SELF STUDY REPORT

Submitted to

National Assessment and Accreditation Council

(NAAC)

Track ID – PBCOGN17993

GUJRANWALA GURU NANAK KHALSA COLLEGE
**Multi-faculty, Postgraduate, Co-Educational College
Civil Lines, Ludhiana (Punjab)**

Under the Aegis of

Gujranwala Khalsa Educational Council, Ludhiana
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PREFACE

G.G.N. Khalsa College, Ludhiana was established in 1953 at Ludhiana under the aegis of Khalsa Educational Council (Gujranwala). The council comprises of prominent educationist, (2 former Vice Chancellors), promin1ent community leaders, dedicated social workers and philanthropists from all walks of life. The main objective of the council was to provide equal opportunities to both men & women, especially poor, weaker sections. Suppressed and downtrodden to get higher education facilities and also o cater to their social, moral spiritual and physical needs in conformity with the teachings of Guru Nanak.

The Governing Council is well-awakened to meet the demands of changed scenario in the field of higher education and has taken various effective steps. Panjab University Chandigarh is the academic controlling body to which the college is affiliated. The college is covered under the 95% grant –in-aid scheme of Panjab Government with sanctioned 42 teaching positions of teaching staff including Principal, one librarian and one D.P.E. and 31 non-teaching employees including administrative, technical and ministerial staff. To meet the demands of the increase in number of students, new positions on the teaching (10) and supporting staff (13) are created and paid buy the management from its own resources. The college has also started and of self financing courses /subjects.

We have taken a lot of initiatives for the realization of our cherished goals and to keep pace with changing scenario in higher education in the country. But our ultimate strength for further development is to aspire for excellence and to meet social pressures in future. For this, it is our step to undergo this assessment process conducted by NAAC, Banglore. Preparing this report was a laborious and long task which has been successfully accomplished buy team work and co-ordination. A committee comprising of the following was constituted to prepare the self study report of the college in consultation and co-ordinations with the rest of the faculty.

Members of the Steering Committee

1. Dr. Manjit Singh Komal   -   Chairperson
2. Prof. Paramjit Singh   -   Vice- chairperson
3. Dr.Hargunjot Kaur   -   Co-ordinator
4. Prof Raminder K. Chhabra   -   Member
5. Prof. Sushminderjit Kaur   -   Member
6. Dr. Geeta Jalan   -   Member

The following faculty members helped to prepare the criterion –wise analysis report :

Profile   :   Dr. Dalip Singh
Criterion – I   :   Prof Raminder K. Chhabra
Criterion – II   :   Prof. Sushminderjit Kaur
Criterion – III :   Dr. Geeta Jalan
Criterion – IV :   Dr. Deepak Walia
Criterion – V   :   Dr. Arvinder Kaur
Criterion – VI :   Prof. Harleen Kaur
Criterion – VII: Dr. Hargunjot Kaur

EXECUTIVE SUMMARY

Criterion I: Curricular Aspects:

Being an affiliated College of the Panjab University, the Institution provides a wide range of courses/programmes in Arts, Commerce and Computer Science and Applications at Graduation and Post-Graduation levels. To realize its mission, the College is imparting value- based education to young men & women synthesized with concern for Environment, Societal Issues with special emphasis on Human Rights and Gender Issues. To promote interdisciplinary skills among students, the College has introduced Career-Oriented courses. The celebration of religious functions encourages the students to explore the fullness of life. By collectively observing traditions and celebrating cultural festivals, a special effort is made for equipping students for a harmonious living in a pluralistic society. The College has a limited role in designing the curriculum as it is decided by the Panjab University; however some Faculty members take initiative and contribute in designing the curriculum as members of the Board of Studies/ Faculty, PU, in different subjects. They can select any course they wish to pursue, subject to the eligibility criteria set by the University. The College strives to offer the highest quality education and services through continual self-assessment, evaluation by students and seeking feedback from stakeholders. This mechanism helps in identifying the new courses/ programmes subjects that can be introduced in the ensuing academic sessions. To stir and motivate underperforming students, the College provides remedial classes. Family members are encouraged to have direct involvement in education through Parent – Teacher meetings.

Criterion II: Teaching – Learning and Evaluation

Wide publicity to the admission process is carried out by means of print and media i.e. Prospectus and College website. The admission process is systematically administered and is transparent. An Admission Committee consisting of members from different Faculties admits students on the basis of merit. The admission to B.C.A, B.Com and M Com. are on merit and B.A. and M.A.(English & Punjabi) are on first come first serve basis providing they fulfill the criterion laid down by the Panjab University. Students are provided counseling at the time of admission and are helped to choose the courses/programmes pragmatically by looking at their strengths. Panjab University/Pb. Govt. Reservation policy is strictly followed and selected needy students from weaker sections of society are given freeships / fee concessions. The Institution identifies slow and advanced learners through class tests, assignments, project work, etc. Accordingly effective strategies are adopted for supporting both kinds of students with attainment targets. The College has consistently performed creditably well as far as results of various classes are concerned. Term wise teaching schedules and plans are prepared well in advance. A variety of teaching methods are used for delivering instructional content, the hallmark being the integration of Information Communication Technology (ICT). The College has highly qualified and competent Faculty members, a large number of them are PhD/ M. Phil degree holders. They are recruited as per the Panjab University/ D.H.E rules which are based on UGC norms. The teachers attend Refresher and Orientation courses in their subjects, which leads to their knowledge upgradation and skill enrichment. The library, laboratories, ICT section is all well equipped for enhanced teaching and learning processes. Continual evaluation of students takes places through class tests, assignments, question answer sessions, revision tests, and house examinations and annual/semester examinations. Internal assessment for all Graduate and Post Graduate courses is in accordance with the University rules. At the beginning of the session, all students are informed about the evaluation procedures. The

students' grievances related to house examinations are redressed promptly and expeditiously by the concerned teachers.

Criterion III: Research, Consultancy and Extension

The College promotes research by granting study leave under UGC Faculty Improvement Programme. Three Faculty members completed their PhD under this scheme. Seven others members of the Faculty completed their PhD's and four are working on it. Teachers have published research papers and have presented papers at various National and International Conferences/ Seminars. The students of B.Com, M.Com undertake projects and teachers take special interest in guiding their students. The various extension activities provide the students with a rare consciousness that motivates them to reach out to their fellow beings particularly the needy and the marginalized. Programmes of societal importance are carried out by the NSS and NCC units of the College. The teachers in-charge of NSS and other Societies host activities for the whole year. The students are encouraged to participate in these activities and those who excel in them are awarded prizes at the College Annual Prize Distribution function. To strengthen the support services with regard to placement for students, the Placement Cell is striving hard by offering Job Fair and strengthening Industry Academic interface.

Criterion IV: Infrastructure and Learning Resources

The College is spread in four acres of land in an area which has become the epicenter of education. The campus houses many buildings which include well lighted and ventilated classrooms, fully equipped and updated Physics, Chemistry, Language & Journalism Labs. Computer labs are equipped with latest computers and Wi-Fi facility. It also houses Guru Nanak Hall (seating capacity 500), Library, Seminar room and a newly constructed Language and Journalism lab.

The sprawling lawns and vast playgrounds lend magnificence to the physical infrastructure. For the upkeep and maintenance of infrastructure, the staff and the students take utmost care. If required, some additional workers are hired through outsourcing agencies on contractual basis. The upkeep of campus and Gardening

Committee ensures that the campus remains pollution free and green. To keep it healthy and eco-friendly, burning of dry leaves and polythene bags are prohibited on the campus. A visiting doctor attends to the minor medical needs of the staff /students. In coordination with other academic support units on campus, the Library provides services that support the College's diverse curriculum in Arts, Commerce and Computer Applications. The impressive collection of books, journals and other library material provides resources to explore all areas of human knowledge within the framework of learning. Internet facility is available for all library users. The use of ICT as a learning resource, which enables individualized instruction and collaborative learning, is being used by a couple of departments. ICT rich environment is being further developed to encourage students to become more focused in their learning. 12 CCTV cameras are fixed at all the strategic points on the College campus. Our vast infrastructure is also made use of by several outside agencies for conducting examinations and hosting various programmes.

Criterion V: Student Support and Progression

The College caters to higher education needs of a large number of students, and welcomes diversity in its learning community. A majority of the students belong to General category while others fall under OBC, SC and ST categories. To enhance the quality of community life, the underprivileged are supported to seek higher education by providing them with freeships/ fee concessions etc. All eligible students can avail of various scholarships. A number of sports scholarships are available under Sports merit criteria. The total number of students on College rolls in the current session is 1,860. The Placement Cell supports students in career choices and helps to make job placements in industry, banks, call centers, educational Institutions, etc. The College has a Redressal Cell to look into the grievances and complaints of the students. The Counseling Cell establishes a communication channel between students and Faculty, and helps them to deal with rising stress and to resolve tensions. There are various Clubs and Societies that manage academic and cultural activities of the College.

Students are encouraged to participate in Co-curricular and Extracurricular activities at various levels and are given all opportunities to exhibit their innate talents. Many students have brought laurels to the College in academics, cultural and sports activities at Zonal, Inter-Zonal, State, National and International levels. The College has very strong track record in sports. Sports students are given flexibility in attendance and evaluation. The College believes in delivering comprehensive and well-integrated student services through every level of Institutional infrastructure. The students play an integral role in various College activities by becoming members of the Magazine Committee and Alumni Association. Each bonafide student of the College is issued an Identity Card, which not only establishes her identity particulars, but is also important in order to appear in the examinations, participate in any College activities and get books issued from the library.

Criterion VI: Governance and Leadership

Through the concerted efforts of the Management, Principal, Staff and students, the College has successfully made a place for itself among the premier Institutions of the region. Under the effective administrative leadership, the College has grown from strength to strength. The Managing Committee is the main governing body which believes in running the College through collective participation of all stakeholders in Institutional affairs. A decentralized system is followed and different committees such as IQAC, Steering Committee, Time Table Committee, Admission Committee, Purchase Committee, Examination Committee, Sports Committee, etc assist the administration. The aim is to involve maximum number of teachers in decision making/ implementation process. In addition to this, there are in-charges of various Societies/ Clubs, who take the responsibility of their respective assigned activities. Participatory leadership and teamwork culture reflects the core values and ethos of the Institution. This enables the College community to internalize these and in turn creates Institutional loyalty and willingness to walk an extra mile. With the constitution of the Grievance Cell and Sexual Harassment Cell, the grievances and complaints of the students are

redressed with required sensitivity. All major decisions related to academic and administrative affairs are taken by the Principal in consultation with the Managing Committee, IQAC, Steering Committee and the Departmental Heads. Their views and suggestions are given due consideration. Funding through donations and grants helps in developmental undertakings. The College also has a very strong financial, management system with budget planning process, internal and external auditing and a well laid out expenditure approval system. It has developed computerized accounting system, and all financial operations are systematized and transparent.

Criterion VII: Innovations and Best Practices

The College being one of the best green campus in the city, responds to eco concerns with its eco friendly initiatives. All rooms are provided with large windows to let light in and air to circulate. Low energy florescent blubs and CFL bulbs are used instead of conventional tungsten blubs. New purchases of all electrical equipment like the A.C's have star ratings and are attached to power saving regulators and thermostat for energy conservation. All computers and office equipment are well maintained and no reckless purchases are made. The equipment is used judiciously, put to sleep mode for power management and switched off when not needed. Rain water harvesting reservoir has been constructed on the premises to raise the sub soil water level. Treated water is used for the maintenance of College lawns. The main innovations that have been made in the academic, administrative and other areas of College working are holistic education, feedback system, remedial classes for the weak and special classes for the meritorious students and inclusion of enrichment and value added courses. Introduction of 'learn while you earn' scheme and complete automation of the administrative branch and the library are some of our other projects on which we are still working.

SWOC ANALYSIS

- Post Graduate Courses (M.A. Eng, M.A. Punjabi, M.Com, PGDCA) offers multifarious job opportunities like Teaching Advertising, Industry, Banking, C.A., M.B.A etc.

- Bilingual methods of teaching are used I most of the courses as majority of the students {esp. Humanities) are first generation learners from low socio-economic background.

- Well qualified, dedicated and diversified Faculty with specialization in different areas.

- Well stocked library with e-resources.

- Well equipped and updated laboratories (Language lab, Computer Labs, Journalism Labs, Physics & Chemistry Labs).

- Well maintained sports fields and college lawns.

- Practical exposure through field work in Social Science and Industrial visits for Commerce and Computer students.

- Student centered and activity based teaching and learning.

- Active participation in Extension Activities.

- Sports Department has always performed exceptionally well at Inter College, State, National and Inter National levels.

Weaknesses

- Proficiency level is below average because most of the students are from rural and low socio-economic background.

- Lack of personal interest in Research and Consulting activities.

- Mechanism of feedback from Alumni is not very regular.

- Since most of our classes are a heterogeneous group therefore one particular teaching methodology cannot be adopted.

- Faculty find it difficult to have sufficient time to present papers and publish articles along with teaching and extracurricular activities.

Future Plans
- To have at least two Research Centers soon in English and Punjabi.   - Creating more Industry Institute linkages.   - Enhancing infrastructure by adding facilities like Gymnasium Hall, latest Laboratories, digital library.
Challenges
- To constantly enhance student enrollment in Humanities.   - To motivate students to develop a deeper level of critical and analytical thinking and to cultivate in them an endeavoring passion to pursue higher education.   - Socially and economically backward students with low aptitude in language and quantitative skills.   - Developing soft skill among students.   - To motivate Faculty to be dynamic and to use latest technology and methodology in their teaching.   - Encouraging Research attitude among the Faculty and students.   - Mushrooming growth of professional colleges around the city poses a challenge to our student strength.   - Cost of learning is high as compared to the government Colleges in the city.
Opportunities
- Possibility of collaboration with foreign universities and providing recognized degrees.   - We have an excellent opportunity to develop vocational education in the region.

PROFILE OF THE AFFILIATED /CONSTITUENT COLLEGE

1. **Name and address of the college:**

Name : Gujranwala Guru Nanak Khalsa College

Address: Civil Lines, Ghumar Mandi

City: Ludhiana   Pin: 141001   State: Punjab

Website: ggnkcl.co.in   Email Id: ggnkcl@rediffmail.com

2. **For communication:**

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Manjit Singh Komal	O: 0161-2401546	+91-9914514555	0161-2773032	ggnkcl @ rediffmail.com
Vice-Principal	Prof. Paramjit Singh	O: 0161-2401546	+91-9465645595	0161-2773032	ps16460@yahoo.com
Steering Committee Coordinator	Dr. Hargunjot Kaur	O: 0161-2401546	+91-9915042222	0161-2773032	hargunkaur.kaur4 @gmail.com

3. **Status of the of Institution :**

Affiliated College	✓
Constituent College	
Any other (specify)	

4. Type of Institution:

    a. By Gender

        i. For Men

        ii. For   Women

        iii. Co-   ✓ education

    b. By Shift

        i. Regular

        ii. Day   ✓

        iii.Evening

5. Is it a recognized   minority institution?

Yes   ✓

No

6. Source of funding:

Government

Grant-in-aid   ✓

Self-financing   ✓

Any other

7. a. Date of establishment of the college: **May/1953** (dd/mm/yyyy)

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

    c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	1953	Copy enclosed
ii. 12 (B)	1953	Copy enclosed

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

d. Details of recognition/approval by statutory/regulatory bodies other   than UGC

(AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

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

(Enclose the recognition/approval letter

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

Yes [✓]   No [ ]

9.   Is the college recognized

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

Yes [ ]   No [✓]

b. For its performance by any other governmental agency?

Yes ☐   No ☑

If yes, Name of the agency **N/A** and date of recognition……………
(Dd/mm/yyyy)

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

Location *	Civil Lines, Ludhiana
Campus area in sq. mts.	22387.24 sq mts
Built up area in sq. mts.	7480 sq mts

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

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

- Auditorium/Seminar complex with infrastructural facilities   **Yes**

    a. Auditorium with seating capacity of 200 along with public address system, chairs, lighting and proper ventilation is available**.   Yes**
    b. An Open-air Stage with visibility from all the floors of the college. **No**
    c. An Audio Visual Seminar Hall having a seating capacity of 100 with Interactive Board, LCD projector,   TV, Pulpit, Amplifier with cordless and collar microphones, and furniture. **Yes**
    d. Fully furnished EDUSAT- Satellite interactive terminal- with a seating capacity of 40.   **No**
    e. Administrative sanction in principle received for the construction of College Auditorium – Rs. 40 Lakhs   **No**

- Sports facilities
    * Play ground   **Yes**

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∗ Swimming pool- Not available

∗ Gymnasium　　Not available

- Hostel　　　　　　**No**

    ∗ Boys' hostel

        i. Number of hostels　**No**

        ii. Number of inmates　**No**

        iii. Facilities (mention available facilities) **No**

    ∗ Girls' hostel

        i. Number of hostels　**No**

        ii. Number of inmates　**No**

        iii. Facilities (mention available facilities) **No**

    ∗ Working Women Hostel

        i. Number of inmates **No**

        ii. Facilities (mention available facilities) **No**

- Residential facilities for teaching and non-teaching staff (give numbers available -- cadre wise)
- Cafeteria　　　　**No**
- Heath centre　　　**Yes**

First aid(✓), Inpatient, Outpatient, Emergency care facility, Ambulance……..

Health centre staff-
Qualified doctor　Full time　☐　part-time　☑

- Facilities like banking, post office, book shops　**(Banking Yes)**

- Transport facilities to cater to the needs of students and staff　**No**
  .
- Animal house-　　　　　　**No**

- Biological waste disposal　　**Yes**

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

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- Solid waste management facility   **No**

- Waste water management   **Yes**

- Water harvesting   **Yes**

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

Sr. No	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned / Student strength	No. of students admitted
1	Under-Graduate	B.A/B.Sc BCA/B.Com	3Years	10+2	Eng/Pbi /Hin	**Unlimited/ 45/140**	**954/252/71/425**
2	Post-Graduate	PGDCA M.A (Eng/PBI) M.Com	1 year 2 years (4Semesters)	B.Com/ B.A/ B.Sc	Eng/Pbi	**30** **40** **40**	**17** **44/09** **88**

13. Does the college offer self-financed Programmers?

Yes ✓   No ☐

If yes how many   BCA, B.COM, PGDCA, M.COM

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

Yes	✓	No		Number	2

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

Disciplines	Certificate/ Diploma Course	UG	PG	Research
Science		B.SC	-	
Arts		B.A	M.A(Eng/Pbi)	
Commerce		B.Com	M.Com	
Any other	Communicative English/	BCA	PGDCA	

	journalism			

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

    a. Number of Programmes offered under

    b. annual system   8

    c. semester system   8

    d. trimester system

17. Number of Programmes with

a. Choice Based Credit System	**No**
b. Inter/Multidisciplinary Approach	**No**
c. Any other (specify and provide details)	**No**

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)……………….(dd/mm/yyyy)

    And number of batches that completed the programme ☐

    b. NCTE recognition details (if applicable)

    Notification No…………………………………...

    Date ……………………………… (dd/mm/yyyy)

    Validity………………………………

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

Yes ☐   No ☑

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

Positions	Teaching faculty#						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University/ Recruited			8	6	2	4	9	2	5	
Yet to recruited					21		13		2	
Sanctioned by the Management/ Society or other authorized bodies Recruited			2	2	1	5	13	-	-	-
Yet to recruited										

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt./Post doctoral	-	-	-	-	-	-	-
Ph.D.	-	-	4	2	0	3	09
M.Phil.	-	-	5	4	1	1	11
PG			2	2	2	4	10
Temporary teachers							
Ph.D.	-	-	0	0			

M.Phil.	-	-	2	7			09
PG	-	-	3	15			18
Part-time teachers							

22. Number of Visiting Faculty /Guest Faculty engaged with the College.   **No**

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

Categories	2010-11		2011-12		2012-13		2013-14	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	85	04	82	06	63	04	121	02
ST								
OBC	45	02	38	07	39	05	17	-
General	1215	75	1182	80	1358	54	1436	113
Others								

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

Type of students	UG	PG
Students from the same state where the college is located	**1545**	**144**
Students from other states of India	-	-
NRI students	-	-
Foreign students	-	-
Total	**1545**	**144**

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

UG
2012-13 = 117
2013-14 = 113

PG
2012-13 = 11
2013-14 = 01

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. 7, 66, 89101/1689 = 47405/-

(b) Excluding the salary component

Rs. 8, 58, 397/1689   = 5037/-

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 programme of
another University

Yes ☐   No ☑

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

c)   Number of programme offered   **NO**

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

Sl. No.	Programme	Students (1st, 2nd & 3rd years)	Teachers	Teacher-Student Ratio
1	M.Com	87	3.5	24.85
2	M.A (English)	44	2	22
3	M.A (Punjabi)	09	2	4.5
4	PGDCA	17	1	17
5	B.Com	430	11.5	37.39
6	BCA	70	5	14
7	B.Sc		5	B.Sc I 65-1, B.Sc II 50-1 B.Sc III 40-1
8	B.A. English	970	31	31.25

29. Is the college applying for Accréditation?

Cycle 1 [✓] Cycle 2 [ ] Cycle 3 [ ] Cycle 4 [ ]
Re-Assessment: [ ]

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

The college is applying for accreditation for the first time. **Yes**

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

| 220 Days |

32. Number of teaching days during the last academic year

| 180 Davs |

CRITERION I: CURRICULAR ASPECTS

1.1 CURRICULUM PLANNING AND IMPLEMENTATION

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

- **<u>Historical Background of the Institute: -</u>** The Institute came into being at Gujranwala in 1917 on the initiative of Khalsa Educational Council, an NGO dedicated to the spread of education particularly among the Sikh community. The Sikh divine Sant Attar Singh laid the foundation stone of the huge campus which housed the college at Gujranwala. It had vast ground and state of the art hostel with all usual amenities.

After the partition, the college was resurrected at Ludhiana in 1953. Eminent Educationists guided the destiny of the institute. Bhai Jodh Singh, later Vice-Chancellor Punjabi University, Patiala, S. Sujan Singh, later Registrar Panjab University, Chandigarh, Prof. P. S. Kapur, later Pro Vice- Chancellor, GNDU Amritsar, remained Principal of this college. Prof. Kirpal Singh Narang, later Vice-Chancellor, Punjabi University, Patiala, Dr. J. S. Grewal, an eminent historian and later Vice-Chancellor GNDU Amritsar and Dr. S.P. Singh, later Vice-Chancellor GNDU Amritsar, served on the faculty.

Eminent Sikh Theologian Prof. Dr. Sahib Singh also happened to be teaching at this college in the early days of his career. Among the alumni of the college were Dr. Kirpal Singh, eminent historian and former Professor of history in Punjabi University, Patiala. We nursed some of the eminent Punjabi poet and creative writers. The college had to struggle to re-establish a suitable campus at Ludhiana. Now we are housed in a moderate building in Civil Lines, where most of the colleges are situated. It is now a Multi – faculty, Post Graduate,

Co-Educational College, affiliated to the Panjab University, Chandigarh. Gujranwala Guru Nanak Khalsa College, Ludhiana embodies within itself, a fascinating and rich tale of two cities of the two partitioned countries.

- **Vision:** To impart qualitative value based education as enshrined in the teachings of Guru Nanak enunciating the principals of co- existence, brotherhood and above all universal well being.

- **Mission:**

  - To pursue and disseminate knowledge with commitment to all sections of society.

  - To create and provide opportunity for the overall development of students that can transform the society.

  - To revive high ideals of students- teacher relationship so as to inspire the youth to have yearning for acquiring knowledge and professional skills.

  - To enable the students to inculcate patriotism and sense of sacrifice for the country.

  - To imbibe the ideals of   Guru Nanak amongst the youth in order to instill in their minds high moral values, instinct for social justices, awareness and equality of human mind.

  - To inculcate quality of competence, confidence excellence among the student.

- Objectives; The Motto of the institute reads, "GuruPrasad Vidya Vichareh" which truly   indicates the objectives of the institute. The principal objective of the institute, named after the great Guru Nanak, is to promote morality and sobriety of life amongst the students so as to instill in them the valuable teachings of Sikhism and to enable them to develop habits and physical prowess that may make them intelligent, conscientious and patriotic citizens.

The objectives of the institute are as follows:

- To promote academic excellence by providing quality education.

- To uplift the rate of literacy of Punjab, particularly in Ludhiana, as Punjab ranks among the states and U.T.'s at 28 out of 35 regarding literacy rate. .

- To encourage the development of right value system among the students

- **Communication of Goals and Objectives** :

The clarity of vision, missions, aims and objectives and the hard work put to achieve the above helps the college in smooth, systematic and regular communication of goals and objectives to its constituents. The following methods are adopted for communication-

- The college's mission and vision statements are displayed at different places in college campus.

- The Goals and Objectives are made known to all the stake holders through college prospectus, college magazine.

- The vision and missions statements are also displayed on the college website.

- On the inaugural function of every new academic session, Principal, members of Gujranwala Khalsa Educational Council, senior faculty members explain the vision, missions, aims and objectives of college.

- In the first assembly of the academic session the Principal meets the students and make them familiar with vision, missions, aims and objectives of college.

- The Principal and faculty members utilize the welcome function of different streams to communicate the vision, mission, aims and objective.

- During the induction of new staff members, the Principal welcomes them and introduce the new appointees to vision, missions, aims and objectives of the institution.

- The vision, mission, aims and objectives are transformed into reality by quality, teaching, communication oriented activities by Rotract club, N.S.S, Gurmat Sabha, N.C.C., Music club, Punjabi Sahit Sabha etc

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

The educational process at Gujranwala Guru Nanak Khalsa College is geared to create a society based on human values. Besides academic excellence, emphasis is laid on moulding and transforming students to become socially responsible. Though the curriculum is designed by the University, the goals and objectives of the college are transmitted to the students by the efforts of the faculty members by teaching beyond classroom and beyond the curriculum.

- **Planning** :

  - The calendar for the activities for the upcoming session is discussed before the commencement of the session.

  - Dates for important events, departmental activities, workshops, celebration of festivals, Inter college youth festival, are tentatively decided much ahead of time.

  - The staff members of the various teaching departments conduct their internal meetings and chalk academic plans for the coming session.

They organize unit-wise schedule to complete the syllabi within the given number of working days.

- Time schedule along with the teaching plans are prepared by the departments within the framework of the academic calendar issued by the University. Teaching plans are regularly reviewed and reconstructed.

- The teachers maintain the details of their teaching- evaluation schedule

- The principal meets the head of departments to ensure that syllabi are adequately covered.

- **Testing** :

  - The college assesses the students at regular intervals, through class tests, practical tests, paper presentation and written assignments.

  - Details of the evaluation methods and schedules are communicated to the students through prospectus and notices.

  - Students take one exam in the first term and one before the annual exam. The internal examination results are announced within two weeks of the examination and answer scripts are shown to the students. The progress report is sent to the parents /guardians.

  - Parents of students who do not perform well are called and asked to meet concerned teachers for the betterment of students by the Registrar office.

  - In addition, the teachers adopt innovative methods of assessments like verbal tests, test from questions banks, class debate, quiz, assignments etc.

- The lecture method of teaching is supplemented by the use of audio visual aids, projects, seminars, field trips, group discussion, internet browsing, OHP and other supplementary aids.

- Besides regular classroom learning, industrial visits, in-service training (FTPP and ASM, M.Com) and working at the industrial training unit provide a taste of real life situation.

- Students periodically visit the blind, deaf and dumb school, old age homes, and schools for special children etc.

- Extracurricular activities are held at regular intervals to develop aesthetic potential and team spirit. Various activities are organized to help students to develop their talents as well as gain practical experience in organizing and managing various events such as Talent Search, Sur Sanjh, Science exhibition, debates, declamations, quizes etc.

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

- The syllabus is prescribed and made available to the College by Punjab University at the beginning of each session. Patterns of examination and assignment are also mentioned.

- The time table committee formulates the time table for the entire year. Infrastructure such as class rooms, laboratories, audio visual equipment etc is made available by the college.

- Funds are allotted by the College to various departments for purchase of materials to ensure smooth running of the courses.

- Funds are also received from UGC, ICSSR and ICHR for organizing seminars, workshops, conferences etc.

- To keep ahead of developments in the respective areas of specialization, and to improve academic skills, the teachers are encouraged to participate in National and International conferences/ seminars/ symposium, etc. organized by the College and university and institutes of the country.

- Faculty members also attend Orientation and Refresher courses held at the staff colleges of various universities from time to time. This includes the latest trends in Teaching Pedagogy, trends in the use of ITC, etc. that helps in the updating and upgrading the knowledge in their subject. The college also grants study leaves to the teachers for higher studies and research under the Faculty Improvement Programme (FIP). A large number of faculty members are pursuing Ph.D. at present.

- The university forms an academic calendar that specifies the duration of semester/session, the date of commencement of semester/session, the end of the semester/session, and specific number of working days.

- The college bears all expenses such as TA/DA, registration /participation fee made by the teachers to participate in Seminars/Conferences.

- To inculcate research culture among the teaching fraternity the institution grants them study leave with pay and motivate them to take up minor and major projects for their academic growth.

- The institution provides library and e-learning facilities to the faculty to effectively deliver the curriculum.

- In order to encourage membership of the faculty in different academic organization /society financial help is also provided by the council.

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

- The curriculum for various courses is prescribed by the university and college tries to implement in the best possible manner. The college is making sustained and continuous effort to improve the teaching learning methodology. Delivering curriculum effectively is not simple. Teachers make material available to the students, deliver lectures orally as well as using audio-visual aids etc.

- With this in view, the lectures are planned to be integrated with reading materials, group discussion, panel discussion, quiz, seminars, individual assignments, presentation of papers, use of audio-visual aids and electronic gadgets, which supplements the effectiveness of classroom teaching.

- Infrastructure such as classroom, well equipped laboratories as well as materials are provided by the college especially in the subject of F.T.P.P, A.S.M, Communicative English, Journalism.

- Field trips and educational trips, are an effective ways of teaching beyond the walls of the classroom, are also regularly organized to get the insights of the industry requirements as well as social requirements that discipline their thinking and development skills accordingly. The students visit to different places form an integral part of the programme in the college activities and therefore they are conducted every year. In the subject of F.T.P.P and A.S.M, it is compulsory for the students of B.A I and B.A II to undergo industrial training of one month.

- Importance is given to extra and co-curricular activities. Various activities are organized to encourage the students to develop their talents as well as gain practical experience in organizing and managing various events.

- The Board of Studies (BOS) is a body constituted by Panjab University. Whenever courses are up for review by the university, the members of Board of Studies present their points of view, based on various inputs

received by them from students, college departments, alumni, parents, employers and community. Their recommendations help in locating the areas of focus while framing the syllabus for the next academic session.

- Library and Book Bank facilities are extended to teachers and students.

- The ICT facility is encouraged to be incorporated in teaching methodology.

- Case study method of teaching to enhance student's analytical skills is also made use of.

- Student centered activities such as Skill requirements; Personality Development and Cyber awareness are also carried out.

- Remedial Classes /Programs to strengthen the fundamentals of students in all subjects are a regular feature.

- One teacher is nominated as Nodal Officer from the institute while two Campus Ambassadors are selected from the college to work as the link between Election Commission and public.

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

- Industry: - Students require much needed exposure essential for their intellectual development and for better understanding of the subject matter. The students are given exposure to the industry for quality enhancement .The College has setup a career guidance and placement cell which maintains professional relations with the representatives of industry. Placement week and career oriented talks are held from time to time by faculty from the industry.

- Research Bodies: - In order to instill the scientific and research scholars from various fields are invited to motivate the students for research. Members of the faculty are also encouraged to take up membership of professional research bodies and take up projects offered by the University or U.G.C

- University:-The faculty members of the college keep in touch with departments in Panjab University and keep visiting University from time to time to keep abreast with latest trends in their field. They also subscribe to the Journals and Magazines/Newsletters published by various teaching departments of the University. Eminent Scholars/Professors from the university are invited to the college to give thought provoking, knowledge bearing information to the students and faculty members.

- In our college the Punjabi Sahit Sabha ,Punjabi Lekhakh Sabha , Parwasi Sahitya Adhiyan Centre, Hindi Sahit Sabha, Planning forum, Business Club ,Young Scientist Association and Literary Society are working hard to enrich the students through talks, seminars on social ,commercial issues of National and International level.

1.1.6 What are the contributions of the institutions and or its staff members to the development of the curriculum by the university? (Number of staff members/departments represented on the board of studies, student feedback, teacher feedback, stakeholders feedback provided, specific suggestions).

- Though the curriculum is designed and revised by Punjab University, Chandigarh, the college has no power to modify the syllabus on its own. The affiliating University has a system to get recommendations from its affiliated colleges through the Board of Studies.

- Faculty participation in the curriculum planning process is considered essential so that drawbacks in the curriculum may be identified and concrete solutions are offered.

- Few members from our college are on the Board of Studies. They give their inputs for framing of new syllabi and review of the old courses. The Board of Studies (BOS) is a body constituted by Punjab University for framing of syllabi and making amendments to it.

- Student's feedback is another important component of an academic programme. To obtain comprehensive reviews and suggestions on different aspects of the curriculum, informal interactions and discussions are held during the classes. This is a very beneficial exercise, which helps to evaluate any teaching curriculum and may lead to desired change in the objectives, course content and teaching methods.

- The parent-teacher meet after the two house exams provides a better opportunity to continue making attempts and upgrading the learning teaching curriculum.

- Good curriculum is often a product of good communication. The college is open-minded and respective to the suggestions of the parents and guardians.

- Since curriculum should be compliant with the needs of the industry, it is imperative that we solicit feedback from employers and industries. During the placement drives held in the college, certain pertinent recommendations are made by the employers. It helps in identifying the relevant skills and knowledge to acquire by the students. In order to provide exposure, industry, experiences are shared through guest lectures and industry expert's feedback.

- To make curriculum flexible, relevant, functional and productive, it is important to obtain feedback from the community. This is done by informal interaction with the members of the community at common functions and at PTM. Before introducing a new programme, the college takes into account it's utility to the community, and the broader populace that it serves. The education programme is guided towards the local needs of the diverse group of learners. Since the student body is from the region surrounding the institution, the characteristics of the potential students are analyzed for special learning needs and resources.

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

- The college does not have any freedom to frame its own curriculum for any of its academic programs. However, college tries to supplement the syllabus by arranging special classes for students by experts on skill oriented/Personality Development programs.

- Participation of students in social extensions, activity such as Human Rights and Environmental issues, Women Empowerment, Energy Management Awareness programs is encouraged through Rotract Club, N.S.S., N.C.C., Gurmat Sabha etc.

- Two campus ambassadors were chosen by the college to help the Government machinery in conducting 16th Lok Sabha election.

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

Academic Calendar

- Evaluation of the student is mainly performance-based, and evaluates the knowledge they have acquired. It comprises term wise examination, continuous assignments, unit tests, practical test, course work assignment, (written and practical assignments), participation in class, debates, quiz etc.

- Such continuous evaluation reveals slow learners who have not secured the expected level of performance. They are identified and remedial measures like extra coaching, guidance etc are rendered.

- Parents are called after the house test to discuss the performance of their wards.

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.

- In order to meet ever increasing needs at State, National and International level, the college imparts education at graduate / post graduate level in all the streams of humanities, commerce, science and computers.

Following is the list of courses offered by the college

S.No	PROGRAM OFFERED	DETAILS
1.	B.A. (T.D.S.)	Not fixed
2.	B.Sc. (Non Medical) TDS (Computer Science as elective subject)	Not fixed

3.	B.Com (T.DS)	2 units of 70 students of each Total seats 140
4.	B.C.A	40
5.	M.A. (English)	40
6.	M.A. (Punjabi)	40
7.	M.Com	40
8.	P.GDCA	30
9	Add On Courses in Communicative English	40
10	Add On Courses in Journalism	40

THREE YEAR DEGREE COURSES   (TDS)

1) **Bachelor's Degree   Programme**

   a) Arts

      i.   B.A. (General)

      ii.   Two vocational subjects – Advertisement, Sales Promotion and Sales Management (ASM. 30 seats) and Foreign Trade Practices and Procedures (F.T.P.P 30 seats) only one subject is to be opted.

      iii. Computer Science as an elective subject.

      iv.   Two add-on courses Communicative English and Journalism are offered, out of which one is opted.

   b) Commerce

i.   B.Com.(Gernal)

ii.   Two add-on courses Communicative English and Journalism are offered to commerce students.

c) Science

i.   B.Sc I(Non-Med)

ii.   English in IIndyear BSc

iii.   Computer Science/Chemistry

iv.   Two add -on courses Communicative English and Journalism are offered

d) Computer

B.C.A   (i) English   (ii) Env. And Road Safety Education (iii) Punjabi/H.C.P.   (iv) Math (v) PC (vi) Two Add On Courses-Communicative English, Journalism

2) Two year P.G. Degree Programme

A) Arts

i   M.A(English)

ii   M.A(Punjabi)

B) Commerce

i.   M.Com

3) One year Diploma Courses

i.   PGDCA

4) Certificate/Diploma and Advance Diploma Courses

i. Apart from the regular degree courses duly affiliated with Punjab University, Chandigarh, the college offers certificate/ Diploma and advance Diploma Courses in the subject of Communicative English and Journalism for all streams

ii. Students of commerce stream are motivated to pursue exams C.A and C.S.

1.2.2 Does the institution offer programme that facilitate twinning/ dual degree?If yes; give details.

- The college at its own does not offer dual degree programmers.
- Students of B.A, B.Sc, B.Com and B.C.A are also pursuing certificate /Diploma and advance Diploma courses in add-on subjects of Communicative English and Journalism.
- A number of our B.Com students are pursuing CA/CS courses simultaneously.

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

- The college offers B.A (General), B.C.A, B.Com, B.Sc (Non-Medical) at Undergraduate level and at PG level, M.A in English, Punjabi ,M.Com and PGDCA Degrees are imparted with specialized knowledge to the students who wish to pursue higher education .The compulsory subject of Environmental and Road Safety Education for all the streams ensures the responsibility of keeping the environment safe as good citizens. All these courses definitely enhance the employable skills among the students that in turn help them in the progress in higher studies.
- The Punjab University doesn't give academic flexibility to the affiliated institutions. However our college offers the following compulsory and optional subjects at undergraduate and postgraduate level.

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

S.No	Class	Subjects		
		Compulsory/Core	Optional	Add-On
1	B.A(Gen) T.D.C	English(general) Punjabi(general) History &Culture of Punjab Environmental &Road safety education	Hindi/ Punjabi/ English Elective ECO, Pol.Sc History Maths Vocational F.T.P.P ,ASM , Computer Science	1.Communicative English 2.Journalism
2	B.Sc(Non -Medical)	Punjabi(general) History &Culture of Punjab(only for 1st year students) Environmental &Road safety Education	Physics, Maths,Chemistry/ Computer Science	1.Communicative English 2.Journalism
3	B.Com	English &Business communication skill Punjabi(general) History &Culture of Punjab Environmental &Road safety education	---------------	1.Communicative English 2.Journalism

		Commercial &Labor law, Financial accounting, Business organization &Mgt,B.M.S		
4	B.C.A (T.D.C)	English Punjabi History &Culture of Punjab Environmental &Road safety education, Maths, computing software		1.Communicative English 2.Journalism

- Enrichment Courses

    The existing courses are enriched by preparing the students to design small projects and presentations related to theory work. Tutorials are also held to develop the community skills among the students .To add, lectures by the experts in their fields, are also organized from time to time to update the knowledge of our students.

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

The college offers the following programmmes organized by UGC and affiliated with Panjab University, Chandigarh.

1. Name of the Self-Financed Programme:-

    I. B.Com

    II. BCA

    III. M.Com

    IV. PGDCA

    V. M.A. English

2.   Admissions: - Admissions are done on merit basis as per guidelines by Panjab University, Chandigarh.

3.   Curriculum: - The curriculum is designed by the affiliating Panjab University, Chandigarh and implemented by the college through the well prepared socially committed patterns of institutions. Teaching aids like LCD projectors, DHP, Computers and audio equipments are frequently used for effective planning, implementation and delivery of the curriculum.

4.   Fee Structure: - The fee structure is recommended by the Panjab University, Chandigarh and charged from the students accordingly. Fee structure for self-financed programs is on a higher side as compared to the regular courses.

5.   Teacher's Qualification: - As per UGC/ Panjab University/ DPI Punjab Govt. norms.

6.   Salary: - The UGC qualification is mandatory for teachers .They are duly approved by university and State Govt. The assistant professors along with non-teaching staff and sports staff draw salary as per UGC regulations and Punjab Govt. rules amended from time to time.

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

- The College holds skills oriented programmes to train students toward regional/ global employable competence. The Communication Skills, Seminars/ Workshops are conducted to enhance the IQ level, interpersonal skills and communication skills of the students.

- National level Seminars, Inter College Debate/ Declamation contests are organized on the topics like Human Rights, Women Empowerment,

Environmental issues to develop their social skills.

- Language skills- oral and written communication skills are strengthened by encouraging the students in interactive participation in the class, group discussions etc. The students are also encouraged to participate in Creative Writing Skills. All these activities train them in personal and employability skills.

- Guest lecturers/IT fest from Industry brings awareness of the regional/global opportunities for the students.

- Employability skills - Grooming, Resume making, Problem solving, Oral and Written communication, Interview Skills, Analytical and Critical thinking, Mock Group Discussions are conducted.

- Management Skills - Disaster Management, Crisis Management, Event Management, Safety Services Management, and Terror Attack are taught in the subject of Environmental Studies and Road Safety. Technical Skills and Operational Skills –Special training in Cyber Security Awareness, regular Industrial visits by staff and students apart from the above, skills related to the core areas such as soft skills and personality development workshops for students are conducted.

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

No, the University doesn't allow the flexibility of combining the conventional face to face and Distance Mode of Education.

1.3 CURRICULUM ENRICHMENT

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

The academic programmes are completely integrated and aligned to the institution's goal and objectives . Certain objectives have been desired to impart quality education to the students and develop their overall personality . Our primary focus is to make the student's excel in academic ,intellectual and spiritual domains .

- The primary goal of our institution is to provide an atmosphere conducive to academic excellence. The thrust for academic excellence is an ongoing process. The hard work and dedication of the faculty are rewarded when students come out with flying colors in Panjab University Annual/ Semester examination.

- The staff works tirelessly to provide an appropriate environment which propels the students to excel in academics. To further enhance academic competence an academic Calendar is prepared at the beginning of each session marking main academic events such as seminars, workshop and talks.

- The college also has the library i.e. well stocked with magazines, periodicals and latest books on various disciplines .The library is well equipped with the facility of internet browsing and catalogues and e-resources.

- Seminars, workshops, guest lectures are organized periodically for the academic growth of the students.

- Students are involved in various curriculum activities throughout the year to build their confidence, teamwork, social skills and inter personal skills.

- Gurmat Sabha actively works for the mental and spiritual well being of the students.

- Academic excellence along with inculcation of social consciousness is our main goal. Our students through NSS, NCC, Rotract club, Punjabi Sahit Sabha, Hindi Sahita Sabah, Planning forum, Business Club, Music club, Drama club, Young Scientist Association, etc. try to reach out to the society. The students are given the oppurtunity to join the NCC i.e. Army Wing and that goes a long way in instilling a sense of discipline and commitment.

- Games and sports are an integral part of the college curriculum and help in building their physical well being, team spirit, tolerance and dedication.

- Practice of segregation based on social economical status, religion, ethnicity and other characteristics has no place in the admission policy. The students from low income groups have the same chance of graduation post graduation as the high income group students. Remedial and other support services promote educational equity.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicit reflect the experiences of the students and cater to needs of the dynamic employment market?

The college depends entirely on curriculum given by the university for undergraduate, postgraduate and Add On courses. The college, in all possible manner tries to add more quality to it by conducting seminars, workshops, quiz and paper reading contests etc related to the prescribed curriculum. The college also tries to enrich the students by inviting renowned scholars for their talks. Students are given the opportunities to interact with distinguished experts from different fields.

The main objective of the college is to promote flexibility and novelty to make the course of study more interesting and relevant. A new methodology of teaching has been designed so that the students acquire employable skills that enable them to get jobs such as group discussions, brain storming sessions , role playing and case study methods . Our teachers with their experience enrich the syllabus content to the students in following ways:-

- Translation of the curriculum is done in the interactive session.

- There is optimum teacher – student ratio, especially in the language classes, which enables the teacher to give individual attention to each student.

- Tutorials and extra classes are held to remove the doubts of students.

- Students weak in studies are identified and given special attention to improve their performance.

- Students who are not very proficient in English are given special attention to familiarize them with rudiments of language. Bilingual approach is used judiciously wherever the teacher considers it appropriate.

- Advanced learners are motivated to present papers, participate in academic competitions organized by other institutions , organize and conduct seminars/workshops in our own college . OHP, computers, LCD projectors are used for effective teaching. Audio visual aids are used wherever the students or teachers need to make presentations.

- Short trips and tours are organized for the students to places of historical interest to widen their horizons and to improve their perspectives on various subjects.

- Computer labs are well equipped with latest computers, Internet facility is made available to the library, Administrative block and the staff. The familiarity with computer fundamentals enhances the employability of the students.

- Add on subjects like Communicative English and Journalism are started as there is always requirement in school, college and university level as well as business fields.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as gender , climate change , environmental education , human rights ,ICT etc ., into curriculum ?

- The college is playing a progressive role in transforming the society by holding various revolutionary activities like gender issues, environmental education into curriculum. Social issues are deliberated upon and discussed at various seminars organized in the college. Sometimes in collaboration with external social agencies on burning socio-economical issues.

- Parwasi Sahitya Adhiyan Kendra of P.G. Department of Punjabi organized two days International Seminar. Writers from Canada, U.K came to share their experience on Diasporic Literature. Approximately 30 research papers were presented.

- To make the students aware about climate change, Rotract club of the college plays a key role ."Van Mahotsav day", was celebrated enthusiastically .Blood donation camps, health check up camps, Motivational camp were organized by Rotract club.

- The dept of History organized a lecture on "Sikh Religion and Sikh Diaspora ", by Prof.Verne A Dusenbery from Hemlin University of U.S.A.

- The Post-Graduate Dept. of Commerce conducted a National Seminar on "Banking Sector –A New Model ". In this seminar 58 delegates were present.

- Women Empowerment Cell of college and College Development Council of P.U.Chandigarh organized seminar on "Domestic Violence Against Women and Children".

1.3.4 What are the various value-added courses/enrichment programmes

Offered to ensure holistic development of students?

There are no specific value added courses or programmes but the College has an intrinsic and inbuilt mechanism to inculcate holistic values in our students by organizing various functions and activities.

Moral and Ethical Values

We make an effort to instill principles of moral and ethical values in our students. It becomes a matter of paramount importance that spiritual training in the light of ethical values is imparted as part of the College curriculum to rein in the growing trends of materialism, insensitivity and moral degradation. Realizing the need for moral and ethical instruction in our present day education, need based morning assembly is held with the rendition of the College shabad followed by talks on various socially and morally relevant topics. The academic year starts with Inaugural Function held in the month of July. Shabad Kirtan is recited by the students and staff members of the College to seek blessings for the coming session. Sehaj Paath of Sri Guru Granth Sahib Ji is also started on this day. The Birth Anniversary of Guru Nanak Dev Ji is celebrated with great zeal . On this day Gurbani Kirtan is recited and teachings of Guruji are imparted to the congregation. The function is organized by the College society **'Gurmat Sabha'.** Every month 'Sangrand' is celebrated. Through such religious functions, we try to provide spiritual training to our student which aims at increasing their moral quotient.

Employable and Life Skills

Our College has various societies like the Punjabi Sahit Sabha, Punjabi Lekhak Sabha, Hindi Sahit Sabha, Music Club, Gurumat Sabha, Youmg Scientist Association, Bhangra/ Gidda Club, Literary Society, Planning Forum, Young Speakers Association, Drama Club, Business Club, Parwasi Sahitya Adhiyan Kendra, Rotract Club, Alumni Club where students get ample opportunities to explore their creativity.

Participation of the students in various Creative Writing contests,Declamation/ Debate and Poetry Recitation, Group Discussions helps them to strengthen their verbal and written communication skills. The Institution invites expert resource persons to conduct Workshops on

communication skills to develop communication competence among the Department of Physical Education is very active and efficient in imparting both physical and mental toughness to the sports persons. The process of education is not restricted to classroom teaching alone.

The students are continuously engaged in a variety of extracurricular activities to enable them to become socially responsible citizens. There is an enthusiastic participation of a large number of students in NSS and NCC. They participated in Blood Donation Camps. AIDS Awareness Campaigns and Tree Plantation Drives. . Activities of the Camp focused on all round mental, physical and spiritual development of the volunteers. Our NCC Unit helps in cultivating discipline, dedication and commitment among the students. It instills a sense of purpose and engenders self esteem in the volunteers. As many as 54 Cadets enrolled themselves in the Army Wing of NCC. The College always encourages students to form various clubs aligned with academic and non-academic interests. Students are guided and encouraged to organize various events and activities such as Cultural Programmes, IT fest, Sports Meet, Seminars, Workshops etc to instill in them a sense of responsibility, team work and organizational skills.

Better Career Options

Placement Cell of the College remains active throughout the year. It provides individual career counseling, professional planning and works to help them navigate their summer training internship. It effectively manages to keep up-to-date with employment opportunities by displaying the advertisements regarding job vacancies and by inviting employers for on-campus job interviews. Professional consultants and experts are also invited for career guidance to the students. An in-house support is provided to the students for their queries and career guidance. The Placement Cell also organizes seminars to keep students abreast of industrial trends and career opportunities.

The course of recruitment is still on the rise since the placement support is an ongoing process, with selections taking place throughout the year and many companies are collecting the database of our students for campus selection and recruitment.

The Counseling Cell provides necessary guidance and advice to help the students succeed in the highly competitive environment while maintaining healthy practices. It establishes a communication channel between the students and Faculty helps them to deal with rising stress and resolve tension. The Faculty members who also act as counselors are accessible and assist the students in areas such as academic difficulties, career options, personal, social and family problems. Through various activities such as debates, declamations creative writing, workshops, seminars, talks, brain-storming sessions, etc the students are given the right imposture to build robust confidence and self-esteem.

 Community Orientation

The Institution promotes voluntary Blood Donation of students to local hospitals, provides financial support through voluntary contributions to the poor and needy, who approach the authorities, and responds to the calls of the state government in giving financial assistance to disaster victims. The Institution participates in the various campaigns of Environmental Management and health care. These are the various efforts being made by the Institution towards Community Service. The College NSS team regularly visits villages and hold camps to bring awareness on Adult Education, Health and Hygiene, AIDS awareness and better ways of life.

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

Though there in no direct role of students in designing the curriculum, yet efforts are made to obtain their suggestions in order to recommend them to the Board of Studies when ever courses are up for review by the University. The members of

BOS present their points of view, based on

Various inputs received by them from the students, College Departments, Alumni, Parents, Employers and Community. Their recommendations help in locating the areas of focus while framing the syllabus for the new/ upcoming academic session. The Principal of the College interacts with the students from time to time, and invites their suggestions. The BOS members take up the obtained feedback for discussion in Board Faculty meeting and have much to contribute to the dialogue that involves curriculum developments. The College teachers also discuss various issues related to curriculum with their peers at Workshops, Seminars and Refresher Courses. Feedback is obtained from prospective employers/ industry during placement drives/ camps and this is kept in view while suggesting possible changes in the curriculum so as to provide greater diversity and flexibility to the learners. The collected response and opinions are then shared in the general staff meetings of the College for the purpose of creating awareness, and generating new ideas. Such exchange of ideas helps in conceptualizing the necessary changes and improvements in curriculum revision.

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

The following are the measures taken by the Institution for quality sustenance and enhancement in curricular aspects.

- Feedback mechanism.
- Departmental meetings.
- Periodical evaluation of curriculum.
- IQAC guidance.
- Introduction of ICT.

Seeking feedback and information from the students helps the College in identifying the areas of improvement. Feedback from the students is regularly gathered. Feedback is also obtained from members of various inspection committees visiting the College from time to time. Their suggestions are forwarded to the University for Further Consideration

1.4 FEEDBACK SYSTEM

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

To keep the track of new developments in the respective areas of specialization, and improve academic skills, the teachers are encouraged to participate in National and International Conferences / Seminars / Symposia, etc organized by the College and other universities and Institutions of the country. Faculty members also attend Orientation and Refresher courses held in the University from time to time. The College also grants study leave to the teachers for higher studies and research under the Faculty Improvement Programme (**FIP**). The Board of Studies (BOS) is a body constituted by Panjab University. Whenever courses are up for review by the University, the members of BOS present their points of view, based on various inputs received by them from the students, College departments, Alumni Club, Parents, Employers and Community. Their recommendations help in locating the areas of focus while framing the syllabus for the next academic session. A large number of our Faculty members are/ have been on the Under Graduate Board of Studies of their respective subjects. They are able to propose changes and give suggestions, which are duly incorporated into the curriculum.

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

Feedback reports are obtained from students, alumni, teachers on curriculum design and development. Staff members are assigned as mentors for students and

periodic meetings are held where students can interact and discuss their problems with their mentors. On analysis, relevant revisions are identified and communicated to the authorities of the affiliating University in the form of suggestions and improvements for necessary modifications in the curriculum. The Institute has no autonomy with regard to curriculum design but its contributions are marked in the form of suggestions made by the senior teachers who are the members of Board of Studies at University. Feedback obtained is studied and analyzed through discussion by the Faculty in the departments of the course/subject concerned. Accordingly, necessary recommendations are communicated through the head (Principal) of the Institute to the affiliating University or through Members of Board of Studies for improving the curriculum. On their recommendations appropriate inclusions /deletions are adopted in the process of curriculum development.

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

The Certificate, Diploma, Advanced diploma courses in the Add-on subjects of Communicative English and Journalism were started. The rationale behind the introduction is to fulfill the increasing needs of the region related with Communicative skills and Mass Media.

CRITERION II: TEACHING- LEARNING AND EVALUATION

2.1 STUDENT ENROLLMENT AND PROFILE

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

Publicity

The college ensures wide publicity for admission through a detailed advertisement in various leading National and Regional newspapers in the month of May and June. These publications highlight the salient features of the college campus, various courses offered, admission dates along with the process of admission for various courses as per University guidelines. Banners are also displayed at the main gate of the college as well as at other places of the city well in advance to make the students aware about the admission process in the various courses offered by the college. The faculty members of the college personally visit various schools in order to motivate students to get enrolled in the college.

The college has official website www.ggnkcl.co.in which is updated timely by the department of Computer Science. Every year the college publishes the prospectus for admission in all programmes which provides complete information about the admission process and other norms of the campus. Admission forms are enclosed in the prospectus.

Transparency:

In order to ensure transparency in the admission process of the courses like M.Com, B.Com, & BCA, merit list is prepared according to the prescribed criteria laid down by Panjab University and that list is displayed on the college notice board well in advance according to the following categories: General, Schedule Caste, Schedule Tribes, Backward Classes, Defense Quota, Riot Affected, Single Girl Child, Aids-Cancer patient, Kashmiri Migrants, Sports Quota, Teachers'

Ward Quota etc. One day is given to the applicants to resolve their queries if they have any kind of objection. Then if the need arises, a revised merit list is prepared by the admission committee, and is displayed on the college notice board and the students are asked to deposit the fee according to their merit. The college admission committee consists of:

Overall Incharge

1. Prof. Parmjit Singh (All Arts, Commerce & Comp. Sci. Classes)

2. Prof. R.K. Chhabbra   (All Science Classes & PG Classes)

B.A.-I

1.   Prof. R. K. Malhotra

2.   Prof. Kashmir Singh

3.   Prof. Sharanjit Kaur

4.   Prof. Manjit Singh (Pol.Sc)

5.   Prof. Harjinder Singh

6.   Dr. Hargunjot Kaur

7.   Prof. Manreet Kaur

B.A. II

1.   Prof. Satwant Kaur

2.   Dr. Dalip Singh

B.A. III

1.   Dr. Bhupinder Singh

2.   Prof. H.S. Dua

Guidance & Counseling & Admission of Outstanding Sportspersons

1.   Dr. Gurpreet Singh

2.   Dr. Geeta Jallan

3.   Dr. Arvinder Kaur

B.Com-I, II & III

1.   Prof. Jatinder Kaur

2.   Prof. Deepak Walia

3.   Prof. Munisha

4.   Prof. Manpreet Kaur

5.   Prof. Harleen Kaur

B.Sc (Non-Medical)-I, II & III & B.Sc. with Computer Science

1.   Prof. Brinderjit Singh Birdi

2.   Prof. Gurvinder Kaur

BCA & PGDCA

1.   Dr. Geeta Jallan

2.   Prof. Gurpreet Singh

3.   Prof. Jasleen Kaur

M.A. Panjabi – I & II

1.   Dr. Amrit Rishma

2.   Prof. Sharanjit Kaur

M.A. English - I & II

1.   Prof. Sushminderjit Kaur

2.   Dr. Hargunjot Kaur

M.Com-I & II

1.   Prof. Jatinder Kapoor

2.   Prof. Deepak Walia

3.   Prof. Munisha

Time Table Committee

1   Prof. Manjit Singh (Pol.Sc)
2.   Prof. Harjinder Singh
3.   Dr. Hargunjot Kaur

The above mentioned committees go through the rules & regulations/instructions for the Admission circulated by the Panjab University, Chandigarh.

For the classes like B.A, B.Sc, the college has flexibility as no cut off is marked and the admissions are done according to the rules and the regulations laid down by the University. The dates of admissions are strictly adhered to and clear instructions are given to the students by the admission committee.

In order to fill up the seats in the subject of Computer Science in B.Sc stream, an entrance test is conducted by Computer Science Department of the college and the notification about the merit list is displayed according to which the subject is allotted to the qualified students.

2.1.2 Explain in details the criteria adopted and process of admission (Ex. (1.)Merit (2.)Common admission test conducted by state agencies and national agencies (3.)Combination of merit and entrance test or merit, entrance test and interview (4.) (Any other) to various programmes of the institution.

Gujranwala Guru Nanak Khalsa College has progressive and persistent vision towards imparting the quality education to aspirants from various backgrounds. To take the students to the zenith of success, it provides innumerable courses which cater to the interest of the industrious pupils as well as the unprivileged section. Moreover, Gujranwala Guru Nanak Khalsa College goes a step forward in providing the needy students with resources in the form of several scholarships.

In B.A. General, there is no cut off list according to the University rules. The admissions are done on the dates prescribed. In order to get admission, the candidate presents himself personally before the admission committee.

For BCA, B.Com, M.Com – merit list is prepared as per university norms.

Add on Courses – Communicative Skills in English, Journalism (Interview based).

Vocational Courses – Foreign Trade Procedures and Practices and Advertisement Sales and Promotion. According to the merit and choice of students as number of seats are limited.

The vocational courses are also running in the college for the enrichment of the candidates' knowledge and for grooming their personality. Expert guidance is given according to the aptitude and the ability of the candidates. For Sports, trials and grading is considered as well as State and National level certificates are verified. The admission committee scrutinizes the application forms as per the Panjab University norms.

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

The college offers Three Years Under Graduate degree courses in various streams such as Commerce, Humanities, Science and Computer Applications. Admission to the Commerce, Science and Computer Applications streams is strictly done

after framing the merit list. Candidates seeking admission in Humanities stream are given admission on the First Come First Serve basis. These admissions are done strictly according to the conditions laid down by Punjab University. The institution, as compared to the other colleges within the city/district, has the record of getting its Computer Applications, Science and Commerce streams' seats filled at the earliest. However, the Humanities students prefer to go to Government Colleges because of the low fee structure. But still our admissions go beyond the targeted rate. The same is the case with the admission in Post Graduate departments.

Programme	Mode Of selection
B.A.(TDS)	Must have passed 12th standard with minimum 33% marks with English as compulsory subject
B.Com (TDS)	Must have passed 12th standard with minimum 35% marks with English as compulsory subject
B.Sc (TDS)	Must have passed 12th standard with minimum 40% marks with English as compulsory subject
BCA	Must have passed 12th standard with minimum 40% marks with English as compulsory subject
M.A. English(Four Semesters)	Must have passed BA standard with minimum 45% marks in English or 50% in aggregate
M.A. Punjabi (Four Semesters)	Must have passed BA standard with minimum 45% marks in Punjabi or 50% in aggregate
M.Com (Four Semesters)	Must have passed B.Com with minimum 45% marks

PGDCA (Annual System)	Graduation in any stream with minimum 50% marks

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

Internal guidelines of the college related to the admission process and reviewing the profiles of pupils admitted is done time to time. Various attempts are made to help the students during the admission process such as counseling related to subject combinations. The admission committee reviews the profiles of students selected for admission and chalks out a comparative study of the selected candidates. The students, who bring laurels to the institution in the various fields like in academics, sports, extra co-curricular activities and in other areas, are surely rewarded during the time of admission to the next year. The slow learners and the students with other distractions are duly motivated by the faculty members with timely counseling to make their frame of mind positive. These results in making the students become an asset for the institution. As a result of this process, in the last four years, the college has followed a sharp rise in the students maintaining discipline. They have learnt to transmit their energy, their potential into more constructive activities.

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

- **SC/ST**

- **OBC**

- **Women**

- **Differently abled**

- **Economically weaker sections**

- **Minority community**

- **Any other**

Central and State Governments have fixed quotas for students from underprivileged community, differently-abled, economically weaker sections of society, sports personnel etc. While admitting students from these respective categories the college abides by the Punjab State Reservation Policy. Seats are distributed among SC, ST, Physically handicapped, Wards of freedom fighters, Wards of military personnel, sports etc. Fee exemption and endowment benefits are also extended to these students. However, if seats remain vacant in any category, they are transferred to General Category in compliance with the rules of the State government. Special concern is always shown towards students who are victims of any social disgrace or natural disaster. There is also a provision for an extra seat for the single girl child in every stream. There is a ramp in the college campus for the physically handicapped persons. Students belong to the economically weaker sections of the society are encouraged with the fee concession, scholarships, and books from the book bank etc.

The college, following the instructions of the Central/State Govt. Acts and Affiliating University offers every possible help to the Minorities. We offer our sportsmen with liberal concessions.

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

Program me	No. Of Appl.	No. Of students admitted 2010-11	Demand Ratio	No. Of Appl.	No. Of students admitted 2011-12	Demand Ratio	No. Of Appl.	No. Of students admitted 2012-13	Demand Ratio	No. Of Appl.	No. Of students admitted 2013-14	Demand Ratio
UG												
BA		582			499			683			824	
BCA		123			120			111			87	
B.Com		512			500			423			432	
B.Sc		49			83			144			202	
PG												
MA Eng		44			32			36			23	
MAPbi		33			45			24			25	
M.Com		65			61			80			80	
PGDCA		28			15			22			16	
CERTIFICATE												
Communicative English											43	
Journalism											29	
Diploma/ Advanced Diploma												
Communicative English												

2.2 CATERING TO STUDENT DIVERSITY

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

Gujranwala Guru Nanak Khalsa College ensures adherence to Government Policies in this regard. The college itself endeavours to put up with the needs of differently-abled students. Polio afflicted students, students with other physical and sensory handicap are given the time table in a way that they can attend their classes without any difficulty. Teachers also motivate and encourage the students to turn their inabilities into their strengths.

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

Students' needs in terms of knowledge and skills are assessed on the merit basis in the previous classes. They are asked to attach all the particulars related to their previous classes to certify their claim which are thoroughly verified by the concerned authority. To further assess the skill needs of the students requisite guidance is available to them. One of the most imperative hindrances faced by the majority of students is 'hesitation to speak in English along with public speaking. To enhance the competence of Communicative Skills, the college has set up two Add- on courses namely-Communicative Skills in English, Journalism. These can surely prove a remedy to overcome the obstacle of students/pupils. Undergraduate freshers can make the most of this programme.

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

A number of strategies are drawn by the college committee to bridge the gap of the enrolled students to help them coping with the course of their choice. It includes counseling by skilful and deft teachers of different departments to

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overcome the hesitation of the pupils coming from various backgrounds. Besides that students are given 20 days time period to find pace with the subjects they have opted for. To check the retention of the student's class test, classroom interaction is made. Here, students get teachers' guidance whenever they are perplexed or confused . If they find it a hard nut to crack they are allowed to change their stream to another (where possible) as well as the change of opted subjects is also permitted to them within stipulated time**.**

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

College has an optimistic approach towards turning its pupil's all-round developed personalities. For this purpose it has the desirous objectives of providing equivalent knowledge on the persistent issues such as gender, inclusion, environment, Organizing seminars and workshops on the above mentioned issues and the like. To educate the students about issues such as gender, climate change , environmental education , human rights, female foeticide, dowry and women empowerment, drug abuse etc., various seminars and workshops are organized from time to time. For gender oriented sensitization various types of campaigning are made to make the students aware about the crucial issues happening in the society itself. NCC and NSS wings also work for socio-cultural issues. Teachers also hold talks/discussions on such current issues in their classes. They thus make students aware about the need of the hour. Various seminars and guest lectures are organized to sensitize the staff and students on environmental issues.

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

For an institution, it is an essential phenomenon to identify and accordingly respond to the learning needs of the advanced learners. It includes interactive sessions between the teachers and taught to pave the way for direct and healthy discussion. Class test, paper presentations, seminar organization by the students also helps the faculty to identify the advanced learners and guide them further.

The participation of students strengthens in this manner. In addition to it extension lectures are also delivered to respond to the learning needs of advanced learners. Library set up is also there to help and accelerate the learning of advanced learners. For further motivation and encouragement they are provided with reinforcement in various ways. Students are free to clarify their doubts at any time. They are encouraged to participate actively by adopting the following measures:

1. Special books of advanced level are recommended .
2. Special and liberal library facilities are extended .

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

The teacher in-charge of the particular section keeps records from various class tests, house tests as well as their progress and remain in touch with the academic authorities for remedial measures which are the clubbed efforts of the two. These records include the disadvantaged sections, economically weaker sections, slow learners etc. Such students are regularly observed and benefitted in their subject by extra classes when required. Library consists of a book bank which provides the underprivileged section, meritorious but needy students with books for the whole session. The college maintains the records and time to time contact the parents, guardians of such students through letters, phone, parent-teacher meeting which form an integral feature of college functioning.

2.3   TEACHING LEARNING PROCESS

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

All the heads of departments in consultation with all faculty members, prepares an academic calendar before the commencement of the session. The list of courses for the coming semester/session is studied by the faculty of the department. We have a time table committee that sets up the time table. In all programmes we follow the guidelines of respective statutory bodies for the number of credit hours for each subject. The evaluation policy for each course is fixed well in advance and communicated to the students at the beginning of the year. Internal assessment and assignments and projects have been introduced to promote attendance. Weak students are given the chance to clear the subject by appearing in special test and an exam of three hours duration for each course is conducted for courses having annual system. A minimum of 75% attendance is required in each course. Evaluation of answer sheets is completed within 7 days and the results are declared within 10 days of the conduct of the exam.

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

IQAC improves the teaching-learning process by ensuring access to compute internet and computer aided packages are available in many departments at college level. Faculty is motivated to attend seminars, conferences, refresher course and workshops. Visual aids are used to enhance teaching-learning. Educational tours are organized to make teaching more effective by making teaching-learning more student-centric. The IQAC provides valuable suggestions to earmark the areas of immediate concern. Introducing more developed teaching aids to improve teaching learning process and encouraging innovative practices, for example, introduction of smart class room visualizers in classes.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like

interactive learning, collaborative learning and independent learning among the students?

Learning is made more student-centric by laying stress on specific learning outcomes for all courses and making it more participatory and the college has made a conscious effort to shift the focus of the classroom to the other side of the podium. Various support structures and systems are in place for the teachers to inculcate skill based learning in the students. Apart from the conventional lecture method used for the classroom teaching, seminars, projects, case studies, role playing, technology based learning, group discussion, practical training, field surveys, model making, brain storming and academic debates are regular features throughout the session. Many departments organize quizzes, creative writing competitions, debates and poetry competitions. Various subject societies and clubs have also been established with the avowed aim of nurturing and channelizing the energies of every individual student. The academic clubs of the departments organize activities to facilitate the creative academic pursuits of the students individually and collectively. The faculty lays great stress on one to one interaction with the learner, whenever possible. In order to promote collaborative learning, students are assigned various projects, surveys etc. where they need to acquire skills to work with other fellow students. For example, B.Com students are assigned projects and reports preparation for development of communication skills. They are divided into groups for this task and the students prepare a common report. They learn the skills of collaboration as well as interaction due to this exercise. Independent learning is continually assessed through the examination system and classroom feedback. Thus, various spaces in the college and outside as well, like the classroom, the grounds, the library and the auditorium, give a platform to the students, multi-dimensional learning.

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

It is the mission and vision of college to accelerate and promote creativity amongst students by motivating them to pen down their views for college magazine 'NAV RANJIT' as well as the college has various other features which add greatly to acquire knowledge and explore one's self on the part of students. It also promotes educational and life-long learning opportunities by manifesting disciplinary as well as leadership expertise to mark development on social, cultural and economic grounds. In addition to it the college has also organized extensive career-technical education, basic skills education for enhancing the communicative competencies, quantitative reasoning, awareness, work place skills. Students are also made active participants by enrolling them as the members of various groups and clubs such as Punjabi Sahit Sabha, Hindi Sabha, Gurmat Sabha, Business club Planning forum, Alumni club, Music club, Literary society, Young Speakers Club and Young Scientists groups. They boost co-curricular activities in students, hence nurturing and promoting their innovative ideas and creative energy. Furthermore to make the students excel in the different dimensions of life, they are engaged in various tasks including various academic activities, seminars, presentations, competitions, creative writing competitions, organizing extension lectures. In order to strengthen their literary ability the college library committee provides the students with various journals, newspapers, periodicals which are available in International diplomatic language, national and regional language.

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

To make learning more effective, elaborative and long-lasting, the college ensures all the amenities to favour innovative methods of education. It includes the facility of audio visual aids to supplement teaching along with computer aided learning, language laboratory access to multimedialearning material, seminars

through presentations, educational trips to acquire first hand exposure. Work is done through INFLIBNET N-LIST Programme as college is the member of UGC-approved INFLIBNET N-LIST Programme. Use of ICT based methods paves way for better retention.

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

Today's era is the era of technology which requires the students and faculty to be technophile. For that, the college has innumerable ways which includes national and international seminars. Extension lectures by the faculty members are organized by the college committees. To impart quality knowledge and information to students on various aspects, various discussions, seminars, paper presentations, PowerPoint presentation ,competitions are also added to the list. Along with that, the college also paves way for students to get training under the experts and get practical experience in different vocational fields. Besides, the college also solemnizes educational trips and excursions to provide the students and faculty with exposure of the world and to bring them out of their shell with ease.

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

The pivotal aim of any institution is to provide its students with guidelines which would shape the personality of the students. Gujranwala Guru Nanak Khalsa College abides by this aim and caters to the fundamental requirements of the students. Various committees and groups have been established by the college authorities for this purpose. There are innumerable committees set up for imparting of knowledge which inculcates not only moral and traditional values in the students but also adds to the behavioural conditioning of the students to imbibe in them the virtues such as feeling of co-operation, team work,

harmonious study environment, expertise in leadership, innovation, creativity, discipline. Various committees like Literary Society, Young Speaker Club, Young Scientist Group, Alumni Club, Music Club, Business Club, Punjabi Sahit Sabha, Hindi sabha and Gurmat Sabha,so on and so forth, help the students to grow into a perfect human being, excellent human resource and an ideal citizen.

Academic supports : Book Bank facility is available for students to get books issued for the whole session. Financial support is provided to a large number of deserving students. Around 300 students are given prizes for their academic achievements in university and house examinations every year.

Personal and Psycho-social support: All students are divided into groups. Every group consists of 60 students and is under the guidance of a tutor. This is called the Tutorial Group. One teacher incharge is given the duty of monitoring this group. There is one unit of N.C.C (Army wing) of 54 cadets. We have 109 NSS volunteers also Rotract Club inculcates social responsibility among students and help the needy. Religious festivals like Gurupurabs, Sangrands etc. are celebrated to inculcate moral and ethical values among students.

Guidance services: Various professionals from different sectors visit college to enlighten students about career opportunities.

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

Faculty lays the foundation stone for the bright future of pupils. They not only strengthen the teaching- learning process but also strive for the desirous outcomes. Faculty of college is all devoted, determined, and diligent in this respect. They infuse the classroom atmosphere with their innovations to bring the intended learning outcomes and make the teaching learning process more

effective. For this, direct interaction, group discussions, declamation, debate and various other activities are conducted to enhance the communication skills.

Faculty employs collaborative methods for optimum utilization of the non-human and human resources in a meticulous manner. Students are given wide exposure to the real work atmosphere under the expert guidance in order to condition them for leadership, expertise discipline and excellence in their respective fields. They are guided and mentored at every step which manifests a set of competitive ideas and approaches in the mind of the learner.

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

Libraries provide literary aid to students in various ways. College also has an active library which functions in a systematic way. The library caters to the needs of teacher and taught by providing access to books and journals. The main library is well stocked with reference books, books on various subjects, journals and the like. The college also has General Literary and departmental libraries. The stock of books is updated time to time. Along with this greater efforts are made to maintain academic development. There is a separate section for reference books. Text books are kept in several other closets. The books from the general library are issued to students whereas departmental libraries facilitate reading in free lecture. The general libraries are open on all working days. Here books are divided as Reference Books and Reserve. There is also a book bank facility to cater exclusively to the needs of the underprivileged students. Books are issued for a specific number of days. There are books available also for competitive examinations for students. E-resources are hosted through INFLIBNET services. The librarian helps the departments to purchase the latest edition books as per the requirements of the teachers. To further facilitate teaching and learning, book exhibitions are held from time to time. In this respect library plays an imperative role in accelerating the teaching and learning process.Library works even during holidays. During preparation for cultural activities and youth festivals etc. the library staff keep the faculty and students updated regarding latest acquisitions.

Latest titles are always displayed on the board at the entrance of the library. Copies of syllabi prescribed by the university with full details, are also available to students at any time.

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

The institution has not faced any major challenge in completing the curriculum within the planned time frame and calendar. The faculty members already plan the academic calendar at the beginning of the session for the entire year. College activities and functions are mostly planned in such a manner that these do not hamper the continuous process of study. On the other hand if syllabus completion is affected in certain circumstances, teachers make strenuous efforts and take extra classes in order to ensure that syllabus is completed well in time.

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

Effective teaching and learning is a mandatory process for the upliftment of an ordinary student and a successful individual. To keep it monitoring continuously, and to check its efficacy, tremendous measures have been adopted by the college. An active committee has been established which collectively monitors and assesses the quality of teaching and learning. A systematic mechanism in this regard has been developed which deals with the fundamental needs of the students as well as help to enhance the quality of teaching. The system is composed of different ways by which overall development of students is assessed and evaluated. The results of house tests are discussed in meetings and suggestive measures are persuaded for further improvement of students and for excelling them in various fields. Tutors try to make the students open up for any problem or query during their stay in college. Several such ways have been implemented for enrichment of students in regard to their courses.

2.4 TEACHER QUALITY

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

The institution strives to recruit and retain competent, experienced and expert teachers in their respective field of study. The college advertises in the National and the Regional newspapers to find out the best teachers available in the city as well as other states of the country. After receiving applications in response to these vacant posts from the eligible candidates, a cut-off merit list of the candidates is prepared as per the guidelines issued by the Punjab University. The regular faculty is recruited strictly as per UGC, DPI and University rules and conditions. The college applies to the affiliating university for a panel of experts to conduct the interview. This expert panel consists of the following members:

1.   One Vice Chancellor Nominee

2.   One DPI Nominee.

3.   Two subject experts deputed by the Punjab university.

4.   President of the college Management Committee

5.   Head of the Institution.

The above mentioned committee conducts the interview as per the norms of affiliating university and selects the eligible and the most competent candidates. The same eligibility conditions are applied on part time and adhoc faculty. The college provides pay scale as per PU and UGC rules and security of service to the faculty and other staff who has requisite qualification, knowledge and skills. Contractual-basis appointments are done by the Management. Adhoc and the contractual- basis faculty are offered handsome pay scales and assurance of job. They are continued in the coming sessions and where required, the faculty on the contractual-basis is offered permanent employment. The staff is also provided with other facilities like Medical Leave, Casual leave etc. They are also provided

with study leave if they wish to upgrade their qualification by pursuing M.Phil or Ph.D.

Highest Qualification	Professor		Associate Prof.		Assistant Prof.		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
Ph.D			04	03	00	02	09
M.Phil			05	04	01	01	11
PG			02	02	02	04	10
Temporary Teachers							
Ph.D.					00	00	00
M.Phil					02	07	09
PG					03	17	20
Part-time Teachers							
Ph.D.							
M.Phil							
PG							

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

The availability of the courses like Biotechnology and Bioinformatics is still not there in the college. As far as IT is concerned, our institution has made a lot of

effort to recruit the best quality teachers in the subject of Computer Science. To encourage the staff to participate in seminars and workshops, teachers are sent on duty leave and are also provided TA/DA and the other benefits to expand their knowledge by participating in State /National seminars. During the last three years, many of our teachers have participated in a number of State and National level seminars and workshops. All these teacher centric facilities attract the teachers and the best of the faculty from the area to join our institution.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

(a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of Faculty Nominated
Refresher Courses	07
HRD Programmes	-
Orientation Programmes	02
Staff Training conducted by the university	-
Staff Training conducted by other universities	-
Summer/Winter schools, workshops, etc.	02

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

- **Teaching learning methods/approaches**

  The college organizes programmes to motivate teachers to prepare computer aided teaching/learning materials, mostly using software and the other electronic elements. The college has a lot of licensed software such as Windows, MS Office, MS Word, Visual Basic, Java, Linux etc. The

college also supports these endeavours by providing infrastructural support.

- **Handling new curriculum**

  We have a lot of experienced, competent and qualified staff to handle the new curriculum easily. Many of our Faculty members are the members of Board of Studies in Punjab University, Chandigarh. They play an active role in designing the new curriculum. Whenever there is any kind of change in the syllabus initiated the by affiliating University, the same is conveyed to the HODs by the Principal.

- **Assessment**

  The self assessment report is one of the important tools used for the promotion of the faculty. It also provides a picture of the requirements of the faculty members in terms of their research and the other activities. The faculty of the college, through the self assessment report, provides its suggestions to improve the academic system and this report is taken into account by the college. The head of the institution also maintains the ACR of the teachers which records the annual performance of the teachers. The annual increments of the teachers are subject to the grades earned in their ACR.

- **Cross Cutting Issues**

  The cross cutting issues like Gender, Environment Education, Human Rights, ICT etc. find an ample space when it comes to applying them positively into the curriculum. The college with the assistance from UGC and also at its own level, makes arrangements for seminars and conferences at National level in which the experts are invited to address the audience and to share their views, experiences and knowledge with them. The college has organized State level Seminars on Female Foeticide and Women Empowerment etc. The Management is also supporting

women education by offering free books to the Single Girl Child. The college has its initiative in celebrating Tree Plantation . To pass the subject of Environment and Road Safety Education, added in the curriculum prescribed by PU, is compulsory for all the students, irrespective of any stream.

- **Audio Visual Aids/Multimedia**

The department of Computer Science is equipped with the audio visual aids as per their needs. We have the latest Computer aided packages, as per our requirement. It includes projectors, computers and sound system etc. The faculty members of every department are provided with computers with internet browsing facility for preparation of teaching learning materials. The college has a seminar room with the facilities of projectors, computer and sound system etc.

- **Teaching learning material development, selection and use**

The faculty of the college has been provided free access to internet service which helps them to collect the learning material from internet. The college is also equipped with a well established library which contains thousands of books on various subjects, magazines, reference books and daily newspapers. Besides this the college organizes Seminars and conferences which help as a learning source for the faculty.

(c) Percentage of Faculty

- **Invited as resource persons in workshops/Seminars/Conferences organized by external professional agencies:**

N.A

- **Participated in external Workshops/Seminars/Conferences recognized by National/International professional bodies:**

33.33%

- **Presented papers in Workshops/Seminars/Conferences conducted or recognized by professional agencies:**

23.33%

2.4.4 What policies/systems are in place to recharge teachers? (e.g.: providing research grants, study leave, support for research and academic publication teaching experience in other National Institutions and specialized programmes industrial engagement etc.)

College encourages the faculty members to participate, present and publish papers in National and International Seminars/Conferences for their professional development. They are also provided TA/DA and duty leave to attend seminars, refresher courses, orientation programmes, training programmes and conferences, organized by the other institutions, universities and research organizations, to expand their knowledge. To organize National/State level Seminars and Conferences, the college provides support to the hosting department by providing the necessary resources and manpower, and sometimes arranging for the sponsors as well. College also provides study leave for those teachers who pursue the research works like M. Phil and Ph.D.

2.4.5 Give the number of faculty who received awards/recognition at the State/National and International level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contribute to such performance/achievement of the faculty.

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

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

We have not introduced any effective feedback performa. Feedback is obtained orally from its present and old students.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation process?

College authorities make it sure that the stakeholders especially students and faculty are aware of the evaluation process. For this process, at the time of admission, the students are given all the information regarding the evaluation methods, attendance as well as all the other rules and regulations mentioned in the college prospectus. College websitewww.ggnkcl.co.inconsists of all the information related to various courses offered by college, rules and regulations along with evaluation methods. All the faculty members are introduced to the students by the Principal in our inaugural function. All the major notices are put up on the notice board from time to time. Internal assessments are displayed on the notice board. Digital Display Board exhibit all important notices and announcements for students.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

Reforms are the exigency to add vitality in the functioning of any institute. Punjab University also abides by all the novice reforms to rejuvenate the evaluation process. The university has introduced semester system for all different streams w.e.f 2014-15 session. As far as post graduate courses are concerned, semester system has already replaced annual system. Transparency is there. To ensure fair and just assessment, Table marking has been implemented. To bring uniformity in functioning, work done by fresher recruits is scrutinized by seniors and they are given guidance wherever required. Provision of internal assessment is taken in consideration in all courses. Any type of prejudice or favoritism does not creep

into the evaluation as there is complete transparency. Results are authentic and can be verified.

As per the university norms, an undergraduate student has to obtain at least 25% marks in aggregate in one house exam and 75% attendance to qualify for the final examination whereas a post graduate student should score at least 25% marks in each written paper in one house examination and 25% in seminar or 40% marks in aggregate in written examination along with 75% attendance. Several other reforms made by university include a supervisory staff on duty that has been deployed among various colleges to keep a check on the unfair means. Computer technology has been utilized as a part of the functioning of the system.

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

The college is affiliated to Panjab University, Chandigarh. Its curriculum, design, question paper pattern, examination system, all are as per the university norms. Students have to fulfill the criteria of the system according to the university. For UG classes the requirement is of at least 25% marks in aggregate in one house exam and 75% attendance where as for PG classes at least 25% marks in each written paper in one house examination and 25% in seminar or 40% marks in aggregate in written examination along with 75% attendance is mandatory.

2.5.4 Provide details on the formative and summative assessment adopted to measure students' achievement. Cite a few examples which have positively impacted the system?

To make the continuous comprehensive evaluation process, the college follows formative and summative evaluation approaches to measure the achievement of students at different levels. Formative approach involves tests, assignments, competitions to evaluate the cognitive domain of the student. On the other hand, summative approach ensures continuous internal assessment by terminal examination. It also has the provision for those students who due to some

unavoidable reasons do not perform well and score less or even flung in the terminals. The college gives an extra chance for appropriate evaluation of the students. This also helps students to get a proper idea of how to attempt university examination. Hence, it helps the students to improve upon their performance in annual examination.

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

As per the university norms and to ensure transparency and rigour, the Registrar office of the college maintains records of all the activities meticulously. The criterion of internal assessment adopted by college is as per the directions of university. College keeps records of projects assessed internally for two years for any query if ever sought. Assessment report is prepared after collecting requisite data and submitted to the concerned authority thereafter. The internal assessment is marked keeping in mind the particulars on students' part i.e. class assignments, attendance, participation, communication skills, behavioural aspects, test reports, terminal test reports etc. All these different aspects are taken into consideration while assessing the student in a just and fair way.

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

The college collates in imparting distinctive education by inculcating various qualities such as excellence, persistence, competence, leadership and innovative expertise, entrepreneurial expertise so that it could become the ready recknor for job in any respective field of excellence and caters to the exigency of pupil

The college ensures the attainment of these attributes with well qualified and trained faculty, wide publicity to the academic progarmmes offered by college, scholarships, reinforcement by using collaborative methods of modern teaching

etc. Numerous measures have been taken to bring out excellent learning outcomes.

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

Clarity and accuracy are the two factors which are assured by the college in the process of evaluation. Students having any grievances with reference to evaluation are redressed by showing their performance in the answer sheets. This is done by the examination committee. At college level there is a provision rechecking thoroughly, total is also checked again. On the other hand if the grievances are at the university level, certain amount of fee is charged from the student and evaluation process is repeated. The college abides by the instructions of the university. If students have any problem, the examination committee communicate to the concerning authority about the same. All grievances regarding evaluation, including internal assessment, examination marks are redressed by the examination committee.

2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

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

The objective and desirous goal of the college includes excellent learning outcomes for all courses. Learning outcomes are better explained through marvellous university results, university ranks, and higher studies etc. Students are highly motivated for broad and independent thinking so that they can well synchronize tradition with modern approach. The college lays the foundation stone for unmatched competencies of students through its desired learning outcomes. It is marked with polished skills, academic excellence, infused nationalistic and harmonious spirit.

Students and staff are well versed with these learning outcomes during inaugural functions, through college prospectus, Annual report which is read by the principal at the college convocation and annual prize distribution.

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

It is quite essential for any institute to provide a complete and comprehensive analysis of the students' performance. For this purpose the college has different methods. Regular tests are conducted by the class teachers as well as terminal examination also adds to the analysis of students in different subjects. Academic examination committee has been set up to monitor students' performance throughout the course. Slow learners and advanced learners are given directions according to their aptitude and ability. There is a complete transparency in the whole evaluation process.

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

To facilitate the achievement of the intended learning outcomes teachers organize their syllabus accordingly with which they can achieve excellent outcomes. Multiple approaches are taken into practice to strengthen the teaching, learning, assessment strategies. Weekly class tests, timely house tests, assignments, discussions, interactive sessions are planned according to the annual system (for 2nd and 3rd year) as well as semester system (w.e.f.2014). As per the university norms, students supposed to fulfill all the conditions in academics along with attendance. If any student fails to fulfill this mandatory aspect, he is not allowed to sit in the university examination. To further facilitate the achievement of intended learning outcomes of the college has well equipped libraries and laboratories, audio-visual equipments, well furnished classes etc.

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

Students are guided for bright future prospects through various measures. The college placement cell sensitizes the students on relevant societal responsibilities through divergent activities included in different groups such as NCC, NSS etc. The college ensures that the courses being offered are as per the needs of the contemporary era. To further inculcate innovation, the college laboratories and library also help the students to enrich their personality. Furthermore, to strengthen the research aptitude of advanced learners the college provides its students with practical knowledge of the same in different ways.

Students of professional courses are assigned different projects. For upgrading the social relevance the NCC, NSS wings regularly organizes programmes. International and National conferences on emerging trends and techniques in different fields are organized for harmonious interaction among the faculty and national, international scholars. Above all the quality education and guidance of the college itself gets the students the best opportunities in various areas.

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

To collect and analyze data on student learning outcomes, the college has examination committee which works in collaboration with the faculties of different streams and collects the records based on students' performance in various tests and examination. Attendance is compulsory in every lecture. The class tests and assignments are evaluated and kept in a record. Results are then evaluated in every semester, meetings are conducted to find out advanced and slow learners and strategies are planned accordingly to update the learning outcomes for the students. The assignment process, remedial measures, open interaction, pave the way to overcome barriers of learning.

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

The college comprises of particular mechanism to regulate the student learning outcomes. As the teachers collect the report of all the activities of the student in house tests, class tests, discussions, seminars and assignments, absentees, lecture shortages, the teacher categorizes the students accordingly.Further they are provided with remedial classes. Here the teacher monitors the academic growth of the pupils. Parents are informed about the overall conduct and performance of the students in different fields. This is done for individual courses every year. This is the byproduct of student- teacher centered approach. These methods ensure desired learning outcomes.

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

For adequate evaluation of the student and to drive him towards his all-round development, persistent assessment is made on various grounds as it is the sole responsibility of the educators to enhance the level of students' achievement and aspiration. Those students are given reinforcement who excel in academics, sports, literary activities and other co- curricular activities. Student's behavioral aspects as well as his active participation are kept in mind while evaluating his skills and knowledge.

CRITERION III - Research, Consultancy and Extension

3.1 PROMOTION OF RESEARCH

3.1.1 Does institution have recognized research controls of affiliated unit or among other agency/ organization?

Institute does not have any recognized research centre.

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

Yes there is research committee to facilitate the research activity.

 It has following members:-

 Chairperson: - Dr.Manjit Singh Komal

 Members:-

1. Dr. Amrit Rishma
2. Dr. Bhupinder Singh
3. Dr.Gurpreet Singh
4. Dr. Dalip Singh
5. Dr.Deepak Walia
6. Dr.Geeta Jallan
7. Dr. Arvinder Kaur
8. Dr. Hargunjot Kaur

Recommendations of Research Committee:-
- Teachers are encouraged to take up minor and major projects.
- Teachers are encouraged to write research papers and attend seminars.
- Faculty is granted special leaves to pursue Ph.D degrees.

- One period exemption for faculty members pursuing Ph.D degrees, who are in the last phase of thesis writing.

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

- **Autonomy to principal investigator**
  NA

- **Timely availability or release of resources.**
  Yes, resources are timely released and made available.

- **Adequate infrastructure and human resources.**
  Yes, adequate resources are provided.

- **Time off, reduced teaching load, special leaves etc. to teachers.**
  Yes, there is relaxation of one period and special leaves also granted.

- **Support in terms of technology and information needs.**
  Yes, use of library and internet facilities is provided.

- **Facilitate timely auditing and submission of utilization certificate to the funding authorities.**
  NA

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

College motivates the students for developing scientific temper and research culture .Our institute has Young Scientist Association which actively arranges seminars and science fairs. Students are also taken on educational trip like visit to science city, industries etc. Students are also encouraged to take small projects to develop practical aptitude for example, the B.Sc students take up projects like water analysis.

The objective is to promote scientific temper and to encourage young minds to take research in science as their career.

3.1.5   Give details of the faculty involvement in active research (Guiding student's research, leading research projects, engaged in individual/collaborative activity, etc.

Faculty involved in Research

S.No.	Name	Subject		Specialization
1.	Dr.Manjit Singh Komal	Punjabi	Ph.D Research Work	Critical study of Harsharan Singh's Play
2.	Dr.Amrit Rishma	Punjabi	Ph.D Research Work	Steji Punjabi kavita da Sahitak Sabhyacharak te Yogdaan
3.	Dr. Bhupinder Singh	Punjabi	Ph.D Research Work	Sociological aspects of Dr. Gurdial Singh Phul's plays.
4.	Prof.Sushminderjeet Kaur	English	Ph.D Research Work	Philosophical dimension in the selected English works of Puran Singh (working)
5.	Dr.Gurpreet Singh	Punjabi	Ph.D Research Work	Comparative study of Punjabi culture
6.	Dr.Dalip Singh	Hindi	Ph.D Research Work	Study of Illachander

				Joshi's Novel
7.	Dr.Deepak Walia	Commerce	Ph.D Research Work	Business Studies
8.	Dr. Geeta Jallan	Chemistry	Ph.D Research Work	Env.Pollution
9.	Dr.Arvinder Kaur	Chemistry	Ph.D Research Work	Macrocyclic Ethers
10.	Dr.Hargunjot Kaur	English	Ph.D Research Work	Indian writers in English

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

 N.A.

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

The college does not have registered research center, but faculty members are involved in research at individual level.

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

The college invites experts on various subjects during seminars/workshops to create awareness. TA/DA and honorarium is provided to visiting resource person.

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

- Prof. L. S. Bedi, Department of English has availed Sabbatical Leave for completion of his Ph.D under Teacher Fellowship UGC scheme.
- The institution provides duty leave to faculty for participating and presenting paper.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness / advocating/ transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

The awareness about latest research is shared among students. Students are encouraged to take up mini projects like-

- Systematic Analysis of water collected from near -by areas.
- Various Softwares and Websites are created by BCA and PGDCA students which are later used in companies and industries.

3.2   RESOURCE MOBILIZATION FOR RESEARCH

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

There is no such budget provision for research. But college encourages teachers for sending proposals to UGC, CSIR, DST and other funding agencies.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in last four years?

As such the institution doesn't have any provision for seed money to be awaited by the faculty for research.

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

Although no financial aid is given to students yet the following facilities are made available to   support research projects:

•Internet facilities
•Well stocked Library
•Chemicals/Glassware
• Equipments

3.2.4 How does the various departments /units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

  The institute has been conducting basic degree program in which there is no provision for research work. Subject Environment Studies is taken up by all science, commerce & arts students at degree level & this helps student to make connections between their subjects and environmental issues .Services of PG department of Computer Science are availed for data computation & analysis.

3**.2.5 How does the institution insure optimal use of various equipments and research facilities of the institution by the students and its staff?**

- By planning the periods for full utilization of the equipment without wastage of time.
- 24*7 internet facilities
- Extended library timings for staff and students to pursue research in their relevant field.
- Research journals, access to e-resources.

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

 Recently the UGC gave the College a grant of Rs 7 Lacs for setting up English Language lab and Rs 6.3 Lacs and for Journalism lab.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations.

Provide details of ongoing and completed projects and grants received during the last four years.

It has already mentioned the College got sanctioned Rs. 7 Lacs from UGC for language lab and Rs 6.3 Lacs for Journalism lab. Some of the faculty members have applied to UGC for individual research projects

3.3 RESEARCH FACILITIES

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

The curriculum of course are available in the college does not carry any research component, hence no research scholar is enrolled. But inspite of this the basic research facilities are available for the faculty.

- Well stocked library with internet facilities
- Five computer lab with internet facilities
- Two language labs
- Science lab with modern equipments

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

The College has set up Research Committee to check out Institutional strategies for planning, upgrading & creating infrastructural facilities to meet the needs of researchers.

- Young teachers are encouraged to take up research projects.
- Committee keeps track of latest schemes of UGC, CSIR etc.
- The faculty members are updated regarding various fellowships and are encouraged to apply for same

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

Our institute has received a grant of Rupees thirteen lakhs and thirty thousand from UGC for setting up of English Language lab & journalism lab.

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

NA

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

The following facilities are available specifically for the researchers:-

- Well equipped library having INFLIBNET N-LIST facility having 57173 books.
- High speed internet connectivity is available in various labs such as science, computer, language and journalism etc.

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

In College campus the following infrastructure exits which can be utilized for teaching & also research:-

- Laboratories
- Library
- Computer Multimedia Projector OHP etc
- Seminar Hall

3.4 RESEARCH PUBLICATIONS AND AWARDS

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

❖ **Patents obtained and filed (process and product**

❖ **Original research contributing to product improvement**

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

❖ **Research inputs contributing to new initiatives and social development.**

Patents obtained   -   nil

Original Research contributory to product improvement.

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

No.

3.4.3 Give details of publications by the faculty and students:

❖ **Publication per faculty**

❖ **No. of papers published by faculty and students in peer reviewed journals(national/ international)**

❖ **Number of publications listed in International Database(for eg.: Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences Directory, EBSCO host, etc.)**

❖ **Monographs**

❖ **Chapter in Books**

- ❖ **Books edited**

- ❖ **Books with ISBN/ISSN numbers with details of publishers**

- ❖ **Citation Index**

- ❖ **SNIP**

- ❖ **SJR**

- ❖ **Impact Factor**

- ❖ **H-index**

Books Published

S.No.	Name of Faculty	Department	Title of Book	Name of Publisher
1.	Dr.Amrit Rishma	Punjabi	"Punjabi Stagi Kavita Chintan to Chetna"	Book Chetna Prakashan, Ludhiana 2013

Books Edited

S.No.	Name of Faculty	Department	Title of Book	ISBN No
1	Prof. Sushminderjeet	English	Humanism in Indian English Fiction	ISBN- 9788186318973
2.	Prof.Sharanjeet Kaur	Punjabi	Dil Darwazae	II Edition,Sept,2013
3.	Dr.Hargunjot Kaur	English	'Book'-Humanism in Indian English Fiction	ISBN- 9788186318973

| 4. | Dr.Hargunjot Kaur | English | Modern   Indian English Fiction | ISBN-81-8043-0294 |

Publication per faculty-

S.No.	Name of Faculty	Department	Title of Book/ Paper /Article	Name of Journal/Page No.
1.	Dr.Amrit Rishma	Punjabi	"Punjabi Stagi Kavita Chintan to Chetna"	Book Chetna Prakashan, Ludhiana 2013
2.	Dr.Amrit Rishma	Punjabi	"Punjabi Nari Kavay vitch Nari da Swaroop"	International Conference on Women and Development: Issues & Initatives. Publication Bureau, Punjabi Univ, Patiala, 2011 ISBN 978-81-302-0069-9
3.	Dr.Amrit Rishma	Punjabi	"Parwasi Punjabi Kavita da vichar Dhara de Parripetch"	Samkali Punjabi Sahitik Sarokar te Sambhavna Publication Bureau, Punjabi Univ, Patiala, 2012. ISBN:978-81-302-0184-9
4.	Dr.Amrit Rishma	Punjabi	"Veena Verma deyan kahaniya vitch Nari	Punjabi Kahani Praptiyan te Sambhavna,

			Samvedna"	Publ Bureau Punjabi Univ, Patiala 2013 ISBN:978-81-302-0243-3
5.	Dr.Amrit Rishma	Punjabi	"Amrita Pritam de Kavita vitchli romance wadi Parvirti"	Khoj Patrika, Amrita Pritam Vesesh Ank, Publ, Bureau, Panjabi Univ 2013 ISBN:978-81-302-0239-6
6.	Prof. Sushminderjeet	English	'Vision of Divinity in the 'He and I'. A study of Puran Singh's The Temple Tulips.	Journal of Literam Aesthetics. Vol1, Issue I, 2014.2347-8705
7.	Prof. Sushminderjeet	English	"An Endeavour to Union"	The Literary Voyage. Vol1, Issue II, 2014. 2348-5272
8.	Prof. Sushminderjeet	English	"Contribution of Indian women writers to Indian English Literature"	Published in 2011
9.	Dr.Deepak Walia	Commerce	"Employee attitude and quality of work life: A case Veterinary Doctors in Punjab"	Journal of Organization and Human behavior, vol-2, Issue 4, Oct 2013

10.	Dr.Deepak Walia	Commerce	"Determinants of quality of work life: A case of Veterinary Doctors in Punjab"	Management Labour Studies(MDS), Vol 38, issue 1 &2, 2013
11.	Dr.Deepak Walia	Commerce	"Work family conflict and quality of work life among Veterinary Doctors in Punjab"	Indian Journal of Industrial Relations April, 2014.
12.	Dr.Geeta Jallan	Chemistry	"Composition of Domestic Sewage Sludge"	Indian J. Environ. Protec. 8(8),1988, 593-594
13.	Dr.Geeta Jallan	Chemistry	"Domestic Sewage Sludge: determination of Toxic Metals"	Indian J. Environ. Protec. 9(7),1989, 516-517
14.	Dr.Geeta Jallan	Chemistry	"Removal of Heavy metal ions by Domestic Sewage Sludge"	Proceedings of Pitsburgh Conference on 'Analytical Chemistry and Applied Spectroscopy', Atlanta USA(March6-10,1989), page 967
15.	Dr.Geeta Jallan	Chemistry	"Flourides in Blast Furnace Gas Cleaning Sludge"	Flouride, International Society for Flouride, Michigan, USA, 22(3), 1989,131-132.

16.	Dr.Geeta Jallan	Chemistry	"Alum Plant Waste: Application in treatment of Flouride Polluted water"	Flouride, Michigan, USA, 23(1), 1990.
17.	Dr.Geeta Jallan	Chemistry	"Toxic Metals Transport by Blast Furnace Gas"	Journal of Institute of Engineers(India), Environmental engineering Division, 71, 1990, 42-43.
18.	Dr.Geeta Jallan	Chemistry	"Contaminants of water supply Settling Tank Sediment as Estimator of Water Quality"	VI National Convention of Environmental Engineers and National Seminar on Environment and Ecology, Indian Sceanrio, held at Ranchi. Sept(7-9),1990. Abstract Published, -268.
19.	Dr.Geeta Jallan	Chemistry	"Sedimented Sludge of Dress Cleaning Oil Refuge: Determination of Antropogenic Elements"	Asian Environment, 13(1),1991, 69-73.
20.	Dr.Geeta Jallan	Chemistry	"Blast Furnace Gas Cleaning sludge as Absorbent of some toxic ions"	Researchad Industry, vol 37, no. 3, 1992, 143-145.

21.	Dr.Geeta Jallan	Chemistry	"2-Thioorotic acid (Ammonium Salt) as a reagent for the Conductometric estimations of Li(I), Ag(I), Be(II), As(III)"	Nat. Acad. Sci. Letters, Vol 16, NO3, 1993,103-106.
22.	Dr.Geeta Jallan	Chemistry	" De- ionization of Pb ions and Zn ions in Sewage Environment"	Journal of Environmental Biology, 15(2), 83-84, 1994.
23.	Dr.Geeta Jallan	Chemistry	"Self Regulated Softening process in Domestic Sewage water"	J. of Indian Water Works Association, Oct, 1994.
24.	Dr.Geeta Jallan	Chemistry	"Analysis of Dress-cleaning oil-refuge and its correlation to Environment."	Proceedings of UGC sponsored National Seminar on " Recent Strategies in Environment Protection" Dec.2010, Pg-6-9.
27.	Dr.Hargunjot Kaur	English	Work of Amrita Pritam	Literary voice,2011
28.	Prof Munisha	Commerce	"Impact of Economic Reforms on Employment"	Economic Surge, Vol-1, 2011 978-81-922707-0-8 (537-542)
29.	Prof Munisha	Commerce	"Business ethics and Banking Sector	Emerging paradigms in

			Reforms"	Business ethics. 978-81-92139-9-7,(220-228)
30.	Prof Munisha	Commerce	"Agro-based Industry Growth and prospects in Punjab"	Economic Surge Vol-11,2014. 978-4383084067 (168-171)
31.	Prof Manpreet Kaur	Commerce	"Financial and Banking Sector Reforms"	ISBN- 978-81-922707-00-8
32.	Prof Manpreet Kaur	Commerce	"Exploring relationship between knowledge management and Innovation"	ISBN 978-81-921391-9-7
33.	Manpreet Kaur	Commerce	"Strategy for future Industrial Development"	978-938-3084067
34.	Prof Asha Rani	Computer Science	" Membrane Computing and P-Systems: An Introductory Guide"	XI issue of Journal 'New Horizon', 2013. ISSN- 2277-5218
35.	Prof Asha Rani	Computer	"Psystems:	ISBN-9789383861392,

		Science	Reversibility and Non- reversibility"	2014(In press)

3.4.4 Provide details (if any) of

- ❖ **Research awards received by the faculty**
- ❖ **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**
- ❖ **Incentives given to the faculty for receiving state, national and international recognitions for research contributions.**

- Research awards received by the faculty-

  Nil

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

1. Prof. Sushminderjeet kaur, Associate Professor of English department is Deputy Chief Editor of the Journal of Literacy, Aesthetics.

2. Dr.Deepak Walia, Associate Professor, Department of Commerce have been elected reviewer of Journal of Management and Sustainability, Canadian Center of Science and Education till Dec 31, 2018. Her name is listed on website of Editorial Board.

3. S. Rajinder Singh(DPE) is member of Crime against Women and Children Police Station of Ludhiana Police and has remained Secretary of Panjab University Cycling Club for 32 years and remained member of National Council or Teacher Education, North Zone, Jaipur for 10 years. He has also received more than 200 awards from Panjab University, State Sports bodies and other sports promoters.

3.5 CONSULTANCY

3.5.1 Give details of the systems and strategies for establishing Institute industry interface.?

The placement cell in our college keeps track of vacancies in various companies. The placement cell takes the student to the job fairs where different companies come and select the students according to their requirements. There are regular industrial visits and internship training for students of Advertising Sales Management and Foreign Trade and Practice Department. The institute keeps in touch with passed out students of the college who are presently working in companies. These students are also helpful in arranging the visits of the companies for placements.

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

The college advocates and publicizes the available expertise for consultancy services by

- Available expertise of the faculty is published on website of college.
- Publicized in Prospectus and Brochure.
- The achievements of the faculty are highlighted through reports read out on the college stage.
- The visits by the faculty to various schools to attract admission also brings to notice the high level of expertise in different areas.

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

The institution encourages the staff to utilize their expertise and available facilities for consultancy services by taking following initiatives:

- By giving due recognition to consultancy services of staff by publications in Prospectus, mention in annual report.
- By giving incentives like duty leave to faculty for their contribution.

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

The consultancy provided by staff is free of cost and no revenue is generated.

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

As stated above the consultancy provided is only on gratuitous basis.

3.6   EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

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

The institution promote institution neighbourhood community network and student engagement in various ways. The institution has NCC (Army and Air wings), NSS, Young Scientist Association and Rotract Club. Throughout the year, these Clubs/ Societies are busy organizing camps, workshops and talks on vulnerable issues. Blood donation and Eye donation camps are organized.

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

The following institutional mechanism track students involvement in various social   movements/ activities which promote citizenship roles:

- NCC

- NSS
- Gurumukh Sabha
- Rotract Club
- Various departmental Societies and Clubs.

3.6.3. How does the institution solicit stake holder perception on the overall performance and quality of the institution?

The institution solicits stake holder perception on the overall performance and quality of the institution through students and parents.

- The college solicits student's perception through their feedback.
- The college solicits parent's perception through parent teacher meetings.
- The college solicits staff perception through staff meeting.

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

Rotract Club(2010-2011)
- Rotract club of college organized eye donation camp in collaboration with Punarjot eye bank society on 29/09/10
- World AIDS day was observed and red ribbons were tagged on 1st Dec. 2010 with the pledge to fight against AIDS.
- Students of our college donated 55 units of blood in Blood Donation Camp oragnised in collaboration with Civil Hospital, Ludhiana on 17th Feb, 2011

Session 2011-12

- Students participated in Pensior's Rally organized on 18th Oct. 2011 from the university gate no.1 to Ghumar Mandi.

- Students visited deaf and dumb school on 14th Nov. 2011.
- Students of our college Rohit Jindal won the Best reader award 2011 at RYLA, orqagnised at DAVIMT, Jalandhar from 23rd – 25th Dec, 2011.
- Students of our college also won second prize in bhangra at RYLA, Jalandhar.
- Seminar on 'how to tackle fire' was organized on 24th Feb, 2012 providing useful information about fire extinguishing methods.
- Scholarships worth Rs. 5000/- was given to a needy student.

Session 2012-13

- Students participated in the 'Goodwill March' where they pledge to serve senior citizens on 18th Oct,2012.
- More than 300 saplings were planted in "40- Green Campaign" on 8th Nov., 2012.
- Students celebrated Diwali in 'Old Age Home', Vivekananda Ashram, Model Town Extension.
- Students bagged 'Best performer' in Medley and 'Best performer' in classical in RYLA-2012 at Pratap College of Education, Ludhiana.
- Participated in Pulse Polio Campaign in Nov., 2012 and Jan., 2013 and vaccinated more than 100 children going door to door.
- Scholarship was given to needy students.

Session 2013-14

- Students participated in a rally on World Arthiritis Day' from Westend Mall to Mediways Hospital.
- Seminar on 'Power of youth' by Sh. Ranjodh Singh was organized on 11th Nov. 2013.
- Lohri celebrations were made with children in Bihari Colony, where sweets, biscuits were distributed.
- Students participated in Pulse Polio Campaign.

- Discuss on 'Computer Vision Syndrome' and Eye check-up camp was organized on 25th Feb 2014.
- Visit to 'Ek Prayas' (School for children with special needs) were made, hot cases and ceiling fans were provided.
- Financial help was given to the needy students of BA I.

NCC

2010-11

54 cadets were enrolled in the beginning of the session and 25 cadets attended ATC camps S.C.D. Govt. College, Ludhiana and 12 cadets attended Army attachment Camp at Ferozpur. Two cadets attended RDC parade at Delhi. Apart from camps students participated in social activities.

2011-12

Seventeen cadets attended ATC camp at SCD Govt. College, Ludhiana. Lt. Manjit Singh and two cadets attended National Integration camp at Kerala.

2012-13

Sixteen cadets attended ATC camp at SCD Govt. College, Ludhiana. Five cadets attended National Integration Camp at Hemkunt Sahib.

2013-14

15 cadets attended ATC Camps at Malout. One cadet attended CAT camp at Ropar and one attended Army attached camp at Ferozpur. One cadet attended RDC parade at Delhi. One cadet Darpan Singh has also been selected in Indian Army as commissioned officer through NCC direct entry scheme.

Above activities were funded by external agencies like Red Cross, Rotract Club, NCC etc and these agencies did not sort any financial assistance from the college.

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

To promote the participation of students in extension activities like NCC, NSS the students are motivated and made aware of their role in society in upliftment of poor, illitrate and downtrodden. Interested students get enrolled in NCC/NSS, Rotract clubs etc. The record of activities in these is maintained by teacher incharges.

College staff is involved in various extension activities like participation in extension lectures and also contributing to magazines and newspapers. Some of our staff members are also associated with NGOs.

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

- Career Counseling, Guidance, Placement Cell, Women Empowerment cell of the college help students to choose right track for their future and also making them aware of various job opportunities.
- The Rotract Club of college is making active contribution towards upliftment or under privileged by spreading awareness about social problems like AIDS, Poverty and Vaccination etc.
- Samples of water from all over the city are collected and water analysis is done in Chemistry Lab and from the results obtained. The residents of area are sensitized regarding damages caused.

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

The extension activities organized by institution imbibe values and skills not only in students but also faculty. The students get first hand awareness and feel of

socio economic situation. Students are exposed to the problems faced by the masses in general and they get prepared to meet future challenges of life in more constructive way. It also help in polishing their all round personality and they learn value of social justice, equality and right of speech for anti social acts. These activities refresh the environment of the institute as well.

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

Red Cross Society, Civil Hospital, Ludhiana also participated in blood donation camps organized by Rotract Club of the college.

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

Blood donation camps are organized with help of Civil Hospital, Ludhiana. Eye Donation Camp was organized with collaboration with Punarjot.

Pulse Polio Campaign was organized with the help of health ministry of India

'A' , 'B' and 'C' certificate examinations are conducted under 3rd Punjab Battalion, NCC Army Wing, Ludhiana.

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

We have not received any awards for extension activities.

3.7 COLLABORATION

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples

and benefits accrued of the initiatives- collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The institute has been conducting basic degree program in which there is no provision for research work. Hence, the research activities at the student level are not undertaken because research is not part of curriculum.

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

The college does not have any MoUs.

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

The college does not enjoy any MoUs but still many reputed firms like Bull's Eye, Wipro etc. visit the institution for placements.

3.7. 4   Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

DATE	TOPIC	RESOURCE PERSONS	DEPARTMENT
21/10/11	HIV/AIDS/STD	Officials of Red Ribbon Club	Rotract Club
06/02/12	Workshop on communicative English Teaching Strategies	1.Dr. Rajesh Sharma.Dept.of Eng,pbi Univ,Patiala 2. Dr.Rana	Dept. of Communicative English

			Nayyar,Prof. and chairperson,Dept. of Eng. And Cultural studies. 3.Dr.AshutoshMohan, Asst.prof.(Reader).School of Humanities and social sciences,Guru Gobind Singh Indrprastha Univ,Delhi	
24/02/12	Lecture and Demonstration for "how to tackle fire"		Fire station Master, near Railway station Ldh.	Rotract Club
22/10/12	'F.D.I in Retail Panel Discussion		1. S. Ajit Singh Lakra(Industrialist) 2. S. Pavittar Singh Pangli(Agriculturalist) 3. Dr. S.P. Singh Brar (Educationist)	PG Dept. of Commerce
04/02/13	Extension Lecture entitled "Interview Skills"		Officials of Jetking Infotrain Ltd.	Computer Science Dept.
04 02/13	Work shop on Windows 8		1. Officials of Microsoft	Computer Science Dept.
15/03/13	Extension Lectures		2. Dr. Rajesh Kumar(Prof.) Punjabi Univ, Patiala. 3. Mr.Karina Whitmarsh, Director/Cinematographer Washington	PG Dept. of English

18/01/14	'Orientation and Awareness Program' On Civil Services Examination	Officials of Bull's Eye	Carrier Counselling Cell
!8-19 Feb 2014	2-Day International Seminar on Prvasi Punjabi Sahit : 'Ajoke Sandrabh vich' by Parvasi sahit adhiyan kendar.	1. Dr. Harsimran Singh, Chairman, Pbi Dept, Kurukshetra Univ, Kurukshetra. 2. Dr. Sukhdev Singh, Chairman School of Punjabi Studies, Sec - 14 , PU CHD 3. Dr. Jaspal Kang, Chairperson Guru Nanak Sikh Studies Sec-14, PU CHD 4. Dr. Amarjit Kaur, H. no-100, Salaria Vihar , Urban Estate- Phase 1 Patiala. 5. S. Manga Bassi C/o DR. Jagbir Singh WZ-707/C St. No 18 Shiv Nagar(Jail Road) New Delhi-58 6. Dr. Harbhajan Singh Bhatia 95, Kabir Park PO Khalsa College Amritsar-143002 7. Dr. Harchand Singh	PG Department of Punjabi

		Bedi, Bedi House, Park Lane, Dr HetRam Colony, Chherta, Amritsar-1343105 8. Prof. Gurbhajan Singh Gill 113-F Shaheed Bhagat Singh Nagar, Pakhowal Road LDH-141013 9. Dr. Jagbir Singh WZ-707/C str. NO 18 Shiv Nagar Jail Road, New Delhi-58	
15/03/2014	Emerging Paradigms in Banking Sector"	1. Ms. Ruby of SDP college for Women,LDH 2. Dr. M.P Singh, Director, School of Management Studies, IET, Bhaddal.	PG Dept. of Commerce.
24/03/14	Domestic Violence Against Women And Children.	Dr. B.P Mishra, Prof. and Head, Clinical Psychology Dept. DMC, Ldh. .	Women Empowerment Cell
24/03/14	Creating Awareness in Students regarding Domestic Violence and Sexual	Prof. Rajesh Gill, PU Chd	Women Empowerment Cell

	Violence against Women and Children		

3.7.5 How many of the linkages/ collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples(if any) of the established linkages that enhanced and/or facilitated-

a) Curriculum development/enrichment

b) Internship/ On-the-job training

c) Summer placement

d) Faculty exchange and Professional development

e) Research

f) Consultancy

g) Extension

h)Publication

i) Student Placement

j) Twinning programmes

k) Introduction of new courses

l) Student exchange

m) Any other

As already stated research activities at student level are not undertaken and this is the major reason why college has not been involved in signing on any MoUs or

formal agreements that could not facilitate any of the above mentioned requirements.

3.7.6 Details on the systematic efforts of the institution in planning and establishing and implementing the initiatives of linkages/collaborations.

NA

Any other relevant information regarding Research, Consultancy and Extension which college would like to include.

Many members of faculty actively involved in extension activities they participated in Paper Presentation at various conferences ,details are given below:

S. No	Name of the faculty	Title of Paper presented	Venue and date	Sponsorship	Name of Conference /Seminar
1.	**Dr.Amrit Rishma**	Nari Susakshikaran Ate Punjabi Kavita	Women's Study Centre. Punjabi Univ,Patiala on 11th Feb 2011	International Conference	Women and Child Issues National and International Perspectives
2.	**Dr.Amrit Rishma**	Parwasi Punjabi Kavita da Vichar daraiyee Paripekh	Punjabi Sahitya Acadmy, Punjabi Univ,Patiala on 16th-17th Nov 2011	International Conference	Vishav Punjabi Sahit Conference

3.	**Dr.Amrit Rishma**	Dalip Kaur Tiwana de Navlan Tumhi Katha Kahina Jayee ate Teen Lok se Niyaree Guru Mahilan da Ubharta Swaroop	Dept of Guru Nanak Sikh Studies, PU, Chandigarh on 19th Jan 2012	National Seminar	Representation of Women and Dalit : Perspectives of Sikhism Letrature History and Social Discourse
4.	**Dr.Amrit Rishma**	Veena Verma deya Kahaniya Vitch Nari Samvedna	Punjabi Sahitya Acadmy, Punjabi Univ,Patiala on 5th- 7th Dec 2012	National Seminar	Dooji Vishav Punjabi Sahit Conference (Punjabi Kahani : Praptiya te Sambavna
5.	**Dr.Amrit Rishma**	Feroz Deen Sharf de Kavita Ajoke Prasang Vich	Bhasha Vibagh Punjab on 26th Nov 2013	National Seminar	Panjabiyat layee Paripat and Feroz Deen Sharaf de Yaad
6.	**Dr.Amrit Rishma**	Bhai Veer Singh da Rachana Sansar	Shri Guru Granth Sahib Adhyan Vibhag , 13th-15th	National Seminar	Bhai Veer Singh de Kavita Vichile Rahisya Wadi Parviritee

			March 2014		
7.	**Prof. Satwant Kaur**	Swami Vivekanan d-A Thought Leader of Modern India.	R.K. Arya College, 24th March 2014 Nawashehar	National Seminar	National Seminar on Swami Vivekanada
8.	**Prof. Sushminderjeet Kaur** .	Contributio n of IndianWo men to Literature	Punjabi University Patiala 26-27,2010	UGC	The International Conference on Women and Development Issues and Initiatives.
9.	**Prof. Sushminderjeet Kaur** .	Role of Women in Society	Mohindra College, Patiala on 8th March,2010	UGC	International Seminar on Women development: The Myth and the Reality
10.	**Prof. Sushminderjeet Kaur** .	Problems in Communic ation Skills	GNE College,Lud hiana 20th March, 2010	National Seminar	Seminar on Communication Skills
11.	**Dr. Hargunjot Kaur**	Problemati cs of Communic	G.N.E.2011	National Seminar	Seminar on Communication Skills

		ation skills			
12.	**Dr Geeta Jallan**	Analysis of Dress Cleaning Oil-Refuge and its Corelation to Environment	S.R.Govt. College for Women, Amritsar on 3rd Dec. 2010	UGC	Recent Strategies in Environmental protection
13.	**Prof.Amanpreet Kaur**	Swami Dayanand's Contribution to Indian Heritage	25th Feb,14 Arya College Nawashehar	National Seminar	National Seminar on Swami Dayanand
14. .	**Prof.Amanpreet Kaur**	Right to Information Act	15th Feb 2014 Guru Nanak Khalsa College For Women Gujarkhan Campus	ICCSSR	National Seminar on Right to Information
15.	**Prof.Amanpreet Kaur**	Swami Vivekanand's & his Ideas on Woman-Hood	R.K. Arya College, 24th March 2014	National Seminar	Seminar on Swami Vivekanand

16.	**Prof.Amanpreet Kaur**	Presentation & Conversation of Manuscripts	DAV College, Jalandhar on 29th March,2014	National Mission for Manuscripts	National Seminar on Manuscripts
17.	**Prof. Harpreet Singh Dua**	Manukhi Adhikaar Commission te Karya Shaili Baare	Gur Nanak Khalsa College for Women, Model Town, 15th Feb, 2014	UGC	National Seminar
18	**Prof. Harpreet Singh Dua**	Delimmas of Modern Times and Swami Dayanand	R. K. Arya College, Nawanshehar, 25th Feb, 2014	National Seminar	National Seminar on Swami Dayanand
19.	**Prof. Harpreet Singh Dua**	Bhai Maharaj Singh atte Singpore wich Sikh Parivaaran: Ek Adhyan	Centre for Diaspora Studies, Patiala. 26th Feb, 2014	UGC	National Seminar

20.	**Prof. Harpreet Singh Dua**	Shri Guru Granth Sahib wich Sewa de Sankalp	Baba Zoraavar Singh Fateh Singh Khasa Girls College, Ropar, 11th March, 2014.	UGC	National Seminar
21	**Prof. Harpreet Singh Dua**	Bhai Veer Singh Di Kavita Rahaswaadi Drishtikon	Shri Guru Granth Saahib Adhyan Vibhaag, Patiala, 15th March, 2014	UGC	National Seminar
22	**Prof. Harpreet Singh Dua**	Swami Vivekananda- His Educational Ideas	R.K. Arya College, 24th March 2014	National Seminar	Seminar on Swami Vivekanand
23.	**Prof. Munisha**	Agro Based Industry Growth and Prospects in Punjab	PCM S.D college for women Jalandhar on 27-03-2014	ICSSR	Revitalization of Industrial Development in Punjab – An Aspiration
24.	**Prof. Munisha**	Credit Risk Management in	G.G.N Khalsa college,	National Seminar	Emerging Paradigms in Banking Sector

		Banking sector	Ludhiana on 15-03-2014		
25.	**Prof.Munisha**	Corporate Social Responsibility –a case study of Toshiba group	Cordia group of Educational Institute, Sanghol on 16, 17- 11-2013	International Conference	Business Ethics & corporate social Responsibility
26.	**Prof.Munisha**	Business Ethics & Related Issues	Mata Gujri College, Sri Fatehgarh Sahib 30-11-2012	National Conference	Emerging Paradigms in Business Ethics
27.	**Prof.Munisha**	Talent Management the new Avtar of HR Manager	GSSDGS Khalsa College, Patiala 16-17/12-2011	PCMA	International Business Conference
28.	**Prof.Munisha**	Impact of Economic Reforms on Employment	PCM.S.D college for women, Jalandhar 12-11-2011	UGC	Second Generations Reforms in India – Implementation, challenges & Quest for the third
29.	**Prof.Munisha**	Supply chain Management-W.S.R	UBS, Punjab University Regional Centre	International Conference	Strategic Marketing of Consumer & Technology Products

		to Green Supply Chain	Ludhiana 10/ 11-12-2010		
30.	**Prof.Munisha**	Corporate Responsibility- New Paradigms in CG	ARYA College Ludhiana 27-08-2010	UGC	Changing Scenario of Corporate Governance
31.	**Prof.Munisha**	Higher Education-Globalization& Reforms	Guru Nanak National College Doraha 18/ 19-02-2011	UGC	India an Emerging Service Economy-Issue& challenges
32.	**Prof.Manpreet**	B2B E-marketing	National Conference held at Doaba College, Jalandhar on 30&31 August,2010	UGC	E-marketing: Challenges and Opportunities
33.	**Prof.Manpreet**	Corporate Governance reforms in India on	At Arya College, Ludhiana on 27thAugust, 2010	UGC	Changing Scenario of Corporate Governance".

34.	**Prof.Manpreet**	Creativity and Management"	4th-5th sept,2010 at School of Management studies, Patiala.	UGC	7th PCMA-SMSInternational Conference on "New Paradigms in Management Theory and "New Paradigms in management theory and practice"
35.	**Prof.Manpreet**	India –A hub for Accounting Outsourcing	18th & 19th February, 2011 at GNN College, Doraha.	UGC	UGC sponsored National Conference on "India an emerging service economy: Issues and Challenges
36.	**Prof.Manpreet**	Global Branding strategies	12thMarch, 2011 at GNA-IMT Phagwara.	National Seminar	National Conference on "India Inc-Challenges Ahead"
37.	**Prof.Manpreet**	Effective change management.	16th-17th Dec,2011 at GSSDS Khalsa College, Patiala	National Seminar	PCMA-International business conference

38.	**Prof.Manpreet**	FinancialInstitution a vital part of MSME's	17-18 Jan, 2014 organized by HMV college Jalandhar	National Seminar	International conference on Contemporary Issues in Leadership and Management
39.	**Prof.Manpreet**	Indian Banking Sector: Challenges posed by Globalization	15th March, 2014 organized by GGN Khalsa College Ludhiana	National Seminar	Emerging Paradigms in Banking Sector
40.	**Prof.Manpreet**	Strategy for Future Industrial Development	27thMarch 2014 PCMSD College for Women Jalandhar	ICSSR	Revitalization of Industrial Development in Punjab –An Aspiration

CRITERION-IV INFRASTRUCTURE AND LEARNING RESOURCES

4.1 PHYSICAL FACILITIES

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

To meet the objective of providing the best possible education to the students, the college managing committee frames its own infrastructure policy for creation and enhancement of infrastructure. Adequate trade off between availability of funds and dynamic needs of infrastructure in the competitive scenario is maintained. The infrastructural enhancement is liberally funded by the management in order to meet the needs of new courses. The policy is executed by the building committee and purchase committee.

4.1.2 Detail the facilities available for

(A) For Curricular and Cocurricular activities.

For Curricular Activities:

(i) Classrooms: There are Total 33 class rooms (at times the labs are also used as classrooms)

(ii) Laboratories:

Computer Labs	05
Physics Labs	02
Chemistry Labs	02
Journalism Lab	01
English Language Lab	01
(iii) Library	01

(iv) Health Centre   01

(v) Administrative Block-(including reception room and college office.)

(vi) Principal office   01

(vii) Staff rooms   06

(viii) Meeting Room   01

(ix) Other facilities-Bank, Parking Area, Canteen etc.

For Co-Curricular Activities

The college has the following infrastructure for Co-curricular activities.

(i) Seminar Hall   01

(ii) Class rooms + Labs   33+07=40

(iii) Multipurpose Hall   01

(iv) Music room   01

(v) Gurudwara Sahib   01

(B) Extra –Curricular Activities

The college holds competition and participates in extracurricular activities like Dance, Drama, Debate Declamation , Music, Fine Arts, Elocution, Poetical Recitation and many sports competitions etc.and for all these the college has a Multipurpose Hall, Music room, Common room and Green room.

Sports-Indoor and outdoor Facilities : The institution owns a well-planned play ground where the college has facilities of Chess and Table Tennis as indoor games and provision of Cricket, Football, Volley Ball, Basket Ball, Kabaddi (Punjab style and National style) and Athletic as outdoor games. Every year the institution holds two days Athletics meet along with the Sports Prize Distribution.

NSS and NCC facilities:

The college has NSS wing comprising of 109 Volunteers with college NSS office.

The NCC wing of the institute has Army Wing comprising of 54 Cadets with NCC Office. Our students represent the state in Republic day Parade.

Public Speaking & Communication Skills development:

The institution has English Lab and Journalism Lab for students to work on their speaking skills as well as to improve listening, reading and writing skills.

Health & Hygiene:

The college has health care centre with appointment of a permanent qualified doctor (Dr. Swarnjeet Singh Luthra, M.B.B.S., D.M.) who is available in the campus daily.

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

The College administration makes sure that the available infrastructure is optimally utilized.

All the class rooms are occupied throughout the day for teaching programmes of post graduate and under graduate courses. Library remains open for the use of staff and students from 9.00 a.m. to 4.00 p.m. The various laboratories are used throughout the day for conducting practicals, skill development courses and workshops. The multipurpose hall is used for conducting college functions and several examinations by various bodies like PU, PTU, Banks, C.A. & Railways etc. The college Campus is also used by agencies/regulatory bodies like NCC,

Election Commission and Sikh Educational Institutions. Books Exhibitions & Gurupurab Celebrations are also arranged on college Campus. The seminar hall is also used for organising various extension lectures, talks, seminars of state, national and international level.

<u>Specific examples of the infrastructural facilities developed/ Augmented/the amount spent during the last four years:</u>

Year	Facilities Developed/Augmented	Amount Spent (Rs.)
2010-11	*Computer Purchased *AC purchased for Functional English. * Furniture & Fixtures	721900.00 19090.00 119055.00
2011-12	*Biometric installed *Computer for Commerce Dept. * Networking in Functional English. *Library Books. *Furniture & Fixture	14500.00 44000.00 7650.00 134140.00 76926.00
2012-13	* Purchase of Almirah for add on course * Library Books * Purchase of Microwave and refrigerator * Purchase of grass cutting Machine	6996.00 62717.00 22600.00 27958.00
2013-14	*Purchase of 10 wall fans * Purchase of AC's Wall stand * Building Renovation * Furniture & Fixtures	18650.00 216000.00 159609.00 485713.00
2013-14	Purchase of 01 Server in Journalism lab Purchase of 07 Clients Purchase of 02 Printers one each in	52282.00 79501.00 23600.00

	add on courses	27287.00
	Purchase of 01 AC	56900.00
	Purchase of 01 LCD TV	9523.00
	Purchase of 02 Books Almirah	6600.00
	Purchase of 01 Digital Camera	
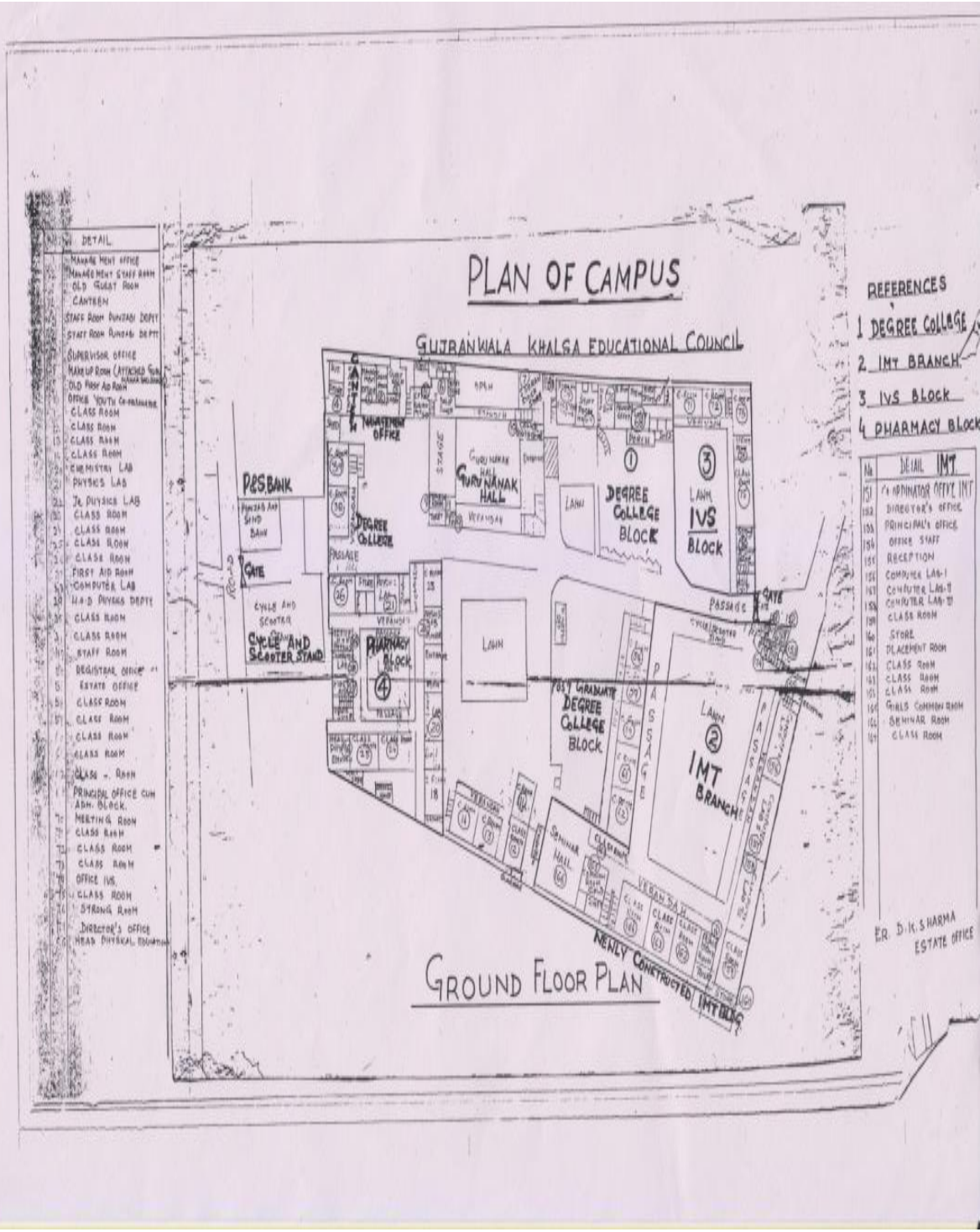
PLAN OF CAMPUS

GUJRANWALA KHALSA EDUCATIONAL COUNCIL

GROUND FLOOR PLAN

REFERENCES
1 DEGREE COLLEGE
2 IMT BRANCH
3 IVS BLOCK
4 PHARMACY BLOCK

POST. GRAD AND DEGREE COLLEGE

No	DETAIL
15	CLASS ROOM
16	CLASS ROOM
17	CLASS ROOM
19	GURUDAWARA SAHIB
30	CLASS ROOM MA PUNJABI
31	CLASS ROOM MA PUNJABI
32	ASM OFFICE AND CLASS ROOM
33	OFFICE
34	CLASS ROOM
35	CLASS ROOM
36	CLASS ROOM
37	NEW GUEST HOUSE
40	CLASS ROOM
41	CLASS ROOM
42	COMPUTER ROOM
45	MUSIC ROOM
46	TIME TABLE OFFICE
47	N.S.S OFFICE
48	N.C.C ARMY WING
52	GIRLS COMMON ROOM (COMMON)
53	H.O.D OFFICE AND STAFF ROOM
54	CLASS ROOM
55	CLASS ROOM
56	LIBRARY STORE
57	LIBRARY STORE
63	H.O.D ENGLISH MA/STAFF ROOM
64	ENGLISH LANGUAGE LAB
65	CLASS ROOM
66	CLASS ROOM
67	FTPP ROOM
69	SEMINAR HALL
78	LIBRARY IVS
79	CLASS ROOM
80	CLASS ROOM
81	COMPUTER LAB.
82	COUNCESSLING ROOM
83	FACULTY ROOM
84	COMPUTER LAB.
85	COMPUTER LAB.
86	COMPUTER LAB
87	CO-ORDINATOR'S OFFICE (IVS)
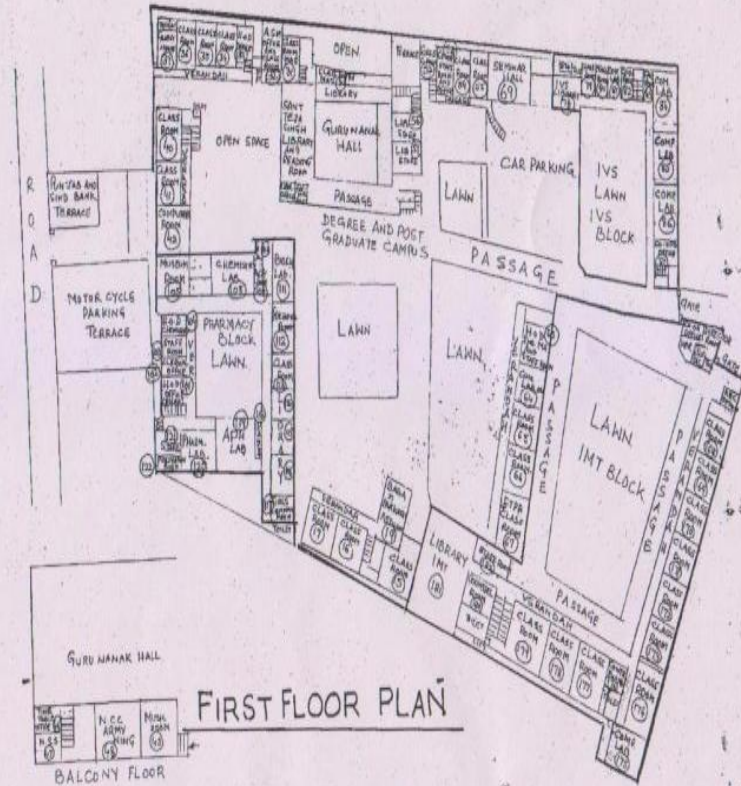
PHARMACY BLOCK

S.no	DETAIL
101	HOD OFFICE PHARMACY
102	CLERICAL OFFICE
103	STAFF ROOM
104	H-O-D CHEMISTRY
105	MUSEUM ROOM
106	
107	
108	CHEMISTRY LAB.
109	ASEPTIC ROOM.
110	STORE
111	BIO-CHEMISTRY LAB
112	MACHINE ROOM
113	CLASS ROOM
114	
115	LIBRARY PHARMACY
116	
117	GIRLS COMMON ROOM
118	PANTRY
119	HUMAN ANATOMY & PHYSIOLOGY
120	PHARMACEUTI. LAB
121	S.
122	PREPRATION. ROOM

IMT-BLOCK

161	CLASS ROOM
161	CLASS ROOM
170	CLASS ROOM
171	CLASS ROOM
172	CLASS ROOM
173	CLASS ROOM
174	CLASS ROOM
175	COMPUTER LAB
176	CONTROLLER OF E-N OFFICE
177	CLASS ROOM
177	CLASS ROOM
178	CLASS ROOM
179	COUNSELLING RO.
180	LIBRARY IMT
184	STAFF ROOM

FIRST FLOOR PLAN OF G.G.N. KHALSA COUNCIL CAMPUS

FIRST FLOOR PLAN

Er. D.K. SHARMA
ESTATE OFFICER

SECOND FLOOR PLAN OF G.G.N. KHALSA COUNCIL CAMPUS

DETAILS
P.G AND DEGREE COLLEGE
CLASS ROOM
COMPUTER SCIENCE LAB BLOCK
CLASS ROOM IVS BLOCK
CLASS ROOM
CLASS ROOM
CLASS ROOM
CLASS ROOM
CLASS ROOM
CLASS ROOM
CLASS ROOM

IMT BLOCK.
KITCHEN HOTEL MANAGEMENT
RESTAURANT AND BAR
CLASS ROOM
CLASS ROOM
CLASS ROOM
CHANGING ROOM BOYS
CHANGING ROOM GIRLS
HOUSE KEEPING ROOM
STORE

ROAD

GATE

CLASS ROOM

COMPUTER LAB

DEGREE AND POST GRADUATE COLLEGE CAMPUS

LAWN

PASSAGE

LAWN
IVS
IVS
BLOCK

CLASS ROOM

PHARMACY BLOCK.

LAWN

LAWN

PASSAGE

GATE

LAWN.
IMT

IMT BLOCK

PASSAGE

HOTEL MANAGEMENT KITCHEN

RESTAURANT BAR

CLASS ROOM
CLASS ROOM
CLASS ROOM
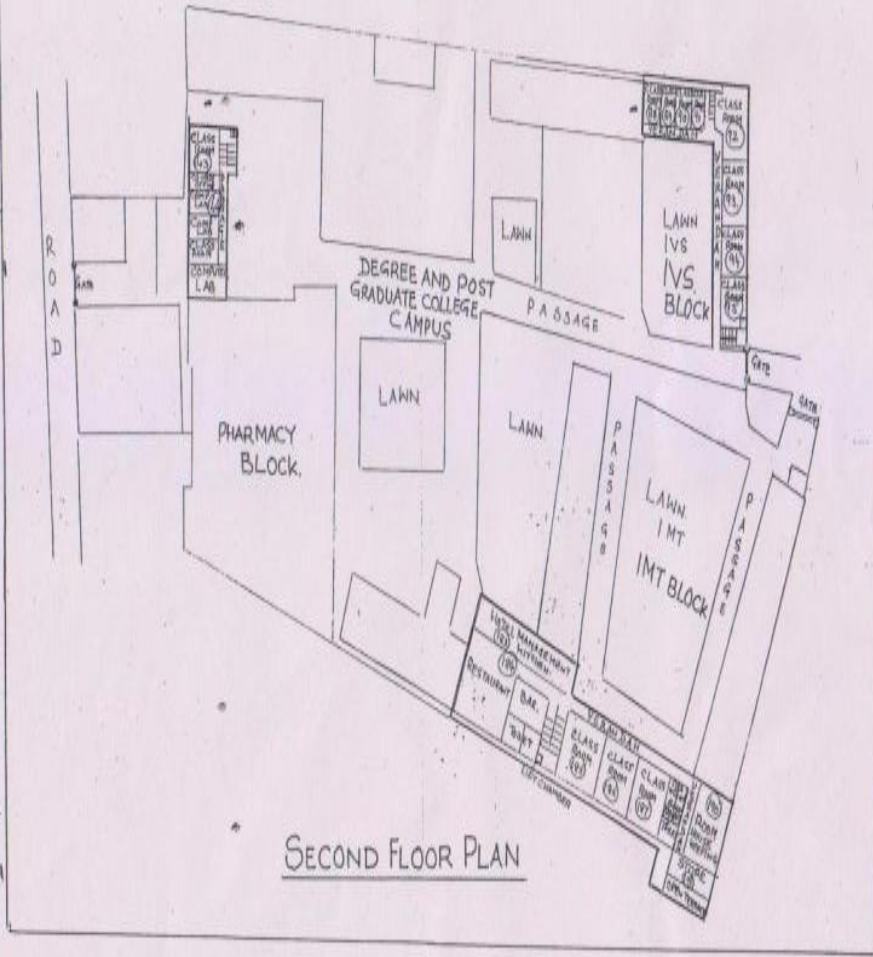
SECOND FLOOR PLAN

ER. D.K.SHARMA
ESTATE OFFICER.

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

In order to meet the requirements of students with physical disabilities, the college ensures that these students are accommodated on the ground floor. Western type washroom/toilets are also available. Such students get the facility to park their special vehicle separately where they can approach easily.

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

N.A. (Hostel)

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

There is a qualified Doctor (part-time) who visits the campus daily. A health care centre with all the first aid facilities is also maintained.

4.1.7. Give details of the common facilities available on the campus –Spaces for Special units like IQAC, Grievance Redressal Unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium etc.

There are special marked spaces for the common facilities available on the college campus.These facilities include IQAC (Internal Quality Assurance Cell) , Grievance Redressed Unit, Women's cell, Counseling and Career Guidance Cell , Placement cell, Health Centre, Canteen, Recreational spaces, Safe drinking water and provision of Auditorium hall etc.The details of such facilities are given below:

Sr. No.	Unit	Place of location
1.	IQAC (internal Quality Assurance Cell)	Principal's Office
2.	Grievance Redressal Unit	Staff Room - 49
3.	Women's Cell	Staff Room- 49
4.	Counseling and guidance Cell	Room Adjoining Guru Nanak Hall - 51
5.	Placement Cell	Room Adjoining Guru Nanak Hall -51
6.	Canteen	Campus
7.	Hall/ Auditorium	Campus
8.	Health Centre	Science Block - 27
9.	Staff Room Recreation	Campus
10.	Safe drinking Water	At three prominent places in the campus

Library as learning Resource:

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

The Institution has a very effective Library Advisory Committee, which is comprised of the following members.

1. Dr Manjit Singh Komal   (President)

2. Prof Amanpreet Kaur   (Secretary)

3. Prof. Paramjit Singh   (Member)

4. Prof. R.K. Chhabra   (Member)

5. Prof. Barinderjit Singh   (Member)

The advisory committee discusses and finalizes the infrastructural and academic requirements of the library which leads to strategy formulation for maximum

utilization of this resource. The initiatives taken by this committee in this regard has resulted that:

- The library is made fully automated with in house operations.
- Library management system is updated according to new technology.
- Introduction of e-journal facility (N List through INFLIBNET)
- The number of books has increased to 57163 including encyclopedias, dictionaries and other reference books are available.
- OPAC (Online Public Access Catalogue) is available.
- New titles are displayed on the display board at the entrance of the Library.
- List of all the Newspapers, Journals, Magazines and relevant information for students is also displayed at the entrance of the library.
- Copy of syllabus prescribed by the University is also provided to all the departments and made available to the students in the library.
- In order to promote reading habits amongst students, there is a provision of best reader award which is given in the annual function.
- Special attention is given to the students who are preparing for competitive exams by providing relevant and appropriate reading material.
- Extraordinary & excelling students are provided extra books on their library card.
- Books Exhibitions are organized to encourage students to improve their reading habits.
- A Book Bank has been functioning in the college library to provide books to underprivileged students.
- A separate section for periodicals, magazines and newspaper has been created in library.
- The purchase of text books in multiple number is recommended to benefit the wards of weaker and under privileged sections of society.

4.2.2 Provide details of the following

- Total area of the library (in Sq. mts.)   417.84 sq. mts.

- Total Seating Capacity   80

- Working hours

On working days	8:00 am - 4:00 pm
On holidays	Closed
Before examination days	8:00 am - 4:00 pm (Time extended on Demand)
During examination days	8:00 am - 4:00 pm
During vacation	8:00 am - 4:00 pm

- Layout of the Library

Individual reading Carrels	No
Lounge area for browsing and relaxed reading	No
IT zone for accessing e-resources	For Library staff

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

The library has established a system to ensure purchase and use of current titles, print and e-journals etc. This job is done on the recommendations of the Head of Department of concerned departments and faculty. The Library staff checks the duplication of books. Thereafter the recommended list of books is sanctioned by the principal and then the order is placed by the library. The amount spent on

procuring new books, journals and e-resources during the last four years is as under.

Library holdings	2010-11 Number Amount		2011-12 Number Amount		2012-13 Number Amount		2013-14 Number Amount	
Text Books	1328	336771	402	103790	462	147372	522	128385
Reference Books	41	39666	06	4316	06	2541	13	11116
Journals/ periodicals	15	11990	07	11150	07	10550	07	12800
E-resources under N -List	6000+ejournals 9700 ebooks	5000	6000+ejournals 9700 ebooks	5000	6000+ejournals 9700 ebooks	5000	Not Accepting payment	
Donated Books	307	58733	73	9825	434	70687	25	8110

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

Sr. No.		Comments (If any)
1.	OPAC Online Public Access Catalog	Yes
2.	Electronic searching tool to search articles in multiple database	INFLIBNET (N-LIST)
3.	Federated searching tool to search articles in multiple database	No
4.	Library Website Link	Yes
5.	Inhouse/remote access to e-publication	Yes
6.	Total number of computers for public access	Two (2)

7.	Library automation	yes
8.	Total Number of printers for public access	No
9.	Internet band width/speed	1 mbps
10.	Participation in Resource sharing network/Consortia(Like Inflibnet)	Yes

4.2.5: Provide details on the following items

1.	Average number of walk-ins	200-250
2.	Average number of books issued/returned	120-130
3.	Ratio of Library books to students enrolled	57163/1741=32.83
4.	Average number of books added during last three years	2419/3=806
5.	Average number of login to OPAC	30-35
6.	Average number of login to e-resources	Nil
7.	Average number of e-resources downloaded/printed	Nil
8.	Number of information literacy trainings organized	Nil
9.	Details of weeding out of books and other materials	Stored in store room

4.2.6 Give details of the specialized services provided by the library

1.	Manuscripts	No
2.	Reference	Yes
3.	Reprography	No
4.	ILL (Inter Library Loan Service)	Yes (to sister concerns)
5.	Information Deployment and notification	yes
6.	Download	Yes (For faculty)

7.	Printing	Yes (For faculty)
8.	Reading List/Bibliography Compilation	No
9.	In-house/remote access to e-resources	Yes
10.	User Orientation and awareness	Yes
11.	Assistance in searching Database	Yes
I2.	INFLIBNET	Yes

4.2.7   The support provided by the library staff to the students and teachers of the college in the form of :

- How to make use of OPAC.
- Provide catalogue in Multilanguage.
- Maintenance of Book Bank.
- Issue of books during exam days on security.
- Maintaining peaceful and academic environment.

4.2.8: What are the special facilities offered by the library to the visually/physically challenged persons?

The library staff is deputed to extend any help required by the visually and physically challenged persons.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

Library gets oral feedback from its users in the form of complaints, suggestions and recommendations from time to time. The feedback of the users is analyzed by the library Committee and changes are made accordingly if needed.

4.3 IT INFRASTRUCTURE

4.3.1 Give details on the computing facility available (Hardware and Software) at the Institution

- **No. of Computers with Configuration(Provide actual no. with exact configuration of each available system)**
- **Computer-Student Ratio**
- **Stand alone Facility**
- **LAN Facility**
- **Licensed Software**
- **No. of Nodes/Computers with internet facility**
- **Any other**
- **No. of Computers with Configuration (Provide actual no. with exact configuration of each available system**

The College is equipped with latest computers. Most of the computers in the College

are either i3, Core 2 Duo, Pentium IV with 1-2 GB RAM or 80- 320 GB Hard Disk.

Some of the computers in the College are Pentium III with 256 MB RAM and 40 GB

Hard Disk.

Summary of Computer Hardware in the Institute

Sr. No.	Item Name	Quantity
1.	**Server**	**02**
2.	**Desktop**	**110**
3.	**Printers**	**13**
4.	**Scanners**	**04**
5.	**UPS**	**60**
6	**. LCD Projectors**	**03**
7.	**OHP Projector**	**04**
8.	**Networking Switches**	**07**

Sr. No.	Particulars	Configuration/ Specification		Make	Quantity
9.		ADSL Router Wi-Fi	03		
10.		Xerox Cum Scanner	04		
11		LCD TV	01		
12.		T.V	02		

Hardware Configuration

Server Specification

Sr. No.	Particulars Configuration/ Specification			Make	Quantity
1.	Library Server	Processor RAM LAN Card HDD DVD R/W Monitor Keyboard Mouse	**Intel Xeon E3 3.10GHz @3.10GHz** **4GB** **1TB**	HP	01
2.	Journalism	Processor RAM LAN Card HDD DVD R/W Monitor Keyboard Mouse	**Intel Xeon E3 3.10GHz @3.10GHz** **4GB** **1TB**	HP	01

Desktop Configuration

Sr. No.	Particulars Configuration/ Specification		Make	Quantity
1.	Processor	Core2Due E7500 @2.93GHz		
	RAM	2 GB		
	HDD	320 GB		
	DVD R/W	DVD RW	HCL	20
	Monitor	HCL 18.5" LCD		
	Keyboard	HCL		
	Mouse	HCL		
2.	Processor	Core2Due E7500 @2.93GHz		
	RAM	1 GB		
	LAN Card	250 GB		
	HDD	DVD RW	HCL	20
	DVD R/W	HCL 18.5" LCD		
	Monitor	HCL		
	Keyboard	HCL		
	Mouse			
	Processor	Dual Core		
	RAM	2 GB		
	HDD	250 GB		
	DVD R/W	DVD RW	HCL	13
	Monitor	HCL 18.5" LCD		
	Keyboard	HCL		
	Mouse	HCL		

3.	Processor	Core2Due E7500 @2.93GHz		
	RAM	1 GB		
	HDD	250 GB		
	DVD R/W	DVD RW	HCL	20
	Monitor	HCL 18.5" LCD		
	Keyboard	HCL		
	Mouse	HCL		
4.	Processor	Pentium 4		
	RAM	256 MB	HCL	
	HDD	40GB		32
	DVD R/W	CD ROM	Wipro	
	Monitor	15" CRT		
	Keyboard	HCL		
	Mouse	HCL		

Other Hardware

1	UPS	600VA	Intex	20
2	UPS	600VA	Numeric	15
3	UPS	600VA	APC	3
4	Printer	Laser jet	HP	10
5	Printer	3 in One	HP	2
6	Printer	ALL in One	Bro	1
7	Printer	Dot Matrix	Wipro	2
8	Projector	LCD	Sony	1
9	Projector	LCD	sony	2
10	Switches	24 pots	Netgare	2
11	Switches	24,8,8,8 pots	D-Link	4

| 12 | Modem | ASDL | Beetal | 2 |
| 13 | Modem | ASL Wi-Fi | Beetal | 3 |

- **Computer - Student Ratio**

  PGDCA   -   **1:1**

  B.A (CS)-I,II&III   -   **1:1**

  BCA-I, II &III   -   **1:2**

  M Com- I   -   **1:1**

- **Stand alone facility**

  1 laptop is available for Stand-alone use.

- **LAN facility**

  There are four computer labs, fully computerized Administrative Block and library

  which are interconnected with each other through LAN.

- **Licensed Software**

The College has Microsoft Lifetime license for Microsoft Office & Windows 7 Office. It has got licensed Oracle 11g. Some software do not required licenses and can be downloaded directly from the internet like C/C++,Java, Unix OS.

Sr. No.	Product Name	Quantity
1	Microsoft Windows 7	05
2	Microsoft Office	05
3	Oracle 11g	05
4	Unix	20

- **Number of Nodes/Computer with internet facility.**

  The College has the facility to connect all the computers with the internet, but we have provided internet on limited computers as per the requirement. 20 computers in Lab-5, 02 computer in each Staff Room, 01 for Stock Keeping

are provided with the Internet facility. Internet connection is also provided for the non-teaching staff in the administrative office on 03 computers.

4.3.2 Detail on the computer and internet facility made available to the Faculty and students on the campus and off-campus.

College has got Broadband connection from Airtel & Connect (Broadband BBG COMBO ULD 6000/ 8MPS Multi User). The Wi-Fi connection is available in most of the departments.

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

The College has best internet plan with Wi-Fi facility. Up gradation is done by replacing the old systems with new ones or old systems are upgraded with latest configuration whichever is possible. The College purchases new systems with latest technology according to the requirement. The Institution also has technical staff to maintain the computers. It also hires/employees persons whenever needed.

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

Utilization Of Funds

Sr. No	Detail	2010-11	2011-12	2012-13	2013-14
1.	Procurement	734687	64150	7530	**-**
2.	Up gradation	-	7650	-	**-**
3.	Deployment	-	-	-	**-**
4.	Maintenance	80726	22539	59835	**24355**

4.3.5 How does the Institution facilities extensive use of ICT recourses including development and use of computer-aided teaching/ learning material by its staff and students?

The College has sufficient infrastructure i.e. computers, printers, scanners, OHP and LCD Projectors which the staff can utilize any time to prepare their course material/lectures. The College has Seminar Room with multimedia facility where students/teachers can deliver presentations/lectures. The Library with ICT facility is open to Faculty and students for learning resources. Staff rooms also have internet facility.

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

College has one Seminar room with multimedia facility having seating capacity of 100 students in which projector is permanently fitted. Any teacher who wishes to take class using projector can utilize that. The College also has one well equipped lab with projector for practicals. Besides that, College has 1 laptops and one more projector that can be placed in any room as per the requirement of the teachers for a smart class.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating University? If so, what are the services availed of?

No

4.4   MAINTENANCE OF CAMPUS FACILITIES

4.4.1 How does the Institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years?

The institution ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of the college infrastructure. The details of the budget allocated during the last four years is as under.

Utilization of Funds

Facilities	2010-11	2011-12	2012-13	2013-14
Building	284859	329150	386949	583372
Furniture	52213	76926	6976	485713
Computers	80726	30189	59835	24355
Any other (Lib. Books)	190236	190721	141828	236578

The purchase Committee and the Burser oversee the optimal utilization of budget allocated for various activities. The Management, Principal, Staff, representatives are involved in annual budget meeting to allocate budget for various activities.

4.4.2 What are the Institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the College?

The college has constituted different types of committees like Campus Development committee, Gardening committee, Up keeping of campus committee and canteen committee for maintenance of the infrastructure of the college. The college also has a full fledged team headed by S.Sohan Singh to look into the matters of repair & maintenance of various facilities and equipments of the college.

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

The equipments/instruments are repaired as and when needed. Day to day maintenance is carried out by the staff appointed for cleaning and maintenance of the building. The laboratory equipments, Computers and electronic devices are maintained and repaired through the funds available in the institution.

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

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

- The college has clear cut mentioned places for the sensitive equipments like electricity generator, water purifiers, Chemical and scientific instruments.
- There is deployment of an electrician for location, upkeep and maintenance of sensitive equipment.
- There is an overhead water tank of 10,000 Lt. Capacity with submersible water pump for constant supply of water.
- The institution has a tie up with the company from which the RO purifiers were bought for regular and routine checkup and upkeep of the purifiers.
- Expenses on renovation of seminar hall and staff room.
- Purchase of computers for department of journalism and others.
- Expenses on the renovation of seminar hall and staff room.
- Purchase of computers for department.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5. STUDENT MENTORING AND SUPPORT

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

Yes, the college publishes its Prospectus for the benefit of the student community annually. The following information is provided to students through this prospectus

PROSPECTUS

Keeping in view the vision and mission commitments of the college legacy, the Prospectus, imparts information about fulfilling the basic needs as well as rich environment fulfilling the demands of an all round personality development of the student community. The prospectus describes the information related with facilities, facilitators, policies and programmes of the institution. It is a comprehensive document that covers the course content, salient features, subject combinations, specialization and scope of each of the courses/disciplines. A step-by-step guide for eligibility conditions, rules and regulations, it also exposes the students to the development activities and support services available in the college. The fee and fund structure, guidelines for scholarships, stipends and fee concessions are given in detail. The college ensures its commitment and accountability to the needs of the students by providing information about various committees and societies which have been constituted to look after the personal and academic needs of the students. Some of the committees constituted in this regard are: Admission committee, Grievances committee, cultural committee, sports committee, counselling committee etc. Modus operandi of the committees

and its mode of communication with the student community is illustrated in the prospectus for the benefit of the students. The information is updated every year as per the feedback received from the student community. The prospectus disseminates information regarding infrastructural additions, positions in the university, aids and incentives to the needy and meritorious students. It also provides information about the achievements of the college in the fields of academics, sports, NCC, co-curricular and extracurricular activities NSS etc. Various events in the college like Talent Hunt, Awards Day and Convocation are covered as well as the programmes undertaken for academic enhancement of the faculty; placements of the outgoing students are also focused on.

The same information is provided on the website of the college, which has been developed keeping in mind the present IT orientation of the students. The website has a provision to interact with the students by asking them to post their specific queries, which are replied by the competent authority to the satisfaction of the student needs. More over website has a provision to display all day to day circulars, notices, and other information as and when it demands the attention of the students.

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

Keeping in view the age old ethos of the college, and considering the teachings of Sri Guru Nanak Dev as a guiding philosophy, the college management is conscious and ever-ready to reinforce the performance of the gifted students and help the disadvantaged through scholarships and other free ships. The financial aid is available and effectively disbursed in time. The scholarships and freeship given in the last four years are as follows:-

Details of Scholarship/Fee Concessions Paid to Students

Year	Name of the Source	No. Of Students	Amount

2013-2014	1. College Fund	92	226000
	2. Giani Lal Singh Trust CHD.	4	24000
	3.S.H.P.C. Amritsar	1	10000
2012-2013	1. College Fund	115	280670
	2. Gurjit Khandkar Trust, Gurgaon	5	12500
	3. Thakur Dass Shanker Trust, USA	5	10000
	4. Giani Lal Singh Trust, CHD	6	27600
2011-2012	1.College Fund	75	158400
	2. Giani Lal Singh Trust, CHD	4	20000
2010-2011	1.College Fund	114	225600
	2. Giani Lal Singh Trust, CHD	4	20000

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

The college has a large population of students from the surrounding villages of the Ludhiana District who need financial assistance for their academic needs. A large portion of the students come from economically weaker sections of the society. The college provides financial assistance to these students, which is received from the central, state Govts. as well as from the college managing committee. A description of students having received such benefit is as under:

Details of Scholarship Paid to the Students from State Government

S. No.	Year	S/C for Matric Scheme	BC	Riot Affected	State Merit	Minority Community	Poor & Brilliant
	2013-2014	(2)18643	-	-	-	-	-
	2012-2013	5991 100000 6291 ------- (6)42282	-	(2) 1650	(9) 8250	(7) 27147	(8)4800
	2011-2012	(8) 49048	-	(1)1200	1210 825 (2) 2035	(5)30000	(3)18000
	2010-11	4850 61877 66527	-	1200 900 ------- (2)2100	(3)2475----- (5)25000 27475	6000 14550 24250 (4) 44800	

Details of Scholarship Paid to the Students from Central Government

Year	No. of Candidates	Amount
2013-2014	92	226000
2012-2013	115	280670
2011-2012	75	158400
2010-2011	114	225600

Details of Scholarship Paid to the Students from other agencies

Year	Name of agency	No.of Candidates	Amount
2013-2014	Giani Lal Singh Trust Chandigarh	4	24000

	SGPC, Amritsar	1	1000
2012-2013	Gurjit Khandkar, Gurgaon	5	12500
	Thakur Dass Sharma Trust, USA	5	10000
	Giani Lal Singh Trust Chandigarh	6	27600
2011-2012	Giani Lal Singh Trust, Chandigarh	4	20000
2010-2011	Giani Lal Singh Trust, Chandigarh	4	20000

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

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

    b. Students with physical disabilities

    c. Overseas students

    d. Students to participate in various competitions/National and International

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

    f. Organizing coaching classes for competitive exams

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

    h. Support for "slow learners"

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

    j. Publication of student magazines

The Institution is constantly engaged in prodding the students towards successful completion of their courses. The college as said earlier was established to rekindle the philosophy of Sri Guru Nanak Dev Ji and as such is committed to the growth and development of the marginalised and other exceptional students. In

pursuance of this aim, the college offers various support services and facilities to cross sections of the needy students as defined above:

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

The students who belong to SC/ST, OBC and the economic weaker sections are identified during the process of the admission by the admission committee. The college maintains a detailed record of the same. The college offers liberal concessions to such students flexible fee payment options like easy installments etc. The total expenditure of such scholarships given during the last 4 years is as under: Keeping in view the academic deficiencies of such students, the college arranges remedial classes for the empowerment of SC/BC and Other Backward castes. In addition, Free Course for Personality Development, Coaching classes for examination preparedness are conducted to benefit these students as per their needs.

Students with physical disabilities:

The college being conscious of the special needs and requirements of such students makes sure that the facilities are provided without any obstruction and an all healthy, inclusive, socially empathetic manner. Creating a strong social interaction helps to create a congenial social affiliation amongst the student community which inculcates compassion, empathy and supportive attitude. Such facilitation has been effectively implemented for the needy students who have been appreciated by the student community as a whole. Classes of these students with physical disabilities are confined either to the ground floor or on the first floor where the provision of a low slope smooth climb ramp has been provided. Canteen and other facilities are given a special consideration for the benefit of these students.

b) Overseas students

Following the basic philosophy of the college of all being equals without perceiving the differences due to region or country, the college follows the university guidelines in the admission of such students without having any special consideration for anyone.

c) Students to participate in various competitions/National and International

Special remedial coaching classes are planned for the weak students and competitive books and magazines are provided to those students who are preparing for the competitive exams. Moreover a computer lab with internet facility is also available for the students to update their knowledge and use for information update. Teacher in charge are deputed to take special care of them.

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

The college's medical room caters to the health problems of the students& provides them with medical aid as and when required. A qualified doctor is available in the college premises during the college hrs regularly to attend any emergency. Moreover proper arrangement for drinking water is present on the college campus at 4 locations to cater to the needs of the students.

e) **Skill development (spoken English, computer literacy, etc.,):** Courses like Journalism, Communicative English, FTPP, ASM, Computer Science etc are offered.

f) Support for "slow learners"

The college puts in extra efforts to identify the slow learners and conducts extra remedial classes for such slow learners. Moreover to strengthen their social interactions and peer learning-Meritorious students are asked to help the slow learners. The students are regularly monitored by their respective teachers to see their progress and guide them for further modifications. Simplified versions of books are recommended to them to cater their grasping power.

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

The college has developed a close rapport with the industrial hub of the city and has been using this relationship to the benefit of its students. Being a rich industrial town students of various departments are often exposed to the outer commercial industrial world through this industrial interaction. Discussions with managers of various financial institutions and corporations are arranged to inspire and enlighten our students. Interactive sessions with faculties from various

universities of the region and other professionals are organized to ignite the minds of the students as motivators

h)   Publication of student magazines

The college annually publishes a magazine for students called "Nav Ranjit".Ever since its publication, it is an ideal platform for students to realize their creative potential and hone their writing skill. This magazine is published under the supervision of an editorial board with due participation of the student teacher interaction. All the major sections of the magazine have the teacher editor as well as student editor, who in turn motivate other students to contribute their writings to the magazine, and the best ones are selected for publication in the magazine.

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

The college adopts various measures to develop entrepreneurial skills among the students.

Impact of these efforts

- Our students have been employed in public and private sector.
- Our students have ventured out to set up their own entrepreneurial ventures.
- ☐ Skill enhancement opportunities provided by the college paved their way for higher education in prestigious institutes within India & abroad.
- Professionalism has been instilled in them.

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

> *** additional academic support, flexibility in examinations**
> *** special dietary requirements, sports uniform and Materials**

* any other

The institution is committed to attract students for participating in various extracurricular activities by ensuring consistent encouragement and motivation. The necessary facilities are provided and adequate funds are allotted. To promote participation of students in extra-curricular and co-curricular activities, the staff in charge coordinate with the student fraternity through a senior participatory role. A number of steps are taken to ensure that the most talented students are identified by organizing trials in various games at the beginning of the session. A Talent Hunt is organized for all the fresher's which is another way of showcasing the speaking, singing, dancing and theatrical skills of the students. Once the Trials and the Talent Hunt are over, the students are enrolled in various clubs and committees and coached rigorously in their chosen areas. For this purpose, the institution avails the services of the extremely talented faculty as well as professional coaches. The policies and strategies of the institution regarding additional academic support, flexibility in examinations, special dietary requirements, sports uniform and Materials can be elucidated in the manner given below:

Additional academics support

- Certification, felicitation
- Special coaching classes and guidance given
- Reservation in admission
- Remedial coaching
- Peer learning

Flexibility in examinations

- Exemption from the house tests and attending classes.

Special dietary requirements

- Special diets are available in the canteen for sportspersons to meet their special needs..
- The members of the Youth Welfare Club are given special meals during their practice and performance in competitions.

Sports uniform and Materials

- Facilities and sports activities
- Sports kit

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIRNET,UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central/State services, Defence, Civil Services, etc.

The institution goes all out to facilitate and support students for appearing and qualifying in various competitive examinations.

- They are given compact time tables so as to leave them with ample time for preparation for their competitive exams.
- If need be, the university condition of 75% lecture attendance is relaxed in such cases.
- Special coaching is arranged on request. Various interactive sessions with professionals are organized to equip them for interviews and group discussions.
- Programmes for personality development and enhancing interpersonal and communication skills are also organized.

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

The students have easy access to the following kinds of counseling services:

a). Academic counseling

The Admission Committee conducts academic counseling at the time of entry into the college regarding the choice of stream and subjects. Academic counseling is given to the students through various seminars and workshops organized for them.

b). Career counseling

Career counseling is also handled by the Career Counseling Centre and the Placement & Employment Cell. Career/course counseling begins right at the time of admission through the Admission Committee. The teachers guide and direct the students regarding the choice of stream / subjects. Seminars and Career Fairs are other ways of disseminating information among the students and counseling them regarding career options.

c). Personal & Psycho-Social counseling:

The students during the course of their studies in the college come across various issues. They are, at times, too immature to handle the problems. The college provides them personal counseling. They can share their problems with the teachers. The teacher concerned are very supportive in guiding them fight their problems. The candidates at times come face to face with certain social issues or problems which tend to bring the inferiority complex in them.

The teachers make it sure that no such deterioration happens with the psychosocial understanding of the students. They are counseled to become better human beings and advised to stand tall for the social cause.

5.1.9 Does the institution have a structured mechanism for career guidance and

Placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

Yes, the institution has a structured mechanism for career guidance and placements of its students in the form of the Admission Committee, Career Counselling Centre and the Placement & Employment Cell. Duties of these committees are described as under:

a). Services provided by Admission Committee

- The students are guided and directed regarding the choice of stream/subjects.

- Seminars and Career Fairs are organized for disseminating information among the students and counselling them regarding career options.

b).Services provided by Career Counselling Centre

The students are helped to identify job opportunities by informing them about the vacancies offered by govt. and other agencies. The notice of the advertisement is put up on the notice board. The students are informed regarding the last date and other important information regarding the vacancies. The students are prepared for interviews.

c).Services provided by Placement & Employment Cell

- The students are trained to suit the various needs of the industry.
- The students are trained to face the interviews and given handy tips to face the group discussions as well.
- Various organisations are invited for campus recruitments. Off- campus placements are arranged.
- Programmes like "personal development", "interpersonal and communication skills", etc. are organized. the college organizes sessions of Group Discussions and mock interviews for the candidates who have succeeded in the written test.

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

Yes, the institution has a Student Grievance Redressal Cell. The students can bring their problems to them directly or through their student representatives. All kinds of problems faced by them, in the teaching or administrative areas are addressed speedily. Grievances addressed in the last four years:

- Suggestion boxes are set up on the major locations on the campus.
- Better and improved Canteen facility is provided.
- Canteen facility is made available in the girls' common room.
- Water purifiers are installed at major points in the college.

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- 24 hour back up of electricity in case of power failure.
- Trash bins are placed at convenient places on campus

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

A sexual harassment committee has been constituted to look after issues related with any sexual harassment if any. However lectures and interactive sessions by professionals from these areas are organised for the students where they are motivated and empowered to handle any kind of harassment they face in the world outside. However till date no such case has been reported due to the continuous vigilance by the college authorities and strict punishment provisions.

a). Grievance redressal cell:

Grievance Redressal Cell actively interacts with the students to help them sortout their grievances. It attends to grievances of the students.

b). Women cell :

Women Cell sensitizes the students to develop a healthy relationship with the opposite gender. It acts rigorously to check the transgressions of the code of conduct of the students. This cell creates an awareness of the socio-cultural, political and biological complexities of the issue. It enhances the understanding of the other gender by organising lectures, discussions and talks by professionals.

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

Ragging is banned in the college. The college has adopted the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 &has constituted an Anti-Ragging Committee governed by the senior staff members of our college. No instances of ragging have been reported during the last four years.

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

There are a number of schemes in the institution for student welfare:

a). Subsidized canteen facilities

The college canteen is a place the students love to frequent in their free periods. The Canteen Committee works in tandem with the canteen contractor to ensure cleanliness, nutritious drinks and eatables and also fix the rates of all the items being sold there. The rates there are much lower than those in the market which make the canteen fare suitable for everyone's pocket and palate.

b). Student counselling support

Liberal counselling support is available to the students, right from the time they are admitted to the college. The admission committee counsels them regarding the choice of subjects and careers. Frequent seminars on career counselling and visits by various industry experts also widen the horizons of our students and counsel the students regarding personality development, interpersonal and communications skills to prepare them for the job market.

c). Scholarships & freeships:

Details about the scholarships, various free-ships are displayed on the notice board of the institution. The class teacher guides the students to be the beneficiaries of the various welfare schemes. The college provides them freeships on the basis of their performance in the academics, sports or extracurricular activities. There is a facility for paying fee on installment basis for economically weak students.

d). Bank services:

In collaboration with the Punjab & Sind Bank, the institution assists all the students in opening an account with a zero deposit. It empowers students to transact through the bank in the globalized world. It also serves as an identity card

e). Health services:

A health centre in the institution takes care of the basic health problems of the students. The college has made arrangements of a doctor and dispensary.

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

The college has an Active Alumni Committee, formed recently with the following members.

Prof. R.K. Malhotra

Dr. Deepak Walia

Prof. Kashmir Singh

Prof. Harjinder Singh

Prof. Harpreet Singh Dua

Prof. Munisha

The institution rests on the rich history of the student's success and glory. Some of the successful alumni of the college are:

1. Avtar Singh Makkar(President, S.G.P.C AMRITSAR)

2. Dr. Charanjit Singh Atwal (Speaker, Vidhan Sabha)

3. Maheshinder Singh Grewal (Political Advisor, Chief Minister,Punjab)

4. Prof Manjit Singh Komal(Principal, G.G.N. Khalsa College,Ldh)

5. Prof.Manjit Singh Chhabra(Former Principal, G.G.N. Khalsa College,Ldh)

5.2 STUDENT PROGRESSION

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

Numerous students of this college are pursuing higher education in various fields but documentary proof is not available.

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/Batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

The students of College are nurtured by an ideal combination of facilities and facilitators. Much ahead of their peer group in other institutions, they manage to capture the top slots in academics and in almost all the streams in the PU Exams. We also have better results in comparison to other institutions.

Programme wise pass percentage and completion rate for the last four years

Given below is the Programme wise pass percentage and completion rate for the last four years**:**

Class wise Result for the session 2010-11 to 2013-14

Class	College Pass %	University Pass %	College Pass %	University Pass %	College Pass %	University Pass %	College Pass %	University Pass %
	2010-11		2011-12		2012-13		2013-14	
BA-I	52.47%	46.93%	36.73%	55.59%	36.96%	49.76%	27.91%	45.62%
BA-II	98.46%	78.42%	65.42%	67.30%	46.99%	61.63%	63.79%	64.94%
BA-III	83.33%	60.60%	45%	58.87%	59.3%	66.89%	64.29%	69.20%
B.Sc-I	62.96%	57.82%	50%	60.90%	44.44%	62.24%	32.11%	51.88%
BSC-II	100%	84.42%	70.58%	83.81%	52.78%	83.35%	61.70%	83.87%
BSC-III	100%	81.05%	83.33%	83.81%	66.67%	84.15%	88.46%	87.11%
B.Com-I	95%	63.75%	81.56%	97.87%	78.99%	61.75%	67.94%	55.94%
B.Com-II	95%	72.77%	80.41%	69.31%	74.44%	75.93%	93.33%	74.31%
B.Com-III	98.62%	93.74%	96.46%	91.71%	92.91%	91.31%	97.05%	96.66%
BCA-I	63.24%	49.4%	40.90%	43.81%	5.26%	21.83%	6.98%	39.55%
BCA-II	100%	84.46%	97.36%	83.72%	51.61%	59.85%	81.82%	81.97%
BCA-III	100%	89.19%	100%	89.69%	97.30%	89.27%	75%	85.21%
MA(Pbi) II-Sem	85%	76.73%	12.5%	57.96%	66.67%	72.72%	42.86%	61.61%
MA (Pbi)	100%	76.49%	88.23%	84.31%	33.33%	80.58%	50%	79.70%

Class	College Pass %	University Pass %	College Pass %	University Pass %	College Pass %	University Pass %	College Pass %	University Pass %
IV Sem								
MA(Eng) II-Sem	57.14%	46.68%	21.42%	47.83%	30.77%	58.26%	61.54%	46.72%
MA (Eng) IV Sem	100%	84.65%	100%	83.33%	87.05%	82.65%	16.67%	74.27%
M.Com II Sem	100%	86.8%	100%	91%	97.61%	76.41%	R/A	R/A
M.Com IV Sem	100%	92.48%	93.33%	98.88%	100%	82.65%	R/A	R/A
PGDCA	78.26%	63.88%	46.15%	59.69%	42.11%	58.24%	78.57%	64.57%

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

The Institution is constantly engaged in encouraging the students towards successful completion of their courses and progression to higher level of education. In pursuance of this aim, the college takes the following steps:

- Merit concessions are offered as an incentive to bright students.
- Students attempting to crack competitive entrance exams like M.B.A. and CA are given special concessions as far as the lecture attendance requirement is concerned

- Remedial coaching is arranged and Peer learning encouraged to help the students clear their exams

- The lecture attended condition is waived off even in the case of married/working women in order to encourage them in their pursuit of studies.

- The institution has its finger on the pulse of society and hence keeps updating its courses to retain its relevance in today's fast changing scenario. The Add-On and vocational Courses introduced in our college like " Journalism" "Advertisement and Sales management and "Foreign Trade practices" have attracted the attention of the students and facilitate the students in earning better job opportunities in the industrial hub of Ludhiana

- Courses like BCA, PGDCA have been in great demand by the students

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

The following special support is provided to students who are at risk of failure and drop out:

- Poverty Concessions are offered to students in order to minimize the dropout rate and encourage them to pursue their studies.

- Remedial coaching is arranged and peer learning encouraged to help the weak students clear their exams.

- The lectures attended condition is waived off even in the case of married/working women in order to encourage them in their pursuit of studies.

5.3 STUDENT PARTICIPATION AND ACTIVITIES

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

The institution through its Youth Welfare Club, the Sports Wing, and the NCC& NSS Wing of the college makes available to its students the following range of sports, games, cultural and other extracurricular activities:

Sports & games:

The college has well-groomed teams of all the games offered by Punjab University. The college offers the facilities for games and sports activities for the students namely –

Athletics, Table Tennis, Cricket etc. The college has a NCC Wing. The cadets are given training in shooting. Senior cadets of the college represented the college in the following events

NCC Army Wing(2010- 2011)

In the In the beginning of the session 54 cadets enrolled apart from other activities 40 parades held during the session so the campus and the activities held during the session given below:

1. 25 cadets attended combined annual training camp(CATC) at SCD govt college Ludhiana from 14 oct 2010 to 23 oct 2010.
2. 02 cadets attended CATC at SCD govt college ldh from 6 nov 2010 to 15 nov 2010.
3. 02 cadets attended CATC at SCD govt college ldh from 16 nov 2010 to 25 nov 2010.
4. 02 cadets attended pre RD camp at zirakpur(chd) from 7 dec 2010 to 30 dec 2010.
5. 12 cadets attended army attachment camp at Ferozpur.
6. 02 cadets Prabhkaranjot singh and Mandeep singh attended Republic day at Delhi and also attended Prime minister rally.

Apart from the above campus cadets also participated in various social activities, donated blood, visited old age home, took part in AIDS awareness rallies etc.

Cadets Prabhkaranjot Singh and Mandeep Singh also awarded the role of honour award from the college.

During this session Lt.Manjit singh also attended the CAT camp at SCD govt college Ludhiana.

2011-2012

1. 17 cadets attended CAT camp at SCD govt college ldh.
2. 02 cadets attended annual training camp at SCD govt college ldh.
3. 13 cadets attended CAT camp at govt college ldh .
4. Lt.Manjit singh and 02 cadets attended national integration .

Camp of Kerala

In this session 11 cadets appeared 'C' certificate examination and 26 cadets appeared in 'B' certificate examination .Cadets also took part in various social activities.

Session 2012-13

Camps and Activities :-

1. 16 cadets attended CAT camp at SCD govt college Ludhiana .
2. 5 cadets attended National Integration camp at Hemkunt Sahib .
3. 5 cadets attended CAT camp at Malout(NCC Academy).
4. 22 cadets attended CAT camp at SCD govt college Ludhiana .

8 cadets appeared in 'C' certificate examination

40 cadets appeared in 'C' certificate examination

All cadets also participated in various social activities

Cadet Jaskaran Singh was awarded the role of honour from the college.

Camps and Activities :-

1. 15 cadets attended CAT camp at Malout(NCC Academy).
2. 8 cadets attended CAT camp at Malout(NCC Academy).
3. 4 cadets attended CAT camp at Malout(NCC Academy).
4. 1 cadet attended Inter-Bn-Competition at Malout .
5. 1 cadet attended DCAT2 at Ropar .
6. 1 cadet Army attachment camp at Ferozpur .
7. 1 cadet Palwinder Singh attended Republic Day parade at Delhi and also participated in Prime-Minister Rally and was awarded the Role of Honour.

During this session cadet Darpan singh has also been selected in Indian army as commissioned officer (Lieutenant) through N.C.C Direct entry scheme.

19 cadets appeared in 'C' certificate examination and 01 cadet appeared in 'B' certificate examination Apart from the above mentioned camps cadet also participated in various social activities e.g. Tree plantation , anti drug awareness Rally, AIDS awareness Rally, Donated Blood and also visited old age home and orphanage centre

Sports Achievments

It is a matter of proud that G.G.N Khalsa College is doing exceptionally good in the field of sports since its inception in Gujranwala (now in Pakistan) in 1917.

Our college remained the Nursery of India in the game of cycling for last two decades . Our sportsman in weight-lifting, power –lifting ,kabaddi, body-building and cycling dominated in Punjab University. They represented Punjab University in all India University competitions and won many medals . They also had medals in Punjab State championships .Then they represented Punjab state in the National championship. Our students are continuously

represented India in Asian Championship, Asian Games and Commonwealth games. Recently our student Vikas Thakur won silver medal in Weight-lifting in 2014 at Glasgow common-wealth games.

Our college sports team are regularly participating in the Panjab University sports meet organized by Panjab University sports committee. Every year our college actively participated in approx.12 games and won medals I most of the games.

In the last 30 years ,there is not a single case of disqualification of any of college team by Panjab University. We feel proud in reporting that there is no case of indiscipline by any of the college sports student in the last three decades.

Our students have been performing very well and never intake any drug performance enhancing medicines . We at college teach them to perform while reciting God's name to achieve good standard in sports .We are the college to choose novel method .

The college is providing its sportsmen all necessary assistance regarding infrastructure , equipment, ground ,playing kits, help of coaches from the sports department , books for the needy students ,TA DA , fee-cocession and sports scholarship to the deserving sportsmen.

The college is regularly organizing its Annual sports meet since the last 55 years. We honour the sportsmen with certificates, medals and special prizes to encourage them.

Department of Physical Education organized National Seminar sponsored by UGC on the Yogic Parameter for improving sports performance. It was first- ever Seminar in Northern India.

Year 2010-11

Game	Inter College of PUSE Chandigarh	All India Inter University	Distt-Championship	State Championship	International, Asian Games, Asian Championship, or Common Wealth Games
1. Cricket	Won 2 medals	-	Played in Distt	Won Distt Laurel by students	-
2. Badminton	Won 2 medals	-	Participated	-	-
3. Kabaddi Pb. Style	Won 3 medals	-	Participated	-	-
4. Body Building	Participated	-	Silver medal by Satinder Singh	Participation	-
5. Power Lifting	Rahul Kwatra won Silver medal	-	Gold in Distt	III in state	-
6. Athletics	Raghu Sharma reached 200mts final and 400 mtr	-	2 Silver medals	Gold medal	-

7.	Basket Ball	Defeated Moga and Jagraon Colleges. Amyjot selected in PU Team	Gold in all India Inter Univ.	Gold in Senior Gold in Junior	-	-
8.	Football	Team won 2 Inter college matches	-	Many tournaments in villages won by one team	-	1. Gold M in Sr National. 2. Participated in Asian Bask 3. Participated in Savio Cup 4. Reliance,NBA USA selected for 20000 scholarship
9.	Cycling	3 gold, 10 silver, 4 bronze. Sachin Best Cyclist of PU.	3 cyclists in PU team. 1 gold, 1 silver, 3 bronze.	Distt Championship won 5 gold & silver	2 gold medals in state champioship	1.National Gold Medal 2. National Games selection by Sachin

S r. N o.	Game	Inter College PU	All India University Champions hip	Distt Champi onship	State Champi onship	Nationa l Champi onship	International ,Asian Games/Cha mpionship/ Common wealth Games
1	Chess	Silver medal in Team champi onship. 1.Kunal Khuran a 2. Prichey Sexena	PU Team members 1.Kunal Khurana 2. Prichey Sexena	Won Distt champi onship at Ludhia na	2 Silver medal in state champi onship	-	-
2	Crick et	Won 2 inter college matches	-	Won many tourna ments in local competi tion	-	-	-
3	Badm inton	Defeate d	-	Particip ated	1 boy particip	-	-

		Fazilka and Abohar College			ated		
4	Football	Played zonal final by winning matches	-	Distt Participation won Rurka, Hambra and Sunet Vill. Tournaments	-	-	-
5	Power Lifting	Team overall Runner up, 1 Golde, 3 Silver medal	2 Player selected	3 gold in distt	2 gold in state	-	-
6	Kabaddi N.S	Team Played Zonal final by winning 3 matches	-	Played in Distt & won silver	Particip ated	-	-
7	Cycling	5 men Team	2 cyclist in PU team	Won distt	Particip ated in	-	-

		selected for PU inter college but inter college not held	(Navdeep,Parminder)	Champi onship	state		
8	Gatka	Gurpree t MAI PU particip ation. Ist Medal in College History	Silver medal in A.I.I.U.Spo rt	Gold in state meet	Gold in state meet	-	-
9	Kaba ddi	Silver medal in PU champi onship and won 5 matches	-	Winner in village tourna ments	3 student particip ated		
1 0					1.Aman jot singh selected in sr.+		

					jr. both 2 Gold in Jr + Sr National Championship, Gold in All India inter University 3. selected for Relience NBA Team and won scholarship Rs3000 per month		
1 1		Our all Team Runner	2 lifter in team 1 gold with	Overall championship	Gold by vikas 1 silver	Gold by vikas thakur	1.Jr Asian wt lifting patya

		up 1 gold new record 2 silver one bronze	new record	2gold + record		new record	Thailand 2 silver + one bronze by vikas thakur 2. Common wealth wt lifting cap town south Africa 1 silver medal
Session 2012 - 2013 No data available							
Session 2013 - 2014 No data available							

Cultural and other extra-curricular activities

The college offers a full range of cultural and co-curricular activities under the aegis of Youth Welfare Club that prepares teams for participation in the youth festival in items like debate, elocution, quiz, one act play, skit, mime, giddha, and items in Music Vocal category. The teacher in charge of each class conducts various programmes as per the schedule, which is circulated after the admission. Various incentives and concessions are provided to the sports persons and talented artists of the Youth Welfare Club to boost their performance.

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

The institution has the following major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State /Zonal / National / International, etc. for the previous four years:

Major Student Achievements

Co-curricular & Extra-curricular Achievements At International Level

- **At National Level**
- **At State Level**
- **At Intervarsity Level**
- **At Inter-college Level**
- **Cultural Achievements**

Major Student Achievements

Achievement of Music club

2010-11

Kavishri 1st team

Individual prize 1st (Harpreet Kumar)

Kali

 Individual prize – 2nd (Harpreet Kumar)

2011-12

Kali 2nd team

Individual 1st –(Harpreet Kumar Indiral)

 Kavishri-2nd team

Individual 3rd prize-(Harpreet Singh)

Flute-3rd prize individual –Rahul Jasotra

Malwai giddha team 3rd

2012-13

kali-team 1st

individual 2nd (Harpreet Singh)

kavishri team 2nd

individual 2nd

malwai giddha-2nd team

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

The institute has a clearly set and defined mechanism of obtaining the feedback from the students to improve the performance and quality of the institutional provisions. The advisory committee consisting of the senior teachers collects the exit level feedback from the graduates regarding learning processes. The PG departments have developed a format to obtain the feedback of its students, who are employed in various organizations. The inputs are obtained from them and further used to improvise the overall competency of the students for employability.

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

The college encourages its students to publish materials like college magazine, wall magazines. The students are motivated to express their talent through articles, paintings. Their creativity is given a free flight. The college magazine 'Nav Ranjit' provides them with a platform to express themselves. The Editorial Board in the beginning of the session meets and decides the lay out plan for the rolling out of the latest issue of the college magazine. The applications for the student editor are invited. The teachers motivate the students to bring out the creative genius in them.

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

Keeping in view the political orientations of the students and making them to remain apolitical as far as possible the college has not encouraged the students council or body which demands elections. However meritorious students represent the classes in participating in the activities of the college. Such participations are encouraged and bring in academic competitiveness amongst the students.

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

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

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

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

Library Advisory Committee: This committee consists of members from teaching faculty and the librarian. Students also assist the committee in various pursuits. This Committee is constituted under the headship of the Faculty members who are in charge of the library. The Committee is responsible for the maintenance of library books and journals, easy access of the students to the library facilities, students' facilities in the library such as reading rooms, drinking water, uninterrupted power supply, opening and closing times of library,

availability of daily newspapers and the maintenance of library records. Suggestions are invited from the students and other readers for making the library atmosphere congenial.

Study Tour Committee: A well trained faculty member as chairman and two other staff members constitute this committee. They are assisted by two students in this pursuit. They plan and execute the tour programme and students visit various institutions of repute.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution. Any other relevant information regarding Student Support and Progression which the college would like to include.

The college alumni committee meets twice or thrice a year. The committee is always in touch with the members of the alumni club. The committee is also concerned about the teachers and staff of the nonteaching who have retired. The retired faculty is also invited for the meetings to share their experiences which are beneficial to the committee in numerous ways. The views and advice shared by them is also taken into consideration.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 INSTITUTIONAL VISION AND LEADERSHIP

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

- The vision of the institution is to impart value based education. To modernize and promote the educational, cultural and social environment.

- Empowering youth through higher education.

- Imparting sound academic education with high moral and social values to groom the overall personality of the students. The main motto of the council "Gurparsaad vidya vichareh" (with the blessing of the Guru, knowledge is attained) lays special emphasis on inculcation of moral and ethical values.

- Introduction of new courses of study, necessary infrastructural facilities and a team of well qualified faculty who work consistently and tirelessly to impart education to the students in accordance with challenges of changing economic scenario.

- The NSS and NCC students are encouraged to serve society so that they become responsible citizens of India

- To cultivate leadership qualities among staff and students.

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

Our Management governs and looks after the affairs of five educational Institutions. All members are selfless visionaries and socialites committed to raise educational standards. Two former Vice Chancellors are part of our Management team. They keep alive the spirit to excel and create the environment of growth so as to meet the global standards. To fulfill the vision and mission of the college the Management gives freedom to the Principal, who is the Academic and Administrative head of the institution, to work independently. The Principal encourages and motivates all faculty members for overall academic growth and development of the college. The Management and the Principal work together for designing and implementing of quality policy and plans. Time to time meetings are held to discuss the need of infrastructure, manpower, new developments for academic session and approvals keeping need based requirements on priority. The Principal ensures that all provisions of the University are observed by rules and regulations. Teachers of various committees under the leadership of conveners hold periodic meetings and suggest their recommendations to the Principal. The faculty members in capacity of teacher representatives are members of the Management committee.

For better financial management and accountability the Bursar of the college interacts with the management an account of proposals on infrastructure facilities, funds received and the expenditure incurred. To enhance and sustain the quality of education the Management, Principal and Faculty are actively involved in decision making process.

New Courses: The Management has taken progressive steps to develop effective and efficient transaction of teaching – learning process. New programs of study have been added. Recent academic landmarks are introduction of Communicative English and Journalism courses.

Infrastructure: Quality infrastructure and updated facilities for better learning are provided. New common rooms for girls, Labs of Journalism & Communicative English are added whereas seminar room and staff room are renovated.

Manpower:- In the beginning of new session the Management along with the Principal ensures that all vacancies are filled up with qualified staff. Faculty is encouraged to go for Research/Academic projects and Refresher courses to upgrade their teaching skills.

6.1.3   What is the involvement of the leadership in ensuring :

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

  - The head of the institution conducts meetings and discusses new programs and projects adhering to the quality standards of the institution in the beginning of the academic session. Special efforts are made to achieve excellence in teaching learning process.
  - The Management decides the strategic goals of the institution and encourages the Principal and staff to take decisions about the functioning of institution independently. The Principal appoints Bursar, Registrar and various Committees such as IQAC, Steering,

Examination, Sports, Purchase, Time-table, Stock, etc.

- The Principal, as administrative and academic head of the institution is ultimately responsible for smooth functioning of the college. Different Committees report periodically and offer suggestions. The Principal either takes decision on these suggestions or forwards them to the Management, if required.

- The Personal interaction of the Principal with the various stake holders, Faculty members, non-teaching staff, students, parents, industry play an important role in the functioning of the college

- To promote excellence, effort is made to create strategic alignment in the whole organization. This ensures proper policies, plans, procedures, performances, commitment, motivation & progress towards the vision and mission of the institution.

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

The overall development of the institute is guided by the members of Board of Management. Academic affairs and draft of Budget are discussed in the College Governing Council Meeting and are placed in the Management for Policy decisions. The Principal appoints the conveners for the various Committees. These Committees prepare plans and submit to the Principal for approval. Periodic Meetings of the Heads of the Departments with the Principal are conducted to ensure smooth and efficient working of the institute. Heads of various departments conduct meeting of the teachers to discuss allocation of topic & its completion, setting up of question papers, preparation of time-table etc. The Management encourages the research activities by providing funds for seminars, workshops & conferences conducted in the campus.

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

The Governing Council of the institution is an inspirational and motivational body that encourages the faculty to develop innovative insights and incorporates them in the programs of the college. To discuss the problems and issues related to the college development, administrative and academic growth or infrastructure needs, the Management communicates with the Principal and the faculty. The Principal with the support of the management guides and motivate the staff to achieve the institutional goals and objective. The Management is very supportive and accessible. Their presence at all the important functions of the college encourages and supports the staff and the students.

6.1.6 How does the college groom leadership at various levels?

The academic and socio cultural leadership plays the role of giving sound foundations to civilizations and standards of many generations.The colleges encourages active participation of all the staff members in meetings. To develop leadership skills staff members are motivated to contribute in the meetings by sharing their views and giving valuable suggestions. Each and every staff member is a member of some committee which enables them to develop their competence and capability. Active involvement and participation of student in various clubs, committees, seminars, workshops, competitions, cultural programs organized by the college enable students to develop their leadership competencies. Some teachers are members of the Board of Studies of Panjab University, Chandigarh.

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

The College has various departments. Authority is delegated to the Heads of the departments to work independently but as component of an academic system. A decentralized administrative system is followed. All important functions are distributed to different committees which are responsible within the given framework. The coordinators and conveners of various committees have special responsibilities. A senior tutor makes tutorial groups for all classes. Dean Cultural Activities, arranges talent hunt contest, attends meetings held in other colleges in connection with Youth Festival activities and coordinates with all events/items incharge in Zonal and Inter Zonal competitions.

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

Yes, the college promotes a culture of participation management. The college encourages active participation and involvement of the staff members in the staff meetings .They are all persuaded to share their views and valuable suggestions. Various committees are setup which require participation of all staff members of the college

IQAC committee

1. Dr. Manjit Singh Komal , Principal
2. Prof. Sohinderjit Singh, Secretary, (Management)
3. Prof. Paramjit Singh, Member

4. Prof. R.K. Chhabra, Member
5. Prof. R.K. Malhotra, Member
6. Dr. Bhupinder Singh, Member
7. Prof. Barinderjit Singh Birdi, Member
8. S. Surjit Singh, Superintendent
9. Dr. S.P.Singh, Former Vice Chancellor GNDU,Amritsar.
10. S. Ranjodh Singh, From Industry
11. S. Avtar Singh Makkar (Alumni)

Steering Committee: - It comprises of senior faculty members. The committee helps the Principal in managing the college affairs and advises on the institutional matters.

Registrar Examinations :- The entire examination process from notification of examination to the result preparation, assuring the clearance of conditions to appear in final exams and maintain records of assessments, absentees and evaluation records.

Library Committee: - The committee plans, coordinates and decides on the various activities of the library from purchase of new books to adding new facilities in library as per the requirement of the library users.

Purchase Committee: - The members of this committee coordinate with requirements of various departments, price of the product, quality and durability of product.

Grievances Redressal Cell: - It looks into the grievances of staff and students and provides remedial measures.

Cleanliness Committee :- This committee take care of cleanliness, eco-friendly environment and beautification of college campus.

Sports Committee :- It screens and selects the students who opt for various games to be played at Inter-College, National or International level.

Timetable, Workload & Subject/Faculty change Committee :- This committee ensures proper time schedule both teachers and students . Workload is equally distributed and time span is equally divided among all the faculty members. The committee allots rooms for the classes, make sections subject wise and ensures proper implementation of timetable.

Literary Activities Committee :- From past many years college magazine "NAV RANJIT" has been a successful effort of the team . It gives expression to the creativity of students and sharpens their imaginative and writing skills.

Guidance and Career Counseling :- It assists the students during admissions with detailed information about different subjects and courses available

Placement Cell: It gathers information from advertisement in newspapers, journals, magazines, on websites, about entrance/ competitive exams, Career guidance columns by experts and displays them on the college notice board. Professional consultants are invited to interact with the students. Campus interviews and placements of outgoing students are organized by inviting industrial and other firms.

Anti Ragging cell : It takes care of new entrants during beginning of academic session, checks that no student is exploited by the seniors.

Cultural Activities Committee: All cultural activities throughout the year starting from Talent Hunt, Youth Festival, inter college competitions etc are taken care of by the committee.

College Magazine Committee: It encourages the students to contribute their creativity and writing skills, checks, selects the writings, designs and gets the magazine published annually.

Gardening Committee: This Committee take cares of seasonal plants, guide the gardeners and motivate them, inspects the watering and spraying

Publicity Committee: It takes care of media coverage, advertisements, inviting media persons, providing press note of the occasion.

Women Empowerment Cell: This committee takes care of any inconvenience to the female candidates and sorting out their problems.

Scholarship and Fee concession Committee: The weaker section and distinction holder candidates are awarded Scholarships and given concession in fees. The record of the students is checked by the committee.

College Development Committee: It looks after the overall developmental needs of the institution.

UGC Incharge. This committee looks after all grants, interface meets and all correspondence with UGC.

Bus /Railway Pass Incharge: The authenticity of college student is checked and the forms are signed by the committee for the students who want to avail the facility.

Canteen Committee: The quality of the food served to the students is checked randomly by the committee members. The price and food quality is maintained by the committee.

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

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

The institution aims at achieving high standards in teaching learning process. To ensure quality and to pursue global standards of excellence, areas of focus are teaching, research, consultancy and continuing education through process of self evaluation and continuous improvements. The collective expertise of staff is brought to take appropriate decisions in setting and maintaining academic standards. Staff, students and the other stakeholders are provided with relevant

information to make decision, guide their activities and discharge their duties. The views of the stakeholders are also sought and acted upon.

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

The perspective plan of the college in different areas:

Teaching Learning: Introduction of new need based courses in under graduate classes. Journalism & Communicative English both were started to update the students professionally and to develop creative and communicative skills amongst them.

Enrichment of Faculty: Under the UGC scheme the faculty participates and present papers in seminars and conferences for which college provides them duty leave. They are allowed to attend orientation, Refresher Courses and research workshops organized by the university from time to time. The faculty is allowed to take two year leave with full salary for advanced study and research in their respective subjects. The college library has subscribed National/International journals in various subjects which have full access to faculty to update their knowledge.

Research: The teachers are motivated to present Research papers in different seminars.

Infrastructure: An English Language lab for under graduate course in communicative English anda lab for Journalism has been setup. Seminar hall has been renovated.

6.2.3 Describe the internal organizational structure and decision making processes?

To ensure administrative decentralization, the powers and functions of each authority are well defined. The proposals after careful considerations and

recommendations of various bodies are discussed by the Board of Management before taking the final decision.

These decisions are implemented by various committees in decentralized way without any obstacle or interference. In the end, to ensure administrative and academic accountability of the system all administrative, academic and the financial activities are reviewed by the Academic, Administrative Audit Committee.

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                    Gujranwala Khalsa Educational Council

        President            Secretary            Sr. Vice President

   GGNKCL     GGNIVS      GGNIMT      GGNKCP      GGN Public School

                        Principal

        Teaching Staff    Admin Staff    Library

             HOD            Supdt        Librarian

      Faculty   Lab Staff   Supp. Staff   Supp. Staff

   Assoc. Prof   Asstt. Prof.
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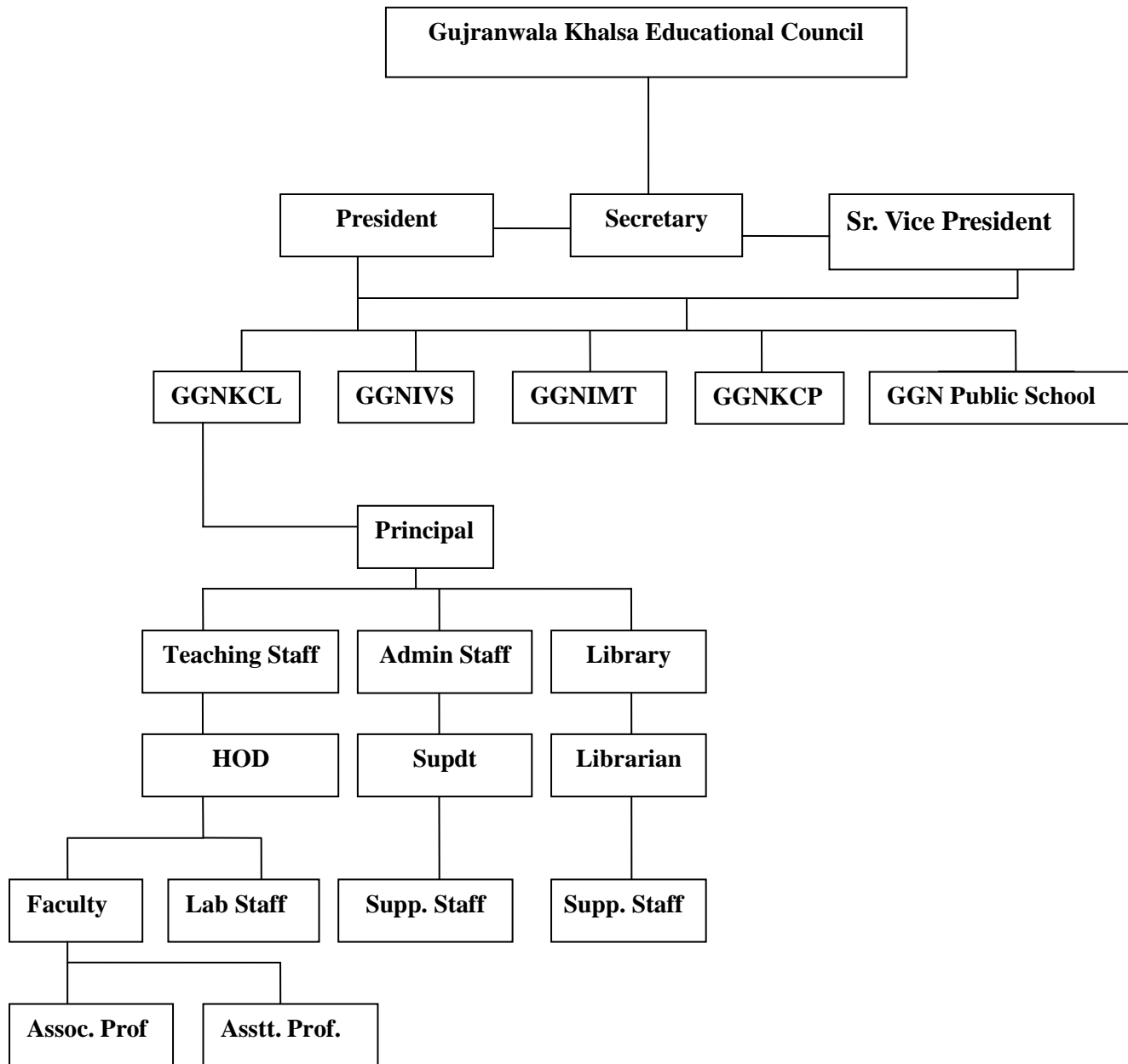
6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- **Teaching and learning**
- **Research and development**
- **Community engagement**
- **Human resource management**
- **Industry interaction**

TEACHING AND LEARNING -: Admissions to various courses are merit based and made through a transparent system of personal counseling. The overall performance of the students is assessed through class tests and house tests. The students and their guardians are informed in writing about any deficiency. The report cards are mailed. The college faculty is well qualified and has an excellent track record of their professional progression. The faculty is recruited through selection process in accordance with the Directives of UGC and Panjab University. To evaluate the performance of the faculty, self appraisal method is used for correcting shortfalls. Faculty is encouraged to participate in seminars and conferences to move teaching learning effective. Audio Visual aids and Case studies, Excursions and field visits are organized.

RESEARCH AND DEVELOPMENT -: To promote research the college encourages faculty members to participate and present papers and seminars and conferences. The students of M.Com take up research projects in different industries which is part of their curriculum. The faculty members have guided Ph.D and M.Phil students.

COMMUNITY INVOLVEMENT -: Various schemes like NCC /NSS /Rotary club insure community involvement .These societies are actively involved with community like visit to old age home , blood donation camps ,tree plantation & awareness camps.

HUMAN RESOURCE MANAGEMENT -: The college takes care of its human resources .For professional development, faculty is motivated to attend

orientation, refresher courses & research workshops. The faculty is allowed to take two year leave with full salary for advanced study and research in their subjects. The placement cell invites companies for campus selection of the students. Some companies provide offer letters to the students in the campus only.

INDUSTRY INTERACTION -: M.Com students take up research projects in different industries which is a part of their curriculum. Field and study trips are organized for the students. Experts are also invited to share their industrial experience with the students. FTPP and ASM students also visit industries as part of their curriculum.

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

To review the activities of various committees, Principal holds meeting with the members and gathers feedback. The feedback is then discussed with the Management. The details of all activities taken up by the various committees throughout the year are compiled in the Annual report. The report is sent to the Management also.

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

To achieve the objectives of the institution efficiently and effectively, the management is committed to provide opportunities to all staff members to develop their competence and capabilities. The management holds meetings with Principal and Staff and give directions on various educational programs and activities. The staff is motivated by the management to do their jobs efficiently and promotes promotional growth to raise the quality of their teaching. This

shows their keen interest and involvement in all matters related to institutional development and their strategic leadership paves the path for others to follow. The management is very supportive and accessible and responds to individual needs.

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

The Management made following resolution and implemented.

Resolution 07.09.2013

- The College teachers need to have coordination with the students. The students should be satisfied in every respect so that they have no grudge or doubts.

- At the time of admission merit and quality should be the base so that   the drop out rate is reduced and better results are expected.

- Minority cell is established to provide financial assistance to the students belonging to Minority sections under the Centre Government Scholarships Scheme.

Resolution 23.03.20136

- Academic and disciplinary developments in every aspect in G.G.N. Khalsa College.

6.2.8 Does the affiliating university make a provision for according the states of autonomy to an affiliated institution? if yes what are the efforts made by the institution in obtaining autonomy?

Certainly the university provides the status to the institutions after completing a process and procedure. The college is deliberating on the potentiality and possibility of such autonomy.

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

The college has a Grievance Cell to redress the grievances of students on various matters. The grievances are heard and remedial actions are taken. An Anti Sexual Harassment Cell, Anti Ragging Cell and Women Empowerment Cell are also constituted in the college.

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

Sr.No.	Particulars of the Case	Name of the Court in which the case is pending	Status of the case	Next Date of hearing	Name of the Advocate representing the College in each case
1	Dr.Gurmohan Singh Ahluwalia Sr. Lecturer in punjabi	Punjab and Haryana high court	Case admitted	It will be fixed by turn	Sh. Deepak Arora
2	Dr. T.S. Anand, contempt no. 1231 dt 2014 hearing dt 30.9.14	Punjab and Haryana high court	Case admitted	30.9.2014	Sh. Deepak Arora

3	Dr. Sukhdev Singh, commerce retired benefits	Punjab and Haryana high court	Settled	N/a	Sh. Deepak Arora
4	Dr. Manjit singh Komal	M.Phil	Case admitted	It will be fixed by turn	Sh. Amardeep Singh Ahluwalia By persons
5	Prof R.P. Singh	-do-	Case admitted	It will be fixed by turn	Sh. Amardeep Singh Ahluwalia By persons
6	Prof B.S Birdi	-do-	Case admitted	It will be fixed by turn	Sh. Amardeep Singh Ahluwalia By persons
7	Dr. Hargunjot Kaur	-	Case admitted	It will be fixed by turn	Sh. Amardeep Singh Ahluwalia Management GGN Khalsa College & person

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

Many improvements have been done in the campus on the basis of student's feedback like faculty development, teaching methods, infrastructure development, dealing of administration staff, college library, computer labs etc. Major outcomes of the student's feedback are

- Computerised library
- Wi-fi facilities.
- Improvement in canteen services
- Changing of canteen contractor.
- Water purifier and cooler installed.

6.3 FACULTY EMPOWERMENT STRATEGIES

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

Learning is a lifelong process. Teachers are encouraged to have the best possible skills which can bring improvement in student learning. High performance work system can be achieved if teachers are willing to give their best. Our institution provides learning opportunities for educators. Teachers are encouraged to attend seminars, workshop, orientation courses and refresher courses to update their existing knowledge. Study leave with pay up to two years is given to enhance their educational qualification.

- For professional development i.e. for attending workshops, conferences at the national/international level funds are clearly allocated.

- Policies and procedures support professional development efforts with some teachers being the member of professional association & bodies.

- Need based training of computers is given to non teaching staff.

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

Institution motivates the staff members to attend seminars, conferences, orientation courses, refresher courses exchanging the research activities. The head of department motivates staff to improve their educational qualification such as M.Phil, Ph.D and enable them to make best use of their capabilities by realizing their potential to the benefit of both the organization & themselves. Our institution encourages participative management. The Senior members of the faculty are involved in planning, goal setting and strategies reviews for the organization while Heads of various committees are involved in decision making such as building committee, purchase committee etc which ensures their commitment and loyalty.

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

Self appraisal:-Each staff member fills an appraisal about the activities they have been doing throughout the year and academic results of their students to the Principal and the management. Each member has opportunity to convey what they have done and what they intend to do in the coming session.

Student appraisal:-The feedback received from the student helps in making a comprehensive appraisal of the faculty members.

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

The Management plays an important role in the performance appraisal of the staff. The performance appraisal report filled in by every staff member is reviewed by the Management and decisions are taken accordingly. Annual increments and placements are all implemented under the signature of the management. Under performers are motivated to work better and the efficient workers are appreciated and honoured to appraise the stake holders about major research work and other remarkable feats. Annual reports of the college are read out at the Annual Prize Distribution function and the Convocation.

6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The Management is always working towards the welfare of its employees.

- 6 months maternity leave for the expecting mothers twice during the working tenure.

- 2 years study leave with pay.

- Duty leaves for attending workshops, seminars, orientation and refresher courses.

- In house medical facilities for minor ailments.

- 240 medical leaves are given to the employee during his/her job period.

- EPF as per rules.

- Fee Concession for employee's children.

All the staff members have benefited from these welfare schemes.

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

A conducive work environment is provided. An increment in salary is given on due date each year. Incentives and benefits are given for research work as per University norms.

6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

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

The institution is effective in resource mobilization and planning development strategies. The finances of the institution are judiciously allocated and effectively utilized by proper budgeting system. Financial committees in the college comprising of both teaching and non-teaching staff i.e. Accountant, Bursar, purchase committee. The Principal and the Management allocates the funds according to the demand of a particular department or for the physical infrastructure of this college. The tenders and quotations are asked from different agents and the ones providing the best quality and best price are purchased. The management monitors the financial resources.

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

Auditing procedures and the follow up actions are systematized. For the internal audit an independent CA is appointed by the college. The statutory audit is undertaken by the office of A.G (Punjab). Last audit was done on 31.03.2013. The objection was only physical verification of Library stock.

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

The main source of funding to the institution is the income from the fees. The deficit is managed by the DPI Colleges (Punjab Govt.). Various grants under UGC schemes are other significant source of receipts.

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

UGC grant is a source of additional funding to the institution. Sometimes public and private sectors also fund the institution for holding seminars, workshops, conferences and other cultural programmes in the college.

6.5 INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

6.5.1 Internal quality Assurance Cell (IQAC)

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

To enhance quality and frame policies IQAC has been formed.

Composition of IQAC:

1. Dr. Manjit Singh Komal , Principal
2. Prof. Sohinderjit Singh, Secretary, (Management)
3. Prof. Paramjit Singh, Coordinator
4. Prof. R.K. Chhabra, Member
5. Prof. R.K. Malhotra, Member
6. Dr. Bhupinder Singh, Member

7. Prof. Barinderjit Singh Birdi, Member
8. S. Surjit Singh, Superintendent
9. Dr. S.P.Singh, Former Vice Chancellor GNDU,Amritsar.
10. S. Ranjodh Singh, From Industry
11. S. Avtar Singh Makkar(Alumni)

The IQAC meets to discuss the development on basis of top priority requirement of the institution. The committee has external members who contribute to the development with their experience and knowledge in both administration and teaching areas. The decisions that have been approved by the management are as follows:

1. Girls common room
2. Smart class room
3. Renovation of auditorium
4. Journalism lab
5. Bar coding of library.

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

Many quality enhancement initiatives are discussed in IQAC meetings but are implemented after discussion in the general staff meeting. To improve the academic performance of students and to groom their overall personality, the faculty members undertake many quality enhancement steps in teaching learning evolution and counseling of students. Students and teachers are encouraged to participate in seminars, conferences, researching work and remain updated on their subjects.

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

Extension lectures are held by various departments to enhance the knowledge of students as well as teachers. Every year many staff members attend the orientation and refresher courses. They are motivated to attend workshops for upgrading their teaching skills. All staff members, teaching and non teaching are governed by the principles of participation and transparency in work. Time-management courtesy, commitment and dedication towards the institution are the basic requirements from the staff to assure quality. They are guided to recognize their inner potential and qualities and to work till their own satisfaction.

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

  The University does its audit in terms of inspection at the time of introduction of new courses. The inspection committee checks the infrastructure available, library books, journals, the number of faculty members in the concerned department and the success scope of the course. The audit definitely improves the quality of the program. The college also does the academic audit from time to time by analyzing house tests and university examinations. Remedial classes are conducted for weak students.

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

The College follows all the university rules, UGC guidelines and DPI (Colleges) instructions to maintain standards in teaching learning process, conduct of

examinations and evaluation. The academic and co-academic programs are conducted as per the calendar of the University.

6.5.6 What Institutional mechanisms are in place to continuously review the teaching learning process?Give details of its structure, methodologies of operations and outcomes?

The Institution puts in the best efforts to impart education in such a way that it helps in creating a society based on human values. Apart from academic excellence, emphasis is laid to make students well aware of the surroundings, socially active and responsible. The Faculty members contribute in shaping students by teaching beyond classroom and beyond curriculum designed by the University to achieve the goals and objectives of the college. The activities for the upcoming session are discussed in general staff meeting. Dates for important events, celebration of festivals, departmental activities, Seminars, Workshops etc are tentatively decided. The teaching staff has an organized schedule of complete syllabus split up to two house tests held in the month of October and December. The Heads ensure that the syllabus is adequately covered. The assessment of students is done through class tests and assignments. The details of evaluation methods and schedules are communicated to the students through the notices. The students take up one exam in the first term and one before the annual exams. The internal examination results are announced within two weeks of the examination. The progress report of the students is sent to the Parents/Guardians. To assess the knowledge disseminated, innovative methods of assessment are adopted by the teachers. Like book review, open book tests, question bank, assignments, and intra class quiz etc. To make teaching more effective lecture method is supplemented by use of Audio Visual Aids, Projects, Seminars, Field Trips, Extra curricular activities are held to develop overall personality of the students and to explore the aesthetic potential and promote team spirit. To provide a taste of real life situation, working at the industrial training unit is mandatory for all post graduate students of commerce department. Importance is given to extra curricular activities. Various activities are organized to help students to develop

their talents as well as gain practical experience in organizing and managing various events.

6.5.7 How does the Institution communicate its quality assurance policies, mechanisms and outcome to the various internal and external stakeholders?

The quality assurance policy is communicated through college website, college prospectus, Annual Reports, Parent teacher meetings, news releases of the highlighted activities.

CRITERIA-VII

7.1 ENV. CONSCIOUSNESS

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

7.1.1 The institution works hard to maintain green environment on the campus. The campus has no formal green audit but it is eco-friendly. The campus is decorated with green shady trees showing wide bio-diversity, ornamental plants and lush green lawns. To maintain it and further improve it, institute has constituted a <u>Gardening Committee</u> also know as (Landscape Development Committee). Few intitatives taken by the Committee are as follows:

- Sant Seechewal, a renowed environmentalist was invited on the campus to inspire students and staff about environmental issues.
- To make students aware of eco-concerns slogans related to environment conservation have been displayed on the campus.
- N.SS. Volunteers and N.C.C Cadets of college play a vital role in maintaining existing plants and grow new ones in and around the campus especially on Tree Plantation Drives.
- To create general awareness among students most of the trees especially the the botanical garden home been labelled with their botanical and local names.

7.1.2 ENERGY CONSERVATION

What are the initiatives taken by the college to make the campus ecofriendly?

- To a large extend CFL,s are used on the campus .

    A) Lights and Fans use : The college campus is eco friendly. For this management, head of institution and the whole staff is committed and involved . All rooms are provided with large windows to let light in and air to circulate .Use of artificial lights during day time is minimal and cross ventilation of air insures a cooler indoor environment.

    B) All electronic equipments and gadgets are shut off during non working hours.

    C) All new purchases of (A.C.'s) Air-Conditioners are done ensuring high stars i.e . more than three stars. Old A.C's are attached with power saving regulators and thermo stats are set at energy conversation mode to control consumption and running cost.

    D) All new purchases of T.V. are energy efficient models such as L.E.D.

    E) All electronic gadgets are shut off during non-working – hours. Laser printers are placed on low power consumption functions.

Water Harvesting: A rain water harvesting reservoir has been constructed on the premises. Supply of water has been secured from the municipal corporation for maintenance of lawn and plants.

Check Dam Construction; There is no need of check dam construction on the campus.

Efforts For Carbon Neutrality;

To contribute towards low carbon impact:

    1) Whole of the Campus is beautified with trees and lush green lawns. This green cover helps to neutralize CO_2 .

2) Hand written files of students are accepted and encouraged to save catridges and carbon usage.

3) Priority is given to use of organic manure on the campus.

4) The dead leaves and the waste paper are not allowed to put on fire.

Plantation; 1. The campus has a nice green cover with old and recently planted trees visible on all sides.

2. Tree plantation exercises are undertaken on annual basis.

3. Our collage has well maintained botanical garden.

Hazardous Waste Management

The college's functioning and activities do not involve any specifically hazardous waste . Organic waste is dumped in compost pit to produce manure.

E-Waste Management : Electronic waste such as discarded computers , office electronic equipment, T,V.'s ,refrigerators are disposed off as per their conditions and sometimes donated to needy persons.

Use of Renewable Energy

The college is going to install solar lights in near future.

7.2 **INOVATIONS**

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 made several innovations which have helped in smooth functioning of the college.These innovations are in academics ,administration and other levels of college functioning:

1) The college believes in providing Holistic Education to its students.

2) <u>Feedback Mechanism</u> :Our college has recently introduced an effective feedback mechanism to improve its functioning in all aspects.

3) <u>Internet Facility</u> : Whole of the campus has internet facility. All computer labs has the facility and students have an easy access to this facility.

4) <u>Group Insurance Scheme</u> : Our college has group insurance scheme for its students and faculty members.

5) <u>Computerization of Office and Library</u> :The college has made the library fully computerized.The library is having its OPAC system.Library Automation has been done.We are trying to get Bar -coding system for the library . The Administrative block has been fully computerized .The administrative staff has been given formal training to understand technicalities.

6) <u>Remedial classes</u> :The college has introduced remedial classes for the weak students and help them to brush up their skills.

7) <u>Industrial visits and Educational tours</u> :Students are regularly taken on industrial visits and educational tour which help them to gain first hand experience of industry.

8) <u>Suggestion Boxes</u> :Our institute believes that there is always a scope for improvement .For this suggestion boxes have been placed in the campus which are monitored regularly.

9) <u>Tutor Ward System</u> : To monitor students academic and co-curricular activities,a tutor ward system has been introduced. For this about 50 students have been put under each faculty member for academic and personal counseling.

10) <u>Smart Classrooms</u> :To make teaching more interesting and effective we have smart classrooms.

11) <u>Free Medical Facility</u> : We have a doctor on the campus to provide immediate medical facility to both students and teachers

12) <u>Book Exhibition</u> : To inculcate the habit of reading among students book exhibition are conducted every year.

13) <u>Installation of CCTV Cameras</u> :The camera have been installed at key points to add to the security cover of campus.

14) <u>Earn While You Learn</u> :National Skilled Development program has been recently introduced to college students which help to acquire a skilled which easily help them to earn.

15) <u>PTM system</u> : Our college has recently involved a parent teacher meeting mechanism recently. Earlier we had parents in confidence through letters .

16) <u>Assemblies</u> :Last year our college started assembly session for each classes . Where students and teachers discuss their problems and give suggestion.

17) <u>Electronic Display board</u> :College has electronic display board for all major notices.

7.3 BEST PRACTISES

Elaborate on any two best practices which have contributed to the achievement of institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

1) <u>Holistic Education</u> : To inculcate the right value system with special emphasis on spiritual education.

2) Gender Sensitization and other societal issues .

EVALUATIVE

REPORT

OF

THE

DEPARTMENT

1	2	3	4	5	6	7	8
Department	Year of Estb.	Names of Courses offered	Names of Interdisciplinary courses	Annual/Semester credit system	Participation in other department	Courses in collaboration with other universities	Details of courses/Programmes discontinued (if any) with reasons
Commerce	1982	UG and PG	N.A	UG(Annual)* PG(Semester)	BCA , PGDCA	N.A	N.A
History	1953	UG	N.A	UG(Annual) *	N.A	N.A	N.A
Punjabi	1953	UG and PG	N.A.	UG(Annual) * PG(Semester)	B.Com, B.C.A, B.Sc	N.A	N.A
Computer Science	1996	UG and PG	N.A	UG(Annual) * PG(Semester)	B.A., B.Sc., M.Com.	N.A	N.A
English	1953	UG and PG	N.A.	UG(Annual) * PG(Semester)	All Streams.	N.A	N.A
Chemistry	1953	UG	N.A.	UG(Annual) *	B.Sc.	N.A	N.A
Physics	1953	UG	N.A	UG(Annual) *	N.A	N.A	N.A
Mathematics	1953	UG	N.A	UG(Annual) *	BCA I,II,III	N.A	N.A
Economics	1953	U.G	N.A	UG(Annual) *	B.Com. I, II, III, M.Com, Humanities	N.A	N.A
Hindi	1953	UG	N.A	UG(Annual) *	N.A	N.A	N.A
Political Science	1953	UG	N.A	UG(Annual) *	N.A	N.A	N.A
F.T.P.P	1999	UG	N.A	UG(Annual) *	N.A	N.A	N.A
A.S.M	1997	UG	N.A.	UG(Annual) *	N.A	N.A	N.A
Journalism	2011	UG	B.A., B.Sc, B.Com, B.C.A.	UG(Annual) *	N.A.	N.A.	N.A.

*Note: Semester System introduced from session 2014-15.

	9			10				
	Number of Teaching Posts			**Faculty profile**				
		Associate	Assistant	Name	Qualification	Designation	Specialization	Experience

		Professor	Professor					(years)
	Sanctioned	-	-	Paramjit Singh	M.Com, MBA, M.A. Eco.	Associate. Prof.	Accounting & Finance	30
	Filled	03	02	Jatinder Kapoor	M.Com	Associate. Prof.		26
				Deepak Walia	M.Com., Ph.D.	Associate. Prof.	Accounting & Finance H. R. Mgt.	18
				Munisha	M.Com. , M.Ed.	Assistant Prof.	Business Laws.	09
				Manpreet Kaur	M.Com., MBA	Assistant Prof	Accounting & Finance	05
				Harsimran Singh	M.Com,,M.B.A, ICWAI(Inter)	Assistant Prof	Accounts, Tax Marketing	04
				Impreet Kaur	M.Phil, M.Com, NET	Assistant Prof	HR & Marketing	07
				Monika	M.Phil, M.B.A., NET	Assistant Prof	Accounts, Finance	-
				Richa Kapoor	M.Com	Assistant Prof	Accounts, Business & Functional Mgt.	
				Divdeep Singh	M.Com	Assistant Prof	Tax, Marketing, Banking, operation & Research	
	9			10				
		Number of Teaching Posts		Faculty profile				
History		**Associate Professor**	**Assistant Professor**	**Name**	**Qualification**	**Designation**	**Specialization**	**Experience (years)**
	Sanctioned	02	1	Kashmir Singh	M.A. M.Phil.	Associate Prof.	Punjab History	29
	Filled	1	1 (On Leave)	Ripudaman Singh	M.A.	Assistant Prof.	-	11

			Jasbir Kaur	M.A. B.Ed	Assistant Prof.	World History	2

		Associate Professor	Assistant Professor	Name	Qualification	Designation	Specialization	Experience (years)
Physics	**Sanctioned**	2	2	Barinderjit Singh	M.Sc., M.Phil.	Associate Prof.	Electronics & Solid State	31
	Filled	2	-	Jaspreet Kaur (On Leave)	M.Sc., M.Phil	Associate Prof.	Nuclear Physics	22
				Gurdeep Singh	M.Sc.	Assistant Prof.	-	40
				Amandeep Kaur	M.Sc., B.Ed.	Assistant Prof.	Solid State	02
				Charita	M.Sc., Ph.D.	Assistant Prof.	-	-

9				10				
	Number of Teaching Posts			**Faculty profile**				
		Associate Professor	Assistant Professor	Name	Qualification	Designation	Specialization	Experience (years)
Chemistry	**Sanctioned**	-	04	Geeta Jallan	Ph.D.	Assistant Professor	Physical	17
	Filled	-	02	Arvinder Kaur	Ph.D.	Assistant Professor	Organic	15
				Surbhi Gupta	M.Sc.	Assistant Professor	Inorganic	1
				Ruchika	M.Sc.	Assistant	Physical &	-

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					Professor	Organic	

		Associate Professor	Assistant Professor	Name	Qualification	Designation	Specialization	Experience (years)
Hindi	**Sanctioned**	02	-	Rajinder Kaur Malhotra	M.A. (Hons.) M.Phil	Associate Prof.	Manuscripts	28
	Filled	02	-	Dr. Dalip Singh	M.A. Ph.D.	Associate Prof	Drama	18

	9			10				
	Number of Teaching Posts			**Faculty profile**				
		Associate Professor	Assistant Professor	Name	Qualification	Designation	Specialization	Experience (years)
Political Science	**Sanctioned**	02	01	Satwant Kaur	B.A. (Hons) M.A. M.Phil.	Associate Prof.	Indian Politics	30
	Filled	02	Nil	Manjit Singh	M.A. M.Phil. B.Ed.	Associate Prof	Indian Politics	18

Mathematics		Associate Professor	Assistant Professor	Name	Qualification	Designation	Specialization	Experience (years)
	Sanctioned	-	02	Gurvinder Kaur	M.Sc.	Assistant Prof.		26
	Filled	-	01	Harpreet Kaur	M.Sc. NET	Assistant Prof		07
				Sanjot Kaur	M.Sc.	Assistant Prof		01

	9			**10**				
	Number of Teaching Posts			**Faculty profile**				
Pun jabi		Associate Professor	Assistant Professor	Name	Qualification	Designation	Specialization	Experience (years)
	Sanctioned	06	-	Manjit Singh Komal	M.A.,M.Phil, Ph.D	Associate Professor	-	32
	Filled	05 (1 on leave)	02	Sarabjit Singh	M.A.,M.Phil	Associate Professor	-	27

				(On Leave)				
				Amrit Rishma	M.A.,Ph.D.	Associate Professor	-	25
				Bhupinder Singh	M.A.,M.Phil, Ph.D	Associate Professor	-	27
				Gurpreet Singh	M.A.,Ph.D	Associate Professor	-	20
				Sharanjit Kaur	M.A. M.Phil	Assistant Professor	-	20
				Harpreet Singh Dua	M.A., NET	Assistant Professor	-	12

	9			10				
	Number of Teaching Posts			**Faculty profile**				
		Associate Professor	Assistant Professor	Name	Qualification	Designation	Specialization	Experience (years)
English	Sanctioned	09		L.S. Bedi (On Study Leave)	M.A. , M. Phil, M.B.A., L.L.B	Associate Professor	Literacy Criticism	35
	Filled	02	01	Sushminderjit Kaur	M.A. , M. Phil	Associate Professor	Linguistic	25
				Hargunjot Kaur	M.A., NET, Ph.D.	Assistant Professor	Indian Literature in English	13
				Mohit Sharma	M.A.	Assistant Professor	-	02
				Sukhwant Kaur	M.A. , B.Ed.	Assistant Professor	-	03
				Anchal Verma	M.A, B.Ed,	Assistant Professor	-	-

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					M.A., B.Ed	Assistant Professor	-	01
				Nancy Aggarwal				
	9			10				

		Number of Teaching Posts			Faculty profile			
Computer Science		**Associate Professor**	**Assistant Professor**	**Name**	**Qualification**	**Designation**	**Specialization**	**Experience (years)**
	Sanctioned	-	-	Gurpreet Singh	M.C.A. M.Tech	Assistant Professor		17
	Filled	-	01	Asha Rani	M.Sc.(I.T.) M.Phil. B.Ed. NET	Assistant Professor		1
				Jasleen Kaur	M.C.A. M. Phil. M.Tech	Assistant Professor		10
				Ritu Sethi	M.C.A. MCSD	Assistant Professor		8
				Jaskiran Kaur	M.C.A.	Assistant Professor		1
				Amanjot Kaur	M.C.A. M.Phil	Assistant Professor		9

	9.			10.				
ECONOMICS		Number of Teaching Posts			Faculty profile			
		Associate Professor	**Assistant Professor**	**Name**	**Qualification**	**Designation**	**Specialization**	**Experience (years)**
	Sanctioned	04	01	Ramendra Chhabra	M.A, M.Phil	Associate Professor	Stats	32
	Filled	01	01	Harjinder Singh	M.A, NET	Assistant Professor	-	15

				Harleen Kaur	M.A. M.Ed; M.Phil;PGDCA	Assistant Professor		13

	9.			**10.**				
	Number of Teaching Posts			**Faculty profile**				
Communicative English		**Associate Professor**	**Assistant Professor**	**Name**	**Qualification**	**Designation**	**Specialization**	**Experience (years)**
	Sanctioned	-		Dr. Hargunjot Kaur (Co-ordinator)	M.A., NET, Ph. D.	Assistant Professor	Indian Writing in English	13
	Filled	-						

	9.			**10.**				
	Number of Teaching Posts			**Faculty profile**				
FTPP		**Associate Professor**	**Assistant Professor**	**Name**	**Qualification**	**Designation**	**Specialization**	**Experience (years)**
	Sanctioned	-		Ramendra Chhabra (Co-ordinator)	M.A, M.Phil	Associate Professor	Stats	32
	Filled	-		Manpreet Singh	MBA UGC NET	Assistant Professor	Marketing	--

ASM		Number of Teaching Posts		Faculty profile				
		Associate Professor	Assistant Professor	Name	Qualification	Designation	Specialization	Experience (years)
	Sanctioned	-		Arvinder Kaur (Co-ordinator)	Ph.D.	Assistant Professor	Organic	15
	Filled	-		Manpreet Singh	MBA UGC NET	Assistant Professor	Marketing	

Journalism		Associate Professor	Assistant Professor	Name	Qualification	Designation	Specialization	Experience (years)
	Sanctioned	-		Sushminderjit Kaur (Co-ordinator)	M.A. , M. Phill	Associate Professor	Linguistic	25
	Filled	-						

	11	12	13	14	15	16
Department	List of senior visiting Faculty	% of lectures delivered and practical classes handled by temporary faculty	Student-Teacher Ratio	Number of academic support staff (technical) and administrative staff sanctioned and filled	Qualifications of teaching faculty	Number of faculty with ongoing projects from a) National b) international funding agencies and grants received
Commerce	N.A	51.92%	U.G.-45:1 P.G.- 30:1	N.A	Ph.D -01 M.Phil-01 P.G.- All	N.A.
History	N.A	50%	90:1	N.A.	M.Phil-01	N.A.

Punjabi	N.A	-	80:1	N.A	Ph.D-04 M.Phil-03 P.G.-01	01
Computer Science	N.A.	100%	15:1	N.A.	M.Phil-03 PG-All	N.A.
English	Prof. Karamveer Singh Sodhi 2010-2011	55%	80:1	N.A.	Ph.D.-01 M.Phil-02	N.A.
Chemistry	N.A.	50%	B.Sc I- 60:1 B.Sc II- 40:1 B.Sc III- 30:1	Santioned-03 Filled-03	Ph.D-02	N.A.
Physics	N.A	50%	B.Sc I- 65:1 B.Sc II- 50:1 B.Sc III- 40:1	Lecture Assistant-01 Lab Attendent-01	Ph.D-01 M.Phil-02	N.A.
Mathematics	N.A.	60%	75:1	N.A.	PG-All	N.A.
Economics	N.A	B.A-I 55 B.A-II 55 B.A-III 55	B.A-I 1:40 B.A-II 1:40 B.A-III 1:40	N.A	M.Phil -02 PG- 01	N.A
Hindi	N.A.	N.A.	60:1	N.A.	Ph.D.-01 M.Phil.-01	N.A.
Political Science	N.A.	N.A.	90:1	N.A.	M.Phil-02	N.A.
F.T.P.P	N.A	N.A	35:1	N.A	PG	N.A
A.S.M.	N.A	N.A	B.A. I = 35 : 1 B.A .II = 17 : 1 B.A.III = 7 : 1	N.A	MBA-01	N.A

Department	17 Departmental projects funded by DST-FIST; UGC,DBT,ICSSR, etc. and total grants received	18 Research Center/ faculty recognized by the University	19 Publications	20 Areas of consultancy and income generated	21 Faculty as members in a) national committees b)International Committees c) Editorial Boards	22 Student Projects a) % of students who have done in-house project including interdepartment/programme b) % of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies
Commerce	N.A.	N.A.	Deepak Walia-02 Munisha-03 Manpreet Kaur-3 National Level- Deepak Walia-03 Books with ISBN/ISSN -09	N.A.	Deepak Walia(Journal of Management and Sustainability Canada)	N.A.
History	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Punjabi	N.A.	N.A.	Amrit Rishma-05	N.A.	Bhupinder Singh has been elected member P.G. Board of Studies of Punjabi in PU	N.A.
Computer Science	N.A.	N.A.	Asha Rani-02 National Level-02	N.A.	N.A.	N.A.

Subject						
English	N.A.	N.A.	Sushminderjeet Kaur-03 Hargunjot Kaur-02 Books Edited-02	N.A.	Member in Editorial Board	N.A.
Chemistry	N.A.	N.A.	18	N.A.	N.A.	N.A.
Physics	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Mathematics	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Economics	N.A	N.A	Harleen Kaur-01	N.A	N.A	N.A
Hindi	N.A.	N.A.	N.A.	N.A.	Dr.Dalip Singh-Member of Board of Studies(Editor Hindi section) Rajinder Kaur Malhotra-Chief Editor of College Magazine	N.A.
Political Science	N.A.	N.A.	N.A.	N.A.	Board of Studies in Gandhian Studies	N.A.
F.T.P.P	N.A	N.A	N.A	N.A	N.A	N.A
A.S.M.	N.A	N.A	N.A	N.A	N.A	N.A
Journalism	N.A	N.A	03 Books Edited-01, Books with ISBN/ISSn no: ISBN –B1-B043-0294(Humanism in Indian English Fiction)	Student's Fee	Member in Editorial Board	N.A

	23	24	25
Department	**Awards/ Recognitions received by faculty and students**	**List eminent academicians and scientists/ visitors to the department**	**Seminars/ Conferences/ Workshops Organized & the source of funding**
Commerce	N.A.	Seminar on FDI-Seminar on Banking-Pr. Ajit Singh(Govt. College Ambala);Seminar on Emerging Paradigms in Banking	National Seminar on Emerging Paradigms in Banking, Banking Sector on 15 March 2014-Self Funded
History	N.A.	N.A.	N.A.
Punjabi	N.A.	N.A.	International- 01/ Punjab Govt. Funding
Computer Science	N.A.	N.A.	N.A.
English	Gold medal-01 in the Paper of Linguistic 2010	Dr.Rajesh Sharma Dr. Bhupinder Dr. Rana Nayyar	Workshop was organized and sponsored by Punjab university CHD
Chemistry	N.A.	N.A.	N.A.
Physics	N.A.	Dr.Manjit Singh,Director TBRL, Chandigarh	N.A.
Mathematics	N.A.	N.A.	N.A.
Economics	N.A	N.A	N.A
Hindi	N.A.	N.A.	N.A.
Political Science	N.A.	N.A.	N.A.
F.T.P.P	N.A	N.A	N.A
A.S.M	N.A.	N P Singh, Scientist, Def. Inst. Of Psychological Research, DRDO, New Delhi	N.A.

Journalism	N.A.					N.A.			
	26 Student profile programme/course wise					**27 Diversity of Students**			
Commerce	**Name of the course/ programme**	**Applications received**	**Selected**	**Enrolled *M**	***F**	**Pass %**	**Name of the Course**	**% of students from the same state**	**% of students from the other states**	**% of students from abroad**
	B.Com. I	800	152	148	04	67.78	U.G.	100%	Nil	Nil
	B.Com. II	140	140	137	03	93.33	P.G.	100%	Nil	Nil
	B.Com. III	140	140	137	03	97.06				
	M.Com I	45	45	19	26	100				
	M.ComII	35	35	14	21	100				

	Name of the course/ programme	**Applications received**	**Selected**	**Enrolled *M**	***F**	**Pass %**	**Name of the Course**	**% of students from the same state**	**% of students from the other states**	**% of students from abroad**
History							B.A.I	100	Nil	Nil
	B.A. I	504	504	504	Nil	60				
	B.A. II	183	183	183	Nil	98	B.A.II	100	Nil	Nil
	B.A. III	63	63	63	Nil	96	B.A.III	100	Nil	Nil

	Name of the course/ programme	Applications received	Selected	Enrolled *M	*F	Pass %	Name of the Course	% of students from the same state	% of students from the other states	% of students from abroad
Physics	**B.Sc. I**	132	132	112	20	62.12	**B.Sc. I**	100	Nil	Nil
	B.Sc. II	49	49	45	04	87.75	**B.Sc. II**	100	Nil	Nil
	B.Sc. III	30	30	25	05	93.3	**B.Sc. III**	100	Nil	Nil

	Name of the course/ programme	Applications received	Selected	Enrolled *M	*F	Pass %	Name of the Course	% of students from the same state	% of students from the other states	% of students from abroad
Chemistry	B.Sc. I	85	85	73	12	80	B.Sc. I	100	Nil	Nil
	B.Sc. II	35	35	31	04	85	B.Sc. II	100	Nil	Nil
	B.Sc. III	20	20	15	05	100	B.Sc. III	100	Nil	Nil

	Name of the course/ programme	Applications received	Selected	Enrolled *M	*F	Pass %	Name of the Course	% of students from the same state	% of students from the other states	% of students from abroad
Hindi	B.A. I	136	136	136	Nil	76	B.A. I	100	Nil	Nil
	B.A. II	57	57	57	Nil	82.22	B.A. II	100	Nil	Nil
	B.A. III	18	17	17	Nil	100	B.A. III	100	Nil	Nil

	Name of the course/ programme	Applications received	Selected	Enrolled *M	*F	Pass %	Name of the Course	% of students from the same state	% of students from the other states	% of students from abroad
Political Science	B.A. I	387	365	365	Nil	66	B.A. I	100	Nil	Nil
	B.A. II	186	156	156	Nil	96	B.A. II	100	Nil	Nil
	B.A. III	66	61	61	Nil	98.4	B.A. III	100	Nil	Nil

	Name of the course/ programme	Applications received	Selected	Enrolled *M	*F	Pass %	Name of the Course	% of students from the same state	% of students from the other states	% of students from abroad
Mathematics	**B.Sc. I**	132	132	112	20	23.11	**B.Sc. I**	100	Nil	Nil
	B.Sc. II	49	49	45	04	95.8	**B.Sc. II**	100	Nil	Nil
	B.Sc. III	30	30	25	05	92	**B.Sc. III**	100	Nil	Nil

	Name of the course/ programme	Applications received	Selected	Enrolled *M	*F	Pass %	Name of the Course	% of students from the same state	% of students from the other states	% of students from abroad
Punjabi	B.A. I	556	556	556	Nil	91.8	B.A. I	100	Nil	Nil
	B.A. II	203	203	203	Nil	97	B.A. II	100	Nil	Nil
	B.A. III	75	75	75	Nil	100	B.A. III	100	Nil	Nil
	M.A. I	08	08	08	Nil	49	M.A. I	100	Nil	Nil
	M.A.II	09	09	09	Nil	awaited	M.A.II	100	Nil	Nil
	B.C.AI	43	43	43	Nil	96	B.C.AI	100	Nil	Nil
	B.Sc. I	111	111	111	Nil	100	B.Sc. I	100	Nil	Nil
	B.Com	151	151	151	Nil	99.31	B.Com	100	Nil	Nil

	Name of the course/ programme	Applications received	Selected	Enrolled *M	*F	Pass %	Name of the Course	% of students from the same state	% of students from the other states	% of students from abroad
English	B.A. I General/Elective	547/45	547/40	547/40	Nil	?/60	B.A. I General/Elective	100	NIL	NIL
	B.A. II General/Elective	202/29	202/23	202/4	Nil	?/80	B.A. II General/Elective	100	NIL	NIL
	B.A. III General/Elective	75/15	75/15	75/2	Nil	?/86	B.A. III General/Elective	100	NIL	NIL
							B.Sc.I	100	NIL	NIL
							B.C.A.I	100	NIL	NIL
							M.A.I, M.A.II,	100	NIL	NIL

	Name of the course/ programme	Applications received	Selected	Enrolled *M	*F	Pass %	Name of the Course	% of students from the same state	% of students from the other states	% of students from abroad
Computer Science	B.C.A.I	105	45	44	01		B.C.A.I	100	Nil	Nil
	B.C.A.II	15	15	15	Nil		B.C.A.II	100	Nil	Nil
	B.C.A.III	11	11	11	Nil	100	B.C.A.III	100	Nil	Nil
	P.G.D.C.A.	17	17	15	02		P.G.D.C.A.			

Economics	Name of the course/ programme	Applications received	Selected	Enrolled *M	*F	Pass %	Name of the Course	% of students from the same state	% of students from the other states	% of students from abroad
	B.A.I	100	80	80	Nil	72	B.A.I	100	Nil	Nil
	B.A.II	40	40	40	Nil	82	B.A.II	100	Nil	Nil
	B.A.III	06	06	06	Nil	100	B.A.III	100	Nil	Nil

Communicative English	Name of the course/ programme	Applications received	Selected	Enrolled *M	*F	Pass %	Name of the Course	% of students from the same state	% of students from the other states	% of students from abroad
	B.A.	20	10	10	Nil	50	Communicative English	100	-	-
	B.Com.	10	10	10	Nil	50				
	B.Sc.	10	10	10	Nil	75				
	B.C.A	10	10	10	Nil	75				

	Name of the course/ programme	Applications received	Selected	Enrolled *M	*F	Pass %	Name of the Course	% of students from the same state	% of students from the other states	% of students from abroad
Journalism	B.A.	06	06	06	Nil	RESULT AWAITED	Journalism	100	Nil	Nil
	B.Sc.	09	09	01	08					
	B.Com	04	04	04	Nil					
	B.C.A.	09	09	09	Nil					

	Name of the course/ programme	Applications received	Selected	Enrolled *M	*F	Pass %	Name of the Course	% of students from the same state	% of students from the other states	% of students from abroad
F.T.P.P	B.A.I	35	35	35	Nil	80	B.A.I	100	Nil	Nil
	B.A.II	35	35	35	Nil	100	B.A.II	100	Nil	Nil
	B.A.III	35	35	35	Nil	100	B.A.III	100	Nil	Nil

A.S.M	Name of the course/ programme	Applications received	Selected	Enrolled *M	*F	Pass %	Name of the Course	% of students from the same state	% of students from the other states	% of students from abroad
	B.A.I	35	35	35	Nil	47%	B.A.I	100	Nil	Nil
	B.A.II	17	17	17	Nil	82%	B.A.II	100	Nil	Nil
	B.A.III	7	7	7	Nil	100%	B.A.III	100	Nil	Nil

	28	29	30	31	32	33
Department	How many student have cleared national and state competitive such as NET, SLET, GATE, Civil service, Defense Services, Etc.	Student progression	Details of Infrastructural facilities a) Library b) Internet facilities for Staff & Students c) Class rooms with ICT facility d) Laboratories	Number of students receiving financial assistance from college University government or other agencies'	Details on student enrichment programmes (special lectures/ workshops/seminar) with external experts	Teaching methods adopted to improve student learning
Commerce	NET = 01- Payal Chatley- M.Com. Defence	N.A.	-	2013-2014= Students(27)= Amount(Rs.65,500/-)	Seminar on FDI- Seminar on Banking- Pr. Ajit Singh(Govt. College Ambala) Seminar on	Lecture, Case Studies, problem Solving, question/Answer, Field Survey

	Services-Lect in Indian (Darpan Singh Saini)-B.Com Youth Exchange Programme-Bangladesh				Emerging Paradigms in Banking	
History	N.A	N.A	-	-	Special Extention lecture-Dr.Verne Adusenbery of Hemlin University,USA	-
Punjabi	N.A	-	Library-yes	N.A.	N.A.	N.A.
Computer Science	N.A	-	Library-yes Internet facilities for staff and students-yes Laboratories-yes	-	-	Lecture, Practical, Problem Solving, Discussion, P.T.
English	N.A.	N.A.	Library-yes Internet facilities for staff and students-yes Class rooms with ICT facility-No Laboratories-No	Yes	No	Presentation, Test, Quiz, Group Discussion, Seminars, Direct Method etc
Chemistry	N.A	N.A.	Library-yes Internet facilities for staff and students-yes Class rooms with ICT facility-01 Laboratories-Two	-	Science Fair organized by young scientists-association on 4Dec 2010.Powerpoint Presentation comp on 2013	Overhead projector and PPT Multimedia, Test Assignments.

Physics	N.A.	U.G to P.G- 30% P.G to M.Phil-Nodata with the college P.G to Ph.D- Nodata with the college	Library-yes Laboratories-Two(Senior lab and Junior Lab)	From college-40%	Nil	Quiz/overhead projectors/Multimedia Projector/Notes preparation/ Assignments.
Mathematics	N.A	N.A	-	-	-	-
Economics	N.A	Entrepreneurship/Self-Employement-100%	Library-yes Internet facilities for staff and students-yes Class rooms with ICT facility-Yes Laboratories-Yes	App. 60	N.A.	Presentation, Test, quiz, Group Discussion, etc
Hindi	N.A	N.A	-	-	-	-
Political Science	N.A	N.A	-	-	-	-
F.T.P.P.	N.A.	Entrepreneurship/Self-Employement-100%	Library-Yes Internet facilities for staff and students-Yes Class rooms with ICT facility-Yes Laboratories-No	App. 3-5	One month training & extension Lectures & Quiz for students	
A.S.M.	N.A.	N.A.	Library: Yes Internet facilities for Staff & Students: Yes Class rooms with ICT facility: No Laboratories: No	N.A.	Guest lectures by: N P Singh, Scientist, DIPR, DRDO, Ministry of Defence, Delhi	Seminars Use of OHP Discussions Class Tests PowerPoint presentations

Journalism	N.A.	N.A.	Library-yes Internet facilities for staff and students-yes Class rooms with ICT facility-Yes Laboratories-Yes	N.A.	N.A.	Computer Based Programme, LCD facility, Free News

Declaration by the Head of the Institution

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

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

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution

With seal:

Place: LUDHIANA.

Date: 30-8-2014.

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