional Centre ,Ludhiana.</p> <p>27. “Modern concept of education- A solution for human resource development” National Conference on ‘Skill development in higher Education’ 22-Aug-2015 at AS College, Khanna.</p> <p>28. “Women empowerment – A solution to transform Patriarchal society in India” International seminar on ‘Health Fitness and Woman Empowerment’ 17-Oct-2014 at Akal College of Physical Education.</p> <p>29. “Organisation skill and skill development prospective study” National Seminar on ‘Higher Education in Modern Context: Problems and Solutions’ 13-Sept-2015 at SCD Govt. College, Ludhiana.</p> <p>30. “Sustainable development – The effect of present form of Reformation” National Seminar on ‘Sustainability and development’ 13-Feb-2016 at Swami Permanand Mahavidyalya , Mukarian.</p> <p>31. “Soil conservation” International Workshop on ‘Environment’ 25-Feb-2016 at Lyallpur Khalsa College, Jalandhar.</p> <p>32. “Business trends in Sports” National Conference on ‘Health, Sports and Society- Recent trends and challenges’ 03,04-dec-2011 at Mehr Chand Polytechnic College ,Jalandhar Punjab.</p> <p>33. “Marketing Scenario Due to E-Players” National Seminar on ‘Amerging Scenario of Indian Market’ 21,22-jan-2013 at Dav Centenary College ,Phillor, Jalandhar ,Punjab.</p> <p>34. “Globalization and Indian Women: Problem and Possibilities” National Seminar on ‘Globalization and Indian Politics Issues and Challenges’ 24,25-feb-2012 Dashmesh Girls College ,Badal, Punjab.</p> <p>35. “SAARC- A Remedy for Indian Food Crisis” National Conference on ‘Punjab Economy at cross Roads: A way ahead’ 17,18-feb-2012 at Shri Guru Teg Bahadar Khalsa College, Shri Anandpur Sahib Dist. Ropar (Pb.)</p>												
19	<table><tr><td>Faculty serving in:</td><td></td></tr><tr><td>a) National committees</td><td>---</td></tr><tr><td>b) International committees</td><td>---</td></tr><tr><td>c) Editorial Boards</td><td>---</td></tr><tr><td>d) Any other</td><td>• Bursar - (Sep2008 till date)</td></tr><tr><td>(please specify)</td><td>• Member Board of</td></tr></table>	Faculty serving in:		a) National committees	---	b) International committees	---	c) Editorial Boards	---	d) Any other	• Bursar - (Sep2008 till date)	(please specify)	• Member Board of
Faculty serving in:													
a) National committees	---												
b) International committees	---												
c) Editorial Boards	---												
d) Any other	• Bursar - (Sep2008 till date)												
(please specify)	• Member Board of												

		Studies, Panjab University, Chandigarh.(2013-14) <ul style="list-style-type: none">• Member, Public Relation Committee• Dean ,Sports.• Member of College Advisory Committee• Member ,Carrer and Counseling Committee• Editor in Social Sciences• Member of College Library Advisory Committee• Member of Grievance Redressal Committee• Member of Construction Committee• Member of Fee Concession /Merit Scholarship Committee.• Member of Discipline Committee• Member of Time Table Committee• Member of I.Q.A.C.• Member of UGC grant /New course Committee					
20	Faculty recharging strategies(UGC,ASC, Refresher/orientation programs, workshops, training programs and similar programs) ❖ UGC sponsored courses attended 1. Refresher course in “Economics” 16-03-13 to 05-04-13 (Panjab University ,Chandigarh) 2. Refresher course in Research “Methodology in Social Sciences” 11-05-2011 to 31-05-2011(Panjab University ,Chandigarh) 3. Refresher course in Commerce management (Economics) 9-8-2005 to 29-8-2005 (Panjab University ,Chandigarh) 4. General orientation courses 21-02-2007 to 20-03-2007 (Guru Nanak Dev University, Amritsar) 5. ICSSR sponsored “Basic training workshop” on communication skills for social science teachers (6 th to 11 th March 2010) Lyallpur Khalsa College, Jalandhar City. 6. UGC sponsored short term course in “Meeting mid-carrier challenges in higher education” 18-12-2013 to 24-12-2013 (Panjab University, Chandigarh)						
21	Seminars/Conferences/Workshops organized and the source of funding (national/international)with details of outstanding participants, if any. <ul style="list-style-type: none">• National• International					--- ---	
22	Students profile programme-wise						
	Name of the Programme			Application Received	Enrolled	I st Division	Pass Percentage
	U.G	B.A.I	2011-12	23	23	7	22/22=100%
			2012-13	20	20	--	7/19=36.84%
			2013-14	28	28	5	21/27=77.77%
			2014-15	9	9	4	8/8=100%
			2015-16	16	16	3	10/13=76.92%
		B.A.II	2011-12	9	9	1	7/8=87.5%
			2012-13	22	22	5	21/21=100%
			2013-14	13	13	5	8/10=80%
			2014-15	23	23	7	20/21=95.23%
			2015-16	9	9	3	7/7=100%
			2011-12	14	14	9	13/13=100%

		B.A III	2012-13	11	11	7	11/11=100%
			2013-14	24	24	7	16/20=80%
			2014-15	13	13	4	13/13=100%
			2015-16	28	28	22	27/27=100%
23	Student Progression						
		2011-12	2012-13	2013-14	2014-15	2015-16	
	Those Completed UG	10	10	13	15	25	
	Those Completed PG	---	---	---	---	---	
24	Diversity of staff						
	Percentage of Faculty who are graduates of the same university					100%	
	From other universities within the state					---	
	From universities from other states					---	
	From universities outside the Country					---	
25	Number of faculty who were awarded M.Phil ,Ph.d ,D.Sc and D.Litt. During the assessment period					---	
26	Present details of departmental infrastructural facilities with regard to h) Library i) Internet facilities for staff and students					Central library Yes	
27	Under graduate /post graduate students getting Financial assistance from ✓ College ✓ University ✓ Government ✓ Other Agencies					• Economically weak students out of students Aid Fund. • ---- • SC/Sikh Minority (Post Matric Scholarship) • Som Nath Rattan Society • Swaraj Foundation	
28	Was any need assessment exercise undertaken before the development of new programme(s)? if so, highlight the methodology. • Yes, assessment exercise is required before the development of new courses. UGC committee and advisory committee play important role to secure grants from the UGC for infrastructure, remedial coaching, purchase of equipment, books.						
29	a) Does the department obtain feedback from Faculty on curriculum as well as teaching –learning-evaluation ? if yes ,how does the department utilize the feedback? b) Students on staff , curriculum and teaching –learning – evaluation and how does the department utilize the feedback? c) Alumni and employer on the programs offered and how does the department utilize the feedback?					a) Yes, through interactive sessions in classroom & discussion regarding latest trends and development in the subject b) Through Suggestion Box, Feedback Performa, Principal & Parent Meetings, Class Test etc. is obtained.Students feedback is analyzed by faculty members and the needful is done. c) During meetings with Alumni, discussion are held and gaps are identified and improvements are made regarding teaching.	

30	<p>List the distinguished alumni of the department(maximum 10)</p> <ul style="list-style-type: none"> • Anny Tandon doing M.A. in Economics. • Jia Dhingra, Mandeep kaur, Navneet Kaur completed their PG from Punjabi University, Patiala.
31	<p>Give details of students enrichment programmes (Special lectures/workshops / seminar) involving external experts.</p> <ul style="list-style-type: none"> • Free Legal Aid - 07/02/2014 (By Sh. Jatinder Kumar & Sh. Amit Chhabra from BKS Law College, Dharamkot). • Women's Right – 08/03/2016 (By Vinay Kumar from DAV College, Nakodar). • Investment of Cost Accounts by Mr. Ashok Singla (from Ministry of Corporate Affairs, Govt. of India, Delhi)
32	<p>List the teaching methods adopted by the faculty for different programmes.</p> <ul style="list-style-type: none"> • Mainly Chalk and Talk method of teaching is adopted along with Power point presentations use of internet is encouraged . Assignments , class test , seminars, discussions are regular feature of the social sciences faculty.
33	<p>How does the department ensure that programme objectives are constantly met and learning outcomes are monitored?</p> <ul style="list-style-type: none"> • Learning outcomes are programme objectives are monitored through class tests, assignment , House-test etc.
34	<p>Highlight the participation of students and faculty in extension activities.</p> <ul style="list-style-type: none"> • Our students participate in organizing college functions.

Department of History

1	Name of Department				History		
2	Year of Establishment				1973		
3	Is the Department part of a School/Faculty of University				Faculty of University		
4	Name of programmes offered (UG, PG, M. Phil, Ph.D. , Integrated Masters, Integrated Ph.D, D.Sc., D.Litt. etc.)				UG - B.A.		
5	Details of programmes discontinued ,if any, with reasons				---		
6	Examination system Annual/Semester/Trimester/Choice Based Credit System.				B.A(Part I&II) Semester B.A.(Part III) – Annual		
7	Participation of the department in the courses offered by other departments.				---		
8	Number of teaching posts sanctioned, filled and actual (Professors/Associate Professors/ Asst. Professors/others)						
	Designation	Covered		Uncovered		Temporary	
		Sanctioned	Filled	Sanctioned	Filled	Sanctioned	Filled
	Professors	-	-	-	-	-	-
	Associate Professors	-	-	-	-	-	-
	Assit. Professors	01	-	-	-	-	01
9	Faculty profile with name ,qualification, designation, duration , experience and research under guidance						
		Name	Qualification	Designation	Duration	No. Of Years of Experience	
	Permanent	Sh. Sham Sunder	M.A.	Senior Lecturer	25-06-1973 to 31-12-2003	27years	
		Sh. Paramjeet Kumar	M.A.	Lecturer	27-07-2004 to 20-05-2008	4years	
		Sh. Rajesh Kumar	M.A.	Lecturer	01-08-2008 to 28-02-2009	7 months	
	Temporary	Sh. Som Nath Sharma	M.A.	Asstt. Prof.	17-08-2009 to till date	7session	
10	List of senior Visiting Fellows, Adjunct faculty, emeritus professors <ul style="list-style-type: none">Prof. Jatinder Kumar (BKS Memorial Law College DMK)Prof. Amit Chabbra (BKS Memorial Law College DMK)Prof. Vinay Kumar (DAV College Nakodar)						
11	Percentage of classes taken by temporary faculty-programme-wise information				• U.G(100%)- Temporary		
12	Programme wise teacher student Ratio				B.A.I-1:71 B.A.II-1:107 B.A.III-1:87		
13	Research thrust areas as recognized by major funding agencies				---		
14	Number of faculty with ongoing projects from National International total grants received. Given the name of the funding agencies , project title and grants received project-wise.				---		
15	Department projects, funded by DST-FIST; UGC-SAP/CAS,DPE; DBT,ICSSR,AICTS,ETC; total grants received.				---		
16	Research facility/ centre with <ul style="list-style-type: none">State recognition				---		

	<ul style="list-style-type: none"> National recognition International recognition 	---
17	Special research laboratories sponsored by/ created by industry or corporate bodies	---
18	Publication : <ul style="list-style-type: none"> Number of Paper Published in peer reviewed journal (National/international) Chapters in books Books Edited Books with ISBN with details of publishers 	--- --- --- ---
19	Faculty serving in: <ul style="list-style-type: none"> i) National committees j) International committees k) Editorial Boards l) Any other (please specify) 	--- --- --- Mr. Som Nath Sharma <ul style="list-style-type: none"> Member of College Disciplinary Committee. Member Construction Committee. Incharge Photography
20	Faculty recharging strategies (UGC,ASC, Refresher/orientation programs, workshops, training programs and similar programs)	---
21	Seminars/Conferences/workshops organized and funded by the college	---
22	Students profile programme-wise	
	Name of the Programme	Application Received
		Enrolled
		I st Division
		Pass Percentage
	U.G	B.A.I
		2011-12
		2012-13
		2013-14
		2014-15
		2015-16
		B.A.II
		2011-12
		2012-13
		2013-14
		2014-15
		2015-16
		B.A III
		2011-12
		2012-13
		2013-14
		2014-15
		2015-16
23	Student Progression	
		2011-12
		2012-13
		2013-14
		2014-15
		2015-16
	Those Completed UG	31
	Those Completed PG	---
24	Diversity of staff	
	Percentage of Faculty who are graduates of the same university	100%
	From other universities within the state	---
	From universities from other states	---
	From universities outside the Country	---
25	Number of faculty who were awarded M.Phil ,Ph.d ,D.Sc and D.Litt. During the assessment period	---

26	Present details of departmental infrastructural facilities with regard to j) Library k) Internet facilities for staff and students	Central library Yes
27	Under graduate /post graduate students getting Financial assistance from ✓ College ✓ University ✓ Government ✓ Other Agencies	<ul style="list-style-type: none"> Economically weak students out of students Aid Fund. ---- SC/Sikh Minority (Post Matric Scholarship) Som Nath Rattan Society Swaraj Foundation
28	Was any need assessment exercise undertaken before the development of new programme(s)? if so, highlight the methodology.	----
29	Does the department obtain feedback from a) Faculty on curriculum as well as teaching – learning-evaluation ? if yes ,how does the department utilize the feedback? b) Students on staff , curriculum and teaching –learning – evaluation and how does the department utilize the feedback? c) Alumni and employer on the programs offered and how does the department utilize the feedback?	a) Yes, Through interactive sessions in classroom & discussion regarding latest trends and development in the subject. b) Group Discussions are encouraged in the class and students suggest many improvements. These discussions are analyzed by faculty members and weak students are encouraged to take extra classes . c) During meetings with Alumni feedback is obtained to identify gaps.
30	List the distinguished alumni of the department(maximum 10) <ul style="list-style-type: none"> Amarbir Singh (Principal, Govt. Sr. Sec. School, Kaila) Vijay Batra (Businessman) Yash Nohria (Kiln Owner) 	
31	Give details of students enrichment programmes(Special lectures/workshops / seminar) involving external experts. <ul style="list-style-type: none"> Free Legal Aid - 07/02/2014(By Sh. Jatinder Kumar & Sh. Amit Chhabra from BKS Law College, Dharamkot). Women's Right – 08/03/2016 (By Vinay Kumar from DAV College, Nakodar). 	
32	List the teaching methods adopted by the faculty for different programmes. <ul style="list-style-type: none"> Mainly lecture method is adopted . The learning ability of the students is monitored by holding class tests, group discussions, quiz contests etc. 	
33	How does the department ensure that programme objectives are constantly met and learning outcomes are monitored? <ul style="list-style-type: none"> Overall development of the students is the main objective of the department .It is met through group discussions and students participations in extension activities. Learning outcomes are monitored through class tests, house tests and annual exams. 	
34	Highlight the participation of students and faculty in extension activities. <ul style="list-style-type: none"> We ensure the students participations in NSS, Youth Welfare and Social Welfare activities. 	

Department of Political Science

1	Name of Department						Political Science
2	Year of Establishment						1973
3	Is the Department part of a School/Faculty of University						Faculty of University
4	Name of programmes offered (UG, PG, M. Phil, Ph.D. , Integrated Masters, Integrated Ph.D, D.Sc., D.Litt. etc.)						UG - B.A. -Foundation Course in Human Rights
5	Details of programmes discontinued ,if any, with reasons						
6	Examination system Annual/Semester/Trimester/Choice Based Credit System.						B.A.(PartI&II) - Semester B.A.(Part III) - Annual
7	Participation of the department in the courses offered by other departments.						---
8	Number of teaching posts sanctioned, filled and actual (Professors/Associate Professors/ Asst. Professors/others)						
	Designation	Covered		Uncovered		Temporary	
		Sanctioned	Filled	Sanctioned	Filled	Sanctioned	Filled
	Professors	-	-	-	-	-	-
	Associate Professors	01	01	-	-	-	-
	Asst. Professors	-	-	-	-	-	01
9	Faculty profile with name ,qualification, designation, duration , experience and research under guidance						
		Name	Qualification	Designation	Duration	No. Of Years of Experience	
	Permanent	Mr. Urmil Gupta	M.A	Senior Lecturer	25-07-1973 to 29-04-1985	11 year , 9 month, 4 days	
		Mrs. Harsukhjiti Kaur	M.A	Senior Lecturer	16-12-1983 to 08-04-1985	1 year, 3month , 23 days	
		Mrs. Geeta Gupta	M.A, M.Phil	Associate Professors	Lecturer: 22-07-1985to 02-03-2012 Off. Principal : 03-03-2012 to till date	31Years	
	Temporary	Miss Nagina Sharma	M.A, M.Ed	Asstt. Professor	21-07-2015 to till date	1 session	
10	List of senior Visiting Fellows, Adjunct faculty, emeritus professors <ul style="list-style-type: none">Sh. Jatinder Kumar (BKS Memorial Law College DMK)Sh. Amit Chhabra (BKS Memorial Law College DMK)Sh. Vinay Kumar (DAV College Nakodar)						
11	Percentage of classes taken by temporary faculty- programme-wise information			<ul style="list-style-type: none">U.G(100%)-PermanentFoundation Course in Human Rights (100%) Temporary			
12	Programme wise teacher student Ratio			B.A.I-1:21 B.A.II-1:39 B.A.III-1:39			
13	Research thrust areas as recognized by major funding agencies			---			
14	Number of faculty with ongoing projects from National International total grants received. Given the name of the funding agencies , project title and grants received project-wise.			---			

15	Department projects, funded by DST-FIST; UGC-SAP/CAS,DPE; DBT,ICSSR,AICTS,ETC; total grants received.	---					
16	Research facility/ centre with <ul style="list-style-type: none">State recognitionNational recognitionInternational recognition	--- --- ---					
17	Special research laboratories sponsored by/ created by industry or corporate bodies	---					
18	Publication : <ul style="list-style-type: none">Number of Paper Published in peer reviewed journal (National/international)Chapters in booksBooks EditedBooks with ISBN with details of publishers	--- --- --- ---					
19	Faculty serving in: <ul style="list-style-type: none">m) National committeesn) International committeeso) Editorial Boardsp) Any other (please specify)	--- --- --- Mrs. Geeta Gupta <ul style="list-style-type: none">Programme Officer of N.S.S. unit girls Dept. - (1985-2001)Bursar (Oct.2001-Aug.2008)Editor of college magazine “Dharam Arjun” (Social Science Section)Registrar, House Examination(2008-2011)Officiating Principal-March 2012 to till dateApplied to UGC/MHRD for foundation course in Human Rights during the session 2012-13.And received grant of Rs 2,35000/- in 2014-15. Foundation Course in Human Rights was started w.e.f. 2015-16.					
20	Faculty recharging strategies(UGC,ASC, Refresher/orientation programs, workshops, training programs and similar programs) <ul style="list-style-type: none">Participated in Orientation Course organized by Kurukshetra Uni. in 1988 (22/04/1988 - 19/05/1988).Participated in Refresher Course organized by Pol. Sc. Deptt., PU, Chandigarh in 1989 (24/04/1989 - 06/5/1989)Participated in Refresher Course organized by Pol. Sc. Deptt. of Academic Staff College, GNDU, Amritsar in 2002 (24/10/2002 - 05/5/1989)Participated in Refresher Course organized by Pol. Sc. Deptt. of Academic Staff College, PU, Chandigarh in 2003(21/02/2003 – 13/3/2003)Attended ICSSR Sponsored National Seminar at Guru Nanak Girls College, Model Town, Ludhiana on 29th & 30th Nov. 2004.Attended UGC Sponsored National Seminar on “<i>Post Green Revolution Punjab - Economic crises & challenges of Governability</i>” at D.M. College, Moga on March21, 2007.						
21	Seminars/Conferences/workshops organized by the college	---					
22	Students profile programme-wise						
	Name of the Programme			Application Received	Enrolled	1 st Division	Pass Percentage
	U.G	B.A.I	2011-12	42	42	10	33/35=94.28%
2012-13			54	54	08	42/52=80.76%	
2013-14			77	77	23	56/75=74.66%	
2014-15			44	44	28	37/39=94.87%	
2015-16			21	21	01	13/16=81.25%	
			2011-12	19	19	01	16/16=100%

		B.AII	2012-13	42	42	21	40/41=97.5%
			2013-14	46	46	12	36/38=94.73%
			2014-15	37	37	06	30/33=90.9%
			2015-16	38	38	16	31/31=100%
		B.AIII	2011-12	26	26	10	23/23=100%
			2012-13	23	23	19	23/23=100%
			2013-14	42	42	25	35/35=100%
			2014-15	39	39	19	38/38=100%
			2015-16	41	41	16	36/37=97.29%
23	Student Progression						
		2011-12	2012-13	2013-14	2014-15	2015-16	
	Those Completed UG	21	21	22	34	35	
	Those Completed PG	---	---	---	---	---	
24	Diversity of staff						
	Percentage of Faculty who are graduates of the same university			50%			
	From other universities within the state			50%			
	From universities from other states			---			
	From universities outside the Country			---			
25	Number of faculty who were awarded M.Phil ,Ph.D ,D.Sc and D.Litt. During the assessment period			---			
26	Present details of departmental infrastructural facilities with regard to l) Library m) Internet facilities for staff and students			Central library Yes			
27	Under graduate /post graduate students getting Financial assistance from ✓ College ✓ University ✓ Government ✓ Other Agencies			<ul style="list-style-type: none">Economically weak students out of students Aid Fund.----SC/Sikh Minority (Post Matric Scholarship)Som Nath Rattan SocietySwaraj Foundation			
28	Was any need assessment exercise undertaken before the development of new programme(s)? if so, highlight the methodology. <ul style="list-style-type: none">Yes, faculty of Social Sciences keep close vigil on the emerging trends and demands of the students and parents to formulate proposals for new courses and apply through Principal and governing body and get them approved from the affiliating university. UGC committee play a pivotal role to secure grants from the UGC for infrastructure, remedial coaching, purchase of equipment, books & journals etc. for the courses run by college.						
29	Does the department obtain feedback from a) Faculty on curriculum as well as teaching –learning-evaluation ? if yes ,how does the department utilize the feedback? b) Students on staff , curriculum and teaching –learning – evaluation and how does the department utilize the feedback? c) Alumni and employer on the programs offered and how does the department utilize the feedback?			a) Yes, Through interactive sessions in classroom & discussion regarding latest trends and development in the subject b) Feedback from the students is obtained through Suggestions, Feedback Performa, Class Tests and Group Discussions which is analyzed by faculty members. Extra classes/ remedial classes are arranged for slow learners. c) During meetings with Alumni feedback is obtained to identify gap and further improve the system.			
30	List the distinguished alumni of the department(maximum 10) <ul style="list-style-type: none">Rajesh Batra (Lawyer, Judicial Court, Moga)Lakhbir Singh (District Attorney,Judicial Courts, Moga)						

	<ul style="list-style-type: none"> • Karam Chand Aggarwal(Property Dealer) • Vinod Sharma (In Sen. Sec. School Kaila) • Boota Singh (Lawyer, Judicial Court, Moga)
31	<p>Give details of students enrichment programmes (Special lectures/workshops / seminar)involving external experts.</p> <ul style="list-style-type: none"> • Free Legal Aid - 07/02/2014 (By Sh. Jatinder Kumar & Sh. Amit Chhabra from BKS Law College, Dharamkot). • Women's Right – 08/03/2016 (By Vinay Kumar from DAV College, Nakodar).
32	<p>List the teaching methods adopted by the faculty for different programmes.</p> <ul style="list-style-type: none"> • Mainly traditional methods of teaching are adopted by the department. However internet facility is provided to the students to improve their learning ability. Regular tests , group discussions are encouraged in the class rooms. Quiz contests are also organized on the given topics.
33	<p>How does the department ensure that programme objectives are constantly met and learning outcomes are monitored?</p> <ul style="list-style-type: none"> • Most of the students come from the socially and economically backward areas. Our objectives is to develop their personality and self confidence. For this purpose, we ensure their maximum participation in extension activities. Learning outcomes are monitored through class tests, house tests and annual/semester examinations.
34	<p>Highlight the participation of students and faculty in extension activities.</p> <ul style="list-style-type: none"> • Our college caters to rural bet area. For the overall development of the students, we ensure their participation in extension activities like NSS, Youth Welfare, Workshops, Seminars, Extension Lectures etc organized by any department of the college.

Department of Computer Science & Application

1	Name of Department						Computer Science & Applications
2	Year of Establishment						2008
3	Is the Department part of a School/Faculty of University						Faculty of University
4	Name of programmes offered (UG, PG, M. Phil, Ph.D. , Integrated Masters, Integrated Ph.D, D.Sc., D.Litt. etc.)						UG - B.C.A. PG-PGDCA
5	Details of programmes discontinued ,if any, with reasons						---
6	Examination system Annual/Semester/Trimester/Choice Based Credit System.						B.C.A.(Part I&II) - Semester B.C.A.(Part III) - Annual PGDCA- Semester
7	Participation of the department in the courses offered by other departments.						B.A(Additional optional)
8	Number of teaching posts sanctioned, filled and actual (Professors/Associate Professors/ Asst. Professors/others)						
	Designation	Covered		Uncovered		Contractual+Part time	
		Sanctioned	Filled	Sanctioned	Filled	Sanctioned	Filled
	Professors	-	-	-	-	-	-
	Associate Professors	-	-	-	-	-	-
	Asst. Professors	-	-	06	-	-	05+01
9	Faculty profile with name ,qualification, designation, area of specialization , experience and research under guidance						
		Name	Qualification	Designation	Specialization	No. Of Years of Experience	
	Temporary	Mr. Jatinder Kumar	M.Sc(IT)	Assistant Professor	Programming	4 sessions	
		Mr. Vivek Kumar	M.C.A	Dean & Assistant Professor	Networking	4 sessions	
		Miss. Preeti Sharma	M. Sc(IT)	Deputy Dean & Assistant Professor	Programming & Mathematics	2 sessions	
		Miss. Sukhveer Kaur	M. Tech	Assistant Professor	Software Define Networking	1 session	
		Miss. Karamjeet Kaur	M. Tech	Assistant Professor	Software Define Networking	1 session	
		Mr.Parmod Garg	M.Sc(IT)	Assistant Professor	Accounting & Programming	1 session	
10	List of senior Visiting Fellows, Adjunct faculty, emeritus professors <ul style="list-style-type: none">Mr. Vipin Gupta (Networking Expert, U-Net Solutions, Moga)Mr. Tarun Bajaj (Studio Corpo ,Ludhiana)						
11	Percentage of classes taken by temporary faculty-programme-wise information			<ul style="list-style-type: none">U.G. (100%) – TemporaryP.G. (100%) – Temporary			
12	Programme wise teacher student Ratio			BCA-1:2 PGDCA-1:2.75			

13	Research thrust areas as recognized by major funding agencies	---
14	Number of faculty with ongoing projects from National International total grants received. Given the name of the funding agencies , project title and grants received project-wise.	---
15	Department projects, funded by DST-FIST; UGC-SAP/CAS,DPE; DBT,ICSSR,AICTS,ETC; total grants received.	---
16	Research facility/ centre with <ul style="list-style-type: none"> State recognition National recognition International recognition 	
17	Special research laboratories sponsored by/ created by industry or corporate bodies	---
18	Publication: <ul style="list-style-type: none"> Number of Paper Published in peer reviewed journal (National/International) <ul style="list-style-type: none"> Karamjeet Kaur, Japinder Singh, and Navtej Singh Ghuman. "Mininet as Software Defined Networking Testing Platform", in Proceedings of, International Conference on Communication Computing and Technologies, (ICCCS 2014), Punjab India, 8-9 August, 2014.ISBN No: 978-93-83842-68-1 Karamjeet Kaur, Japinder Singh, Krishan Kumar and Navtej Singh Ghuman "Programmable Firewall using Software Defined Networking", in Proceedings of, IEEE 2nd International Conference On Computing for Sustainable Global Development, (INDIA Com-2015) New Delhi, India, 11-13 March, 2015. ISBN No: 978-9-3805-4415-1 Sukhveer Kaur, Karamjeet Kaur, Japinder Singh and Navtej Singh Ghuman "Review: Software Defined Networking", in Proceedings of, International Multi Track Conference on Sciences Engineering and Technical Innovations, (imtc14) Punjab India, 3-4 June, 2014 ,ISBN No: 978-81-929077-0-3 Karamjeet Kaur "A Survey of Software Defined Networking", in Proceedings of, 2nd International Conference On Innovation and Sustainability Managing for Change, Sonapat Haryana, 25 January, 2015. ISBN No: 978-93-81212-92-9 Karamjeet Kaur, Sukhveer Kaur, Vipin Gupta "Enabling Software Defined Networking using OpenFlow", in Proceedings of, 1st International Conference On Innovative Research in Engineering Science, Information & Communication Technology, (ICREICT- 2015), Punjab India, 30-31 July, 2015.ISBN No: 978-2-642-24819-5 Sukhveer Kaur, Karamjeet kaur, Vipin Gupta. "Pyretic: SDN Programming Language", in Proceedings of, National Conference on Communication Computing and Technologies, (NCCCS 2015), Punjab India, 24-25 August, 2015.ISBN No: 978-93-84869-71-7 Karamjeet Kaur, Japinder Singh. "Building Stateful Firewall Over Software Defined Networking", in Proceedings of, Springer Third International Conference On Information System Design and Intelligent Applications, (INDIA-2016) Sangivalasa, Visakhapatnam, 8-9 January, 2016.ISBN No: 978-81-322-2750-2 ,Online ISBN: 978-81-322-2752-6 ,Pp: 159-168 ,ISSN: 2194-5357 Vipin Gupta, Karamjeet Kaur, Sukhveer Kaur. "Developing Small Size Low Cost Software Defined Networking Switch using Raspberry Pi", in Proceedings of, Springer 50th Golden Jubilee Annual Convention,(CSI-2015), New Delhi,India,2-5 December,2015. Karamjeet Kaur, Sukhveer Kaur, Vipin Gupta "Software Defined Networking based Routing Firewall", in Proceedings of, IEEE 1st International Conference On Computational Techniques in Information and Communication Technologies (ICCTICT) New Delhi, India, 11-13 March, 2016. 	

	<ul style="list-style-type: none"> ▪ Sukhveer Kaur, Karamjeet Kaur, Vipin Gupta “Implementing Static Router Based On Software Defined Networking”, in Proceedings of, IEEE 1st International Conference On Computational Techniques in Information and Communication Technologies (ICCTICT) New Delhi, India, 11-13 March, 2016. ▪ Vipin Gupta, Karamjeet Kaur, Sukhveer Kaur “Network Programmability using Software Defined Networking”, in Proceedings of, IEEE 3rd International Conference On Computing for Sustainable Global Development, (INDIACom-2016) New Delhi, India, 16-18 March, 2016. ISBN No: 978-93-80544-19-9 ,ISSN No: 0973-7529 ▪ Vipin Gupta, Sukhveer Kaur, Karamjeet Kaur “Implementation Of Stateful Firewall Using POX Controller”, in Proceedings of, IEEE 3rd International Conference On Computing for Sustainable Global Development, (INDIACom-2016) New Delhi, India, 16-18 March, 2016. ISBN No: 978-93-80544-19-9 ,ISSN No: 0973-7529 ▪ Karamjeet Kaur, Sukhveer Kaur, Vipin Gupta “Software Defined Networking: A New Networking Paradigm”, in Proceedings of, National Conference On Emerging Areas in Computer Sciences and Communication Engineering Chandigarh, India, 21-22 March, 2016. ▪ Karamjeet Kaur, Sukhveer Kaur, Vipin Gupta “Performance Analysis Of Python Based OpenFlow Controllers”, in Proceedings of, IEEE 3rd International Conference On Electrical, Electronics, Engineering Trends, Communication, Optimization and Sciences (EEECOS)-2016, Andra Pradesh. ▪ Sukhveer Kaur, Karamjeet Kaur, Vipin Gupta “Implementing OpenFlow Based Firewall”, in Proceedings of, IEEE 3rd International Conference On Electrical, Electronics, Engineering Trends, Communication, Optimization and Sciences (EEECOS)-2016, Andra Pradesh. ▪ Sukhveer Kaur, Japinder Singh. “Implementation of Server Load Balancing in Software Defined Networking”, in Proceedings of, Springer Third International Conference On Information System Design and Intelligent Applications, (INDIA-2016) Sangivalasa, Visakhapatnam, 8-9 January, 2016. ISBN No: 978-81-322-2750-2 ,Online ISBN: 978-81-322-2752-6 ,Pp: 147-157 ,ISSN No: 2194-5357 ▪ Sukhveer Kaur “Mininet: Deploying Software Defined Networking”, in Proceedings of, 2nd International Conference On Innovation and Sustainability Managing for Change, Sonapat Haryana, 25 January, 2015. ISBN No: 978-93-81212-92-9 ▪ Sukhveer Kaur, Japinder Singh, Krishan Kumar and Navtej Singh Ghumman “Round-Robin Based Load Balancing in Software Defined Networking”, in Proceedings of, IEEE 2nd International Conference On Computing for Sustainable Global Development, (INDIACom-2015) New Delhi, India, 11-13 March, 2015. ISBN No: 978-9-3805-4415-1 ▪ Sukhveer Kaur, Japinder Singh, and Navtej Singh Ghumman. “Network programmability using POX controller”, in Proceedings of, International Conference on Communication Computing and Technologies, (ICCCS 2014), Punjab India, 8-9 August, 2014. ISBN No: 978-93-83842-68-1 • Books with ISBN with details of publishers <ul style="list-style-type: none"> ▪ Book Title: Software Defined Networking Authors: Vipin Gupta, Sukhveer Kaur, Karamjeet Kaur ISBN: 9781365190728 	
19	Faculty serving in: <ul style="list-style-type: none"> a) National committees b) International committees c) Editorial Boards d) Any other (please specify) 	--- --- --- Assistant Professor Sukhveer Kaur and Karamjeet Kaur of Computer Department implemented KOHA library management software and College website designed and maintained .
20	Faculty recharging strategies(UGC,ASC, Refresher/orientation programs, workshops,	---

	training programs and similar programs)						
21	Seminars/Conferences/workshops organized funded by the college <ul style="list-style-type: none">Department organised extension lecture on Career Opportunities in Information Technology, Employment Opportunities in Information TechnologyTwo days workshop was conducted on “photoshop” by “Studio Corpo” on 26-27 oct 2012Workshop was conducted for one day on topic “Linux Administration and virtualization ” by Mr. Vipin Gupta on 17-11-2014.The workshop was conducted for one day on topic “Ethical Hacking” by Mr. Vipin Gupta on 25-01-2016.						
22	Students profile programme-wise						
	Name of the Programme			Application Received	Enrolled	I st Division	Pass Percentage
	U.G	B.C.A I	2011-12	5	5	2	2/5=40%
			2012-13	13	13	1	4/10=40%
			2013-14	8	8	2	3/6=50%
			2014-15	6	6	6	6/6=100%
			2015-16	4	4	--	4/4=100%
		B.C.AII	2011-12	9	8	8	8/8=100%
			2012-13	5	5	4	5/5=100%
			2013-14	4	4	--	1/3=33.3%
			2014-15	3	3	3	3/3=100%
			2015-16	6	6	1	1/6=16.66%
		B.C.AIII	2011-12	11	11	11	11/11=100%
			2012-13	8	8	8	8/8=100%
			2013-14	5	5	3	3/5=60%
			2014-15	1	1	1	1/1=100%
			2015-16	4	4	3	4/4=100%
	P.G	P.G.D.C.A	2013-14	4	4	2	2/4=50%
			2014-15	5	5	1	1/5=20%
			2015-16	11	11	6	5/9=55.55%
23	Student Progression						
		2011-12	2012-13	2013-14	2014-15	2015-16	
	Those Completed UG	11	8	3	1	3	
	Those Completed PG	-	-	2	1	6	
24	Diversity of staff						
	Percentage of Faculty who are graduates of the same university				66%		
	From other universities within the state				33%		
	From universities from other states				---		
	From universities outside the Country				---		
25	Number of faculty who were awarded M.Phil ,Ph.d ,D.Sc and D.Litt. During the assessment period				---		
26	Present details of departmental infrastructural facilities with regard to n) Library o) Internet facilities for staff and students				Central library Yes		
27	Under graduate /post graduate students getting Financial assistance from ✓ College ✓ University ✓ Government ✓ Other Agencies				<ul style="list-style-type: none">Economically weak students out of students Aid Fund.----SC/Sikh Minority (Post Matric Scholarship)Som Nath Rattan SocietySwaraj Foundation		
28	Was any need assessment exercise undertaken before the development of new programme(s)? if						

	so, highlight the methodology.
	<ul style="list-style-type: none"> Yes assessment exercise is required .Faculty suggested to start additional optional subject of introduction to computer science for B.A classes . It is applied through principal and managing committee and get that approved from the affiliating university.
29	<div>Does the department obtain feedback from</div> <div> a) Faculty on curriculum as well as teaching –learning-evaluation ? if yes ,how does the department utilize the feedback? b) Students on staff , curriculum and teaching –learning – evaluation andhow does the department utilize the feedback? c) Alumni and employer on the programs offered and how does the department utilize the feedback? </div> <div> a) Feedback is obtained from students, faculty and alumni is analyzed and students’ enrichment programmes are organised like extension lectures and workshops b) ---- c) ---- </div>
30	List the distinguished alumni of the department(maximum 10) <ul style="list-style-type: none"> Preeti Sharma, Vikas Kumar ,Parmod Garg, Chandan Garg are serving as Assistant Professors. Rakesh Kumar serving in ChicMic Company.
31	Give details of students enrichment programmes (Special lectures/workshops / seminar) involving external experts. <ul style="list-style-type: none"> Extension lecture on “Career Opportunity in Information Technology” by Mr. Vipin Gupta Two day Work Shop on “Photoshop” by Mr. Tarun One day Work Shop on topic “Linux Administration and virtualization” by Mr. Vipin Gupta Extension lecture on “Ethical Hacking ” by Mr. Vipin Gupta
32	List the teaching methods adopted by the faculty for different programmes. <ul style="list-style-type: none"> Audio visual aids are used with lecture method. Assignments, group discussion ,seminars, presentations, competitions are organised time to time.
33	How does the department ensure that programme objectives are constantly met and learning outcomes are monitored? <ul style="list-style-type: none"> Faculty always discuss problems of the students with them and their parents and try to modify their own method of teaching as per requirement. Learning outcomes are monitored through class tests and practicals.
34	Highlight the participation of students and faculty in extension activities. <ul style="list-style-type: none"> Teachers update their knowledge by attending conferences/seminars. And our students and teachers participate in workshops /extension lectures organized by other departments like NSS, Youth Welfare, Social Welfare etc. also.

Department of Fashion Designing

1	Name of Department					Fashion Designing	
2	Year of Establishment					2013	
3	Is the Department part of a School/Faculty of University					Faculty of university	
4	Name of programmes offered (UG, PG, M. Phil, Ph.D. , Integrated Masters, Integrated Ph.D, D.Sc., D.Litt. etc.)					UG-B.A. PG-PGDFD	
5	Details of programmes discontinued ,if any, with reasons					---	
6	Examination system Annual/Semester/Trimester/Choice Based Credit System.					B.A.(Part I&II) – Semester P.G.D.F.D. Semester	
7	Participation of the department in the courses offered by other departments.					---	
8	Number of teaching posts sanctioned, filled and actual (Professors/Associate Professors/ Asst. Professors/others)						
	Designation	Covered		Uncovered		Temporary	
		Sanctioned	Filled	Sanctioned	Filled	Sanctioned	Filled
	Professors	-	-	-	-	-	-
	Associate Professors	-	-	02	02	-	-
	Asst. Professors	-	-	-	-	-	01
9	Faculty profile with name ,qualification, designation, area of specialization , experience and research under guidance						
		Name	Qualification	Designation	Specialization	No. Of Years of Experience	
	Permanent	Ms. Chhavi Rai	M.Sc. Fashion Designing, Ph.D.(Pursuing)	Assistant Professor	Garment Construction & Drafting	3 Years , 6 Months	
		Ms. Prabhjot Kaur	M.Sc. Fashion Designing & Merchandising	Assistant Professor	Illustrations & Historic Costumes	03 year	
	Temporary	Ms. Kamaljot Kaur	M.Sc.(Fashion Designing)	Assistant Professor	Garment Construction	--	
10	List of senior Visiting Fellows, Adjunct faculty, emeritus professors <ul style="list-style-type: none">• Dr. Davinder Kaur (Sr. Scientist PAU, Ludhiana)• Dr. Prerna (Asstt. Professor, PAU, Ludhiana)• Mr. Suresh Vyas (Regional Manager, Usha International Limited, Jalandhar)• Mrs. Sunita Bhalla (Head, Fashion Designing Department, PCM S.D. College for Women, Jalandhar)						
11	Percentage of classes taken by temporary faculty- programme-wise information <ul style="list-style-type: none">• U.G. (100%) – Permanent• P.G. (70%) – Permanent• P.G. (30%) Temporary						
12	Programme wise teacher student Ratio			B.A.I-1:13 B.A.II-1:9 PGDFD-1:0.5			
13	Research thrust areas as recognized by major funding agencies			---			
14	Number of faculty with ongoing projects from National International total grants received. Given the name of the funding agencies , project title and grants received project-wise.			---			

15	Department projects, funded by DST-FIST; UGC-SAP/CAS,DPE; DBT,ICSSR,AICTS,ETC; total grants received.	---
16	Research facility/ centre with <ul style="list-style-type: none"> • State recognition • National recognition • International recognition 	--- --- ---
17	Special research laboratories sponsored by/ created by industry or corporate bodies	---
18	Publication : <ul style="list-style-type: none"> • Number of Paper Published in peer reviewed journal (National/international) • Chapters in books • Books Edited • Books with ISBN with details of publishers 	<ul style="list-style-type: none"> • Prabhjot Kaur, "FASHION" - Ultra Modern Presage (ISBN: 978-93-83084-05-0)2015, (Page No. 57-59). • Prabhjot Kaur, "BIRTH OF FASHION" - Ultra Modern Presage (ISBN: 978-93-83084-05-0)2015, (Page No. 60-64). • Prabhjot Kaur, Sunita Bhalla, "MAGIC OF METALLIC FIBRES" - Mosaic (ISBN: 978-93-83084-13-5) 2015, (Page No. 37-40). --- --- ---
19	Faculty serving in: <ul style="list-style-type: none"> q) National committees r) International committees s) Editorial Boards t) Any other (please specify) 	--- --- <ul style="list-style-type: none"> • Prabhjot Kaur, Member of the Advisory Board for the journal "Ultra Modern Presage (ISBN: 978-93-83084-05-0)2015" of PCM S.D. College for Women, Jalandhar. • Prabhjot Kaur, Member of the Advisory Board for the journal "Mosaic (ISBN: 978-93-83084-13-5) 2015" of PCM S.D. College for Women, Jalandhar. Miss Chhavi Rai – Member- Women Cell Discipline Committee Furniture and Fixture Committee Miss Prabhjot Kaur- Member – Skill Development Cell Furniture and Fixture Committee Extra Co-curricular activities Library Advisory Committee Research & Development Cell
20	Faculty recharging strategies(UGC,ASC, Refresher/orientationprograms, workshops, training programs and similar programs) <ul style="list-style-type: none"> • Ms Chhavi Rai & Ms. Prabhjot Kaur Attended National Seminar on "Concept of Consumer" in 2016 at H.M.V. ,Jalandhar. 	
21	Seminars/Conferences/workshops organized and funded by the college <ul style="list-style-type: none"> • Two Days Workshop on "Printing & Fashion Illustrations" On October14 & October15, 2014. • Exhibition-Cum –Sale on the eve of Rakhi From August 21 to August 27,2015. • Workshop on A-Z Usha Fashion Maker Sewing Machines On August 28, 2015 • Diwali Exhibition From Nov.7 to Nov. 9,2015. 	

	<ul style="list-style-type: none">Extension Lecture on “Surface Ornamentation” and Workshop on ‘Mirror Work’ on Jan. 18, 2016.						
22	Students profile programme-wise						
	Name of the Programme			Application Received	Enrolled	1 st Division	Pass Percentage
	U.G	B.A.I	2014-15	14	14	04	10/11=90.90%
			2015-16	12	12	8	8/8=100%
		B.A.II	2015-16	10	10	9	9/9=100%
	PGDFD	2013-14	03	03	-	0/3=0%	
		2014-15	03	03	03	3/3=100%	
		2015-16	01	01		Result Awaited	
23	Student Progression						
		2011-12	2012-13	2013-14	2014-15	2015-16	
	Those Completed UG	--	--	--	--	--	
	Those Completed PG	--	--	--	03/03	Result Awaited	
24	Diversity of staff						
	Percentage of Faculty who are graduates of the same university			33%			
	From other universities within the state			66%			
	From universities from other states			---			
	From universities outside the Country			---			
25	Number of faculty who were awarded M.Phil ,Ph.d ,D.Sc and D.Litt. During the assessment period			---			
26	Present details of departmental infrastructural facilities with regard to p) Library q) Internet facilities for staff and students			Central library Yes			
27	Under graduate /post graduate students getting Financial assistance from ✓ College ✓ University ✓ Government ✓ Other Agencies			<ul style="list-style-type: none">Economically weak students out of students Aid Fund.----SC/Sikh Minority (Post Matric Scholarship)Som Nath Rattan SocietySwaraj Foundation			
28	Was any need assessment exercise undertaken before the development of new programme(s)? if so, highlight the methodology. <ul style="list-style-type: none">Senior Staff Members /Advisory Committee check the trends, demands and infrastructure requirements and afterwards apply for new courses through Principal and Governing body.						
29	Does the department obtain feedback from a) Faculty on curriculum as well as teaching –learning-evaluation ? if yes ,how does the department utilize the feedback? b) Students on staff , curriculum and teaching –learning – evaluation and how does the department utilize the feedback? c) Alumni and employer on the programs offered and how does the department utilize the feedback?			a) Yes , through class room as well as Staff room discussion . b) Through Suggestions by students and their parents .Industrial visits ,Workshops , Extension lectures are organised. c) -----			
30	List the distinguished alumni of the department(maximum 10)			-----			

31	<p>Give details of students enrichment programmes (Special lectures/workshops / seminar) involving external experts.</p> <ul style="list-style-type: none"> Two Days Workshop on “Printing & Fashion Illustrations” On October14 & October15, 2014. Workshop on A-Z Usha Fashion Maker Sewing Machines On August 28, 2015 Extension Lecture on “Surface Ornamentation” and Workshop on ‘Mirror Work’ on Jan. 18, 2016.
32	<p>List the teaching methods adopted by the faculty for different programmes.</p> <ul style="list-style-type: none"> Teaching through Audio/Video Aids, PPT, Documentary, Fashion Shows.
33	<p>How does the department ensure that programme objectives are constantly met and learning outcomes are monitored?</p> <ul style="list-style-type: none"> Faculty of Fashion Designing always remain in touch of students and well verse them with fashion maker machines / sewing machine with footers / overlock machines and various dress forms .Learning outcomes are monitored during practical and class room lectures.
34	<p>Highlight the participation of students and faculty in extension activities.</p> <ul style="list-style-type: none"> Yes, Faculty & students of Fashion Designing Department participate in Rakhi making competition cum Exhibition from Waste Material from August 21-27, 2015 and 3 day Exhibition on the eve of Deepawali from November 7-9, 2015.Old Diyas were decorated and wall hangings were prepared from the waste material .

Department of Physical Education

1	Name of Department					Physical Education
2	Year of Establishment					1973
3	Is the Department part of a School/Faculty of University					University Faculty
4	Name of programmes offered (UG, PG, M. Phil, Ph.D. , Integrated Masters, Integrated Ph.D, D.Sc., D.Litt. etc.)					UG- (Physical Education as an Elective Subject in B.A.)
5	Details of programmes discontinued ,if any, with reasons					---
6	Examination system Annual/Semester/Trimester/Choice Based Credit System.					B.A.(Part I&II) Semester B.A.(Part III) Annual
7	Participation of the department in the courses offered by other departments.					---
8	Number of teaching posts sanctioned, filled and actual (Professors/Associate Professors/ Asstt. Professors/others)					
	Designation	Covered		Uncovered		Temporary
		Sanctioned	Filled	Sanctioned	Filled	Sanctioned Filled
	Professors	-	-	-	-	-
	Associate Professors	-	-	-	-	-
	Asstt. Professors	01	-	-	-	02
9	Faculty profile with name ,qualification, designation, duration , experience and research under guidance					
		Name	Qualification	Designation	Duration	No. Of Years of Experience
	Permanent	Mr.Sukhpal Singh	M.A. (Physical Education& Political Science)	Associate Professor	01-08-1974 to 30-06-2008	33 year
	Temporary	Mr. Harsimran Singh	M.A. (Physical Education)	Asstt.Prof	01-08-2008 to 30-11-2011	3 session 4 months
		Mr.Balwinder Singh	M.P.Ed.	Asstt.Prof.	02-08-2012 to 29-02-2016	4 Session
		Mrs.Gurpreet Kaur	M.P.Ed	Asstt. Prof.	28-07-2014 to 28-02-2015	1 session
		Mrs. Kiranjeet Kaur	M.Sc. (Sports Science)	Asstt. Prof.	06-07-2015 to till date	4 Session
10	List of senior Visiting Fellows, Adjunct faculty, emeritus professors					
	<ul style="list-style-type: none"> Dr. Charanjit Singh Grewal, Director of Sports (Retd.),Panjab University, Chandigarh. (Prize Distribution Function 2015) 					
11	Percentage of classes taken by temporary faculty- programme-wise information				<ul style="list-style-type: none"> U.G(100%)- Temporary 	
12	Programme wise teacher student Ratio				B.A.I-1:71 B.A.II-1:93	

							B.A.III-1:57
13	Research thrust areas as recognized by major funding agencies						---
14	Number of faculty with ongoing projects from National International total grants received. Given the name of the funding agencies, project title and grants received project-wise.						---
15	Department projects, funded by DST-FIST; UGC-SAP/CAS,DPE; DBT,ICSSR,AICTS,ETC; total grants received.						---
16	Research facility/ centre with <ul style="list-style-type: none"> • State recognition • National recognition • International recognition 						---
17	Special research laboratories sponsored by/ created by industry or corporate bodies						---
18	Publication : <ul style="list-style-type: none"> • Number of Paper Published in peer reviewed journal (National/international) • Chapters in books • Books Edited • Books with ISBN with details of publishers 						---
19	Faculty serving in: <ul style="list-style-type: none"> u) National committees v) International committees w) Editorial Boards x) Any other (please specify) 						--- --- --- Mrs.Kiranjit Kaur <ul style="list-style-type: none"> • Incharge College Giddha /Luddi Team • Attended National seminar “Health and fitness” on 28-09-2011 in Punjabi university Patiala. • Attended giddha workshop on 3-22, March 2011 in Punjabi university Patiala.
20	Faculty recharging strategies (UGC,ASC, Refresher/orientation programs, workshops, training programs and similar programs)						---
21	Seminars/Conferences/workshops organized and funded by the college						---
22	Students profile programme-wise						
	Name of the Programme			Application Received	Enrolled	I st Division	Pass Percentage
	U.G	B.A.I	2011-12	113	113	63	96/100=96%
			2012-13	240	240	177	214/227=94.2%
			2013-14	277	277	147	169/245=68.9%
			2014-15	170	170	89	108/123=87.8%
			2015-16	71	71	11	53/60=88.3%
		B.A.II	2011-12	44	44	35	37/37=100%
			2012-13	96	96	87	91/91=100%
			2013-14	155	155	122	122/125=97.6%
			2014-15	93	93	62	69/70=98.57%
			2015-16	94	94	74	78/78=100%
		B.A.III	2011-12	28	28	25	25/25=100%
			2012-13	43	43	42	42/43=97.67%
			2013-14	82	82	58	61/65=93.84%

			2014-15	101	101	89	95/95=100%
			2015-16	60	60	51	51/51=100%
23	Student Progression						
		2011-12	2012-13	2013-14	2014-15	2015-16	
	Those Completed UG	25	42	61	95	51	
	Those Completed PG	---	---	---	---	---	
24	Diversity of staff						
	Percentage of Faculty who are graduates of the same university				100%		
	From other universities within the state				---		
	From universities from other states				---		
	From universities outside the Country				---		
25	Number of faculty who were awarded M.Phil ,Ph.D ,D.Sc and D.Litt. During the assessment period				---		
26	Present details of departmental infrastructural facilities with regard to r) Library s) Internet facilities for staff and students				Central library Yes		
27	Under graduate /post graduate students getting Financial assistance from ✓ College ✓ University ✓ Government ✓ Other Agencies				<ul style="list-style-type: none">Economically weak students out of students Aid Fund.----SC/Sikh Minority (Post Matric Scholarship)Som Nath Rattan SocietySwaraj Foundation		
28	Was any need assessment exercise undertaken before the development of new programme(s)? if so, highlight the methodology.				---		
29	Does the department obtain feedback from a) Faculty on curriculum as well as teaching – learning-evaluation ? if yes ,how does the department utilize the feedback? b) Students on staff , curriculum and teaching – learning – evaluation and how does the department utilize the feedback? c) Alumni and employer on the programs offered and how does the department utilize the feedback?				a) Yes,Feedback is obtained from the stackholders informly and College / Department has purchased Sports Equipment and hired Coaches for Games.		
30	List the distinguished alumni of the department(maximum 10) <ul style="list-style-type: none">Sh. Balwinder Singh, serving as lecturerAmrinder jeet Singh,serving as school lecturer						
31	Give details of students enrichment programmes (Special lectures/workshops / seminar)involving external experts. <ul style="list-style-type: none">Seminar on Health and Food (23-08-2012) by Dr.Jaswinder Brar Associate Prof.(P.A.U. Ludhiana)Seminar on World Environment Day(04-06-2016) by Off. Principal Geeta Gupta(A.D College, Dharamkot), Mrs. Parveen Arora(Associate Prof. A.D College ,Dharamkot), Dr.Surjit Singh Dhaliwal(Asstt.Prof. A.D College ,Dharamkot) ,Dr.Ram Murti (Asstt.Prof. ,A.D College ,Dharamkot)Celebration of International Yoga Day (21-06-2016) by Officiating Principal, Mrs. Geeta Gupta Mrs. Neerja Gupta(Associate Prof. A.D College ,Dharamkot), Dr.Ram Murti (Asstt.Prof. ,A.D College ,Dharamkot)						
32	List the teaching methods adopted by the faculty for different programmes. <ul style="list-style-type: none">Mainly Chalk and Talk Method is used for teaching . Students are assessed through regular tests in the class and by conducting competition in the ground for practicals.						
33	How does the department ensure that programme objectives are constantly met and learning						

	outcomes are monitored? <ul style="list-style-type: none">• Through class tests and practicals in the ground learning outcomes are monitored.
34	Highlight the participation of students and faculty in extension activities. <ul style="list-style-type: none">• Our students participate in NSS ,Youth Welfare and Social Welfare Activities . They organised Farewell Party and Paath of Sukhmani Sahib.

Annexure-I

Affiliation Letter (Courses)

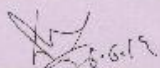
PANJAB UNIVERSITY, CHANDIGARH

TO WHOM IT MAY CONCERN

No. Misc/A-4/ 6544 Date : 24/6/2014

This is to certify that A. D. College, Dharamkot, Distr. - Moga (Punjab) is affiliated to the Panjab University, Chandigarh since 1973 and recognised by the University Grant Commission under 2(f) and 12(b) and the college is running the following Courses/Subjects :-

Sl No	Name of the Course(s) /Subject(s)	Affiliation	
		Permanent	Temporary
1.	B. A. (English (Compulsory), Punjabi (Compulsory), Hindi, History, Pol. Sci., Economics,	Permanent	-----
2.	B.A. Punjabi (Elective), Physical Education.	-----	Temporary
3.	B.C.A. (One Unit)	-----	Temporary
4.	PGDCA - 40 seats	-----	Temporary
5.	Post Graduation Diploma in Fashion Designing - 40 seats	-----	Temporary
6.	M.A. (Punjabi) - One Unit	-----	Temporary


 Deputy Registrar (Colleges)
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 Panjab University
 CHANDIGARH

Annexure I (a)
UGC 2(f) & 12(B) Letter

