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Preface

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Excellence is not achieved in a day. It is a continuous and gradual process. Its foundation is laid on a deep rooted and concrete foundation that creates edifices emitting values, knowledge, thoughts and characters to its inhabitants. This is what Shri Sanatan Dharam Girls' College has aimed for and achieved in about fifty years. Shri Sanatan Dharam Girls' College, one of the premier institutions of Malwa region affiliated to Punjabi University, Patiala was established in 1966 under the aegis of Sanatan Dharam Sabha to promote the cause of women education. The SSD Sabha felt the need of women education even much before independence and opened a school exclusively for girls in this region under the name S.S.D. Kanya Mahavidyalya at Bathinda. Thereafter, Shri Sanatan Dharam Girls' College was started in 1966 in a small building situated in the heart of the city, (having a small number of students (60) and a few teachers to teach them) where these days, we are running a public school. It is not that the students did not come for admission but our limited resources were the constraints to more admissions.

S.S.D Sabha to its wisdom appointed Dr. Walaiti Ram Bansal to put in his heart and soul to enkindle the light of education and awakening among the ignorant masses of educationally backward region.It was only with his efforts that the college was granted affiliation by Panjab University in 1967 and shifted to Punjabi University, Patiala in 1972 with some conditions to be fulfilled at the earliest. These conditions inspired him and his team to collect donations/raise funds to fulfill its financial needs.

The college has been fortunate to be guided by illustrious and able visionaries who mapped such a brilliant progress chart for the college that there is no looking back. The policies of the college are dynamic yet sensitized towards the needs of the society. The major emphasis has been on transparency, access and equal opportunities for all the stakeholders i.e. the management, the faculty, the administrative staff and above all, the students and the society.

In the very first year, there had been quite a large number of students seeking admission, an equally fair number of students from rural areas came forward for higher education, but required hostel facilities. Therefore, initially the hostel operated in private rented premises. Thereafter, the construction of present building was started in next session in the campus itself. The grant provided by UGC in 1971 for the construction of hostel helped us a lot in its expansion and this building started functioning in the session 1972-73. UGC also provided special grant for constructing hostel for SC students. Therefore, another hostel was constructed. As the number of SC students is low, therefore, the students belonging to general category are also accommodated but due preference is given to SC students. At present, we have three hostels. Further in 1986, a permanent

seat of the Goddess of Learning and Music (MAA SARASWATI) was established and a Temple was constructed. With all her blessings, the college has been showing the best results every year among all the colleges affiliated to Punjabi University. Keeping in view the hindrance caused by natural calamities in organizing functions in open ground, a magnificent auditorium was constructed in 1990 that costed around 16 lacs. Silver Jubilee of the college was celebrated in this very auditorium.

The college initiated as an Arts College and has been adding new subjects every year like Vocal Music was introduced in 1969, Home Management in 1988 and Commerce stream was introduced in the session 1992-93. Thereafter, M.A. classes were introduced in the session 2005-06.

In the present scenario of globally conceptualized vision of safe and productive career-oriented future of students, the variegated streams of learning like BBA/BCA - 2006, PGDCA – 2008-09, M.Sc.(IT) (Lateral Entry) -2010, M.Sc.(IT)(Regular)-2011-12,B.Lib.-2013-14,B.Com(P)-2013-14,M.Com.-2013-14, M.Sc.(Maths)-2014-15, B.Sc.(CSM)-2014-15, M.A.(English)-2014-15, M.A.(Hindi)-2014-15, and B.Com(Hons.)-2015-16, M.A.(Punjabi)-2015-16 open up vistas of knowledge and avenues of imperceptible future to the students. The number of students fluctuated in the initial years and escalated later and the number at present is around **1100**. In the first ten years, the strength of teaching staff varied between 11 and 19 which gradually rose to between 22 and 25 by 1986. Since then, the number of teachers has tended to increase rapidly and is now around 56. Since the college has been slowly and gradually increasing in numbers and infrastructure, computerization of library and offices has been done. College possesses a language lab with 17 computers to facilitate students of English Literature. The layout of its present building in a 5 acres site was initially planned but with the establishment of sister concerns namely Shri Sanatan Dharam Women's Institute of Technology, Shri Sanatan Dharam Girls' College of Education and Shri Sanatan Dharam Collegiate Sr. Sec. School; the layout site is in 3.5 acres.

Situated in the heart of the city, our campus provides the best facilities to its students. Its magnificent building, comprehensive infrastructure, state-of-the-art library, hostel within the campus with all the modern facilities, well equipped labs and its own transportation offer an oasis of learning and opportunities galore for the students of 21st century. Keeping pace with the educational, technological and global concept of quality and excellence, S.S.D. Girls' College tries to put in its best efforts to realize its mission of 'Value based' Job-oriented education.

Presently, the college is being managed under the sagacious guidance of the highly enlightened and spirited members of the governing body with Sh. Nand Lal Garg (Sr. Advocate) as President and Prof. Dr. P.K Gupta as General Secretary. Under the stewardship of this management, three more institutions (SSDWIT, SSDGC of Education and SSD Collegiate Sr. Sec. School) are being

run successfully in the sprawling SSDGC campus that encompasses an area of 5 acres.

Motto: -

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Gyanm Param Valam
(Knowledge is Supreme Power)

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Vision: -
- To provide qualitative and utilitarian knowledge and value based education to the students.
- To synchronize tradition with modernity and blend professional and traditional education for the development of women.
- To prepare students to compete in the changing scenario.
- Moving beyond the targeted standards.

Mission: -
- To enrich and empower the beneficiaries through participative, positive and fertile teaching- learning environment.
- To promote and revive Indian tradition and moral values.
- To promote women education because if we teach a woman, the dividend is teaching a family and hence the nation.
- To provide value based job-oriented courses.

The Executive Summary

Shri Sanatan Dharam Girls' College, Bathinda was established in 1966 under the aegis of SSD Sabha (Regd.) Bathinda. It has evolved as a premier institute of the Malwa region of Punjab and is affiliated to Punjabi University, Patiala. It began with undergraduate classes only in the stream of Arts. With the passage of time, it has added to its stature by introducing new streams like Commerce, IT, Library Science and post graduation in different subjects like Commerce, Maths, IT, English, Hindi and Punjabi sticking to its motto "Gyan Param Vallam" meaning knowledge is supreme that moves/leads an individual from darkness to light. The college has been spreading the light of knowledge in this educationally backward region of Punjab since its inception.

With the unique blend of tradition and modernity, SSDGC has observed in the true sense the motto of the college by providing quality education to the girls of this area with the view, "teaching a girl student is like teaching a family and hence, the nation". It makes special efforts to acquaint students with moral and ethical values through their involvement in cultural and religious festivals.

The curriculum of the college is primarily designed by Punjabi University, but some of our faculty members contribute towards the same in their capacity as members of the Board of Studies/Faculty, Punjabi University, Patiala in different subjects. The college has over the years added new subjects/courses/programmes keeping in view the requirements of the society and the scope of a particular course. The students are provided additional exposure to knowledge through expert talks/workshops/group discussions/educational tours and industrial visits etc. It also remains our endeavour to make students enrich their learning and knowledge through computer and internet. We encourage them to access internet and consult library as frequently as possible to update their knowledge. As a result of quality education and proper grooming, the college has produced many valuable citizens.

The prime aim of the college is to ensure quality education through teaching-learning and evaluation. It can be achieved only through transparency in admission process (i.e admission schedule and eligibility criteria) as per Punjabi University norms and as given in the prospectus. College provides financial support in terms of fee concession to economically weaker students, discount on fee to meritorious students and also facilitates SC/ST/Minorities/Single Girl Child students in getting scholarship from the Govt. and other agencies.

At present, the college has a regular Principal and 56 faculty members. Twenty eight are permanent and twenty eight are temporary. Out of permanent, 4 are Associate Professors, 24 are Assistant Professors. The admission committee at the time of admission helps/guides students to choose stream/subjects according

to their capability and career opportunities after graduation. The college sensitizes its students on gender and environmental issues through its curriculum, celebrating National/International days, organizing awareness programmes, sensitizing through debates/ declamations/quiz competitions, workshops and training camps etc.

The college holds remedial classes for weak students and also offers special guidance to brilliant students for their better performance. Apart from the lecture method, interactive method, home assignments, discussions, practical sessions, educational tours, expert talks and the use of internet are practiced as well as encouraged. Internet facility is available for the faculty as well as students. Audio-Visual aids are used whenever necessary and possible. The teachers of the college make several efforts round the year to nurture critical thinking and creativity and to develop scientific temper among the students. The college library has adequate number of text and reference books and access to e-resources for all.

The college has a good academic record with our students bagging positions in the University Merit list year after year. Total university merit positions from the year 1969 onwards till date are 270.

The faculty of the college is encouraged to participate in orientation/refresher courses, seminars, workshops and conferences (National/International) so that they may enrich their knowledge and improve themselves. Many teachers are doctorate in their respective subjects and a few are pursuing the same.

The ambience of this college is student friendly to the core. They are free to consult their teachers as and when they feel the need of the same. Class tests, discussions, assignments and expert talks are used as supportive strategies to make the teaching and learning a more fruitful exercise.

The college provides environment, moral and material support to its faculty members for the cause of quality with respect to curricular/co-curricular and extra-curricular activities. Out of 56 Associate/Assistant Professors, 7 have Ph.D., 14 M.Phil. and 20 are UGC(NET) quailified and two have quailified JRF also . At present, 6 members of the faculty are pursuing their Ph.D. Some of the Associate/Assistant Professors from different from departments have 23 research papers in peer-reviewed national/international journals, 5 chapters in edited books, 4 papers in International database and 9 books with ISSN/ISBN number published.

In March 2014, the college successfully hosted a National Seminar on MSMEs sponsored by ICSSR. Inviting dignitaries, arranging lectures and talks help the students in setting up higher goals for themselves by listening to their experiences. A number of dignitaries and eminent academicians from different fields have visited the institution. Few of our faculty members had also been invited as resource persons at various seminars and extension lectures etc.

The college has active NSS units, Red Ribbon Club (RRC), Youth Club, YRC (Youth Red Cross) ,Legal Literacy Club(LLC) and an NCC wing for organizing different extension and outreach programmes throughout the year. We feel proud in mentioning that our NSS unit is National Awardee for its activities and our college as well as NSS program officer have been honoured several times by NSS department of Punjabi University, Patiala.

Many NCC volunteers have won prizes and received recognition for their active participation in the State as well as National level camps. To ensure quality education to students, the college provides best possible infrastructural facilities in the campus. The college is located in the heart of the city in 5 Acres of land. Apart from regular class rooms, labs, auditorium, library, recreation hall, well-maintained lawns and other amenities, facilities are provided for sports like: Basketball, Badminton, Netball, Athletics, Volleyball, Kho-Kho, Table Tennis, Chess and Carom. The campus houses many buildings which include well-lighted and ventilated classrooms, laboratories, administrative offices, academic departments, staff rooms (air-conditioned) and computer labs which are also air-conditioned and are equipped with latest computers and internet facility. It also has 03 hostels, 02 tuck shops, a canteen, a magnificent auditorium (seating capacity of 500), a well equipped gymnasium and a seminar hall. The sprawling lawns and playground lend magnificence to the physical infrastructure. Staff and the students take utmost care for the maintenance of infrastructure.

All the cultural activities are organized by the youth coordinator and facilitated by the cultural committee constituted for this purpose. The literary events are taken care of by the faculty of languages.

As planting trees is a regular exercise of our NSS units, therefore, the campus remains pollution-free and green. To keep it eco-friendly, burning of dry leaves and use of polythene bags is prohibited in the campus. Minor medical needs are taken care of by the First-Aid in-charge, otherwise, we have tie-up with Dr. Mela Ram who attends to the medical emergencies of the resident students and day scholars during their stay in the college. In coordination with other academic support units in the campus, the library caters to the needs of students and staff of all the streams. The impressive and huge collection of books, journals etc. provides resources for learning. E-learning facility is also available in the library. CCTV cameras have been fixed at all the strategic points in the college campus. The college has intercom system that connects Management room, Offices and Principal offices of all the three institutions, Commerce department, Canteen, Hostel, Library and the Main gate.

Our vast infrastructure is also used by district administration and other institutions for hosting various programmes or conducting examinations. Continuous water supply is ensured through bore wells and a centralized water purifier for safe drinking water. Power backup system is available in the form of

online UPS and generators. There are two digital generators as backup for the hostels and the college. Solar water heaters have also been installed in the hostels for 24-hour hot water supply.

The mission of the college is to impart holistic education to the students from all strata of society. The college publishes its updated prospectus annually with all the minute details needed for admission. Considering the socio-economic status of the students, financial support in the form of fee concession and payment of fees in easy installments is provided. The students are also enlightened about the various scholarship schemes offered to them by the govt. and facilitated in the process to avail the same. Freeships in the form of discount on fee to the meritorious students is also provided to encourage them for still better performance. Book bank facility is also available for economically weaker students. On an average, **2.90%** students receiveds financial support from the state govt. and **0.80%** from the central govt.

The Career Guidance and Counseling Cell of the college guides the students about career and job opportunities available to them and gives them handy tips to prepare for interviews. Slow learners are motivated by their subject teachers and tutors. Educational and Historical Trips are organized.

The college magazine "Prajyachakshu" is published which serves as a platform for the exhibition of creative potential of the students. They are also motivated to take part in co-curricular and extra-curricular activities like games, sports, cultural and social services etc. All the required facilities are provided for the above said activities. Every year, an inter-college sports meet is organized in the college for students of all streams. Students of different departments are involved in various academic bodies in the form of societies being active in the college. These societies are by the students, for the students and of the students.

The college is being managed under the sagacious guidance of the highly enlightened and spirited members of the governing body with Sh. Nand Lal Garg (Sr. Advocate as President) and Prof Dr. P.K Gupta as General Secretary. Under the stewardship of the management, three more institutions (SSDWIT, SSDGC of Education and Collegiate School) are being run successfully in the sprawling SSDGC campus that encompasses an area of 5 Acres of land. The Principal in collaboration with the Management and staff develops and deploys various policies and action plans. The existing processes are efficiently managed, improved and prospective plans of development are chalked out through participative management involving critical stakeholders. Students are nurtured as per the present needs. Proper two-way communication is ensured at all levels of management. Feedback is generated through interactions that form the basis for further development, analysis of strengths and weaknesses and helps assess plans for further growth.

The faculty is empowered for continuous development. More and more members are encouraged to attend faculty development programmes like orientation/refresher courses, National Seminars/Workshops and to take on research-oriented activities and set goals to facilitate higher learning. Devenopmental tasks taken up by the faculty in addition to routine teaching is always appreciated.

The college manages the financial affairs and gets internal and external audit done to bring transparency in the financial matters and ensure smooth supply of funds while making provisions for optimum to maximum utilization of available resources.

The IQAC has recently been formed to take care of the academic audit and help assure quality at all levels of institutional working.

Our institution is always open to innovative/ progressive ideas and programmes to improve the ability of its students by exposing them to the latest and best material available in the field of knowledge.

The institution is a forerunner in innovations and best practices. It lays greater emphasis on environmental awareness. Every measure is taken to reduce the consumption of energy, solar energy is harvested, water is optimally used and efforts are made for carbon neutrality. The same is also ensured by minimizing the burning of bio-products and no use of polythenes. Plantation drive is a regular exercise of NSS units.

The innovative techniques employed for admission, governance and teaching methodology are a great success. These aim at providing maximum benefit to the students out of available resources.

There are two best practices of the college. The first one is availability of transport facility to the students who, otherwise, would not have access to higher education. The safe and economical transport facility helps them to commute to and from nearby villages. This service is provided on no-profit, no-loss basis.

The second best practice is the hostel facility. This facility was created to provide maximum access to the students from far off and nearby remote areas where there are no good institutions for higher education.

Presently, the college has three hostels in its campus providing nutritious, delicious and hygienic food; safe and secure environment; the requisite modern amenities with affordable room rent and mess charges.

Strengths-Weaknesses-Opportunities-Challenges (SWOC) ANALYSIS

Strengths

- Visionary and sincere Management of the college.
- Highly qualified and dedicated faculty.
- Hostel facility with state-of-the-art infrastructure and all the modern amenities.
- Located in the heart of the city.
- Is one of the largest centres of higher education in the region exclusively for girls.
- Transport facility to nearby areas.

Weaknesses

- The college has only a few sanctioned (grant-in-aid) teaching posts, Majority of the teachers are either regular (unaided) or on contractual basis. The financial burden of the payment of salaries of majority of the employees falls on the college management. Since the management is unable to pay full UGC scale to its temporary employees, it is not able to retain the experienced staff.
- No research projects have been acquired from any of the funding agencies. The research articles published in top rated national/International journals or books published by leading publishing house are also very few among teachers in different departments.
- Despite all efforts, we have not been able to attract companies for campus placement.
- Being located in the thickly populated area leaves no scope for further expansion except within the campus.
- Lack of local transport by the college.

Opportunities

- To create more industry- institution linkages.
- The college has opportunities for establishing additional linkages with other institutions/organization of the state/national level to enhance the quality of its outreach programmes.
- More workshops on self defence, soft skills, personality development and Health & Nutrition shall be conducted.

- We wish to make a concentrated effort to attract students from remote areas since we have hostel facility with all the ultra modern amenities.
- Faculty exchange programmes can be introduced after consultation with the management.
- Whole hearted support from the management for initiatives to augment magnanimous infrastructure to improve class room delivery and start new courses.
- College is planning to start B.Sc(Medical) & (Non-Medical) in the next session.

Challenges

- Due to mushrooming of colleges and private universities in the area, fresh admission has become a challenge now
- We also need to explore new areas and introduce new courses to cater to the job market. For this, we need to introduce more innovative/ Interdisciplinary/Add-on courses.
- The faculty needs to be encouraged to take up research work in their respective fields
- Socially and economically backward students with low aptitude in language and quantitative skills.
- Developing soft skills among students
- To motivate faculty to use latest technology and methodology in teaching.
- Due to ban on fresh recruitment, the number of un-aided staff is increasing which is a big challenge for the college.
- Reputed Govt. College in the surrounding area charges much less fees as compared to us. Therefore, huge difference between the fee structure of private and govt. colleges is responsible for the shift of meritorious students to Govt. Colleges.

Profile of the Affiliated / Constituent College

1. Name and Address of the College:

Name :	Shri Sanatan Dharam Girls'College	
Address :	Amrik Singh Road, Bathinda	
City : Bathinda	Pin : 151001	State : Punjab
Website :	www.ssdgc.com	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr.Parminder Kaur	O:0164-2255104 R:0164-2218111	81464-32222	0164-2253742	parmindertanghi@gmail.com
Vice - Principal	Mrs.Jaswinder Kaur	O:0164-2255104 R:0164-2239864	94173-38009	0164-2253742	jk400831@gmail.com
Steering Committee Co-rdinator	Mrs.Neelam Gupta	O: 0164-2255104 R:0164-2273310	94643-54979	0164-2253742	neelguptabti@gmail.com

3. Status of the Institution:
    Affiliated College   ☑
    Constituent College   ☐
    Any other (specify)   ☐

4. Type of Institution:
    a. By Gender
        i. For Men   ☐
        ii For Women   ☑
        iii For Co-education   ☐
    b. By Shift
        i. Regular   ☑
        ii. Day   ☑
        iii. Evening   ☐

5.   It is a recognized minority institution?
      Yes   ☐   No   ☑

6.   Sources of funding:
      Government   ☐
      Grant-in-aid   ☑
      Self-financing   ☑
      Any other   ☐

7.   a. Date of establishment of the college: 03/09/1966 (dd/mm/yyyy)

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

      | Punjabi University, Patiala |

      c. Details of UGC recognition:

Under Section	Date, Month & Year	Remarks
i. 2 (f)	12-06-2014	Our college was established in 1966. We got recognition by the UGC before 1970. Therefore, we've been receiving UGC grant since 1971-72 regularly till date. Unfortunately, the UGC recognition letter is not available in our records. We applied for duplicate copy but after communication with your good office, we could only get a new UGC recognition letter dated 12-06-2014.
ii. 12(B)	12-06-2014	--do--

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 &Year (dd-mm-yyyy)	Validity	Remarks
i.				
ii.	NOT APPLICABLE			
iii.				
iv.				

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

      Yes ☐   No ☑

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

      Yes ☐   No ☐

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

         Yes ☐   No ☑

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

   b. For its performance by any other governmental agency?

         Yes ☐   No ☑

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

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

Location	Urban
Campus area in sq. mts.	20234 sq.m
Built up area in sq. mts.	10099 sq.m

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

   - Auditorium/seminar complex with infrastructural facilities   ☑

   - Sports facilities

     ➢ Play ground   ☑
     ➢ Gymnasium   ☑

- Hostel
  - ➢ Girls' hostel
  - i.   Number of hostels : 0 3
  - ii.   Number of inmates: 297
  - iii. Facilities (mention available facilities): Geysers, Washing Machines, Solar Water Heaters, Water Purifier Plant, Healthy Food, Gymnasium, Medical Facility, Recreation Hall, TV Room, Visitors' Room.

- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise)- Not available

- Cafeteria   ☑

- First aid, Emergency care facility: Dr. Mela Ram Hospital is located in the adjoining building. A gate has been provided from inside the college building for easy access.

- Facilities like In-Campus Bank and Book shops (2) are available.

- Transport facilities: Yes, four College buses (3 owned by the college and 1 hired on contract) ply on different routes to cater to the needs of students and staff.

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

    - Digital Generators (02) of capacity 65KV and 210 KV are available for 24-hour electricity supply.
    - Online UPS (02) of capacity 6 KVA are available in computer labs.

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 Qualifi-cation	Medium of instruct-ion	Sanctioned /approved Student Strength at Entry Level	No. of students admitted
1.	**Under-Graduate**	B.A. B.Com. B.Com.(Hons.)	3 Years	10+2	English, Punjabi, Hindi except languages	Open 120 60	384 353 53
		BCA B.Sc.(CSM) BBA	3 Year	10+2	English except languages	40 30 50	08 09 ----
2.	**Post-Graduate**	M.A.(English) M.A.(Punjabi) M.A.(Hindi) M.Com. M.Sc.(IT) M.Sc.(Maths) M.Sc.(IT) LE PGDCA	2 Years 1 Year	Graduation	English except languages	30 30 30 60 60 30 30 30	31 21 20 99 47 51 09 ----
3.	**Bachelor of Library Science**	B.Lib.	1 Year	Graduation	English, Punjabi and Hindi	20	05

13. Does the college offer self-financed Programmes?
      Yes   ☑   No   ☐
    If yes, how many?   : **14**

14. New programmes introduced in the college during the last five years if any?
      Yes   ☑   No   ☐
    If yes, no. of programmes: **07**

15. List the departments:

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG
Arts	English(Elec.),Punjabi(Elec.), Hindi(Elec.), Sociology, Music(V), Home Science, Home- Management, Office Management., Political Science, History, Economics, Physical Education, Computer Science & Maths	14	03
Commerce	Commerce	01	01
Science	Mathematics	01	01
Any Other (Specify)	IT	01	03
	Library Science	01	---
	Management	01	---

16. Number of Programmes offered under

   a. Annual system | 01 |
   b. Semester System | 15 |
   c. Trimester System | |

17. Number of Programmes with
   a.   Choice Based Credit System   ---Nil-----
   b.   Inter/Multidisciplinary Approach   ---Nil-----
   c.   Any other (specify and provide details)   ---Nil-----

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: ………… Validity:……………

   c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately? Yes ☐   No ☑

19.   Does the college offer UG or PG programme in Physical Education?
Yes   ☐   No   ☑

If yes,
a.   Year of Introduction of the programme(s)………………. (dd/mm/yyyy) and number of batches that completed the programme

b.   NCTE recognition details (if applicable)
Notification No.: …………. Date: ……………… (dd/mm/yyyy)
Validity:……………………

c.   Is the institution opting for assessment and accreditation of Physical Education Programmeseparately?
Yes ☐   No ☑

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

Positions	Professor		Associate Professor		Assistant Professor		Non-teaching staff		Technical staff	
	*M	*F	*M	*F	*M	*F	*M	*	*M	*F
Sanctioned by the UGC / University / State Government						21		06		03	
				03		02	02	01	01	
Yet to recruit										
Sanctioned by the Management/ society or other authorized bodies				Need Based		Need Based	Need Based		Need Based	
				01		50	05	03		02
Yet to recruit										
Note:-	*Post of the Principal and Librarian are also Sanctioned by DPI(Punjab). Therefore, the total number of sanctioned posts are 23.*									

21.   Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	----	----	----	----	----	----	----
Ph.D.	----	----	----	03	----	03	06
M.Phil.	----	----	----	----	----	09	09
PG	----	----	----	01	----	12	13
Temporary teachers							
Ph.D.	----	----	----	----	----	01	01
M.Phil.	----	----	----	----	----	05	05
PG	----	----	----	----	----	22	22
Part-time teachers							
Ph.D.	----	----	----	----	----	----	----
M.Phil.	----	----	----	----	----	----	----
PG	----	----	----	----	----	01	01

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

None

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

Categories	2011-12		2012-13		2013-14		2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC		79		93		95		95
ST		----		-----		-----		----
BC & OBC		72		75		72		70
General		747		734		769		833

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

Type of students	UG	PG	M. Phil.	Ph.D	Total
Students from the same state where the college is located	766	253	-----	----	1019
Students from other states of	46	25	-----	-----	71
NRI students	-----	------	-----	-----	-----
Foreign students	-----	------	-----	-----	-----
Total	812	278	-----	-----	1090

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

UG   **15.30**   PG   **4.62**

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

(a) including the salary component   **Rs. 43051**

(b) excluding the salary component   **Rs. 19205**

27. Does the college offer any programme/s in distance education mode (DEP)?
Yes ☐   No ☑

If yes,
 a) Is it a registered centre for offering distance education programmes of another University
Yes ☐   No ☐

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

 c) Number of programmes offered
 d) Programmes carry the recognition of the Distance Education Council.

    Yes ☐   No ☐

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

Sr.	Courses	Student Teacher Ratio		
		Part –I	Part-II	Part-III
1.	**Bachelor of Arts**			
1.	General English	46:1	41:1	41:1
2.	General Punjabi	46:1	41:1	41:1
3.	Home Science	25:1	24:1	16:1
4.	Home Management	16:1	16:1	18:1
5.	Physical education	38:1	32:1	39:1
6.	Office Management	13:1	12:1	07:1
7	Music	08:1	06:1	07:1
8.	Computer Science	16:1	21:1	13:1
9.	History	65:1	34:1	59:1
10.	Pol. Sc.	46:1	31:1	39:1
11.	Economics	42:1	32:1	50:1
12.	Sociology	17:1	28:1	06:1
13.	Maths	17:1	10:1	20:1
14.	English lit	32:1	23:1	15:1
15.	Hindi lit	41:1	35:1	49:1
16.	Punjabi lit	31:1	32:1	34:1
2.	**Bachelor of Commerce (R)**	50:1	49:1	61:1
3.	**Bachelor of Commerce (Hons.)**	57:1	----	----
4.	**Bachelor of Science (CSM)**	05:1	04:1	-----
5.	**Bachelor of Library Science**	05:1	----	-----
6.	**Bachelor of Computer Application**	----	----	08:1
		Part-I	**Part-II**	
7.	**Master of Arts(English)**	26:1	05:1	
8.	**Master of Arts(Hindi)**	12:1	08:1	
9.	**Master of Arts(Punjabi)**	21:1	-----	
9.	**Master of Science (Maths)**	35:1	16:1	
10.	**Master of Science(IT) Regular**	22:1	25:1	
11.	**Master of Science (IT) Lateral Entry**	----	09:1	
12.	**Master of Commerce**	66:1	33:1	

29. Is the college applying for
Accreditation :   Cycle 1 ☑   Cycle 2 ☐   Cycle 3 ☐   Cycle 4 ☐

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only): **NA**
Cycle 1: ………….…… (dd/mm/yyyy)   Accreditation Outcome/Result…….……....
Cycle 2: ……………… (dd/mm/yyyy)   Accreditation Outcome/Result………........
Cycle 3: ……….…… (dd/mm/yyyy)   Accreditation Outcome/Result………........

31. Number of working days during the last academic year. | 234 |

32. Number of teaching days during the last academic year

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

    | Annual:-137 | | Semester: - 143 |

33. Date of establishment of Internal Quality Assurance Cell (IQAC) IQAC   18/11/2015 (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC- **N.A**

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information) :
    - College was conferred with **Indira Gandhi NSS National Award** for NSS Activities in 2001-02
    - **Best College Award** by Punjabi University, Patiala for its NSS activities in the session 2009-10, 2012-13 and 2014-15.
    - **State Award** for Red Cross Activities (4 times) in 2007-08, 2009-10, 2010-11 and 2011-12.
    - In Academics, College is the proud claimant of (01) **Gold medal** and in the order of **University merit (270) merit holders** of various courses.
    - We have started certificate courses in Digital Literacy, Retail Trading, Personality development, Communication skills and Punjabi typing under skill development programme.
    - We have MOU with DELNET.
    - We have recently registrered with INFLIBNET.

Criterion-I

CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1. State the Vision, Mission and Objectives of the Institution and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision:
- To provide qualitative and utilitarian knowledge and value-based education to the students.
- To synchronize tradition with modernity and blend professional and traditional education for the development of women.
- To prepare students to compete in the changing scenario.
- To move beyond the targeted standards.

Mission:
- To enrich and empower the beneficiaries through participative, positive and fertile teaching-learning environment.
- To promote and revive Indian traditional and moral values.
- To promote women education because if we teach a woman, we teach a family and therefore the nation.
- To provide value-based job-oriented courses.

Objectives:
- To generate the required atmosphere for imparting quality education.
- To monitor intellectual and moral growth of the students so that they can be shaped into confident and morally responsible individuals with the objective to serve the society.
- To cultivate scientific temper and a rational outlook in the students so that they can approach life in a more rational and responsible manner.
- To imbibe concern and sensitivity to environment and issues related to it.
- To make the students aware of human rights especially the rights of women pertaining to all walks of life.
- To generate humane and kind attitude towards mankind.

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

S.S.D. Girls' College is an affiliated college and as such it does not have the freedom to develop its own curriculum. Nevertheless, efforts are made

within the limitations of the prescribed framework, to complement the curriculum, wherever required. Our faculty members are the members of Board/ Faculty of different departments of Punjabi University, Patiala, who provide suggestions in framing the curriculum.

The following action plans are executed to effectively implement the curriculum:

- A year planner is scheduled in consultation with all the heads of the departments.
- Dates of important events, departmental activities and celebration of festivals are tentatively scheduled.
- Departmental meetings are held to chalk out the academic plans in the time schedule for covering the syllabus in time.
- Class tests are conducted by the teachers at their own level and house tests are held at college level once a year in the annual system but in the semester system, tests are conducted twice.
- Assessment of the students is awarded on the basis of their performance in class tests, house tests, practicals, routine performance, class attendance & participation and overall behaviour.
- The progress report of the students is conveyed to their parents in the Partent Teacher Meeting.
  Some teachers give home-assignments and keep/hold discussions in the class to adjudge their level.
- The score of the house tests and class attendance is considered as an eligibility for University Examinations.
- For extra-curricular activities, talent search is held every year to give a platform to the talent and potential of the students.

1.1.3 What type of support (procedural and practical) do the teachers receive (from university and/in institution) for effectively translating the curriculum and improving teaching practice.

- The syllabus along with the pattern of examination and assessment is made available to the college by Punjabi University, Patiala.
- The college provides funds to different departments as per requirement for their smooth functioning.
- Faculty members attend orientation/refresher courses/workshops held at various universities conducted by Academic Staff Colleges to update their knowledge and also present papers in national level seminars held at different institutions.

- The college also provides library and internet facility to effectively deliver the curriculum.

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 affiliated university in other statutory agency.

For effective curriculum delivery and assimilation by the students, the following criteria are adopted:
- In the beginning of the session, the syllabus is divided term-wise at the departmental level and executed.
- Library and book-bank facilities are provided to the teachers and students.
- Educational tours and trips are organized by the departments from time to time to supplement classroom learning with firsthand knowledge.
- Faculty members who are members of Board of Studies contribute while framing the syllabi on the basis of inputs received from the students and their colleagues.
- Teachers are encouraged to use Audio Visual aids while teaching.

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

- The career guidance & counseling cell of the college remains in touch with the industry, banks, and insurance companies and so on.
- Experts from different fields are invited to deliver illuminating talks to the students and faculty members.

1.1.6 What is the contribution of the institution and/or its staff members to development of the curriculum by the university (Number of staff members/department represented on the board of studies, student feedback, teacher feedback, stakeholder feedback provided specific suggestion etc)?

- The teachers from our college, who are members of the Board of Studies in different departments of Punjabi University, provide their inputs to the university for framing new syllabus or for reviewing the old syllabus.

- Feedback from college management, alumni and parents is communicated to the university through members of Board of Studies.

The following teachers are/were members of the Board/Faculty of different departments of Punjabi University:

Sr. No.	Name of Faculty Members	Department	Member Syndicate/ Senate / Board of studies / Academic	Period
1.	Mrs.Jaswinder Kaur	Music	Member Board of Under Graduate Studies in Music Member, Faculty of Arts and Culture Member, Board of Under Graduate Studies in Music	17-05-2013 to 31-12-2014 13-03-2015 to 02-08-2016 13-03-2015 to till retirement
2.	Mrs.Neelam Gupta	Home Science	Member, Faculty of Life Sciences	16-02-2015 to 11-01-2017
3.	Dr. Suman Bawa	Hindi	Member, Faculty of Languages	19-08-2014 to 29-06-2016
4.	Dr. Savita Gupta	History	Member, Board of Under Graduate Studies in History Member, Faculty of Social Sciences	09-04-2011 to 31-12-2012 11-05-2011 to 11-01-2013 01-04-2015 to 11-01-2017
5.	Mrs. Rajni Pandhi	Home Mgt.	Member, Faculty of Life Sciences	08-02-2013 to 11-01 2015
6.	Dr. Neeru Garg	Commerce	Member, Faculty of Business Studies Member, Board of Under Graduate Studies in Commerce Member, Board of Post-Graduate Studies in Commerce	30-03-2011 to 26-10-2012 21-12-2012 to 26-10-2014 19-11-2014 to 26-10-2016 08-03-2013 to 06-12-2014 18-03-2013 to 15-08-2014

7.	Mrs. Pomy Bansal	Commerce	Member, Faculty of Business Studies	30-3-2011 to 26-10-2012
			Member, Faculty of Business Studies	21-12-2012 to 26-10-2014
			Member, Faculty of Business Studies	19-11-2014 to 26-10-2016
8.	Mrs. Taru Gupta	Mathematics	Member Board of Under Graduate Studies in Mathematics	24-02-2015 to 31-12-2016
			Member Board of Post-Graduate studies in Mathematics	10-04-2015 to 31-12-2016

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

Since our college is an affiliated college of Punjabi University, Patiala, it has no freedom to frame its own curriculum. The curriculum is exclusively designed by the university and is implemented by our institution.

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

- Students are evaluated on the basis of their performance in class tests, house tests, practical examinations, assignments, class attendance and participation.
- Slow learners/weak students are identified, who are then given individual attention and personal guidance to improve their performance.
- Brilliant students are also given extra attention so that they can perform better.

1.2 Academic Flexibility

1.2.1 Specify the goals and objective; give details of the certificate/diploma courses/skill development course etc. offered by the institution.

Not Applicable

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

Institution does not offer any programme that facilitates twinning/ dual degree.

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

- Range of core/Elective options offered by the University and those opted by the college.
- Choice Based Credit System and range of subject options.
- Courses offered in modular form
- Credit transfer and accumulation facility.
- Lateral and vertical mobility within and across programmes and courses.
- Enrichment course

➢ The college offers Master's degree in Hindi, Punjabi, English, Mathematics, Commerce and Information Technology.
➢ Post Graduate Diploma in Computer Application(PGDCA)
➢ BCA, BBA, B. Lib.
➢ The college runs two UG Courses in commerce stream i.e. B.Com. and B.Com. (Hons.)
➢ The students of Arts stream have English and Punjabi as compulsory subjects. Students who have not studied Punjabi till X std., study Punjabi(C) Mudhla Gyan in lieu of Punjabi. A student admitted in B.A- 1st year has the option to change a subject within a specified period. In total, the students study 5 subjects.
➢ Academic flexibility exists in Arts stream only; the students have a number of combinations to choose from.

The subject combinations available in B.A-I, B.A-II and B.A-III are as under:

In addition to the compulsory subjects, a student shall take up three subjects from the following groups, selecting not more than one from each group:

Group-A   Lit. in Hindi/Punjabi/English
Group-B   Economics
Group-C   Political Science/Computer Application/ Music (Vocal)
Group-D   History/Mathematics

Group-E   Physical Education/Home Science
Group-F   Office Management/Home Management/Sociology
Note: 1) Maths is restricted with Home Science/Physical Education.
          2) A student cannot opt for more than two practical subjects.
          3) Only those students can take up Maths in B.A., who have studied this subject in Plus Two Examination.
The courses offered at the under graduate level are helpful to the students in terms of progression to higher studies. For this, various talks/seminars/workshops are organized to impart information regarding higher studies. The teachers at their own level also counsel the students for the same. Since our college is an affiliated college of Punjabi University Patiala, it follows the syllabus framed by the university and does not have the autonomy to change it as per need.

1.2.4   Does the institution offer any self financing programs in the institution? If yes, list them and indicate how they differ from other programs with reference to admission, curriculum, fee structure, teacher qualifications and salary etc.

The college offers following self-financing programs to provide wider choice to the students: B.Com., B.Com.(Hons.), B.Sc.(CSM), B.Lib., BCA/BBA, M.A.(Hindi, English and Punjabi), M.Com., M.Sc.(Maths), M.Sc.(IT)(Regular), M.Sc.(IT)(Lateral Entry), PGDCA.

There is no substantial difference between self-financing programmes and other programmes with reference to admission, curriculum and teacher-qualification. The admission to these courses is strictly as per University norms. The students study the syllabus provided by the university as in other programmes and the qualifications of teachers is also at par with the teachers in govt. aided programmes.

Fee structure of Self-financed programmes 2014-15

Sr. No.	Course	Year	College Fees/Funds (in Rs/-)	University fees (in Rs/-)	Total (in Rs/-)
1.	B.Com.	1st year	15,065/-	6385/-	21,450/-
		2nd year	15,815/-	5085/-	20,900/-
		3rd year	15,815/-	5085/-	20,900/-
2.	B.Com. (Professional)	1st year	20,815/-	5185/-	26,000/-
		2nd year	20,815/-	5185/-	26,000/-
3.	B.Lib.	1 year	12,815/-	7185/-	20,000/-
4.	B.Sc.(CSM)	1st year	17915/-	7085/-	25,000/-

5.	BCA/BBA	1st year	25,300/-	5745/-	31,045/-
		2nd year	25,300/-	5745/-	31,045/-
		3rd year	25,300/-	5745/-	31,045/-
6.	PGDCA	1 year	17,250/-	3075/-	20,325/-
7.	M.A. (Eng & Hindi)	1st year	19,915/-	5085/-	25,000/-
8.	M.Sc.(Maths)	1st year	23,915/-	5085/-	29,000/-
9.	M.Com.	1st year	23,815/-	5185/-	29,000/-
		2nd year	23,815/-	5185/-	29,000/-
10.	M.Sc.(IT) (Regular)	1st year	28,750	7495	36,245/-
		2nd year	28,750/-	5745/-	34,495/-
11.	M.Sc.(IT)LE	1 year	28,750	11,695/-	40,445/-

Financial burden of Self-financed course (Salary of teachers) is borne by the management.

1.2.5 Does the college provide additional skill oriented program, relevant to regional and global employment markets? If, yes provide detail of such program and the beneficiaries

Not Applicable

1.2.6 Does the university provide for the flexibility of combining the conventional face-to-face mode with the 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 the students?

The university does not have the provision of combining the conventional face-to-face mode with distance mode of education for the students. Only conventional face-to-face mode of education is provided by the college in which students are free to choose the courses/combinations of their choice.

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 program and the institution goals and objectives are integrated?

- The primary aim of the institution is to provide quality education to its students. The glorious performance of our students in the university exams stands testimony to the success of our goal.

- Students are encouraged to visit the library frequently as it has a good stock of books, journals, magazines, encyclopedias, etc. It also provides internet facility for easy surfing of useful sites.
- For giving our students a better exposure to knowledge, extension lectures and discussions are arranged from time to time.
- Our students also participate in Youth Festivals where they can exhibit their talent by participating in the events of their choice and also learn to work in a team.
- NSS, NCC, YRC, Legal Literacy club and literary and other societies acquaint the students with the social environment which is a must in addition to academics.
- Athletics and sports are also an integral part of the curriculum which inculcates team spirit, discipline and leadership qualities in students.

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

- Ideas emerging from the faculty, alumni and students are conveyed to the University for Curriculum Enrichment.
- Lectures by experts from different fields help students to imbibe the latest knowledge regarding employment.
- Congenial atmosphere created by our teachers helps to improve the quality and receptivity of the students.
- Career Guidance and Counseling Cell remains actively engaged to add to the employability of the students.
- Experts in Communication Skills are engaged to help the students improve their communication and are also guided about online help available for the same.

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

- NSS volunteers of the college actively engage themselves in the celebration of "Van Mahotsav Day" by planting as many saplings as possible. "Go Green Campaign" is actively undertaken by them. Besides, our NSS units play active role in activities like adult literacy campaign and blood donation camps.
- Students are given firsthand knowledge of human rights through interaction with legal experts. Important issues like female

foeticide, women safety, women empowerment, child labour and domestic violence are discussed during these talks to make the students gender sensitive.

- EVS is taught as qualifying and compulsory subject at undergraduate level in all streams which includes climate change also.
- Teachers are encouraged to make use of technology for their teaching- learning process as computer literacy is the need of the hour.

1.3.4 What are the various value added courses/enrolment programs offered to ensure holistic development of students?
1. Moral and ethical values
2. Employable and life skills
3. Better career options
4. Community orientation

There are no such courses offered by the affiliating university but the college inculcates holistic values and culture through its different activities.

Moral and ethical values:-Cultivating moral and ethical values is the need of the hour. Therefore, the Principal and teachers through their interaction with the students share moral and ethical values. The session begins with the blessings of Almighty by solemnizing Havana in the campus. The morning prayer is mandatory for all students which enables to develop a vision for life based on values and ideas.
Yoga and meditation classes in NSS camps helps in tranquilizing the mind and soul by which one can disengage from anything wicked and mean.

Employable and life skills:
- Computer-related courses. (Digital India)
- Debate, Declamation, Poetry Recitation help to improve communication skills of the students.
- Career Guidance and Counseling Cell guides the students regarding various career options.
- Different clubs and societies organize different competitions like Poster making, Essay writing, Paper reading, Slogan writing and so on.

Better career options:
Career Guidance and Counseling Cell makes the students aware of career options in different fields and NCC prepares students for Armed and Police services.

Community orientation:
NSS plays a key role in shaping the personality of students and preparing them for different social responsibilities. Likewise, NCC cadets are provided training in group behavior and responsible living. They are prepared for a still more responsible role in the Armed forces.

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

Valuable suggestions from the students, teachers and alumni are conveyed to the members of Board of Studies. Their recommendations in the university meetings are accepted while framing the syllabus for the new session. Different workshops and seminars are also an important platform for the teachers to discuss their ideas about the curriculum.

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

- Department meetings
- Staff meetings with the Principal
- IQAC-Internal Quality Assurance Cell
- Feedback from the students is gathered and their suggestions are implemented after discussion in the staff meeting.

1.4 Feed Back Systems

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

The curriculum is designed by Punjabi University, Patiala on the basis of feedback regarding the same from the students and the stakeholders. The teachers at different platforms gather information regarding introduction and sustainability of a particular programme. Those ideas are conveyed to the University through the members of Board/Faculty of Studies, Punjabi University, Patiala.

1.4.2   Is there a formal mechanism to obtain feedback from students and stakeholder on curriculum? If, yes how is it communicated to the university and used internally for curriculum enrichment introducing changes/ new programs?

- The teachers in their interaction with the students learn about their problems regarding curriculum. Otherwise, the college has no formal mechanism to obtain feedback from students, parents and alumni.
- In the departmental meetings, feedback received from students is discussed and suggestions are conveyed to the University through members of Board of Studies and implemented while revising the existing syllabi or framing new syllabus.

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

Six new courses have been introduced by the institution during last four years. i.e B.Com.(Professional), B.Sc.(CSM), M.Com, M.Sc(Maths), M.A(English), B.Lib.

Commerce: As we see enthusiasm in students for Commerce, it reminds us of the impact of globalization even in remote areas. An increase in admission has been seen in B.Com. because of the increased chances of their placement in corporate sector/industries/financial institutions/banks. In view of this an additional unit of B.Com. was acquired in the session 2010-11. B.Com.(Professional) and M.Com. has also been introduced in 2013-14.

In order to upgrade the profile of the college and to encourage the progression of students from UG to PG courses in the same institution, courses such as M.Sc.(Maths), M.A.(English) and B.Lib. were introduced in the session 2014-15.

Criterion-II

TEACHING-LEARNING AND EVALUATION

2.1. Student Enrolment and Profile

2.1.1 How does the college ensures publicity and transparency in admission process.

Publicity in the Admission Process

- Advertisement for the admission is given well before the time of admission through local T.V. channel, FM radio and pamphlets are distributed through newspaper agencies in the local and nearby areas. Huge billboards are put at important places in the city and in the nearby areas. Prospectus is made available to the students before the admission starts.
- The college has its own official website giving requisite information about the college like courses offered, eligibilities for the various courses as per university norms, various activities-curricular and extracurricular, details of academic and other achievements etc.
- Efforts by the team of teachers are made to reach out to the students in the nearby rural areas to publicize the courses available, infrastructure facilities and achievements of the college.
- Achievements of the college are also read out and formally presented by the Principal through college report at the annual function.
- Pre-admission camps are organized in the auditorium, where counseling of the students is done.

Transparency in the Admission Process

- Admission to every course is conducted under the supervision of the admission committee constituted for this purpose.
- For B.A. classes the number of seats are open/ flexible and the admissions are done according to the rules and regulations prescribed by the university.
- Admission to the courses like B.Com, B.Com(Hons), B.Sc.(CSM), B.Lib., M.Com., M.Sc.(Mathematics), M.Sc.(IT) and M.A. in Hindi, Punjabi and English is on first-come, first-serve basis provided the candidate fulfills the eligibility conditions, as laid down by the Punjabi University, Patiala.
- Formally, no waiting list is prepared. The next candidate is called for admission on the basis of registration only as per the availability of the seat.
- Seats reserved for SC/ST/OBC/Defence personnel/Sports/Single Girl Child are allocated to them as per the policy of the Govt.

2.1.2 Explain in detail the criteria adopted and process of admission? (Ex. (i) Merit (ii) Common admission test conducted by state agencies and national agencies.(iii)Combination of merit and entrance test or merit entrance test and interview (iv) any other) to various programs of the institution.

Depending upon the type of course, the following criteria and process of admission is adopted.

- In B.A., students are admitted on first-come, first-serve basis provided they fulfill all the eligibility conditions laid down by the University for admission. However, for the choice of subjects, the students are guided keeping in mind their interest and performance in the previous academic year.
- For BCA, B.Com., B.Sc.(CSM), B.Lib., M.Com, M.Sc.(Maths) and M.A.(Hindi, Punjabi and English), admissions are done on first-come, first-serve basis as per the sanctioned intake strength and the eligibility conditions as laid down by the university.

2.1.3 Give the Min. and Max. percentage of marks for admission at entry level for each of the programs offered by the college and provides a comparison with other college of the affiliating university within the city/district.

College follows the same percentage of marks for admission at entry level for each of the programs as offered by Punjabi University, Patiala. The prospectus lays down the min. percentage as per university rules. However, this is determined as per the availability of candidates in merit lists and varies every academic year.

Min. and Max. percentage of marks for admission at entry level for each program offered by the college in the session 2014-15 is as follows:

Name of the courses	Min %	Max %
B.A.	43%	90.4%
B.Com(Regular)	48%	89%
B.Sc(CSM)	53%	78.6%
BCA/BBA	46.2%	70%
B.Lib.	47%	74%
B.Com(Professional)	51.6%	89%
M.Sc.(IT)(Regular)	56.8%	80%
M.Sc.(IT)(Lateral Entry)	52%	73%
M.Sc(Maths)	50%	76.3%
M.A. (Hindi)	55.1%	68.2%
M.A.(English)	56.1%	66.6%
M.Com	58.6%	81.2%

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

The institution has no formal mechanism to review the admission process and students profile annually. Students profile at the entry level is reviewed from time to time by a team of teachers. The students are counselled regarding the subject combination which they can opt for. Students' performance in all fields i.e. academics, extracurricular activities and sports is monitored in the institution. The students who are weak in academics are encouraged to attend remedial classes offered by the institution. This endeavour has contributed to the improvement of academics and overall result.

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 its students profiles demonstrate/reflect the National commitment to diversity on SC/ST/OBC, Women, Differently abled, Economically weaker section Minority community, Any other.**

The admission policy of the institution and its student profiles demonstrate/reflect National commitment to diversity and inclusion. Strategies are adopted to increase/improve access for following categories of students. These are as follows:

SC/ST/OBC: There is an endeavour to encourage candidates belonging to SC/ST/OBC by providing them necessary help as per the guidelines of the university/state Govt.

Women: Our college, being exclusively for girls, provides a platform to fulfill the objectives of women empowerment. Every effort is made to prepare women for their various roles and responsibilities in the ever changing world. The students are given an insight into the values and mission of the institution so as to get them accustomed with the institution's goal. Through various curricular and co-curricular activities, efforts are made to make them self-reliant and self-confident individuals capable of retaining their human values. There is also a provision for an extra seat for a single girl child.

Differently-abled:
- While framing the time table and conducting examinations, special care is taken so as to accommodate them on the ground floor for the purpose of classes & examination.
- Disabled-friendly toilets have been provided to meet their basic needs.

Economically weaker sections:
- Students from economically weaker sections are granted fee concession and also allowed to pay the fee in installments.
- College provides book bank facility to economically weaker students.
- Different schemes of scholarships: Ashirwad Scholarship, National Minority Scholarship, Indira Gandhi Single Girl Child Scholarship (UGC) and Sitaram Jindal Foundation Scholarship are made known to these students.

Minority Community:
There is a provision in the college for every possible financial help to students belonging to this category. Their applications are sent by the college to the concerned department (State Govt.) and scholarships are directly credited to their accounts. The UGC grant for minority community students is also availed for providing scholarship to these students.

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

Programme	Course	Session	No. of Student
UG	B.A	2011-12	140
		2012-13	156
		2013-14	144
		2014-15	136
	B.Com (R)	2011-12	107
		2012-13	130
		2013-14	67
		2014-15	92
	B.Com(P)	2013-14	47
		2014-15	64

Programme	Course	Session	No. of Student
	BCA	2011-12	33
		2012-13	22
		2013-14	07
		2014-15	NIL
	B.Lib.	2013-14	09
		2014-15	08
PG	M.Sc.-IT(R)	2011-12	15
		2012-13	35
		2013-14	30
		2014-15	24
	M.Sc.-IT(LE)	2011-12	45
		2012-13	26
		2013-14	24
		2014-15	16
	M.Com	2013-14	32
		2014-15	33

This table shows
- Declining trend of admission in IT courses. This is because number of colleges in the city and nearby areas offering these IT courses is increasing and moreover, these colleges are offering huge concessions.
- Fee charged by the local Govt. college is much less as compared to us. Some local colleges are also giving full fee concession to the girl students. Some IT courses are also being run through distance mode by some universities.
- Increase in admission in B.Com is because of the increased chance of their placement in corporate sector/industries/financial institutions.
- Admission in B.A. classes is almost constant.

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 govt. policies in the regard.

In order to cater to the needs of differently–abled students, following steps are taken:
- Disabled-friendly toilets are provided to meet their basic need.
- Since there is no ramp, classes of differently-abled students are confined to the ground floor only.

- Every member of the college is instructed to accommodate such students so that they are not conscious of their disability. They are encouraged and counseled to explore their strengths and overcome their weaknesses.

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

Yes, the college definitely assesses the students need in terms of knowledge and skills before the commencement of the programme by taking the following measures.

- The college prospectus is purchased by the students. The students go through the prospectus and fill the admission forms through which information of student's academic record, special talents, participation in various events at different levels is gathered.
- In Arts stream, the students can opt for subjects of their choice, aptitude and interest.
- The admission committee also refers students to subject experts for comprehensive advice as and when required.
- If a student is not comfortable with a subject; an option to change the subject within a limited period of time is available (as per the guidelines of Punjabi University Patiala).
- The admission committee (Teachers) and the office thoroughly go through the forms at the time of admission. After this, the very first day of the session starts with orientation to familiarize the students with the college and the faculty. The college gets an opportunity to further explore their talents and strength.
- The college has a set policy for granting fee concession and awards to the deserving students.

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

The strategies adopted by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice are as follows:

- Students are familiarized with the working of the college, its rules and regulations and acquainted with the vision and mission of the college.

- To make students comfortable with the subject, an effort is made to clear the concept first and then begin with the course work.
- Slow learners are identified and extra attention is paid to them outside the class.
- Peer learning is encouraged in a way that meritorious students are asked to help the slow learners.
- Remedial classes are held for slow learners in order to bring them to the average level of the students in the class.
- Teachers in their respective classes try to identify students who are under stress, depression and have low self esteem, same are reported to the Principal and the Principal along with tutorial incharges and subject teachers try to resolve the issue.
- Class tests and informal interaction are conducted time to time to access the understanding of the students which help in assessing the student's knowledge and skills.
- Brilliant students are also given extra attention; encouraged to read extra and prepare assignments to enrich their knowledge.
- Surprise tests are also held for all the students.

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

Sensitization is creating awareness and removing ignorance. Following measures are adopted to sensitize the students:
- Orientation sessions.
- Documentaries and films on various social issues are shown to eradicate the social evils.
- Special sessions by Govt. bodies, NGOs, concerned experts, resource persons etc.
- Competitions such as quiz, poster making and collage making.
- Career guidance and counseling cell of the college provides information and guidance to the students regarding various career options.
- Environment sensitization is developed by organizing various talks and programmes to cultivate Ethics of Environment and role of students for conservation of environment.
- NCC, NSS, RRC, YRC & Legal Literacy club of the college sensitizes staff and the students on various gender and socio-cultural issues.

- The themes of the plays chosen for stage on various functions of the college also deal with the issues like gender imbalance, female foeticide and gender discrimination etc.
- Anti-Ragging campus.

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

The institution identifies and responds to special educational/learning needs of advanced learners on the basis of feedback by the teachers concerned. The institution responds to their special educational/learning needs by adopting following measurers.

- The institution identifies special educational/learning needs of advanced learners by conducting class tests and presentations/seminars by students.
- There is one house test in an academic year for annual classes and two MSTs in a semester for semester classes. In addition, class tests are also conducted which help in evaluating and monitoring the students.
- The advanced learners are provided extra reading material by their respective teachers who set suitable goals for them so that they feel adequately challenged.
- Extra guidance and coaching is also provided to them in their free time to encourage and motivate them for attaining excellence in the University Exams. They are given incentives in the form of prizes, colors and Roll of Honor etc.
- They are guided and motivated for better career options.

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 the drop out (students from disadvantaged sections of the society, physically challenged, slow learners, economically weaker section etc., who may discontinue the studies if some sort of support is not provided)?

The institution collects, analyzes and uses the data and information on the academic performance of the students at risk of drop out through their lectures, class tests, discussions, house tests and face to face interaction. Teachers try to keep a track of the students belonging to economically weaker sections of the society and the physically challenged. Such

information becomes a basis to make strategies, to improve their academic performance and minimize their dropout rate.

Following measures are undertaken:

- Teachers identify such students and motivate them through counseling sessions.
- Motivational lectures are also organized to channelize their potential to achieve success in their course.
- The college keeps in touch with the parents/guardians of such students telephonically or through PTMs.
- Special tests are conducted for them.
- Teachers resort to regional language so that students understand their lectures.
- College makes sure that no students belonging to economically weaker section drops out of the course for monetary reason. Such students are granted fee concession and provided free text books from the library and book-bank of the departments.

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 blueprint etc.)

Academic calendar/ Year Planner:
- The college-prospectus contains a detailed year planner so that the student getting admission knows, from the very beginning, the duration of every session.
- The way classes will be arranged.
- The time at which examination will be held and how they will be required to participate in co-curricular activities during the session.

Teaching Plan:
- The total number of teaching days available during the session is counted excluding holidays.
- The syllabus is unitized term-wise and each topic is roughly assigned the requisite number of lectures so that the syllabus is covered in time with sufficient revision (as days prescribed by Punjabi University, Patiala).

Evaluation Blueprint:

- So far as evaluation blue print is concerned, students are informed at the very beginning that they will be continuously evaluated through class tests, home- assignments, MSTs, regularity, day to day class performance and overall behaviour before being allowed to appear for university examination.
- Criteria set up by Punjabi University Patiala, supplied along with the syllabus are followed for awarding internal assessment.

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

The college has recently set up an IQAC with the following functions in accordance with the guidelines of NAAC.

- Development and application of quality parameter for various academic and administrative activities.
- Documentation of various programmes and activities leading to quality and improvement like organizing seminars, workshops and guest lectures etc. on academic and social issues.
- Arrangement for feedback from students, parents and alumni on the institution and curriculum.
- Preparation of Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

2.3.3 How is learning made more students-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.

- While remaining within the constraints of given syllabi which cannot be modified, every possible effort is made to encourage original thinking, foster a questioning mind and an argumentative spirit in students.
- Through participation in debates, students learn the skill of establishing their own point of view, without being disrespectful towards that of others, a quality expected to stand them in good stead when they enter the professional world where they would be required to hold their ground without being offensive.
- A major support system is the excellent library we have and students are encouraged to make optimum use of this facility.
- College fests and cultural programmes enhance their ability to work hard in coordination with others and in an organized manner.

After a job is well done, the appreciation and accolades received increase their self-esteem and drive away timidity and hesitation. They grow as mature individuals, developing self confidence as well as team spirit, qualities essential for a citizen of a nation aspiring to greatness. This is done to bring out the real talent of students through interaction.

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

- Many of the faculty members attend national and international seminars and conferences where they come to know of the latest researches and development in their respective fields and also get a chance to interact and exchange ideas with scholars who are globally recognized in their fields and the same is transmitted to the students.
- The college arranges academic discourses, sports and cultural activities.
- The college library subscribes to newspapers, journals, periodicals and magazines. The college provides open access to educational and life-long learning opportunities by inculcating healthy habits like discipline, leadership and entrepreneurship etc. thereby contributing to social, cultural and economic development of our region.
- Lifelong learning is ensured by assigning duties during the functions organized by clubs, societies and other common functions.
- Students are advised not only to surf the internet regularly but also go through magazines, encyclopedias etc. and also to view electronic media news and educational programmes to keep pace with the latest developments in various subjects.

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

In order to provide an effective learning experience, teachers are encouraged to use modern teaching aids and tools like computers, LCD

projectors, multi-media and internet etc. The technologies and facilities available are used by the faculty for effective teaching are:

- Well equipped laboratories and library, computer labs with Broadband and Wi-Fi facility.
- The faculty accesses library and computer labs for e-learning.

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

- The college library to which the students have greater access, play an important role in this endeavour of acquiring advanced level of knowledge.
- The college conducts debate / quiz / essay writing competitions / poetry recitation / seminars / expert lectures that encourage students to participate actively for capacity building.
- Faculty members are encouraged to participate and present papers in state/national/international seminars/conferences/workshops etc. and are also encouraged to complete a requisite number of orientation programmes and refresher courses in time.

2.3.7 Detail (process and the no. of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/ mentoring/academic advice) provided to students.

- Statistical information is not available but the academic and socio-psychological needs are addressed extensively and exhaustively as far as possible.
- Constant interaction with students is undertaken by teachers with utmost sincerity and counseling offered to them as per requirement.
- Teachers take personal care of the underprivileged and promising students so that their economic hardship does not come in the way of their academic pursuit.

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 faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

- As the teachers face the uphill of covering substantial syllabi within a stipulated period, the lecture method obviously becomes

the most prevalent mode of teaching. However, all the efforts are made to engage the students in a discussion on the topic on which a lecture has been delivered.

- Students are provoked to give their reactions, raise questions and offer comments on class lectures so that they are compelled to reflect and put forward their thoughts coherently by way of which they develop analytical skills and expression.
- Teachers make use of internet to keep abreast of latest information.
- The institution provides incentives to faculty in the form of duty leave to enable them to participate in seminars and workshops, etc.
- Extension lecture/Guest lecture by experts in relevant fields are organized to generate interest and awareness among the students.
- Study tours/trips are arranged time to time for students so that students can get acquainted with historical places and increase their perception of things all around.
- Industrial visits are also organized whenever possible to give first hand experience to the students regarding the latest development taking place in the sector.
- Teaching with Power Point Presentation in almost all the PG classes is widely used for effective learning.

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

- The college library has significant collection of books, journals which are updated from time to time with grants from UGC or college funds. Whenever the syllabus is revised, special funds are provided by the college to buy relevant books.
- Book exhibitions are arranged whenever we get a chance.
- Needy students are provided books frossm the book bank.
- Students are allowed to borrow books for a fixed period so that maximum students can make use of them.
- E-learning facility is also made available.

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

The college has an exemplary work culture and therefore, it seldom faces any challenge in completing the curriculum within the planned time frame and calendar.

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

- Through the feedback system (All teachers have their own ways of obtaining feedback from the students).
- The results of house tests/MSTs are discussed in staff meetings and the need for improvement as well as the scope for excelling is analyzed. In tutorial meetings various problems are discussed that the students face during their stay in the college.

IQAC has recently been formed to monitor and evaluate the quality of teaching learning.

2.4 Teacher Quality

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

At the end of every session, the Head of each department is asked to provide tentative workload for the next session. Keeping this in mind, vacancies, if any, are advertised and recruitments are done in accordance with the regulations laid down by the UGC and Punjabi University, Patiala from time to time.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers	----	----	----	----	----	----	----
D.Sc/D.Litt.	----	----	----	----	----	----	----
Ph.D	----	----	----	03	----	03	06
M.Phil.	----	----	----	01	----	09	10
PG	----	----	----	01	----	10	11
Temporary Teachers	----	----	----	----	----	----	----
Ph.D	----	----	----	----	----	01	01
M.Phil.	----	----	----	----	----	03	03
PG	----	----	----	----	----	16	16
Part-Time Teachers	----	----	----	----	----	----	----
Ph.D	----	----	----	----	----	----	----
M.Phil.	----	----	----	----	----	----	----
PG	----	----	----	----	----	----	----

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

We do not face any scarcity of qualified senior faculty. Experts are contacted, whenever required, for emerging areas.

2.4.3 **Provide details on staff development program during the last four years. Elaborate on the strategies adopted by the institution in enhancing the teacher quality.**

(a) Nomination to staff development program

Academic staff Development Programmes	Number of faculty nominated			
	2011-12	2012-13	2013-14	2014-15
Refresher courses	----	01	----	01
HRD programmes	----	----	----	----
Orientation programmes	02	----	----	---
Staff training conducted by the university	----	----	----	----
Staff training conducted by other institutions	----	----	----	----
Summer/winter schools, workshop etc.	----	----	----	----

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

We are organizing a faculty development program in our institution from 2nd to 8th of May, 2016 but some of our faculty members have already attended Faculty Development Program organized by our sister concern in the campus itself.

(c) Percentage of Faculty

Faculty	Percentage			
	2011-12	**2012-13**	**2013-14**	**2014-15**
Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies	----	----	----	----
Participated in external Workshops/ Seminars /Conferences recognized by national/ international professional bodies	32.26%	20%	10.81%	4.25%
Presented papers in Workshops / seminars /Conferences conducted or recognized by professional agencies	22.58%	25.71%	25.81%	25.53%

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

Management always encourages faculty to arrange/organize and attend conferences and seminars. Duty leave is granted for attending refresher courses, orientation courses or any syllabus related courses and faculty development programmes. With the aim of quality enhancement, 04 teachers secured Ph.D. while in service and 04 mores are pursing Ph.D.

2.4.5 Give the no. 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 institution culture and environment contributed to such performance/achievement of the faculty.

NONE

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

No Structured mechanism for evaluation of teachers has been introduced by the institution.

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?

The institution takes the following measures to make sure that the students and the faculty are well aware of the evaluation processes.
- Through announcements in the classes and notices put up on the notice board, the students are made aware of the evaluation process.
- If a student falls short of lectures, the parents are intimated telephonically and called to discuss the matter with the concerned teacher/HOD/Principal personally.

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.

Evaluation reforms initiated by University:
- University has introduced semester system in all the UG (except B.A III) and PG classes.
- Table- marking has been introduced to ensure fair evaluation.
- Practical examinations are conducted by the college itself as per the instructions of Punjabi University Patiala from the session 2014-15, by way of which the students are getting non-serious.
- There is a system of re-evaluation in the University. If any of the student is not satisfied with her result/marks of any subject then the student can apply for re-evaluation and the university gets the answer sheet of the student checked/re-evaluated from the other examiner.

Evaluation reforms initiated by the institution:
- The marking scripts marked by the fresh recruits are scrutinized by the HODs randomly and anomalies are pointed out to them.
- Answer sheets of house tests are distributed to and discussed with students so that they are assured that no partiality or favoritism has been done in evaluation. They are also asked to check their total score and if any question has been left unmarked.
- Internal assessment is awarded on the basis of assignments in some courses like B.A., B.Com, BCA/BBA, B.Sc.(CSM) etc. University has also given criteria for awarding Internal Assessment to B.A

classes from the session 2014-15, prior to which internal assessment was awarded by the teacher on the basis of class performance (Communication skills, general behaviour), attendance and performance in class tests and house tests.

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

The institution ensures effective implementation of the evaluation reforms of the University and those initiated by the institution through Tutorial Group meetings, staff meetings with Registrar (examination).

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement, cite a few examples which have positively impacted the system.

The following formative and summative evaluation approaches are adopted at curricular, co-curricular and extra- curricular front to measure student achievement.

Curricular Front:

Formative evaluation Approach :
- Special tests for slow and advanced learners are arranged.
- Two MSTs of Semester classes (in a semester) and one house test (annual classes) are conducted.
- Home assignments are given.

Summative evaluation Approach:
- Home assignments are checked and awarded which constitute some weightage to internal assessment as prescribed in the syllabus provided by the University.
- University exams are conducted.

Co-Curricular front (debate, elocution, quiz) & Extra-curricular front (Cultural)

Formative evaluation Approach:
- Talent search programme is organized.
- Students selected from talent search programmes are trained.

Summative evaluation Approach:
- Trained students participate in youth festival and other competitions at distt./state levels.

- Many regular functions are organized in the college to give an opportunity to the students to demonstrate their skills and prizes are awarded to encourage them.

A few examples which have positively impacted the system.

- The students who score high in different subjects and in aggregate in house tests are given prizes at Annual Prize Distribution function of the college which enhances morale of prize winners and inspires others to do well too.
- The students who secure University positions are given medals and certificates. This incentive motivates the students to study well and perform better.
- The achievements of the students along with their photographs are printed in the college prospectus, college magazine, in the newspaper and entered on the college website. The photographs of the achievers are also put up on the college notice board and their names are painted on the board meant for merit holders.
- Remedial classes for weak students help them to do well in Annual Exams and extra guidance is provided to the brilliant students so that they can perform better.
- The answer books with good score are shown and discussed in the class by which other students get motivated to perform better next time.

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

Yes, the institution and individual teachers use the following assessment/ evaluation as an indicator for evaluating student performance, achievement of learners' objectives and planning.

- Classroom performance and attendance.
- Marks in internal exams.
- Communication skills.
- Behavioural aspects.
- Membership of NCC/NSS/YRC/Red Ribbon Club/Legal Literacy Club.

2.5.6 **What are the graduates attributes specified by college/ Affiliating University? How does the college ensure the attainment of these by the students?**

Given below are the graduate attributes specified by the college
- **Entrepreneurial quality**: It is encouraged in students (especially Commerce students) by organizing industrial visits and interactive talks with industrialists/banker/chartered accountant.
- **Innovative ideas:** The college magazine provides them space for expression of their creative and innovative ideas and this is inculcated in them by organizing various co-curricular activities and encouraging the use of library and internet.
- **Leadership qualities:** Leadership qualities are inculcated in students by making them class representatives (rotation-wise), members of different committees and motivating them to join NCC and NSS etc.
- **Synchronizing traditional and modern values:** Our institution holistically grooms girls into confident, well-equipped, culturally conscious and socially modern individuals.

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

College Evaluation Grievance Redressal Mechanism:
Answer books of the House tests are distributed to and discussed with the students and if there is any grievance with reference to evaluation, it is redressed on the spot like unmarked question, if any, is marked and the total is checked.
University Evaluation Grievance Redressal Mechanism:
- Marked answer books are re-marked by some other examiner.
- Total is re-checked and if any question is found unchecked, it is sent for rechecking.

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.**

Yes, the college has clearly stated learning outcomes mentioned in the vision and mission statements and conveyed to the students through the faculty members and the environment provided to them.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/prog.? Provide an analysis of the student's result/achievements (Prog/course wise for last four years) and explain the difference if any and patterns of achievement across the prog./courses offered.

The institution monitors the progress and performance of students through the duration of the course/prog. through class tests (oral & written), house tests and assignments etc. and same is communicated to students in the class and to their parents through PTMs.

Analysis of the students results (last four years)

Class	Session		Appeared	First	Distinction	College pass %age
B.A-I	2011-12		140	17	----	87.85%
	2012-13		156	25	----	87.82%
	2013-14		144	13	----	88.19%
	2014-15	Sem-I	136	26	20	100%
	2014-15	Sem-II	135	42	05	100%
B.A-II	2011-12		112	20	01	96.42%
	2012-13		112	16	----	98.21%
	2013-14		134	21	----	93.28%
	2014-15		131	14	----	98.47%
B.A-III	2011-12		131	27	----	98.47%
	2012-13		107	24	01	96.26%
	2013-14		103	22	----	99.02%
	2014-15		115	23	----	98.26%
B.Com-I	2011-12	Sem-I	107	76	10	100%
		Sem-II	107	85	10	100%
	2012-13	Sem-I	129	54	07	100%
		Sem-II	130	41	06	100%
	2013-14	Sem-I	67	27	---	100%
		Sem-II	66	37	03	100%
	2014-15	Sem-I	92	56	03	100%
		Sem-II	92	50	08	100%
B.Com-II	2011-12	Annual	93	16	----	94.62%
	2012-13	Sem-III	104	45	04	100%
		Sem-IV	104	66	---	100%

Class	Session		Appeared	First	Distinction	College pass %age
B.Com-II	2013-14	Sem-III	119	69	03	100%
		Sem-IV	118	83	10	100%
	2014-15	Sem-III	68	36	----	100%
		Sem-IV	66	53	11	100%
B.Com-III	2011-12	Annual	52	20	----	100%
	2012-13	Annual	83	40	03	100%
	2013-14	Sem-V	102	64	----	100%
		Sem-VI	102	91	09	100%
	2014-15	Sem-V	115	83	16	100%
		Sem-VI	115	97	30	100%
B.Com-I(P)	2013-14	Sem-I	47	44	27	100%
		Sem-II	47	32	24	100%
	2014-15	Sem-I	64	56	05	100%
		Sem-II	64	64	52	100%
B.Com-II (P)	2014-15	Sem-III	47	35	23	100%
		Sem-IV	47	45	36	100%
BCA-I	2011-12	Sem-I	33	09	02	100%
		Sem-II	31	04	03	100%
	2012-13	Sem-I	22	05	-----	100%
		Sem-II	22	03	-----	100%
	2013-14	Sem-I	07	03	-----	100%
		Sem-II	07	02	-----	100%
	2014-15	Sem-I	No Admission			
		Sem-II				
BCA-II	2011-12	Sem-III	70	23	03	100%
		Sem-IV	70	13	04	98.57%
	2012-13	Sem-III	28	10	----	100%
		Sem-IV	28	09	----	100%
	2013-14	Sem-III	21	04	----	100%
		Sem-IV	21	02	----	100%
	2014-15	Sem-III	08	02	01	100%
		Sem-IV	07	02	01	100%
BCA-III	2011-12	Annual	78	49	04	98.72%
	2012-13	Sem-V	66	19	02	98.48%
		Sem-VI	64	22	03	100%

Class	Session		Appeared	First	Distinction	College pass %age
BCA-III	2013-14	Sem-V	29	10	----	100%
		Sem-VI	29	22	03	96.55%
	2014-15	Sem-V	21	02	----	100%
		Sem-VI	21	01	-----	100%
B. Lib.	2013-14	Sem-I	09	----	----	100%
		Sem-II	09	09	02	100%
	2014-15	Sem-I	08	03	---	100%
		Sem-II	08	----	----	100%
B.Sc.(CSM)	2014-15	Sem-I	07	03	01	100%
		Sem-II	07	03	01	100%
MSc.(IT) (R)	2011-12	Sem-I	15	09	01	100%
		Sem-II	15	09	02	100%
	2012-13	Sem-I	35	14	-----	100%
		Sem-II	34	27	01	100%
		Sem-III	12	09	02	100%
		Sem-IV	12	09	03	100%
	2013-14	Sem-I	30	21	03	100%
		Sem-II	30	22	03	100%
		Sem-III	33	26	----	100%
		Sem-IV	33	29	----	100%
	2014-15	Sem-I	24	04	07	100%
		Sem-II	24	22	02	100%
		Sem-III	29	17	05	100%
		Sem-IV	29	22	07	100%
MSc.(IT) (LE)	2011-12	Sem-III	45	35	03	100%
		Sem-IV	44	26	04	100%
	2012-13	Sem-III	26	14	----	100%
		Sem-IV	26	13	02	100%
	2013-14	Sem-III	24	19	02	100%
		Sem-IV	23	15	----	100%
	2014-15	Sem-III	16	09	----	100%
		Sem-IV	16	11	01	100%
M.Com.	2013-14	Sem-I	32	31	08	100%
		Sem-II	32	25	06	96.87%
	2014-15	Sem-I	33	33	15	100%
		Sem-II	33	33	31	100%

Class	Session		Appeared	First	Distinction	College pass %age
M.Com.		Sem-III	31	30	06	100%
		Sem-IV	31	30	19	100%
M.A. (Hindi)	2014-15	Sem-I	08	04	----	100%
		Sem-II	08	08	----	100%
M.A. (English)	2014-15	Sem-I	06	03	----	100%
		Sem-II	06	03	-----	100%

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

The teaching-learning and assessment strategies of the institution are structured to facilitate the achievement of the intended learning outcome through:
- Well- stocked library.
- Well-equipped laboratories (Computer labs and Home sc. lab).
- Class tests (oral & written), discussions, interactive sessions and home assignments.
- House tests.

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

Following measures and initiatives are undertaken to foster social & economic relevance of the courses offered:
- The career counseling and guidance cell keeps in touch with the industrial and service sector like banking, insurance, telecommunication, IT and teaching, etc. and makes the students aware of the job availability in these sectors, gives them handy tips on how to face an interview.
- College library provides chances for exploration because exploring the existing ideas is as important as innovating new ideas.
- The college magazine provides them platform to express their thoughts and ideas.
- The college organizes industrial visits and interactive talks by industrial executives to instil entrepreneurship amongst students.

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

The institution collects and analyses data through home assignments, class tests, seminars, house tests, and MSTs to assess student learning-outcomes and uses it for planning and overcoming barriers of learning.

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

- Conducting class tests, holding class discussions and house tests to identify slow and advanced learners and making policies to improve their learning outcome.
- Laying stress on written home assignments.
- Organizing expert talks and remedial classes.

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

Yes, for evaluating students' performance, a large no. of academic and co-curricular activities are planned and executed in the college throughout the year.

- Home assignments, class discussions, class tests and house tests are indicators for evaluating student's performance.
- Performance in NCC, NSS, Sports and cultural activities are also considered.
- Meritorious students are awarded prizes and certificates etc. during annual prize distribution function.
- Strategies are formulated to overcome the learning barriers if any noticed during evaluation.
- The institution sees to it that intended learning objectives are achieved.

Criterion-III

RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

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

The college does not have any research center of the affiliating university or any other agency/ organization. But to establish research centre is there in our future plan and a research committee has been formed for this purpose.

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

We have recently formed a research committee to monitor and address the issues of research.
Composition of research committee is as follows:
Dr. Suman Bawa Convener (Arts)
Dr. Neeru Garg Convener (Com.)
Dr. Usha Sharma
Mrs. Manpreet Kaur
Mrs. Deepika Gupta
Mrs. Asha Singla
Mrs. Rekha
The committee suggested to organize seminars, workshops and programs for the development of the faculties to encourage research.
Following the suggestions of the research committee a national seminar on "Startup India: A road ahead" has been organized on 5th March 2016 with joint efforts of department of Commerce and Economics. A faculty development program is also being planned.

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

The institution has recently formed a research committee and in future this committee will work for progress and implementation of research schemes/projects.

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

- Whenever possible, efforts are made to link teaching with science to cultivate scientific temper.
- The college encourages students to participate in educational tours to different scientific institutions like Science City, Jalandhar, Kalpana Chawla Planetarium, Kurukshetra.
- Historical trips are organized to various places of Haryana, Punjab and Rajasthan.
- Students are encouraged to attend/present papers in seminars and extension lectures are also organized by the departments which provide an opportunity to interact with researchers and motivate the students to pursue higher education for research.
- PG students of various departments are given assignments.
- College library provides books, magazines and journals etc. thereby facilitating their project work.

3.1. 5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

Three (03) faculty members including Principal are actively involved in guiding research scholars towards M.Phil./Ph.D. programmes.

Dr. Parminder Kaur Tanghi, Principal has co-supervised (School of Management Studies, Punjabi University, Patiala) two Ph.D. candidates. Five (05) candidates have been enrolled and three (03) have been registered under her. She has guided eight (08) M.Phil. and three (03) M.A.(Education) students.

Dr. Suman Bawa, HOD (Hindi) has guided five (05) M.Phil. students and one (01) student is doing Ph.D. under her.

Dr.Neeru Garg, HOD (Commerce) has guided One (01) M.Phil. student and Five (05) Ph.D. students are enrolled under her.

Four (04) teachers have completed their Ph.D. programme in service and besides these four teachers of our college are engaged in individual research activity towards Ph.D. programme.

The following faculty members have completed their Ph.D./ M.Phil. in service:

Dr. Savita Bhatia	History	Ph.D.
Dr. Usha Sharma	Punjabi	Ph.D.

Dr. (Mrs) Neeru Garg   Commerce   Ph.D.
Dr. Simarjit Kaur   Punjabi   Ph.D.
Ms. Anuradha   Hindi   M.Phil.

The following faculty members are currently pursuing their Ph.D:
Mrs. Pomy Bansal   Commerce
Mrs. Asha Singla   Commerce
Mrs. Pooja Manchanda   Commerce
Mrs. Deepika Gupta   English
Ms. Anuradha   Hindi
Ms. Harleen kaur   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 the staff and students.

Department of Commerce and Economics of the college organized a National Seminar in order to build research culture among the staff and students. The details are:

Sr. No	Title of Event	Date of the event	Sate/National Level	Name of organizing department	Funding agency
1.	MSMEs in Punjab: Opportunities and Challenges	15-03-2014	National Level	PG Dept. of Commerce And Dept. of Economics	ICSSR

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

Following are the details along with the research areas and the expertise of different faculty members:

Sr. No	Name	Subject	Area of Specialization
1.	Dr. Suman Bawa	Hindi	Samkaleen Mahila Kahanikaro ke Patron ka Manovigyanik Adhyan
2.	Dr. Savita Bhatia	History	Evolution of Education and Socio-Political Transformation in Punjab (1854-1947)

3.	Dr. Usha Sharma	Punjabi	Punjabi Natak de Vishvi Sarokar
4.	Dr. Neeru Garg	Commerce	Unorganized Manufacturing Sector of India during Post Liberalisation Period
5.	Mrs. Pomy Bansal	Commerce	Impact of Liberalization on Public and Private sector- A Comprehensive Study.
6.	Dr. Simarjit Kaur	Punjabi	Mitarsein Meet da Naval- Jagat
7.	Mrs. Deepika Gupta	English	Intersection of the Private and the Public: A Study of Shashi Deshpande's Selected Novels.
8.	Dr. Khushnaseeb Kaur	Punjabi	Pandit Puranchand Kishangarh de Kisian da Lokdharai Adhiyan
9.	Ms. Harleen Kaur	English	Gender and Class in the Turbulent Punjab of 1970 to 90s: Interpreting Selected Fiction and Cinema.
10	Ms. Anuradha	Hindi	Krishna Agnihotri ke Upnayason me Samajik Chetna
11.	Dr. Anju Garg	Economics	Structural Change in Indian Economy- An Input Output Analysis.

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

PG Department Of Commerce and Department of Economics organized a national seminar on "MSMEs in Punjab: Opportunities and Challenges" in which researchers were invited to deliver lectures, preside over the technical sessions, visit the campus etc. Such events paved the way for our faculty and students to have interaction with many scholars who have eminence in their area of research.

The eminent scholars who visited the campus and interacted with teachers and students:

Mr. Narinder Bassi, Member, UNESCO, Awareness regarding HIV-AIDS on 18.11.2011 and 16.01.2013.
Dr. Ghansham Das, Eye Specialist, How to take care of our eyes on 27 .01.2011.

Dr. Jamshid Ali Khan, Dean, (Colleges Development Council, Punjabi University, Patiala), 'Importance of Women Education' (Chief Guest of Annual Prize Distribution function) on 07.03.2012.

Dr. H.S. Narang & Dr. Jot Ram Jain, 'Importance of Mother's Feed' on 04.08.2012

Dr. Rajni Jindal (M.S. Gynae), 'Health problems related to women'.

Dr. Inderdeep Singh Sra, Incharge, Blood Bank, Bathinda, 'Importance of Blood Donation' on 12.05.2012 & 30.10.2013.

Dr. Bhawdeep Singh, Dean, Faculty of Business Studies, Member Syndicate, Member Senate, Punjabi University, Patiala, 'Personality Development' on 02.02.2013.

Dr. Satnam Singh Jassal, Professor of Punjabi, Punjabi University Regional Centre, Bathinda, 'Culture and Moral Values' on 25.01.2013.

Dr. Manjinder Singh Sidhu and Dr. V.P. Kalra, Surgical Oncologist, Max Super Specialty Hospital, Bathinda, 'Cancer Awareness on World Cancer Day' on 9.2.2013.

The distinguished scholars who graced the National Seminar on "MSMEs in Punjab: Opportunities and Challenges" on 15-03-2014 are as follows:

Dr. Prem Kumar, Director Projects, BML Munjal University, Gurgaon

Dr. B. B. Singla, Asst. Prof., School of Management Studies, Punjabi University, Patiala

Dr. Navkiranjit Kaur, Head, Dept. of Commerce, Punjabi University, Patiala

Dr. Jasmindeep Kaur, Asst. Prof., Dept. of Commerce, Punjabi University, Patiala

Dr. Rajeev Kansal, Prof. & former Head, Commerce Dept., Punjabi University, Patiala

Dr. Jiwan Jyoti Maini, Head, Dept. of Mgt., MIMIT, Malout

Dr. Anuradha, Visiting Professor, ITM University, Gurgaon

Dr. Adarsh Preet Mehta, Vice-Principal, MLBIMT, Jagraon

Dr. Rashmi, Asst. Prof., Commerce, DAV College, Bathinda

Dr. Surinder Sharma, Sr. Lecturer, Commerce, Doaba College, Jalandhar

Dr. Rajesh Singla, Principal, S.S.D. College of Professional Studies, Bhokhra

Dr. Reena Jagalan, Asst. Prof., Commerce, S.S.D. College of Professional Studies, Bhokhra

Dr. Kirandeep Kaur, Asst. Prof., Commerce, Master Tara Singh Memorial College, Ludhiana.

Dr. Madhu Sharma, Personality Trainer, IMA, Delhi, 'Stress Management' on 16.08.2014.

Dr. Ravi Jain, Dean & Prof. of School of Engineering & Computer Science, University of the Pacific, Stockton, California, on 19.01.2015

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

Not Applicable

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)?

Not Applicable

3.2 Resource Mobilization for Research

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

As the college does not offer any research oriented programme, therefore, no budget is earmarked for research but our management least hesitates to spend any amount for activities beyond academics whenever there is a need like the expenditure incurred on National Seminar was partially met by the college management.

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

Yes, the college has every provision to support research and other related activities.

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

Not Applicable

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of

successful endeavours and challenges faced in organizing interdisciplinary research.

<div align="center">Not Applicable</div>

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

<div align="center">Not Applicable</div>

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

<div align="center">Not Applicable</div>

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.

<div align="center">Not Applicable</div>

3.3   Research Facilities

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

Well-stocked library with Broadband facility is available which also provides e-learning through DELNET and INFLIBNET facilities of the govt.

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

<div align="center">Not Applicable</div>

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

<div align="center">Not Applicable</div>

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

Not Applicable

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

A well-stocked library (more than 38 thousand books, 36 encyclopaedias of different subjects, 23 magazines and 12 journals, 11 newspapers),which is fully computerized, provides facilities of book bank and e-learning through DELNET and INFLIBNET.

The library is open from 9:00 am to 3:30 pm on all working days. Computers with internet connection are also available.

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

Not Applicable

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of Patents obtained and filed (process and product), Original research contributing to product improvement, Research studies or surveys benefitting the community or improving the services, Research inputs contributing to new initiatives and social development

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

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

We are planning to publish a research journal in the near future.

3.4.3 Give details of publications by the faculty and students:

- Publication per faculty
- Number of papers published by faculty and students in peer reviewed journals (national / international)
- Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- Monographs
- Chapter in Books
- Books Edited
- Books with ISBN/ISSN numbers with details of publishers
- Citation Index
- SNIP
- SJR
- Impact factor
- h-index

Publication per faculty:

Faculty	Paper Published in Journal
Department of Commerce	
Dr. Neeru Garg (HOD)	• "Productivity Trends in Unorganized Manufacturing Sector in India", Prabandh Journal of Management Education and Research, Vol. 25, (2009), Silver Jubilee Issue (June), pp 106-114 (ISSN: 0974-8229) • "Social Security for Informal Sector Workers", Journal of Multidisciplinary Research, Vol. 1 No. 1, Dec. 2010, pp 9-21 (ISSN: 2229-5003) • "Liberalization and Job Creation in Unorganized Manufacturing Sector of India", International Journal of Physical and Social Science Vol. II, Issue 6, June 2012, pp 419-435(ISSN:2249-5894)

Faculty	Paper Published in Journal
	• "Accounting for Wage Inequality in Informal Sector", International Journal of Research in Commerce, Economics and Management. Vol. 2, July 2012, Issue No. 7, pp 33-37 (ISSN 2231-4245) • "Vulnerabilities of Unorganised Sector Workers in India: An Issue Unresolved", Journal of Punjab Commerce Management Association in Dec.,2011(ISSN: 0974-9977) • "Corporate Social Responsibility Initiatives: A Case Study of Maruti Suzuki", Indian Journal of Scholarly Research Vol. 3 Issue: 3 March, 2014, P-1-4 (ISSN: 2278-8271) • "Successful CSR Practices By Indian Corporate Leaders", Sui Generis an International Journal of Humanities & Social Sciences Vol. 3, 2014 (ISSN: 2320-9224) • "Occupational Stress and Challenges Faced by Working Women in India", Paripex-Indian Journal of Research Vol. 3, Issue 7, July 2014 (ISSN: 2250-1991 • "Women Empowerment: How Much Reality", Indian Journal of Applied Research Vol. 4 Issue 8: August 2014 (ISSN: 2249-555X) • "Corporate Social Responsibility Commitment: A Case Study of Indian Oil Corporation", Journal of Business Vol. 7,June/December 2014, p-100-107 **Full Paper Published in Conference Proceedings** • "Challenges faced by Tourism Industry in India, Incredible India: Issues, Perspectives and Innovations in Tourism Industry With Special Reference to North Western Regions" Guru Gobind Singh College for Women Chandigarh 23 Feb. 2013 p-116-124 • "Corporate Social Responsibility in India: A Case Study of TISCO, Emerging Paradigms in Management in the Era of Globalisation" 1 March, 2014 by MSI Delhi (978-93-81771-30-3) • "Impact of Corporate Social Responsibility on Brand Value, Issue and Perspectives in Brand Management'' International conference held at Baba Farid College of Management & Technology, 20-22 Feb., 2014.

Faculty	Paper Published in Journal
— Department of Commerce	
Ms. Pomy Bansal	**Full Paper Published in Conference Proceedings** • "The Outline of Novel Computer Domain: Internet of Things (ITO)" in proceedings of National Conference on Role of Information Technology in Management and Engineering; Issues and Prospects held from 27-28 March 2015 at Malout Institute of Management & Information Technology Malout pp.44-46 (ISBN: 978-81-930480-2-3)
Ms. Asha Singla	**Full Paper Published in Conference Proceedings** • "Marketing Practices in India" (ISBN: 978-93-8014-562-4)
Ms. Pooja	**Full Paper Published in Conference Proceedings** • Services in Rural Sector (ISSN: 978-938-4869-724)

Faculty	Paper Published in Journal
— Department of Economics	
Mrs. Manpreet Kaur(HOD)	**Full Paper Published in Conference Proceedings** • "Economic Growth and Health Development in India- An Analysis, Impact of Economic Growth on Human Development in North-West India", Jan 25,2014 .42-53, ISBN-978-93-84789-05-3 • Diaspora and its impact on growth of Developing countries, "Sabhiachar Ate Sahit De Sandarbh Wich Uttar- Adhunikta Te Punjabi Diaspora", Vol-I ,2014, 252-259, ISBN-978-93-82815-07-5
Dr. Anju Bala	**Paper Published in Journal** • "Structural Change in India's Agriculture Sector", Published in Third Concept-An International Journal of Ideas, Vol. 24, No. 288, February-2011, pp 49-54, ISSN: 0970-7247.

	• "Structural Change with special reference to Tertiary Sector in India" <u>Published</u> in International Journal of Business Policy and Economics, Vol. 4, No. 2, July-December 2011, pp 277-292, ISSN: 0973-5801.
	• "Rural-Urban Differences in Morbidity and Utilisation Pattern of Health Services in Punjab: An Analysis of Chronic Disease' Patients" <u>Published</u> in International Journal of Physical and Social Sciences, Vol. 2, No. 10, October-2012, pp 400-419, ISSN: 2249-5894.
	• "Rural-Urban Differences in Perception and Preferences of Households About Diseases and Treatment in Punjab" <u>Published</u> in International Journal of Research in Social Sciences, Vol. 3, No. 1, February-2013, pp 163-183, ISSN: 2249-2496.
	• "Growth of Health Care Services in Punjab" <u>Published</u> in International Journal of Research in Social Sciences, Vol. 3, No. 3, August-2013, pp 249-267, ISSN: 2249-2496.
	• "Structure of Indian Economy and the Linkages Pattern", <u>Published</u> in International Journal of Marketing and Technology, Vol. 4, No. 7, July-2014, pp 114-132, ISSN: 2249-1058.

Faculty	Paper Published in Journal
Department of Home Science	
Mrs. Neelam Gupta (HOD)	**Paper Published in Journal** • "Consolidation through Mergers & Acquisitions- A rule rather than Exception", International journal of Tropical Agriculture (IJTA), April- June 2015, 33, 1713-1719 • "Consumer Perspective on changing face of Indian retail industry". International journal of tropical agriculture (IJTA), April- June 2015, 33, 1721-1725 • "Right to Education- A critical analysis", International Journal of Innovative Education, Nov 2014, Vol-1, 6, ISSN: 2393 8404 • "Emerging Trends in Teacher Education-Curriculum and Instruction". Indian Journal of Experimentation and Innovation in Education, Jan 2015, Vol-4,1, ISSN:2278 1730

Faculty	Paper Published in Journal
Department of Mathematics	
Mrs. Taru Mittal (HOD)	**Paper published in journal** • "Study on E-Banking Services: A Conceptual View" in PEZZOTTAITE JOURNALS, Vol. 1, No. 2, Oct. – Dec. 2012 ISSN:2279-0918 • "Inflation and its Effects on Investment". Journal of Research, Extension and Development, Vol. 1, No. 2, October 2012. ISSN: 2319-1899 • "Suitability of 360 degree Appraisal System to Manage Company's Health: An Analytical Study" in PEZZOTTAITE JOURNALS, Vol. 2, No. 1, Jan – March 2013 ISSN:2279-0950 • "Microfinance for sustainable Development in Journal of Research" ,Extension and Development Vol. 1 no.3 January 2013 ISSN 2319-1899 **Full Paper Published in Conference Proceedings** • "Retail loss prevention technology in 2nd national conference on retailing in India opportunities and challenges" organized by Baba Farid College of Management & Technology, Bathinda on 15th March 2012. ISBN: 9789382062073 • "Actuary a another name for mathematician in National Seminar of Mathematical Modelling in Science & Technology" organized by The Technological Institute of Textile & Sciences, Bhiwani (Haryana) on August 18, 2012 sponsored by AICTE, Ministry of HRD, India. ISBN: 9789381732052 • "Stress: A major Issue to Manage" in National seminar on Emerging Trends in Home Science organized by Dev Samaj College for Women, Ferozpur City on November 22, 2011 sponsored by UGC. • "Tools to Manage Company's Environmental Health" in National Seminar on Futuristic and Emerging Areas inTechnology: Issue and Challenge 2013 organised by Department of Textile Engg., Punjab Technical University, Giani Zail Singh Campus, Bathinda from February14-15, 2013.

Faculty	Paper Published in Journal
	• Role Of Ethic In Developing Customer Relation in 7th International Conference "Spiritualism In Education" Organized by Desh Bhagat University on September 27-28 ,2013 sponsored by AICTE ,ISBN 9789383223008 • "Educational Loan A Big Hand For Students" in 3rd national National Conference on Trends & Issues In Product & Brand Management organized by Baba Farid College of Management & Technology, Bathinda on 20- 21 March 2013. ISBN: 9789351049937 • "Sustainability Of Micro And Small Enterprises Imperatives" , Myths & Realities in National Seminar MSMES in Punjab Opportunities & Challenges organized by Department of Commerce & Department of Economics S.S.D.Girls' College Bathinda on March 2014.ISBN 9789380145624 ,sponsored By ICSSR-NWRC • "Recruitment Of Advisors" in 4th National Conference on Issues & Innovations In Service Sectors: Implications Of Management & Engineering sciences. organized by Baba Farid College of Management & Technology, Bathinda on 24- 25 September 2015. ISBN: 9789384869724

Faculty	Paper Published in Journal
Department of Office Management	
Mrs. Monika Kapoor (HOD)	**Full Paper Published in Conference Proceedings** "Problems faced by S.S.Is & Suggestions" (ISBN: 978-93-8014-562-4)

Faculty	Paper Published in Journal
Department of Punjabi	
Dr. Usha Sharma (HOD)	**Paper Published in Journal** • "Vishvikaran Ate Sujaan Singh diyan Kahaniyan" , Page no:-90, Koj Patarka Ank:63, ISBN No: Punjabi University Patiala. • "Vishvikaran ate Sant Singh Sekhon Da Natak Kalakar", Khoj Patarka Vishesh Ank Sant Singh Sekhon Vich Parvan Hoya

Faculty	Paper Published in Journal
Department of Punjabi	
Dr. Khushnasib Kaur	• "Meri Zindagi Da Marg Darshak", National Service Scheme Bulletin, Punjabi University Patiala. ISBN No.:- 978-81-302-0265-5, Page no.:-11 to 14 • "Nishkaam Seva NSS Ate Naujvaan Varg", National Services Scheme Bulletin, Page no.:-16 to 17 N.S.S department, Punjabi University, Patiala, (2014) **Paper Published in Journal** • "Amrita Kaav De Badalde Sirjana Sarokar", Khoj Patrika, Ank 68, ISBN No. 978-81-302-0239-6, January 2011, Page no.76 **Full Paper Published in Conference Proceedings** • Proceeding Book Second Vishav Sahit Conference : Punjabi Kahani Praptian Te Sambhavnavan Kulwant Singh Virk Di Kahani Kala :" Naven Lok" Kahani Sangrah De Sandarabh Vich ISBN no.978-81-302-0243-3 December 2012,Page no.506

Number of papers published in peer reviewed journals (national / international)

Faculty	Publication
Department of Commerce	
Dr. Neeru Garg(HOD)	**International Journals** • "Liberalization and Job Creation in Unorganized Manufacturing Sector of India", International Journal of Physical and Social Sciences Vol. II, Issue 6, June 2012, pp 419-435 (ISSN: 2249-5894) • "Accounting for Wage Inequality in Informal Sector", International Journal of Research in Commerce, Economics and Management. Vol. 2, July 2012, Issue No. 7, pp 33-37 (ISSN 2231-4245)

Faculty	Publication
	• "Successful CSR Practices By Indian Corporate Leaders", Sui Generis an International Journal of Humanities & Social Sciences Vol. 3, 2014 (ISSN: 2320-9224) **National Journals** • "Occupational Stress and Challenges Faced by Working Women in India", Paripex-Indian Journal of Research Vol. 3, Issue 7, July 2014 (ISSN: 2250-1991 • "Women Empowerment: How Much Reality", Indian Journal of Applied Research Vol. 4 Issue 8: August 2014 (ISSN: 2249-555X)

Number of publications listed in International Database:

Faculty	Publication
Department of Commerce	
Dr. Neeru Garg(HOD)	• "Liberalization and Job Creation in Unorganized Manufacturing Sector of India", International Journal of Physical and Social Sciences Vol. II, Issue 6, June 2012, pp 419-435 (ISSN: 2249-5894) (Indexed & Listed At: Ulrich's periodicals directory ©U.S.A. , Open J. Gage, India as well as in Cabell's Directories of Publishing Opportunities, U.S.A.) • "Accounting for Wage Inequality in Informal Sector", International Journal of Research in Commerce, Economics and Management. Vol. 2, July 2012, Issue No. 7, pp 33-37 (ISSN 2231-4245) (Indexed & Listed At: Ulrich's periodicals directory ©ProQuest, U.S.A. EBSCO Publishing, U.S.A. , Cabell's Directories of Publishing Opportunities, U.S.A.) • "Occupational Stress and Challenges Faced by Working Women in India", Paripex-Indian Journal of Research Vol. 3, Issue 7, July 2014 (ISSN: 2250-1991) (Indexed & Listed in International ISSN Directory, Paris) • "Women Empowerment: How Much Reality", Indian Journal of Applied Research Vol. 4 Issue 8: August 2014 (ISSN: 2249-555X) (Indexed With International ISSN Directory, Paris)

Monographs: NIL

Chapter in Books:

Faculty	Publication
Department of Commerce	
Dr. Neeru Garg(HOD)	• "Child Labour as Domestic Servants: A Case Study of Bathinda District of Punjab", Child Labour in India, edited by Ravi Prakash Yadav. Pointer Publications, Jaipur, India 2011, (ISBN: 978-81-7132-653-2)
Department of Punjabi	
Dr. Khushnasib Kaur	• "Malvaee Sabhyachaar Da Chitran", Punjabi Duniyan Bhasha Vibhag Punjab, Patiala. ISBN No.RNI No. 10067/57 Regn No. PB/PTA/42/2014,April 2014, Page no. 13 • "Punjabi Kissa-Kaav Vich Nari Da Muhandra" (Three monthly) Punjabi Sahit Sabha , ISBN no.RNI No. 15548-68, September 2011,Page no.37
Dr. Simarjit Kaur	• "Punjabi Sabhyachar De Sanchar Sadhan Dasha Ate Disha" Sampadak Dr.(Mrs.) Kawaljit Kaur, Hind Publication Ludhiana, Pehlibar 2011 ,ISBN 978-81-909549-83 Chapter- Lok Kalanwan Vich Aurat Di Kala Da Yogdan, Page no. 166 to 171

Books Edited: NIL

Books with ISBN/ISSN numbers with details of publishers:

Faculty	Publication
Department of Commerce	
Dr. Neeru Garg	• Company Law (Punjabi), Kalyani Publisher Text Book (Joint) (ISBN: 978-93-272-2242-5) • Company Law (English), Kalyani Publisher Text Book (Joint) (ISBN: 978-93-272-2234-0)
Ms. Pomy Bansal	• Business Economics,Kalayani Publishers Text Book (ISBN: 978-93-272-2748-2)

Faculty	Publication
Department of Punjabi	
Dr. Simarjeet kaur	• "Gurdial Singh Da Noval Jagat" Varis shah Foundation Amritsar-143002, ISBN 978-81-7856-435-7, First Edition-2015 • Mittar Sem Meet: Novel Rachna Varis shah Foundation Amristsar- 143002, ISBN 978-81-7856-436-4, March-2015 • "Novelkar Mittar Sen Meet" Vichardharai Aadhar Ate Kalatmak Jugtan Varis shah foundation Amritsar-143002 ISBN 978-81-7856-437-I
Dr. Khushnasib Kaur	• Vaid Inder Singh(Jeevan Te Rachna) (Punjabi), ISBN-978-93-80906-85-0, Aug 2012, Gracious Book Publishers, Patiala • Vaid Inder Singh da chonva Kavi sangreh, ISBN- 978-93-80906-86-7, Oct-2012,Gracious Book Publishers, Patiala • Pandit Puran Chand Kishanagarh de Kisse :- Lokdharai Adhyan, ISBN- 978-93-80906-84-3 Oct-2012 Gracious Book Publishers, Patiala

Citation Index: NIL

SNIP: NIL

SJR: NIL

Impact factor:

Author	Research Paper	Impact Factor
Dr.Neeru Garg	Occupational Stress and Challenges Faced by Working Women in India, Paripex-Indian Journal of Research Vol. 3, Issue 7, July 2014 (ISSN: 2250-1991	1.6714
Dr. Neeru Garg	Women Empowerment: How Much Reality, Indian Journal of Applied Research Vol. 4 Issue 8: August 2014 (ISSN: 2249-555X)	0.8215

h-index: NIL

Any Other (Article in magazine):

Faculty	Publication
Department of Punjabi	
Dr. Khushnasib Kaur	• Punjabi Duniyan Bhasha vibhag Punjab, Patiala. "Malvaee Sabhyachaar Da Chitran", RNI No. 10067/57 Reg. No. PB/PTA/42/2014,April 2014, Page no. 13 • Muhandra (Three monthly),Punjabi sahit sabha , Punjabi "Kissa-Kaav vich nari da sankalp" RNI No. 15548-68,September 2011,Page no.37

3.4.4 Provide details (if any) of

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

Research awards received by the faculty- Nil

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

Incentives given to faculty for receiving state, national and international recognitions for research contributions- Nil

3.5 Consultancy

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

Department of Commerce and IT organize expert talks by the industrialists/banker/chartered accountant to acquaint the students with practical learning about the field and offer them a thorough understanding of the subject. The departments also arrange industrial visits which enable it to remain updated about the new trends and developments of the industry.

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

Not Applicable

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

Based on expertise and experience of the faculty members in different area the University/Management deputes/recommends them as subject experts and as resource persons.

The college motivates the staff to utilize their expertise for consultancy services through extension activities undertaken by various clubs, societies or any other agency by providing them duty leave.

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

The Consultancy Services of institution benefit the universities, colleges and schools of the region. The Principal of this institution is also on the board of various bodies.

Broad Areas and Major Consultancy Services

The university makes use of the expertise of our faculty in various areas namely:

- As member of the Board of Studies
- As member of various committees at University level
- As a member of Selection Committee at College/School level
- As judges in various events/competitions organized at the university/inter college level
- As paper setters and external examiners
- As resource persons at various seminars
- The NGOs are consistently working in collaboration with the college authorities for the execution of various services like organizing Blood Donation Camp, AIDS Awareness etc.

The college does not generate revenue through consultancy services.

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

Not Applicable

3.6 Extension Activities and Institutional Social Responsibility (ISR)

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

The college fulfils its social responsibility of producing responsible citizens by engaging students in numerous community development programmes catering to the local and regional needs and social issues. These activities are planned and executed through NSS, NCC, YRC and Red Ribbon Club. Various community development programmes like Environment Awareness, AIDS Awareness, Adult education, Blood Donation, Save the Girl Child, Drug Menace, Health and Hygiene awareness are organized.

The college has around 250 volunteers in NSS with a faculty member as programme officer. The NSS unit of the college has undertaken a large number of outreach activities for rendering services to society as mentioned above with the mission 'NOT ME BUT YOU'. Red Ribbon Club and Youth Club are also being run under the NSS programme officer and similar types of activities are undertaken by these clubs.

The Associate NCC officer under the guidelines of state NCC directorate plans and organizes the regular activities and special camps.

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

The institutional mechanism to track students' involvement in various social movements/ activities which promote citizenship roles comprises:
National Service Scheme
National Cadet Corps
Youth Red Cross
Red Ribbon Club
Legal Literacy Club

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

The institution solicits stakeholder perception on the overall performance and quality of the institution through students, parents and college management. The college solicits students' perception through their feed

back in the form of informal interaction. Parents' perception is solicited through interaction with them in PTMs. The institution also solicits management's perception through interaction with them in meetings.

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

The institution plans and organizes its extension and outreach programmes through NSS, YRC, RRC, LLC and NCC units of the college.
Major extension and outreach programmes:-

NSS Unit: The NSS unit of the college is being run under the guidance of Dr. (Mrs.) Usha Sharma (Asstt. Prof. and Head Department of Punjabi). The unit is treading on the theme of 'Not Me But You' plans and organizes the following extension and outreach programmes:

- The Unit selects the area for field activities in the beginning of the session like village Jassi Pao Wali was selected for the session 2014-15. The unit, under the guidance of its programme officer Dr. Usha Sharma, is constantly engaged in making a difference in the quality of lives of the villagers mainly the youth. For this purpose, a rally against drug-menace was organized, seminar was conducted and a telefilm on drugs was screened. Frequent visits are also made to the selected village.
- Tree plantation is done under Green Punjab Mission.
- Raising relief funds for the victims of natural calamities is also a regular feature of the unit.
- A series of Blood Donation Camps are organized in collaboration with Blood Banks from Civil Hospital, Bathinda, DMC Ludhiana and Rajindra Hospital Patiala. The programme officer, Dr. Usha Sharma has donated blood 17 times and has been honored for the same.
- Various talks on health issues are organized by the unit under Sehatmand Bharat Mission.
- National integration is also one of the important objectives of NSS under which our volunteers participate in various National integration camps at dist./university/state/national level.
- Awareness campaigns on AIDS, Cancer, environment, ban on polythenes, ill effects of drugs and save the girl child etc. are organized in the form of rallies.
- Adult Education programme is also in progress in the nearby slum areas and in the college itself (after the college time) under this unit.

- Seven days camps are also organized in the campus. The camp was organized from 04.01.2015 to 10.01.2015 this year. In this camp, under Swachh Bharat Muhim-the whole campus was cleaned and pots were painted. Students were enlightened and enriched through talks by experts on different areas like Health, AIDS, Personlity development, Naari Sshaktikaran and social evils etc. Students were given training in First-Aid.

The budgetary details are as follows:- Two types of grants namely- Regular Activities Grant and Special camping grants are provided by the affiliating university i.e Punjabi University, Patiala. Up to 2002, Regular Activities Grant has been received regularly. No such grant was received in the session 2003-04 and 2004-05, but the activities and payment of honorarium continued on the part of the college.

In the session 2005-06, as per the directions of NSS department, Punjabi University, Patiala, college charges Rs 10/- from each student at the time of admission as NSS fund. Fifty percent of this amount collected is deposited to the University and fifty percent is utilized for carrying out different activities. Since 2006-07, the honorarium is pending till date.

The amount of fund collected from students at the time of admission is revised time to time as per the directions of NSS department Punjabi University, Patiala.

Special camping grant (Day camp) has been received upto 2011-12 at the rate of Rs 120/- student for seven days on the basis of which the seven days camps are organized. Thereafter, no grant was provided upto 2013-14 and also the expenditure incurred was not reimbursed by the university.

In 2014-15, the expenditure incurred in seven days NSS camp was met from the regular NSS fund generated at the time of admission and honorarium of NSS staff is still pending.

Red Ribbon Club and Youth Club are also being run under our NSS program officer Dr. Usha Sharma. Similar type of extension activities are carried out under these departments also like awareness campaigns in the form of rallies, blood donation camps etc. In addition, various competitions like slogan-writing, poster-making and Powerpoint presentation etc. are organized as per the directions of the Youth Services Department, Bathinda.

Youth day is celebrated as per the instructions of the Youth Services Department. Expert talks on social evils and moral values are organized alongwith cultural programme by volunteers. Our volunteers also attend Youth Conventions organized by Punjabi University, Patiala and also participate in camps organized by other universities to represent the university.

So, through all these types of activities, students are enriched and made aware of their social responsibility towards the community.

The budgetary details are as follows:- Red Ribbon Club in the college was started in 2008 and received grant of Rs 2500/- from Project coordinator-Pushpa Gujral Science city, Jalandhar. From 2012 to 2015, same amount of grant was received from PSACS(Punjab State AIDS control society, Chandigarh) through Assistant Director Youth Services Department and is being utilized for various activities like HIV/AIDS Awareness seminars, Rallies, Blood donation camps and awareness about Drug menace, right from its initiation.

Grant for carrying out different activities like Youth day celebration, blood donation campus, historical trips Women Day celebration awareness rallies against environmental pollution and the refreshment to the participants under youth club is provided by youth services department. A grant of Rs 5000/- was received in 2010-11. In 2012-13 an enhanced amount i.e 20,000/- was received with the direction from the youth services department that the college will also contribute an equal amount.

No grant has been provided for the session 2013-14, 2014-15 and 2015-16.

Legal Literacy Club:- As per the instruction issued by the Hon'ble Mr. Justice M.M. Kumar, Judge, Punjab & Hry. High Court and Executive Chairman, Punjab Legal Services Authority, Legal Literacy Club was established in the college on 07.09.2011.

Twenty five (25) students were enrolled under this club. The main objective of this club is to create legal awareness amongst the students regarding different aspects of life. This club is being run under the able guidance of Mrs. Tripta Gupta (Asstt. Prof. of Pol. Sci.). The activities of the club are:-

- Voter Day Celebration: Voter day was celebrated to make the students aware about the fundamental right of casting vote of every citizen of age 18 years and above. An awareness rally in this context was also organized by our volunteers just to familiarize general public of their right to vote.
- As per the instructions of distt. administration, students of age 18 years and above, who did not have their voter ID were reported so that their voter cards could be prepared. Mrs. Tripta Gupta was appointed as B.L.O for this purpose by the distt. administration.
- Slogan-writing and essay-writing competitions were organized as per the instructions of Legal Services Authority, Bathinda.
- Expert talks are arranged to make the students aware of their legal rights in all aspects of life.
- A documentary film was prepared on Child Labour which was awarded 1st position at District and 2nd position at Zonal and State levels.

The budgetary details are as follows:- The expenditure incurred on all the activities of the club is met by the college itself.

Youth Red Cross Unit : This unit is being run under the guidance of Punjab Red Cross Society, Chandigarh in which 50 volunteers are on roll. The main objective of this unit is to create awareness amongst the volunteers about the "Selfless Services" in the society in general. It is being run by Mrs. Monika Kapoor(Asstt. Prof. of Office Mgt.)- YRC Counselor (HOD, Office Management). The activities of the unit are as follows:

- First-Aid training is imparted to the volunteers.
- AIDS awareness, Drug de-addiction & voluntary blood donation etc. are the activities organized for our volunteers. Extension lectures on Drug menace and AIDS awareness are also organized. The YRC Counselor, Mrs. Monika Kapoor has donated blood 7 times.
- State level function of Red Cross society was organized at our college.
- Different competitions like poster-making, patriotic singing and First-aid demonstration competition are organized as per the instructions of Indian Red Cross Society (Pb.).

Our unit has been awarded for Excellency in different activities at District, State and International level.

The budgetary details are as follows:- A sum of Rs. 24/- from each student is charged at the time of admission to generate red cross fund, out of which a sum of rupees at the rate of Rs. 06/per student is deposited to state Red Cross Society and the rest of the amount is utilized for carrying out YRC activities.

NCC : The NCC unit of the college is being run under the guidance of Dr. (Mrs.) Savita Gupta (Associate Prof. and Head department of History). The unit consists of 53 cadets. Apart from the routine NCC activities, the cadets are also involved in different extension activities and community services. They organize and participate in different extension activities like AIDS awareness rally, Tree Plantation, Blood Donation, environment awareness programmes, female foeticide etc. Students are involved in these activities through the camps organized regularly by the NCC wing of the state. Details are given below:

NCC Activities in the session 2011-12
• 23 NCC cadets attended ATC Camp at Saduana(Ropar) from 3-1-2011 to 12-1-2011
• 6 NCC Cadets attended Trekking Camp at Paprola (H.P.) from 09-06-2011 to 22-06-2011
• 35 NCC cadets attended ATC camp at Akal Academy Cheema (Sangrur) from 9-10-2011 to 18-10-2011

• 4 NCC cadets attended NIC (National Integration Camp) at Kalpakaran (Tamilnadu) from 20-12-2011 to 01-01-2012
NCC Activities in the session 2012-13
• 5 NCC cadets attended Trekking camp at Paprola, distt. Kangra (H.P.) from 10-6-2012 to 22-6-2012
• 10 cadets attended C.A.T.C. camp at Ropar from 21-08-2012 to 30-08-2012
• 37 cadets attended ATC camp at Akal Acedemy Cheema from 12-10-2012 to 22-10-2012
NCC Activities in the session 2013-14
• 5 Cadets attended Trekking Camp at Paprola, Distt. Kangra (H.P.) from 15-06-2013 to 24-06-2013
• 13 NCC cadets attended ATC camp at Ropar from 22-08-2013 to 31-08-2013
• A slogan writing competition was organised for the NCC cadets on 28-11-2012 against social evils
NCC Activities in the session 2014-15
• 10 NCC cadets attended ATC camp at Paprola from 03-07-2014 to 12-07-2014
• 6 NCC cadets attended CATC camp at Patiala from 26-08-2014 to 5-09-2014
• Cadet Narinder Kaur was selected for the Kabbadi Team who represented Punjab, Haryana, Himachal Pradesh and Chandigarh, Directorate. The team participated in NCC National Games-2014 held in New Delhi from 07-10-2014 to 19-10-2014. Our directorate's team secured 4th position in the National Games.
• NCC cadets visit Old Age Home and Deaf & Dumb School from time to time.

The budgetary details are as follows:-
Expenditure incurred on different activities is reimbursed by the State NCC Directorate.

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

The college promotes the participation of students and faculty in the various schemes of Central/State govt. in the following ways:

- The prospectus disseminates information regarding all the clubs and co-curricular activities to facilitate the students in their choice of activity.

- This is supplemented by counselling provided by teachers on the admission committee and the committee encourages students to take up extension activities of their choice and promote participation in NSS, NCC and other related activities at the time of admission.
- Similarly, the faculty has a meeting with Principal in which they're asked to mention their interest in extension activities including participation in NSS, YRC, RRC, LLC and other agencies and are assigned duties accordingly.
- The institution promotes these extension activities by extending help in the form of manpower, funds for refreshment and transport etc. The achievements of the students and teachers are acclaimed and highlighted in the assembly, newspapers and annual report delivered in the college function.
- Honours the students for their achievements in NSS, NCC and other extension activities.

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

The following extension work is undertaken by the college through its NSS unit to ensure social justice and empower students from under-privileged and vulnerable sections of the society:

- Dr.(Mrs) Usha Sharma, Programme Officer, NSS, is an active member of Govt. organizations and NGOs. She always works for women empowerment, eliminating social evils and for the upliftment of needy strata of society.
- The NSS unit of the college is also making active contribution for the same.
- The college Legal Literacy Club works for creating awareness of social and legal rights amongst the poor and women and arranges expert talks for the same.
- To ensure social justice, a documentary film on child labour was produced and directed by our faculty members and some students associated with them through their personal participation in the community.

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

Objectives and expected outcomes of the extension activities:
- By visiting old age homes, deaf and dumb school, raising relief funds for various calamities, distributing clothes and other articles of use to the needy and eatables on special days and spend quality time with them our students bring a ray of light in the lives of the underprivileged. The blood donation camps organized by NSS unit form another significant contribution to the community.
- Adult education programme run by NSS unit has resulted in improved literacy level which helps them to read, write and maintain their accounts in banks. There are lesser chances of their getting duped. Awareness about social evils and quitting these has improved their lifestyle.

Extension activities complementing students' academic learning experience:
- Extension and outreach programmes instil volunteerism, a deeper understanding of and commitment to the community in students.
- Experience gained through extension and outreach programmes helps students make better decisions, adapt to change, improve their self-esteem and develop a lifelong ethic of service to society.

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

The community is involved in the extension activities of the institution mainly through its NSS unit. Since people from all walks of life like doctors, lawyers and university teachers are involved, institution-community networking proves to be fruitful.

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.

Not Applicable

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.

Various awards have been conferred on the Principal and faculty members for their contribution towards upliftment of society.

NSS: Mrs. Raj Gupta Retd. Principal of the college received **Best Programme Officer Award (Indira Gandhi NSS Award)** 2001-02 on 24.09.2003 and **Life Time Achievement Award** (2010-11) from Hon'ble Vice- Chancellor (Dr. Jaspal Singh)

Dr. Usha Sharma received **Best Programme Officer Award** (NSS continuously) for 4 sessions (2009-10, 2010-11, 2011-12, 2012-13) from Vice-Chancellor of Punjabi University, Patiala

Best Nodal Officer Award (Red Ribbon Club) from Asstt. Director Youth Services, Bathinda

District Award for contribution in Blood Donation, Tree Plantation and creating Environmental Awareness from S. Janmeja Singh Sekhon, Irrigation Minister, Punjab on 15.08.2013

Mother Taresa State Award for Contribution in field of Education, Social Service and Cultural Activities by Punjab Computer Education and Welfare organization on 08.03.2012

Star Blood Donor Award by K. K Yadav, Deputy Commissioner Bathinda on 14.06.2012.

YRC: Special State award was received on 08.05.2012 by the institution from Finance Minister (Sr. Parminder Singh Dhindsa) for organizing State level Red Cross Function.

District award was received on 08.05.2013 by YRC Counsellor Mrs. Monika Kapoor for college activities.

Best team award and best camper award in State Youth Red Cross cum study camp, held at Kurkhshetra in 2011-12

Most Disciplined team and Best Camper team award in state level Youth Red Cross Study cum training camp at Haridwar in 2012-13

LLC: Mrs.Tripta Gupta was honoured by Sh. Jaspal Singh, Distt. & Session Judge, Bathinda in Zonal level Inter-College competition on 15th Nov, 2012.

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.

<div align="center">Not Applicable</div>

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.

<div align="center">Not Applicable</div>

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

<div align="center">Not Applicable</div>

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.

The names of eminent participants who made their contributions to the National Seminar organized by PG Department of Commerce and Department of Economics are as follows:

Dr. Prem Kumar, Director Projects, BML Munjal University, Gurgaon
Dr. B.B. Singla, Asst. Prof., School of Management Studies, Punjabi University, Patiala.
Dr. Navkiranjit Kaur, Head, Department of Commerce, Punjabi University, Patiala.
Dr. Jasmindeep Kaur, Asst. Professor, Department of Commerce, Punjabi University, Patiala.
Dr. Rajeev Kansal, Prof. & Former Head, Department of Commerce, Punjabi University, Patiala.

Dr. Jiwan Jyoti Maini, Head, Department of Management, MIMIT, Malout.

Dr. Anuradha, Visiting professor, ITM University, Gurgaon.

Dr. Adarsh Preet Mehta, Vice-Principal, MLBIMT, Jagroan.

Dr. Rashmi, Asst. Prof., Department of Commerce, DAV College, Bathinda.

Dr. Surinder Sharma, Sr. Lecturer, Commerce, Doaba College, Jalandhar.

Dr. Rajesh Singla, Principal, S.S.D. College of Professional Studies, Bhokhra.

Dr. Reena Jagalan, Asst. Prof., Commerce, S.S.D. College of Professional Studies, Bhokhra.

Dr. Kirandeep Kaur, Asst. Prof., Department of Commerce, Master Tara Singh Memorial College, Ludhiana.

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 course
l) Student exchange
m) Any other

a) Curriculum development/enrichment: Some of our faculty members are members of Board/faculty of the respective departments of the affiliating university which helps in curriculum development/enrichment.
b) Internship/ On-the-job training: NA
c) Summer placement: NA
d) Faculty exchange and professional development: NA
e)Research: Research students registered with Punjabi University, Patiala are carrying out their research work under the supervision of our faculty members.

f) Consultancy: Please refer 3.5.4
g) Extension: NA
h) Publication: NA
i) Student Placement: NA
j) Twinning programmes: NA
k) Introduction of new courses: NA
 l) Student exchange: NA
m) Any other: Summer training: Students of office management get practical experience through 4-6 weeks on the job training in organizations like Insurance companies, banks and educational institutions etc. which is a mandatory part of the curriculum.

3.7.6   Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.
Not Applicable

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

Research   -   Nil
Consultancy   -   Please refer 3.5.4
Extension Activity:

- The college has a fine practice of raising funds, collecting and distributing other articles of use to help the victims of natural calamities.
- The students internalize the virtue of selfless service so well that they feel committed to help the underprivileged people wherever they meet them.
- The best feature of our extension services is that we use expertise from different fields to bring about solid, lifelong changes in the targeted groups.
- The beneficiaries are their domestic helps, old and sick people in the neighbourhood, accident victims and poor patients in the hospitals in need of blood.
- The college has a number of awards for the faculty and students rendering help to the society. Besides, they have been honored by local, regional and national bodies.

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?

The management has a futuristic approach for the development of infrastructural facilities and offers funds for the development as per need. The college has built up excellent infrastructure and learning resources since its inception in 1966. It has a campus of 5 acres with two sister institutions in the same campus namely SSD Women's institute of Technology and SSD Girls' College of Education. Our college has different blocks like Administrative Block, Academic Block (Arts, Commerce and PG blocks) constituted of classrooms and laboratories, central library, gymnasium, canteen, recreation hall, playground and two well- maintained lawns.
The infrastructure is upgraded as per requirement.

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

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

a) **Curricular activities:** College has adequate infrastructure for curricular activities. Details are mentioned below:

Classrooms	36
Seminar Hall	01
Auditorium	01
Library	Spacious & well stocked with separate reading hall for teachers and students
Music Room	01
Conference Room	01

LABORATORIES	
Department	No. of Labs
Home Sci.	02
Home Mgt.	01
Office Mgt.	01
Computer Sci.	03
Language Labs	01

Other than classrooms and laboratories, we have:

- ❖ Special Facilities
- • Administrative block
    - ➢ Management Room
    - ➢ Principal's Office
    - ➢ Office for clerks-02
- • Three staffrooms (2 out of 3 are air conditioned)
- • Hostels: 03 Hostels having spacious and airy rooms, mess, office, common room, hygienic kitchen, hot water facility, water coolers, centralized water purifier, visitors' room and 5 washing machines.
- • Recreation hall
- • Canteen
- • 2 tuck shops with photocopier and scanner
- • Gymnasium
- • Transport (4 Buses and 1Van)
- • Covered parking for vehicles
- • Play ground
- • In-campus branch of SBOP
- • CCTV cameras
- • Three lawns

b) Extra-Curricular activities :

College is actively involved in extracurricular activities. Students participate in various sports competitions organized on campus as well as off the campus. Every year, sports meet is organized in the college for students of all streams.

Sports: Facilities available are:

Outdoor Facilities	Indoor Facilities
• Basketball Court • Badminton Court • Netball Court • Athletics • Volleyball Court • Kho-Kho Court	• Table Tennis • Chess • Carom

Gymnasium: One gymnasium open for staff and students.

NSS: NSS department of SSDGC is registered with 2 ½ units which have 250 volunteers on rolls.

NCC: The NCC unit of SSDGC comes under 4 Pb. Girls BN N.C.C Patiala. Enrolment in NCC depends upon physical fitness of the cadet for military training. A student can be an NCC cadet for three years. During this period, students get ample opportunities to attend training camps and specialized camps like advanced leadership, mountaineering and other inter-state camps. NCC cadets are trained to qualify for B and C certificate exams. Students having 'C' certificate are given priority in the selections as an officer in Army, Air Force, Navy and Police. Students having 'B' and 'C' certificates are given incentives and additional weightage in various higher and professional classes for admission.

Cultural activities:

Every year, college organizes "Talent Hunt" competition in which the activities like Dance, Music, Painting, Drama, Mehndi, Rangoli, Debate, Declamation and Poetry Recitation etc. are organised. Winners of these activities get the chance to participate in youth festivals. Our college bags considerable number of prizes in the zonal youth festivals.

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).

College has adequate infrastructure for various academic activities. It has 36 classrooms, requisite number of laboratories, seminar hall and conference hall. The classrooms are optimally utilized, labs are also used as classrooms if required.

The college auditorium is constantly used for academic and other functions of the college and the sister institutions. The college library ensures the optimum use of books and journals. The seminar hall is regularly used for conducting presentations and seminars. Hostels also extend home-like facilities to its inmates. The college ground is used for sports activities not only by our players but also by other in-campus sister institutions.

Specific examples of the infrastructural facilities developed/augmented/the amount spent during the last four years:

Facilities developed/Augmented	Amount spent in Rs.
2011-12	
Photostat Machine	43,000/-
Computers(08)	1,39,000/-
Laser Printer	4,412/-
2012-13	
62KV Generator	4,72,000/-
200 KV Generator	11,20,000/-
Window AC 1.5 ton(07)	1,57,000/-
LED 40"(03)	1,49,700/-
LED 32"(02)	49,600/-
Projector	35,000/-
Ceiling Fans(57)	80,500/-
Computer(52)	11,80,440
Computer Server(02)	92,476/-
Software(06)	1,59,000/-
Library Tables(07)	64,400/-
Sofas(02)	47,000/-

Facilities developed/Augmented	Amount spent in Rs.
Computer Tables(02)	18,000/-
Walls Speakers(08)	44,920/-
Amplifier	26,845/-
Fire protection system(45)	1,03,127/-
Steel Almirahs(34)	1,14,421/-
Audio video system	1,24,895/-
Printer(02)	12,938/-
Scanner	2,545/-
Head Phone (07)	2,968/-
2013-14	
Camera Night vision (22)	70,000/-
DVR(02)	27,000/-
Solar water heater system	1,85,000/-
Gymnasium equipment	1,40,000/-
Networking	40,010/-
Online UPS	1,05,000/-

Planned expansions:
- Construction of Science block.
- To strengthen e-resources in library.
- To establish departmental libraries.
- Construction of Maths laboratory.
- To organize on-campus faculty enrichment programmes.
- Research centres to be developed.
- Provision of lifts and disabled friendly toilet in new buildings to be constructed.

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

In order to cater to the needs of differently-abled students, the following measures are adopted:
While framing time table and conducting examinations, special care is taken to accommodate such students on the ground floor.

Resident students are provided accommodation on the ground floor and near the washrooms.
Disabled-friendly toilets are in the process of construction.

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

Hostel Facility – Accommodation available

Recreational facilities, gymnasium, yoga centre, etc.:- There is a well-equipped and air- conditioned gymnasium for the physical fitness of students. Apart from this, there is a reception room, five washing machines with the services of a washerwoman, a huge dining hall with the capacity to seat around 120 people and a recreation hall where the hostellers can watch TV and enjoy their leisure time.

Computer facility including access to internet in hostel: Not Available
Facilities for medical emergencies: In case of emergencies, there is a tie-up with Dr. Mela Ram Hospital which provides on-call 24-hour medical facility.
Library facility in the hostels: Not Available
Recreational facility-Common room with audio-visual equipments:- There is a common room in the hostel with the facility of TV, where the students can have parties on special days like birthday etc besides watching TV. Otherwise, functions like farewell party, fresher party etc. are arranged in the college auditorium as hostel is located in the campus. This common room also provides facility of indoor games.
Constant supply of safe drinking water: The facility of centralized water purifier which supplies water on every floor of all the buildings.
Security: CCTV cameras have been installed to monitor and keep a check on every activity in the college. Watchmen and security guards have also been deputed.

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

As such, we do not have any health care centre. Minor ailments are taken care of by the First-Aid Incharge. Otherwise, in case of emergencies, there is a tie-up with Mela Ram Hospital (adjoining the college with an interconnected door). Since long, Dr. Mela Ram has been providing his

services as per our need. There is a well-equipped gymnasium in the campus to ensure physical fitness of the students.

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

IQAC- Management Room
Career Guidance and Counselling Cell- Conference room in the Commerce dept.
Placement Unit- Conference room in the Commerce dept.
Health centre (First-Aid room) - Home Science lab
Canteen- In the campus (in-between the temple and SSDWIT building).
Recreational spaces for staff and students- Above the canteen
Safe drinking water (Centralized water purifier)- Near canteen
Auditorium- Opposite to the Administrative block
Grievance Redressal unit-Principal Office

4.2 **Library as a Learning Resource**

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

The college library has a Library-Advisory Committee. Its composition is: The Principal, senior faculty members and the librarian.

The functions of the committee are:
- To utilize the grants available for books optimally.
- To address issues and grievances pertaining to library matters.
- To make the library user-friendly.
  - ➢ Partitioned study tables.
  - ➢ False Ceiling to co-op with extreme temperature conditions.
  - ➢ E-learning facility
  - ➢ Facility of printer for staff members

4.2.2 Provide details of the following:
Total area of the library (in Sq. Mts.), Total seating capacity, Working hours (on working days, on holidays, before examination days, during examination days, during vacation), Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

Total area of the library (in Sq. Mts.): 4337.7 sq. mts.

Total seating capacity: 50

Working hours: On all the working days- 9:00 am to 3:30 pm.
On gazetted holidays, the library remains closed.

Layout of the library: There are tables in the reading hall which are partitioned so that the individuals can study without interruption from the students sitting across. There is a separate reading area for the staff. There is an e- resource area in the library where the staff and students can access internet. There is a separate section of Book Bank from where books are issued to the poor and needy students for the whole session. Old magazines, newspapers and question papers (University exams) are put in the store room for later access.

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

The library ensures the purchase and use of current titles, print and e-journals and other reading materials etc. as per the demand put up by faculty members through the Principal.

Library holdings	Text books		Reference Books		Journals/ Periodicals		e-resources	
	No.	Total Cost	No.	Total Cost	No.	Total Cost	No.	Total Cost
2011-12	369	88853/-	06	3635/-	07	12,000/-	---	---
2012-13	415	102037/-	28	17209/-	03	32,00/-	---	---
2013-14	251	80339/-	20	22640/-	11	14,720/-	---	---
2014-15	479	120020/-	05	7659/-	06	12,040/-	01	1800/-

4.2.4 **Provide details on the ICT and other tools deployed to provide maximum access to the library collection?** OPAC, Electronic Resource Management package for e-journals, Federated searching tools to search articles in multiple databases, Library Website, In-house/remote access to e-publications, Library automation, Total number of computers for public access, Total number of printers for public access, Internet band width/ speed, UPS, Institutional Repository, Content management system for e-learning, Participation in Resource sharing networks/consortia (like Inflibnet)

OPAC- Likely to be installed

Electronic Resource Management package for e-journals- Yes

Federated searching tools to search articles in multiple databases- Nil

Library Website- A dynamic link of library is provided in the main website of the college (Infrastructure ⟹Library) i.e. www.ssdgc.com

In-house/remote access to e-publications- Nil

Library automation- E-granthalaya is available for efficient accessing, issuing and returning books as well as for systematic record-keeping.

Total number of computers for public access-04

Total number of printers for public access-01

Internet band width/ speed- 100 mbps

UPS- 04

Institutional Repository- Nil

Content management system for e-learning- Nil

Participation in Resource sharing networks/consortia-Yes

4.2.5 **Provide details on the following items:**
Average number of walk-ins, Average number of books issued/returned Ratio of library books to students' enrolled, Average number of books added during last three years, Average number of login to OPAC, Average number of login to e-resources, Average number of e-resources downloaded/printed, Number of information literacy trainings organized Details of "weeding out" of books and other materials.

Average number of walk-ins:- 67

Average number of books issued/returned-24

Ratio of library books to students enrolled -38:1

Average number of books added during last three years-Around 400

Average number of login to OPAC- N.A.

Average number of login to e-resources- 8/month

Average number of e-resources downloaded/printed-Nil
Number of information literacy trainings organized-Nil
Details of "weeding out" of books and other materials–We store such
books in the storeroom with proper details in the registers.

4.2.6 **Give details of the specialized services provided by the library:**
Manuscripts
Reference
Reprography
ILL
Information deployment and notification
Download
Printing
Reading list/ Bibliography compilation
In-house/remote access to e-resources
User Orientation & awareness
Assistance in searching Databases
INFLIBNET/IUC facilities

Manuscripts: None
Reference: On demand
Reprography: No provision of photo copier in the library.
ILL: Yes
Information deployment and notification: There are notice boards in the
library where the thought of the day, newspaper cuttings etc. are
displayed.
Download: Yes, the users can download information from the internet.
Printing: Facility available only for staff
Reading list/ Bibliography compilation: No
In-house/remote access to e-resources: Yes
User Orientation & awareness: Yes
Assistance in searching Databases: No
INFLIBNET/IUC facilities: Yes

4.2.7 **Enumerate on the support provided by the Library staff to the
students and teachers of the college?**
The support provided by the library staff to the students and teachers of
the college is in the form of:
Computers
Internet
Property counter

A separate study-table for staff
Timely issue/return of books
Maintaining peaceful academic environment.

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

No special facilities are offered by the library to the visually/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?)

Feedback from the students is taken in the form of verbal suggestions in tutorial group meetings and forwarded to the library committee who then analyze the things and make changes accordingly.

4.3. IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution. Number of computers with Configuration (provide actual number with exact configuration of each available system)

IT-INFRASTRUCTURE

Department of computers	Specification	Qty
LAB -1	9PC's PENTIUM(R)-DUALCORE, 3.00GHz, 1GB RAM, 300GB HDD 6PC's PENTIUM(R)-DUALCORE, 2.50GHz, 2GB RAM, 300GB HDD 7PC's PENTIUM (D),3.00GHz,1GB RAM, 80GB HDD 9PC's INTEL(R) CORE, 3.30GHz, 4GB RAM, 500GB HDD P-IV, 3.07GHz, 1GB RAM, 80GB HDD	32
	Printer (Canon)	01
	LCD Projector	01

Department of computers	Specification	Qty
LAB -2	2PC's PENTIUM-DUALCORE, 3.00GHz, 1GB RAM, 320GB HD 21PC's PENTIUM(D), 2.00GHz, 1GB RAM, 160 GB HDD 1PC PENTIUM(R), 2.00GHz, 510MB RAM, 80GB HDD	24
	Printer(Canon)	01
	LCD Projector	01
LAB-3	30 PC's -Dual Core, 3.00 GHz, 1GB Ram, 320GB Acer	30
	Printer(Canon)	01
	LCD Projector	01
LIBRARY	PENTIUM(R)DUAL-CORE, 3.00GHz, 504MB RAM, 300GB HDD PENTIUM DUALCORE, 3.20GHz, 1GB RAM, 3.20GB HDD PENTIUM(R) DUALCORE, 3.19GHz, 1 GB RAM, 300GB HDD PENTIUM(R)DUALCORE, 3.19GHz, 1 GB RAM, 50GB HDD	04
	Printer	01
LANGUAGE LAB	INTEL(R) CORE(TM)-i3, 3.30GHz, 4GB RAM, 500GB HDD 16PC's- INTEL(R)CORE(TM)i3, 3.29GHz, 2GB RAM, 300GB HDD	16
	Server	01
	UPS	13
	LCD Projector	01
PRINCIPAL OFFICE	LED	01
	Laptop	01
	Printer (HP)	01
Conference room	LED	01
	LCD Projector	01
	P-DUAL CORE, 2.70GHz, 2GB RAM, 500GBHDD	01

ACCOUNT OFFICE	P-DUAL CORE, 2.70GHz, 2GB RAM, 320GB HDD P-(R)DUAL CORE, 2.49GHz, 2GB RAM, 300GB HDD	02
	Photostat Machine	01
	Scanner	01
	Printer	02
HOSTEL	LED	01
CANTEEN	LED	01
MANAGEMENT OFFICE	LAPTOP	01
	LED	01
LAB-01, LAB-02	Online UPS	02

Computer-student ratio : 1:5
Stand alone facility : 16
LAN facility : Yes
Wi-Fi facility : Yes

Licensed softwares:

Date	Software	User
29-04-2010	Office Professional plus 2007 Win 32 (Microsoft MEDIA)	01
29-04-2010	Microsoft open license for (office proplus 2007)	10
17-05-2010	Nurton Antivirus End point protection-II Qty:- 01	15
20-03-2013	IBM Server Software	01
21-03-2013	IBM Server Software	01

Number of nodes/ computers with Internet facility: 74

Any other: Online UPS (02)

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

Internet facility is available in computer labs and in the Administrative block. Students can access the internet in computer labs and the staff can avail the same in the Administrative block. PG department of Commerce provides Wi-Fi facility to students and staff.

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

The college deploys and upgrades its IT infrastructure as per requirement like changes in the syllabi or changes taking place in the IT sector.

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

As such, there is no budgetary provision. Everything is as per requirement.

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

Well-equipped conference room with LCD projector and Language lab equipped with the computer and related software are used to encourage computer-aided teaching-learning. Use of internet through Broadband and Wi-Fi as well as through e-resources helps in the same.

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

The college encourages students and staff for teaching-learning with facilities such as:-

- Fully air-conditioned computer labs
- Library
- Wi-Fi connections
- Reading Room
- Seminar Hall
- Language Laboratory

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?

The facility is not available with the affiliating university.

4.4 Maintenance of Campus Facilities

Maintenance and upkeep of the campus and facilities within it is our regular feature even if the funds are not allocated and all such matters are managed by the governing body through the maintenance clerk with his team constituted of electrician, plumber, carpenter etc. However, the minor faults are dealt with by this team and experts are also called for major faults.

Criterion-V

STUDENT MENTORING AND SUPPORT

5.1   Student Mentoring and Support

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

Yes, the college publishes its updated prospectus annually containing rules and regulations, vision, mission and academic information. It also contains information regarding academic and administrative faculty, courses available/academic programmes, subject combinations, fee structure and fee concession, prizes and honours, stipends, scholarships, college rules, co-curricular programmes and year planner/academic calendar etc. (a copy of the prospectus is enclosed). This is a ready reference for the students and they are supposed to go through it before admission.

The prospectus is made available alongwith the application form in the college office. The students are also made aware of the various support systems for them through the prospectus .This also enables students to identify the courses of their interest. All information that the students need regarding their stay in the college is modified every year and disseminated to all students.

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

The mission of the college is to impart holistic education to the female youth from all strata of society. Considering the socio-economic status of the students, fee concession is granted to the needy students and they are permitted to pay fee in easy installments. They are identified through a committee constituted for fee concession. Meritorious students are given discount on fee depending upon their merit and irrespective of their socio-economic status.

The details of Fee Concessions are given in the following table:

Fee Concessions given to the students in 2011-12

S. No.	Class	No. of Students	Amount	Account	Category
1	B.A-I	35	66,785/-	Funds & Mgt. A/c	Merit
2	B.A-II	29	48,975/-		-do-
3	B.A-III	49	1,04,855/-		-do-
4	B.Com-I	15	24,825/-		-do-

S. No.	Class	No. of Students	Amount	Account	Category
5	B.Com-II	10	18,655/-		-do-
6	B.Com-III	04	6500/-		-do-
7	BCA-I	03	11,000/-	Scholarship A/C	-do-
8	BCA-II	01	3000/-		-do-
9	BCA-III	03	9000/-		-do-
Fee Concessions given to the students in 2012-13					
1	B.A-I	25	35550		Merit
2	B.A-II	16	54840		-do-
3	B.A-III	39	75550	Funds A/c	-do-
4	B.Com-I	29	53750		-do-
5	B.Com-II	25	37750		-do-
6	B.Com-III	22	41851		-do-
7	B.C.A-I	4	18550		-do-
8	B.C.A-II	7	20400	Fee Concession A/c	-do-
9	B.C.A-III	14	58400		-do-
10	M.Sc(IT)-I	7	32500		-do-
11	M.Sc(IT)-II	4	27800		-do-
12	M.Sc(IT)-LE	6	20000		-do-
Fee Concessions given to the students in 2013-14					
1	B.A-I	76	209130		Merit
2	B.A-II	55	149000		-do-
3	B.A-III	48	118900		-do-
4	B.Com-I	45	150775		-do-
5	B.Com-II	32	77050	Funds A/c	-do-
6	B.Com-III	37	100300		-do-
7	B.Com-I(P)	3	11765		-do-
8	B. Lib	1	5000		-do-
9	M.Com-I	6	27500		-do-
10	B.C.A-I	1	15000		-do-
11	B.C.A-II	5	26100	Fee Concession A/c	-do-
12	B.C.A-III	7	29400		-do-
13	M.Sc(IT)-I	1	3000		-do-
14	M.Sc(IT)-II	7	30600		-do-
15	M.Sc(IT)-LE	5	18250		-do-
Fee Concessions given to the students in 2014-15					
1	B.A-I	87	225600		-do-
2	BA.-I	1	9500		SC
3	B.A-II	69	168080	Funds A/c	-do-
4	B.A-III	76	144160		-do-
5	B.A-III	1	11290		SC
6	B.Com-I	54	130950		-do-

S. No.	Class	No. of Students	Amount	Account	Category
7	B.Com-II	30	77360		-do-
8	B.Com-III	16	45900		-do-
9	B.Com-I(P)	14	39110		-do-
10	B.Com-I(P)	01	8100		SC
11	B.Com-II(P)	23	50580		-do-
12	B. Lib	03	5000	Funds A/c	-do-
13	B.Sc(CSM)	04	10500		-do-
14	MA-I(Hindi)	01	1500		-do-
15	MA-I(Eng)	02	4000		-do-
16	MSc-I Maths	04	8000		-do-
17	M.Com-I	08	19000		-do-
18	M.Com-II	07	24000		-do-
19	B.C.A-II	01	15000		-do-
20	B.C.A-III	04	31700	Fee Concession A/c	-do-
21	M.Sc(IT)-I	02	7000		-do-
22	M.Sc(IT)-II	02	6000		-do-
23	M.Sc(IT)-LE	04	27500		-do-

5.1.3 What percentage of students receive financial assistance from state govt., central govt. and other national agencies?

Source	Percentage of students receiving financial assistance			
	2011-12	2012-13	2013-14	2014-15
State Government	----	----	----	2.91%
Central Government	----	----	----	0.80%
Other National Agencies	----	----	----	----

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

1. Students from SC/ST, OBC and economically weaker sections
2. Students with Physical disabilities
3. Overseas students
4. Students to participate in various competitions/National and International
5. Medical assistance to students:-
6. Organizing coaching classes for competitive exams
7. Skill development (spoken English, computer literacy etc.)
8. Support for "Slow learners"

9. Exposure of students to other institutions of higher learning/corporate /business /house etc.

. 10. Publication of student magazine

1. Students from SC/ST, OBC and economically weaker sections:
- SC/ST and other minority students are made aware of the scholarships and privileges available to them and facilitated in the procedure.
- College provides book bank facility to them.

2. Students with Physical disabilities:
- Facility of ramp and Wheel chair is available.
- We have the provision to accommodate such students on the ground floor for the purpose of classes and examinations. Similar provision is there in the hostel also.

3. Overseas students:
- **N**o overseas student stands enrolled.

4. Students to participate in various competitions/National and International:
- Computers with internet facility are available.
- Competitive books and magazines are provided.
- Proper guidance is provided as per requirement.

5. Medical assistance to students:
We have an on-call doctor, Dr. Mela Ram, who provides his services whenever required. Otherwise, Minor ailments are taken care of by the First-Aid in-charge. In case of symptoms of severe illness, parents are intimated immediately. Resident students are also attended by the same doctor as per need.

6. Organizing coaching classes for competitive exams:
- The college does not provide any coaching for competitive exams.
- The college library provides books, journals, encyclopaedias and magazines.
- Computers with Internet facility are provided.

7. Skill development (spoken English, computer literacy etc.):
- Literary Association of English organizes various competitions like Grammar & Composition, Debate and Declamation, Quiz and Extempore etc. for improving communication skills of the students.
- College lays stress on computer literacy. Recently, we have started Digital India programme (a certificate course) launched by the

Govt. of India. Students from different streams including under graduate and post graduate have done this course.

8. Support for "Slow learners":
- Remedial classes for different subjects like English, Mathematics and Economics are arranged for slow learners as per requirement before/after the college time/before the college starts.
- Subject teachers/tutors counsel these students regularly and also keep track of their performance.

9. Exposure of students to other institutions of higher learning / corporate / business / house etc.:
- Guest lectures by experts are organized time to time by almost all the departments to keep pace with the recent developments in their subjects.
- Industrial visits also help them keep in touch with the latest developments.
- Educational and historical trips are organized.

10. Publication of student magazine:
College Magazine "Prajyachakshu" provides a platform to the students to exhibit their creativity in thoughts and ideas.

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

The institution encourages development of entrepreneurial skills among the students by creating awareness among them through our career guidance and counseling cell. These efforts result in creation of interest among the students to establish their own small scale enterprises with financial assistance from the government.

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

- To promote participation of students in extra-curricular and co-curricular activities, the cultural committee, the youth coordinator and the admission committee of the college chalk out policies and

strategies.

- The admission committee makes sure that the students enroll themselves in at least one activity. A talent hunt is organized for all the students to explore their talent and the selected students are guided rigorously in their chosen areas by the faculty members placed on different committees. The students who participate in these activities are taught in extra time to cover the syllabus and to bring them at par with the rest of the class.
- There is a provision of special tests for the participants of these activities who are unable to appear in the regular examination conducted by the college.
- There is a provision of refreshment and the diet when the students are participating in any cultural or sports activity. Players/athletes are provided uniform and other material as per requirement.

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

- No formal classes are arranged to prepare students for competitive exams but teachers in their classes and in free time, guide the interested students for the relevant competitive exams.
- Our well stocked library is a good support for this task.
- Two of our Commerce students with the help of the guidance of their teachers qualified UGC-NET in the first attempt while pursuing M.Com.

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

The college has an Admission Committee which handles all the queries from parents and students regarding course options offered by the college and guide them to choose the right options.

Academic: Teachers in their classes provide regular counselling to the students to address issues related to their academic problems.

Personal: The tutors regularly interact with the students placed under their mentorship. The students are encouraged to share even their personal

problems. A friendly and comfortable environment is provided. The secrecy is maintained for personal information and necessary corrective steps are taken in consultation with the Principal, thereby addressing personal problems. The resident students are ensured homely atmosphere in the hostels.

Career: Faculty members encourage students for pursuing higher studies in their respective subjects and guide the students regarding the choice of subjects at the time of admission as per the present educational scenario.

Psycho-social: The problems related to social factors affecting student's mental health, peer pressure, parental support, cultural and religious backgrounds, socioeconomic status and interpersonal relationships are addressed through their tutorial group incharge and special lectures.

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).

- We have a Career Guidance and Counselling Cell that makes the students aware of the job and career opportunities after graduation and gives them handy tips to prepare for interviews.
- The admission committee also guides and directs students regarding the choice of stream/subjects and career opportunities after graduation.

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.

- College at present has 1090 students on roll and the problems if any are taken care of by the faculty members/ tutorial group incharge and the Principal on the basis of the suggestions/complaints received through interaction with them in the tutorial group meetings and through personal interaction.
- A student Grievance and redressal cell has recently being formed separately for hostlers and day scholars for the redressal of their grievances. As such no major grievances have ever been reported.

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

The college is exclusively for girls. Infact, all the teachers are female although the non-teaching staff has a few male members too. The students and staff believe in ethical growth therefore, no such case has ever been reported in the history of the college.

The college plays a proactive role to sensitize young minds towards gender issues. Various lectures are organized on women empowerment with interactive sessions for the students where they are motivated and empowered to handle any kind of harassment they may face in the world.

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 strictly prohibited as per the orders of Honorable Supreme Court of India Ref. No. SLP@ No. 24295/2004 and also as per the directions of Ministry of Human Resource Development, Department of Higher Education. Therefore, an anti-ragging committee has been constituted as per the govt. norms. Because of the vigilant staff members and hostel warden, no instance of ragging has ever been reported during the last four years. Even then, placards have been displayed in the college campus with the mobile phone number, which the students and parents can use in case of ragging incidents.

However, no such incident has ever been reported.

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

Besides financial help like fee concessions to meritorious and needy students, the following welfare schemes are available to the students:
- College book bank provides books to the students belonging to economically weaker sections.
- There is also a facility for paying fees on installment basis for economically weak students.

- Students are given refreshments during their practice as well as during their performance in various competitions and other activities organized by the college.
- The canteen committee works in tandem with the canteen contractor to ensure hygienic and nutritious eatables for all students.
- Well-equipped gymnasium has been set up within the campus for physical fitness of students and staff.
- The college has its own fleet of buses for transportation.
- Recreation hall provides facilities like LCD and Indoor games (table tennis, carom board etc.) where students can get rid of mental stress.
- Digital generators provide for continuous electricity supply even during long power cuts.
- The college Career and Counselling Cell makes the students aware of job opportunities and gives them handy tips for facing an interview.
- In-campus banking facility, tuck shops, stationery shop with the facility of photo- copier are also available.
- Close circuit television (CCTV) system has been installed.

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

Though the institution did not have a registered Alumni Association but maintained telephonic contact with a few ones and contacted them as per need. But recently, we have formed the alumni association and are in the process of getting it registered for their contribution to the institution in a better way.

5.2   Student Progression

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

Student progression	Percentage
UG to PG	No information Available
PG to M.Phil.	
PG to Ph.D.	

Employed Campus selection	• Several number of students got employment through the campus interview conducted by our commerce department in collaboration with HDFC bank in the Session-2012-13. The list of selected student is provided in the annexure. • Seven students got employment through the campus interview conducted by IT department in collaboration with different companies as given below:
Other than campus recruitment	No record maintained.

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.**

Results are the indicator of students' progress and the progression of our students is evident from the following table.

Analysis of the students results (last four years)

Class	Session		Appeared	First	Distinction	College pass %age
B.A-I	2011-12		140	17	----	87.85%
	2012-13		156	25	----	87.82%
	2013-14		144	13	----	88.19%
	2014-15	Sem-I	136	26	20	100%
	2014-15	Sem-II	135	42	05	100%
B.A-II	2011-12		112	20	01	96.42%
	2012-13		112	16	----	98.21%
	2013-14		134	21	----	93.28%
	2014-15		131	14	----	98.47%

Class	Session		Appeared	First	Distinction	College pass %age
B.A-III	2011-12		131	27	----	98.47%
	2012-13		107	24	01	96.26%
	2013-14		103	22	----	99.02%
	2014-15		115	23	----	98.26%
B.Com-I	2011-12	Sem-I	107	76	10	100%
		Sem-II	107	85	10	100%
	2012-13	Sem-I	129	54	07	100%
		Sem-II	130	41	06	100%
	2013-14	Sem-I	67	27	---	100%
		Sem-II	66	37	03	100%
	2014-15	Sem-I	92	56	03	100%
		Sem-II	92	50	08	100%
B.Com-II	2011-12	Annual	93	16	----	94.62%
	2012-13	Sem-III	104	45	04	100%
		Sem-IV	104	66	---	100%
	2013-14	Sem-III	119	69	03	100%
		Sem-IV	118	83	10	100%
	2014-15	Sem-III	68	36	----	100%
		Sem-IV	66	53	11	100%
B.Com-III	2011-12	Annual	52	20	----	100%
	2012-13	Annual	83	40	03	100%
	2013-14	Sem-V	102	64	----	100%
		Sem-VI	102	91	09	100%
	2014-15	Sem-V	115	83	16	100%
		Sem-VI	115	97	30	100%
B.Com-I(P)	2013-14	Sem-I	47	44	27	100%
		Sem-II	47	32	24	100%
	2014-15	Sem-I	64	56	05	100%
		Sem-II	64	64	52	100%
B.ComII (P)	2014-15	Sem-III	47	35	23	100%
		Sem-IV	47	45	36	100%
BCA-I	2011-12	Sem-I	33	09	02	100%
		Sem-II	31	04	03	100%
	2012-13	Sem-I	22	05	-----	100%
		Sem-II	22	03	-----	100%

Class	Session		Appeared	First	Distinction	College pass %age
BCA-I	2013-14	Sem-I	07	03	-----	100%
		Sem-II	07	02	-----	100%
	2014-15	Sem-I		No Admission		
		Sem-II				
BCA-II	2011-12	Sem-III	70	23	03	100%
		Sem-IV	70	13	04	98.57%
	2012-13	Sem-III	28	10	----	100%
		Sem-IV	28	09	----	100%
	2013-14	Sem-III	21	04	----	100%
		Sem-IV	21	02	----	100%
	2014-15	Sem-III	08	02	01	100%
		Sem-IV	07	02	01	100%
BCA-III	2011-12	Annual	78	49	04	98.72%
	2012-13	Sem-V	66	19	02	98.48%
		Sem-VI	64	22	03	100%
	2013-14	Sem-V	29	10	----	100%
		Sem-VI	28	22	03	96.55%
	2014-15	Sem-V	21	02	----	100%
		Sem-VI	21	01	-----	100%
B. Lib.	2013-14	Sem-I	09	----	----	100%
		Sem-II	09	09	02	100%
	2014-15	Sem-I	08	03	---	100%
		Sem-II	08	----	----	100%
B.Sc.(CSM)	2014-15	Sem-I	07	03	01	100%
		Sem-II	07	03	01	100%
MSc.(IT)(R)	2011-12	Sem-I	15	09	01	100%
		Sem-II	15	09	02	100%
	2012-13	Sem-I	35	14	-----	100%
		Sem-III	12	09	02	100%
		Sem-II	34	27	01	100%
		Sem-IV	12	09	03	100%
	2013-14	Sem-I	30	21	03	100%
		Sem-III	33	26	----	100%
		Sem-II	30	22	03	100%
		Sem-IV	33	29	----	100%

Class	Session		Appeared	First	Distinction	College pass %age
MSc.(IT)(R)	2014-15	Sem-I	24	04	07	100%
		Sem-III	29	17	05	100%
		Sem-II	24	22	02	100%
		Sem-IV	29	22	07	100%
MSc.(IT) (LE)	2011-12	Sem-III	45	35	03	100%
		Sem-IV	44	26	04	100%
	2012-13	Sem-III	26	14	----	100%
		Sem-IV	26	13	02	100%
	2013-14	Sem-III	24	19	02	100%
		Sem-IV	23	15	----	100%
	2014-15	Sem-III	16	09	----	100%
		Sem-IV	16	11	01	100%
M.Com.	2013-14	Sem-I	32	31	08	100%
		Sem-II	32	25	06	96.87%
	2014-15	Sem-I	33	33	15	100%
		Sem-II	33	33	31	100%
		Sem-III	31	30	06	100%
		Sem-IV	31	30	19	100%
M.A.(Hindi)	2014-15	Sem-I	08	04	----	100%
		Sem-II	08	08	----	100%
M.A.(Eng.)	2014-15	Sem-I	06	03	----	100%
		Sem-II	06	03	-----	100%

Completion Rate for various courses for the Last four Batches

B.A				
B.A-I		B.A-III		Completion Rate
Session	Appeared	Session	Passed out	
2009-10	150	2011-12	125	83.33%
2010-11	127	2012-13	103	81.10%
2011-12	140	2013-14	102	72.86%
2012-13	156	2014-15	111	71.15%
B.Com				
2009-10	65	2011-12	52	80%
2010-11	96	2012-13	81	84.37%
2011-12	107	2013-14	99	92.52%
2012-13	130	2014-15	107	82.31%

BCA				
2009-10	75	2011-12	77	98.72%
2010-11	77	2012-13	63	81.82%
2011-12	33	2013-14	28	84.85%
2012-13	22	2014-15	21	95.45%
B.Lib				
2013-14	9	2013-14	9	100%
2014-15	8	2014-15	8	100%
M.Sc(IT) Lateral Entry				
2011-12	45	2011-12	44	97.78%
2012-13	26	2012-13	26	100%
2013-14	24	2013-14	23	95.83%
2014-15	16	2014-15	16	100%
M.Sc(IT) Regular				
2011-12	15	2012-13	12	80%
2012-13	35	2013-14	33	94.28%
2013-14	30	2014-15	29	96.67%
M.Com				
2013-14	32	2014-15	31	96.87%

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 students towards successful completion of their courses & progression to higher level of education. In pursuance of this aim, following steps are taken:

- Merit concessions are offered as incentive to bright students.
- Remedial coaching is arranged.
- Peer learning is encouraged to help the students clear their exams.
- The institution keeps on updating its courses to retain its relevance in today's fast changing scenario.
- Different courses are added from time to time. As given under:
  M.A. (Hindi and Punjabi)- 2005-06, BBA/BCA-2006, PGDCA-2008-09, M.Sc. (IT)(Lateral Entry)-2010, M.Sc.(IT)(Regular)-2011-12, B.Lib.-2013-14, M.Com.-2013-14, B.Sc.(CSM)-2014-15, M.A.(English)-2014-15

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:

- Remedial coaching is arranged and peer learning is encouraged to help the weak students clear their exams.
- Concession on the basis of financial status is offered to students in order to minimize the dropout rate and encourage them to pursue their studies.

5.3 Student Participation and Activities

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

The college offers facility for the following games and sports activities:

Sports:

Outdoor Facilities	Indoor Facilities
• Basketball Court • Badminton Court • Netball Court • Athletics • Volleyball Court • Kho-Kho Court	• Table Tennis • Chess • Carom

The college has an NCC wing. This year, the college enrolled 35 cadets. The cadets are given training in the camps as per their prescribed syllabus.

Cultural and other extra-curricular activities

The college offers a full range of co-curricular, cultural and extra-curricular activities under the aegis of Youth Co-ordinator who prepares teams for participation in youth festivals in events like debate, declamation, painting, rangoli, mime, giddha, classical dance, fancy dress, group shabad, group song, solo song, folk song etc. The teacher incharges guide and prepare the students.

All the curricular, co-curricular and extracurricular activities are planned and executed as per the Academic calendar and Year planner as given in the college prospectus.

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. in the last four years.

<div align="center">

Major Student Achievements (2011-12)
Co-curricular and Extra-curricular achievements

</div>

At International Level:
- Youth Red Cross volunteer Harleen Kaur of B.A.-III was selected for her three year regular service in Youth Red Cross in Asia Pacific Red Cross Red Crescent Youth Leadership Forum (Hongkong) in 2010.

At State Level:
- 22 NCC Cadets cleared 'B' certificate and 11 'C' certificate exam

At University Level:
- Harleen Kaur of B.A.-III was awarded the best NSS volunteer award by Punjabi University, Patiala in 2011. She was also honoured with University Color, Gold Medal and a certificate of appreciation.

At Inter-college Level:
- Our giddha team won gold medal in ATC Camp at Paprola Distt. Kangra of H.P. held from 16th to 22nd June, 2012.
- Jaspreet Kaur got first position in Western Dance, Monika stood first and Veerpal Kaur third in Debate, Meena Kumari stood first in Solo Dance in intercollege competition in ATC camp held at Akal Academy, Cheema, Distt. Sangrur from 9th to 18th Oct., 2011.
- The college got second position in Lokgeet, and stood third in Group Shabad and in Fancy Dress in inter-college competition held at Bhai Asa Singh Girls' College, Goniana from 16-17 Feb, 2011.
- Poonam Rani B.A-II got 3rd position in Judo in a competition held on 8-10 Oct, 2011 at Baba Farid College, Deon.
- Nisha Sharma got 3rd position in Boxing in a competition held on 17-19 Oct, 2011 at Punjabi University T.P.D. Malwa College, Rampura Phul.

Major Student Achievements (2012-13)
Co-curricular and Extra-curricular achievements

At State Level:
- Legal literacy club got second position at state level for documentary film on "Child Labour" in a competition held at Guru Nanak Bhawan, Ludhiana on 23 Nov, 2012.
- 25 NCC Cadets cleared 'B' certificate and 19 'C' certificate exam.

At District Level:
- Our Documentary Film on "Child Labour" got first position in a district level competition of Legal Literacy Club held at Govt. Rajindra College, Bathinda on 22nd Oct, 2012.
- Kritika of B.A-III got third position in Powerpoint-presentation competition in a district level competition of Legal Literacy Club held at Govt. Rajindra College, bathinda on 22nd Oct, 2012.

At Zonal Level:
- Our students bagged various positions in Zonal Youth festival held at Fateh College for Women, Rampura Phul from 28th to 30th September, 2012: First position in Mime, fourth in Group Song, third in Rangoli and fourth in Quiz competition.
- Documentary film on "Child Labour" got second position at Zonal level held at SSD Girls' College, Bathinda by Legal Literacy Club on 15th Nov, 2012.

At University Level:
- Neha of B.A.-III was awarded the Best NSS Volunteer award at University level (Punjabi University, Patiala) by Hon'ble Vice-Chancellor, Punjabi University, Patiala. She was also honoured with University Color in NSS, a Gold Medal and a certificate of appreciation.

At Inter-college Level:
- Deepika of B.Com-III won first position in Inter-college poster-making competition held at Dev Samaj College for Women, Ferozpur on 21st Nov., 2012.
- Ad-mad Show and Rangoli both got third positions in Inter-college competition held at Malwa College, Bathinda in Feb., 2013.

- Nisha Sharma got third position and was awarded Bronze Medal in Judo (43 Kg.) and Gagandeep Kaur got fourth position in the same event in a competition held at University College, Ghanaur.
- Students of B.A.-III(team) got third position and cash prize of Rs. 2100 in Tug-of-war in inter-college competition held at Malwa Heritage Foundation Institution, Bathinda.
- Gagandeep got third position in Country Race in Inter-college competition in Youth Red Cross Training Camp at Haridwar.

Major Student Achievements (2013-14)
Co-curricular and extra-curricular achievements

At State Level:
- 16 NCC Cadets cleared 'C' certificate exam

At Zonal Level:
- College got fourth position in poster-making in Zonal Youth Festival held at Malwa College, Bathinda from 1st Oct to 3rd Oct, 2013.

At Inter-college Level:
- Our Giddha won Gold Medal at ATC Camp, Ropar from 11th to 20th July, 2013.
- Amanjot Kaur got first position in Inter-college Declamation Contest in ATC Camp at Ropar from 22nd to 31st August, 2013.
- Manisha and Rupinder Kaur of B.A.-II got third position in Slogan-writing Competition held at Government Rajindra College, Bathinda on 20th Nov, 2013.
- Group Shabad got third position in Inter-college competition held at Guru Nanak Khalsa College, Bathinda on 23rd Nov., 2013.
- Our college got first position in Bollywood Hungama, Nail Art, Hair Style, Mirror dance, second position in Hair Style, Photoshop, Rangoli and third in Debate, Salad making and Skit in inter-college competition held at SSDWIT, Bathinda on 4th and 5th March, 2014.

Major Student Achievements (2014-15)
Co-curricular and Extra-curricular achievements

At National Level:
- U/O Narinder Kaur attended NCC National games at New Delhi from 7-10-2014 to 19-10-2014 and got 4th position in Kabaddi.

At State Level:
- 09 NCC Cadets cleared 'B' certificate exam.

At Zonal Level:
- Our college stood third in both Rangoli and declamation contest in Zonal Youth Festival held at Gian Jyoti Girls' College, Sangat Mandi from 23rd to 25th Sep, 2014.

At Inter-college Level:
- Our students stood second in both Ad-mad Show and Bollywood Hungama in Inter-college competition "Tech Astra 2015" held at Malwa College, Bathinda on 13th Feb, 2015.
- Our team stood third in Group Shabad in Inter-college competition held at Guru Nanak Khalsa College, Bathinda.
- Our college got third position in Slogan-writing in Inter-college competition held at MIMIT, Malout on 24th Feb, 2015.

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 institution has informal mechanism to seek data and feedback from its graduates and employers to improve the growth and development of the institution. But recently, a feedback committee has been formed for this purpose and in future we will be using feedback performa to get feedback from the students.

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.

- Faculty members of the department of English, Hindi, and Punjabi, Economics, Computer Sc. and Commerce are deputed to guide and support students to exhibit their literary skills and creative thoughts and ideas which could be published in the college magazine.
- The major publications in the magazine brought out by the students are articles, essays and poems etc. written by them from time to time. The college magazine is an ideal platform for students to realize their creative potential and honor their writing skills. All the sections of magazine have teacher as well as student editor on the Editorial board to share the responsibility of editing the magazine.

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

The college did not have any Student Council or any other similar body but a student council has s recently been formed through nominations and on the basis of their distinguished qualities, which is constituted of representatives from academics, sports, cultural, NCC, NSS and YRC etc., prior to which we had class representatives who were contacted as per need and vice varsa.

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

- Under Academic Bodies, we have Editorial Board. Every section of the college magazine has a student editor who helps source articles from the students and also assists in editing the college magazine "Prajyachakshu".
- Under Administrative Bodies, we have discipline committee and hostel committee.
  Discipline Committee: This is a student force constituted of volunteers from NSS, YRC, Red Ribbon Club and NCC cadets who help in maintaining discipline during functions.
  Hostel Committee: The hostel committee has a number of student representatives (nine floor heads and one overall head) who take decisions regarding the functions to be organized, the maintenance of discipline & cleanliness in the hostel. The student representatives are also involved in planning the menu of the hostel mess. They work in close cooperation with the hostel warden.

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 institution maintains telephonic contact with a few alumni and contacts them as per need.
But recently (on 7th Oct, 2015), we have created a page on Facebook attached with our college website to invite alumni to get associated with the college.

A few of our alumni are already working in our college:
- Mrs. Jaswinder Kaur (Vice-Principal, Associate Prof. in Music)
- Dr. Usha Sharma (Asst. Prof. in Punjabi)
- Ms. Harleen Kaur (Asst. Prof. in English)
- Mrs. Shaveta Garg(Asst. Prof. in Computer Sc.)
- Ms. Rinky Singla (Asst. Prof. in Maths)
- Ms. Divya Jindal (Computer Programmer)
- Ms. Arshdeep Kaur (Asst. Prof. in Commerce)
- Ms. Saloni Singla (Asst. Prof. in Commerce)
- Ms. Saloni Arora (Asst. Prof. in Maths)
- Mrs. Vijay Lakshmi (Asst. Prof. at SSDWIT)
- Mrs. Shaveta Singla (Asst. Prof. at SSDWIT)
- Mrs. Shiza Bajaj (Asst. Prof. in Commerce)
- Miss Ruhi Dhuria (Asst. Prof. in English)
- Miss Khushneel Kaur (Asst. Prof. in English)

Former faculty:

A few of our former faculty members are invited for expert talks on various topics.

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, value orientations and vision for the future etc.?

Vision:
- To provide qualitative and utilitarian knowledge and value-based education to the students.
- To synchronize tradition with modernity and blend professional and traditional education for the development of women.
- To prepare students to compete in the changing scenario.
- To move beyond the targeted standards.

Mission:
- To enrich and empower the beneficiaries through participative, positive and fertile teaching-learning environment.
- To promote and revive Indian tradition and moral values.
- To promote women education because if we teach a woman, we teach a family and therefore, the nation.
- To provide value-based job-oriented courses.

Institution's distinctive characteristics:
- The main thrust of the institution is to prepare the students to achieve core competencies to meet the global requirement successfully. That is why it has introduced many new subjects.
- At the academic front, it enriches and empowers all its beneficiaries through value based quality education and through participative, positive and fertile teaching-learning environment.
- Its co-curricular/cultural programmes promote and revive Indian tradition, culture and heritage. Extension activities through learned discourses, awareness-raising campaigns and camps seek social justice and equal opportunity for all.
- To keep pace with the time, the college aims at providing state-of-the-art equipment to facilitate teaching-learning process. It makes conscious efforts to invest in latest hardware and software and orient the faculty suitably so that the students can have rich

learning experience and develop skills required for employment in the present market.

6.1.2 What is the role of Top Management, Principal and Faculty in designing and implementation of its quality policy and plans?

The Principal in consultation with the Governing Body (Management) designs and implements the policies and plans of the college from time to time. The senior faculty members also represent in this process.

The Top management creates environment of growth as per the present scenario. The day-to-day administration of the college is done by the Principal. Authority is delegated by the Principal to the HODs and other representatives. All departments have relative autonomy in administering their academic activities in accordance with the University norms. The HODs report on activities of their respective departments to the Principal on regular basis. The principal from time to time convenes meetings of the HODs to discuss quality related matter. It is also a tradition in the college that the Principal meets the members of each department together at least twice a year (in the beginning of each semester).

6.1.3 What is the involvement of the Leadership in ensuring:
-The policy statement and action plans for fulfilment of the stated mission,
-Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan.
-Interaction with Stakeholders.
-Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders.
-Reinforcing the culture of excellence
-Champion organizational change

1. The policy statement and action plans for fulfilment of the stated mission
- Through orientation programmes conducted by the head of the institution in the beginning of the academic session, the faculty is given instructions regarding the new programmes and policies adhering to quality of the institution.
- Facilitated by the management and supported by the staff, the head of the institution is at the helm of the affairs and plays the leading role in governance and management of the institution. It is she who communicates the vision and mission and executes the same. She ensures transparency in the functioning of the college and

maintains core values. She also monitors the stepwise implementation of the institutional plans.

- Since the head is the unifying force and co-ordinating link, she holds meetings with the staff as a whole and department-wise for the better working of the college.

2. Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

While formulating the action plans, the institution takes care of all its thrust areas. Meeting the academic demands, the college plans its academic terms, allocating appropriate time to teaching and examination . Similarly, sports and cultural programmes are planned and executed as per the rules and regulations of the university.

3. Interaction with Stakeholders

All the stakeholders – students, parents, local community, industry, govt. and non-govt. bodies, the college is affiliated or attached to, participate in institutional plans within the stipulated norms and conditions. Students are also the active participants through their representatives. They interact with the faculty and Principal whenever they need to and vice versa. Parents are invited whenever there is a PTM.

Students especially of commerce & IT departments are taken for industrial visits. Talks with Industrialists, Bankers and CAs etc. are arranged.

4. Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders.

A thorough analysis of the regional, national and global demands is made through interactive programmes with the experts and the stakeholders and taken care of in planning.

Some reputed industrialists of the area are the members of SSD Sabha and also the IQAC of the college.

District Administration and the eminent educationists are the distinguished guests at the various functions of the college.

University representatives are the part of college management for contributing to the developmental tasks and in the selection process of teachers.

5. Reinforcing the culture of excellence

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

The following table reflects academic excellence of students:-

Academic Session	No. of University Positions					
	1st Position	2nd Position	3rd Position	4th Position	Any other Position	
2011-12	----	1	----	----	7th 13th	1 1
2012-13	---	----	----	----	5th 6th 9th 14th	1 1 1 1
2013-14	----	----	1	----	5th 6th	2 1
2014-15	1	----	2	1	8th	1

6. Champion organizational change
In the last four years, the addition of six new courses speaks volumes about the involvement of the leadership in meeting the new demands and challenges of the changing times.

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?

Interaction with the faculty members (through staff meetings) and students (through tutorial group meetings and from parents in PTM) from time to time to get feedback for monitoring teaching-learning process and making decisions regarding admission, evaluation, recruitment, examination, functions and other activities that need monitoring and improvement from time to time.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?
Our management is an inspirational and motivational body that encourages faculty to develop innovative insights and incorporate them in the programmes of the institution. Through open discussions held during its meetings with the head of the institution and interaction of its members with the faculty from time to time, the management enthuses dynamism

among the faculty and creates an environment conducive to academic growth.

6.1.6 How does the college groom leadership at various levels?

The college sends its faculty members from time to time to attend orientation/refresher courses held by various universities and other academic institutions. It keeps them abreast of the latest information and knowledge in the area concerned. Various clubs and societies formed under different subjects and co-curricular activities carried out under NSS, NCC and YRC help to inculcate leadership among the students as they are assigned different duties according to their area of interest.

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 components, departments, clubs and societies. The authority is delegated to their heads to work independently and chalk out all programmes consulting other faculty members. Within the departments, clubs and societies, the teachers and students work with a co-operative spirit, helping and motivating each other and encouraging every individual to grow.

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

Perfect co-ordination exists between Management and Principal on one hand and between Principal and staff on the other. The institution understands that substantial value can be created by sharing of ideas among employees. Senior members of the faculty are associated at every stage of decision making, be it social, economic or personnel related. Separate committees are formed to deal with all the institutional affairs.

<u>Organization Structure</u>
(showing participative management at all levels)

SSD Sabha ⟷ President ⟷ Members of College Managing committee

Management

Principal

Various Committees   Registrar   HODs   Bursar   Accounts Office

Teachers

Class Representative   Parents
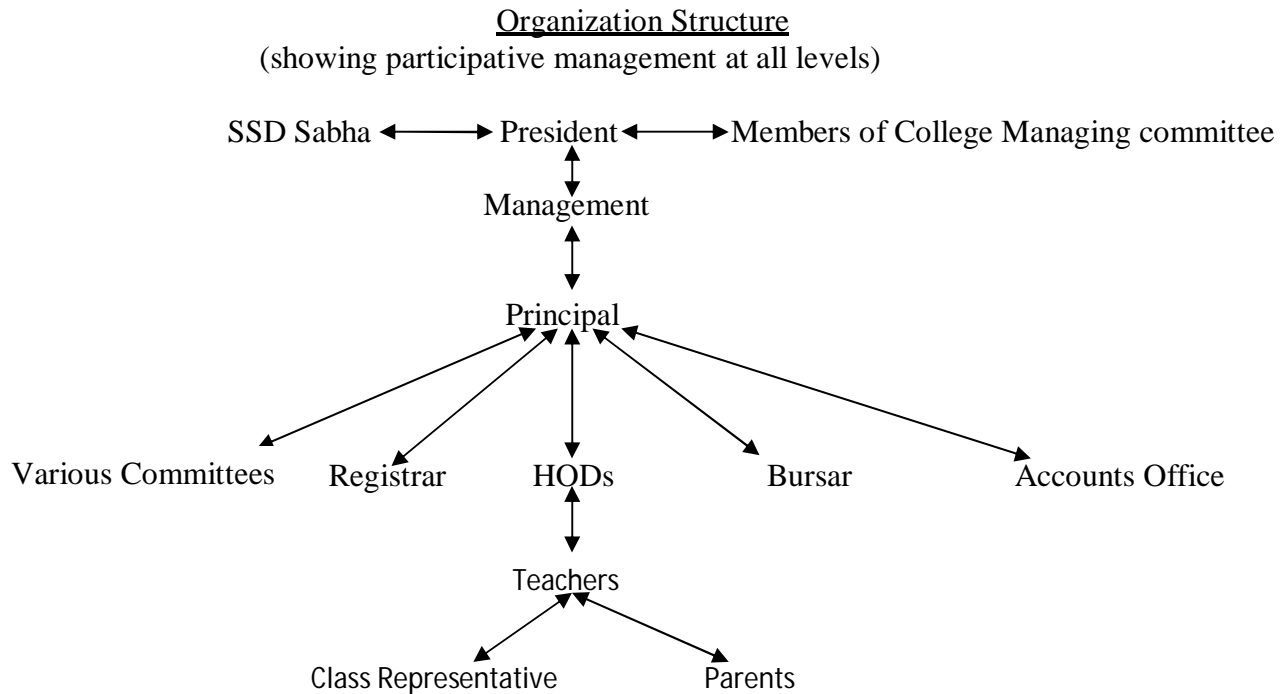
6.2   Strategy Development and Deployment

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

Though the college does not have a formally stated quality policy yet as per the mission statement, it views the learner as a dynamic being responding to the challenges, the competitive world holds for her. Thus all efforts are made to train her, to nurture her critical thinking and develop creativity so that she works efficiently and creates a niche for herself in her chosen profession. In short, the institution aims at giving the nation, quality human resource.

The detailed instructions regarding the policy are given to each member of the faculty by the Principal and Heads of departments. The students' performance is reviewed after every terminal exam and changes are incorporated where required. Special attention is given to the high achievers as well as the low performers.

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

After taking feedback from various sources, administrators and faculty members sit together and discuss the perspective institutional plan in the meeting held usually at the end of a session or in its beginning. The various schemes of UGC, University curriculum, Instructions from DPI, Punjab and Ministry of Higher Education and requirements of job are studied thoroughly and a policy is laid out to emphasize-
1.   Planning to bring new courses.
2.   Preference to NET qualified candidates for recruitment.
3.   Growth as increased number of students.
4.   Improvement in the physical infrastructure.
5.   Inviting eminent resource persons.

6.2.3 Describe the internal organizational structure and decision making processes.

- The internal organizational structure comprises Principal, Departments and Committees to decide on various matters.
- The organizational structure is decentralized and both the upward & the downward communication are ensured besides lateral suggestions. The proposed plans are discussed and then implemented keeping in view the future hurdles and available resources.
- The institution aims to offer holistic education and lays stress on academic excellence, employability and leadership with social commitment.

Committees operational are:- General Body Committee, Anti-ragging Committee, Tutorial In-charge, Committee Regarding Selection of College Color & Roll of Honor, NAAC Committee, Students grievances & redressal cell, Placement cell, Career guidance & counseling cell, Feedback Committee, Research Committee, Alumni Cell, Fee Concession Committee, First-Aid Committee, Time Table Committee, Prospectus Committee, Examination Committee, Magazine Committee, Cultural Committee, Decoration Committee, Plantation & Beautification Committee, Purchase Committee, Cleanliness Committee, Publicity

Committee, Advertisement Committee, Admission Committee, Farewell Committee, Annual Report Committee, Sports Committee and Website Committee.

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
- The review of the academic results, the mutual sharing among the faculty and the regular feedback from the students enable the teachers to improve their teaching strategies. New methods are developed to make learning experience more interesting, stimulating and retentive.
- A close watch is kept at the learner's progress so that she remains alert. When she performs well, she is given incentive in the form of prizes and fee concession. This keeps the spirit of healthy competition alive among the students.

Research and Development
- Many of the faculty members have got numerous papers published in national/international journals besides authoring books in their respective fields. A few staff members have completed their Ph.D. and some are pursing.
- Staff members present papers in national/international seminars sorganized by different institutions.

Community Engagement
The college believes in strengthening ties with the community i.e. parents, professionals, general public or the less privileged citizens through its various components like NSS, RRC, NCC, YRC.
We act in the following ways to develop community relationship:
- Blankets, sewing machines and other articles of daily use are distributed to the needy on different occasions.
- Students and staff members contribute to relief funds for the victims of natural calamities as and when required.

Human Resource Management

- It is a very sensitive area where the college adheres to the principle of rigorous discipline but with warm human touch. The administration keeps a watch on each and every employee closely, at the same time it takes care to keep her comfortable, so that she could work efficiently to the maximum of her capacity.

Industry Interaction

- Students from departments of Commerce and IT are made to interact with industry through their visits to the industries.

Record of Industrial visits of IT department:

Year	Visit to industry
2012-13	Trident, Barnala, April 20,2012 (M.Sc-IT)
2014-15	Lehra Mohabat Thermal Plant, 27th .Aug. 2014 M.Sc-IT

Record of Industrial visits of Commerce department:

Year	Visit to industry
2011-12	Vardhman Polytex Ltd., Bathinda, 20.02.2012
2012-13	G.N.D.T.P, Bathinda, 29.March.2013
2013-14	Dainik Bhaskar Office, 04.03.2014
2014-15	Milk Plant and Radio Station, Bathinda, 30.02.2015

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

The head of the institution, who plans, implements and monitors all the institutional programmes along with various academic & co-academic bodies keeps in touch with the management through correspondence and presentation of reports in the management meetings and meeting of SSD Sabha. She also sends written report of the growth of the institution and its achievement in various fields annually to the university. College website and publications like prospectus and newspaper reports etc. keep the information channel open.

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

- Encouraging teachers for FDP(Faculty Development Programme)
- Assigning duties for seminar or any other function.

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

The resolutions made by Management Council in the last year and their status of implementation is as follows:

- In view of the decisions of the Apex Court on 13.10.2008 regarding enhanced amount of gratuity and due amount of the leave encashment, a resolution was passed and implemented to the effect that Mrs.Veena Sharma and Mrs. Liveleen Kaur be paid the enhanced amount of gratuity and due amount of leave encashment. The same was also applied in case of Mrs. Savita Arora in case no. 14824 of 2011 as per the direction of Hon'ble High Court.
- A resolution regarding fee concession for the students of SSDGC had been passed on 26.05.2014 by the executive committee by voice vote of the members and the same was implemented to its effect. The concessions offered are:

90% & above is 35%	80% & above but less than 90% is 25%	70% & above but less than 80% is 20%

- A resolution regarding installing of solar water heaters was passed and implemented as it will reduce electricity burden to much extent.
- A resolution regarding new TV room by the side of the hostel for hostel girls was passed and implemented after viewing the merits of the site that it is open only to the hostel.
- Viewing the merits of ESI in future, a resolution regarding the same was passed and implemented and ESI of each employee covered under ESI scheme got deposited.
- In view of certain amount of donation received, a resolution regarding grilling of lawns was passed, implemented and decided to get it completed before Dussehra and it was suggested that play grounds also be grilled.
- A resolution regarding the ACPs of non-teaching staff in new scales was passed and implemented.

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

NO

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

- A separate grievances redressal cell has been formed to redress the grievances of the hostellers.
- In the college, the tutorial group in-charge, faculty members/subject teachers and Principal are always accessible to share the concern of a student.
- Parents share their grievances with the teachers/tutorial group in-charges with the intervention of the Principal.

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

In all the aforesaid writ petitions pending in the Pb. and Hry. High court and the suits pending in the Civil court and petitions pending in the concerned Labour Court (relevant in the issue) related to Gratuity, Leave encashment and difference in CPF, the management of the college is of the view that the teachers and employees on aided posts are not entitled to any gratuity being retired at the age of 60 and have drawn employers and employees share under the EPF Act.

They have not opted to the scheme floated by the Govt. of India, Punjab which became applicable w.e.f. 01.04.1992 to opt to retire at the age of 58 years and to withdraw employers share as well as employee's share, deposited under EPF Act 1952 and deposit the same with the State govt. The Govt. of Punjab has withdrawn the aforesaid scheme by making Act no. 16 of 2013 on the pretext that these teachers and employees on aided posts have enjoyed two years more of services than the govt. employees whose retirement age is 58.

Court Cases during last four years.

Against the college

1. CWP14824 of 2011- Pb. and Hry High Court- Mrs. Savita Arora (Completed ,payment given)
2. CWP344 of 2013 - Pb. and Hry High Court-Mrs. Veena Sharma
3. CWP457 of 2013- Mrs.Promila
4. CWP526 of 2013- Mrs. Vijay Goel
5. CWP11282 of 2014-Mrs. Shashi Vohra (Pending)
6. CWP19031 of 2014- Mrs. D. Bansal (Pending)
7. 2014-15 Local Court- Mrs. Asha Jain (Gratuity and Leave encashment)
8. 2014-15 Local Court- Mrs. Asha Batta(Gratuity and Leave encashment)
9. 2013-14 Local Court- Mrs. Kusum Goyal(Revised Gratutity)

> Decided and reverted to Pb. and Hry High Court 13.10.2008

By the college

1. 2014-15 ESI Damage charges(June 09)

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

As the institution has a democratic approach, it values students' feedback substantially and after analyzing it, it takes steps and measures for better performance. In the recent years, the following facilities were created as per the demand of the students to enhance the overall performance of the institution.

- Quality snacks & beverages are made available to the students as per demand in addition to the main meals.
- ATM services have been provided by the existing bank in the campus in the campus for the convenience of the hostel students.
- Extra classes (private coaching) for hostel students are arranged in the premises of the college hostel.
- Date-sheet and Time-tables are set as per the convenience of the students.
- Visitors' Room has been constructed.
- Photocopier has been installed in the tuck shop for the convenience of the students.
- A book shop has recently been set up as per the demand of the hostelers.

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?

As the College thrives on the staff, therefore, we have a very friendly environment and various steps have been taken for the satisfaction and motivation of the faculty.

- College grants duty leave to the teachers who attend orientation and refresher courses conducted by various universities for the up-gradation of their skills and knowledge.
- College also encourages teachers to participate in the seminars and workshops and faculty development programmes etc. by granting them duty leave.

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

The college administration always remains active to provide latest infrastructural input to the faculty. It uses all its resources and govt. schemes to add to the equipment.

- All the departments have the required equipment to support smooth running of the programmes.
- Many awareness programmes on legal rights, human rights, women health issues and practices, disaster management are conducted in the college for the benefit of the staff.

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

Self-assessment proformas, prepared as per the guidelines of UGC are filled by each   and every member of the faculty(covered under grant-in-aid scheme) at the completion of every session. This exercise makes every individual alert and motivates her to upgrade teaching and research. Students' response(in the form of verbal interaction with the faculty/ tutorial group incharge also scans the strengths and weaknesses of individual teachers and gives direction regarding what more is required in teaching. However, the heads of the departments check and verify the

authenticity of the self-appraisal by the faculty members and the same is finally verified by the head of the institution.

For faculty members working on un-aided posts only observation of the head of the institution and the governing body forms the basis of appraisal within the stipulated norms.

In case of non-teaching staff (under grant in-aid scheme) the ACR's by the head of the institution form the basis for appraisal as per the norms.

For the posts Teaching/ Non- teaching/class IV sanctioned by Management, appraisal is purely on the basis of the observation and the output provided.

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

- The review of the performance appraisal facilitates the management on the retention of the temporary faculty and upgrades their salary.
- Extra benefit is also provided in the form of huge increments to the non-teaching staff and incentives (uniforms etc.) to the class IV employees.

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?

As the college thrives on the staff friendly environment various welfare schemes have been implemented for the satisfaction and motivation of the faculty and the staff.

- The college has adopted the CPF scheme whereby the management contributes its share equal to the share of employees every month.
- Advances/loan facilities to carry out family responsibilities like arrangement for weddings, purchase of house etc. are provided through a very easy mechanism.
- Funds are also collected to facilitate any individual member of the staff in his/her emergency.
- ESI scheme is also made available to the employees (teaching and non-teaching) having monthly salary of 15,000/- or less than this in which the major share is contributed by the management. All eligible employees have been covered under this scheme.

In addition to the monetary support, the college arranges for lectures to impart medical/health awareness to the staff and students.

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

- The institution provides handsome salary to the faculty and other staff who have desired qualifications, knowledge and skills.
- Those who are employed on adhoc and contractual basis are offered better pay and are continued in the coming sessions.
- In deserving cases, their services are regularized.
- A huge increment is also paid to a candidate with good skills and qualification.

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?

Funds are allocated as per the requirement for various academic and non-academic affairs. The management engages a chartered accountant who conducts internal audit regularly/annually. The internal audit is up to date. It has been completed on the last financial year i.e 2014-15.

In addition to it, Accountant General Punjab conducts the audit of govt. grants (external audit) and it has completed audit from 2007-08 to 2012-13 in the period 1st Nov. to 6th Dec. 2014

No significant objections were raised by the auditors. Some minor mistakes were found which were sorted out at that time.

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.

Refer 6.4.1

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

Fees/dues from students are the major sources of institutional receipts. 95% of the deficit grant-in-aid scheme, various grants under the UGC schemes and income from hostels are other sources of receipts.

The deficit is managed by the institution for grand-in-aid scheme.

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

The college administration along with faculty members had always been pursuing political leaders/reputed industrialists of the area and distt. administration for fund raising at its initial stages and these funds were used for the purpose these were attained.

The foundation of the hostel was laid by Sh. Dwarka Dass Mittal and the renovation of the same was financed by his son Mr. Rajinder Mittal (a reputed industrialist).

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?

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

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

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

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

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?**

Yes, the college has recently established an Internal Quality Assurance Cell(IQAC) (in accordance with the guidelines of NAAC) for the purpose of planning and executing growth/quality oriented programmes and keep a critical eye over the functioning of all the components of the college to frame or reframe strategies for quality improvement.

**College Management nominated following members
for IQAC of the college on 18.11.2015**

1. Sh. Abhey Singla : President, S.S.D. Sabha (Regd.) Bathinda
2. Sh. Ramesh Goyal : Secretary, S.S.D. Sabha (Regd.) Bathinda
3. Sh. Nand Lal Garg : President of the college
4. Dr. P.K. Gupta : Secretary of the college
5. Sh. Rajinder Mittal : Industrialist
6. Sh. Krishan Kumar : Industrialist
7. Dr. Parminder Kaur : Principal
8. Mrs. Neelam Gupta : Director/ Convener of IQAC
9. Sh. Ajay Gupta : Secretary , S.S.D. Girls' college of Edu.
10. Sh. Anil Kumar Bhola : Secretary, S.S.D.W.I.T.
11. Mrs. Rajni Pandhi : Co-Convener of IQAC
12. Mrs. Jaswinder Kaur : Vice Principal
13. Dr. Savita Bhatia : Senior Faculty
14. Dr. Usha Sharma : Senior Faculty
15. Dr. Neeru Garg : Senior Faculty
16. Mrs. Pomy Bansal : Senior Faculty
17. Mrs. Deepika Gupta : Senior Faculty
18. Mrs. Isha Sareen : Senior Faculty
19. Ms. Kanika : Alumni
20. Ms. Anju : Student (M. Com.-II)
21. Ms. Ramanjeet : Student (M.A.-I Punjabi)
22. Ms. Vipneet Kaur : Student (B.Com.-II)
23. Ms. Manu Tuli : Student (B.A-II)

b. **How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?**
The management as it is involved in the decision making process, approves all the decisions as usual. No significant decisions have been taken so far, as being at its initial stage.

c. **Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**
External members: the IQAC has two external members on its committee. They are Sh. Krishan Kumar (Industrialist) and Mr.Rajinder Mittal(Chairman Bathinda Chemicals).They will be the guiding force for

the purpose of quality performance and upgrading the academic infrastructure.

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

The students play the role of active learners who help in creating system according to their needs and requirements. They make suggestions regarding improvement in teaching-learning process, examination system, day to day facilities like library services, leisure and canteen services etc. they are informed about the decisions taken/policies made by IQAC for their welfare through notices and announcements etc.

As far as alumni of the college are concerned, IQAC will be making special efforts to involve them in the college programmes as it will be a continuous source of motivation for the students. The alumni working as govt/non govt officials can contribute a lot in policy making on curricular and co-curricular front for quality improvement.

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

Due representation from different constituents of the institusstion is ensured while establishing IQAC of the college. All the strategies of IQAC are formulated in consultation with other faculty members. At the time of execution of the plans, the staff members and students are involved as they are with IQAC right from its initiation. Hence, this association can contribute to the effective functioning of the college.

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

The institution is constituted of various components namely academic, sports, cultural and administrative and all these components are supposed to follow an integrated framework for quality assurance as resolved in the meeting and given under:

- To maintain democratic set-up and free environment for growth.
- All the segments will be given support-academic, infrastructural and financial to maintain quality.
- Various schemes of UGC are implemented in this regard and support from other govt. & non-govt. agencies and individuals is sought to enhance the quality of the performance.
- To encourage innovation, experimentation and research.
- A very strict view and analysis of output will be made to seek further improvement.

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

No training has been provided so far. In future, this exercise will be implemented and analyzed for further improvement by setting goals through collaborative and collective efforts of its various components and assigning duties to individual teachers and departments as required. Keeping in mind that the process of reinventing ourselves is continuous, the administration encourages and supports all individuals and departments for skill development like computer training is provided to its staff from time to time.

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 academic audit is conducted periodically by analyzing results of house tests and university exams. The university also conducts such audits in terms of general inspections at the time of introduction of new courses. There have been several inspections of this type in the near past. The inspection committee checks infrastructure available, the library, books and journals, the number of faculty in the department concerned and the scope of the course.

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

The college follows all university rules, UGC guidelines and DPI instructions and maintains standards in teaching-learning process, conduct of examination & evaluation. It also avails many welfare schemes offered by these agencies and conducts academic programmes 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 outcome?

Before the establishment of IQAC, the teaching learning process was reviewed in the form of informal interaction amongst its different stakeholder, forming basis for future improvement. Results of exams

conducted by the college and university are discussed in the departmental meetings and meeting with the Principal. But recently, the college has set-up a Feedback committee to review the teaching learning process. The members of the committee are: Dr. Neeru Garg, Mrs. Pomy Bansal, Mrs. Taru Mittal, Mrs. Deepika Gupta and Mrs. Isha Sareen .

The committee in its meeting evolved the following mechanism.

- **Feedback from students:-** The student council of the college(constituted of CRs) will keep the Heads of Departments and the Principal updated about their difficulties regarding certain courses and the performance of the teachers.

    In addition, there is a suggestion box where the students can drop their complaints, if any. The contents of the box will be analyzed and suitable measures will be taken to redress the grievance. A proforma designed as per UGC and NAAC instructions will be used to get students' feedback on teachers.

- **Feedback from the Parents and Alumni:-** The college remains in touch with the parents through PTMs. During their interaction, the suggestions and reviews regarding teacher-learning process are taken.

- **Review of Results:-** The Feedback Committee reviews results, of house tests and finals and finds out advanced and slow learners on the basis of their performance. On the basis of the review, special tests and instructions to the students are given to enhance their performance.

6.5.7 **How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**
Any other relevant information regarding Governance and Leadership and   Management which the college would like to include.

- Instructions regarding the quality assurance are communicated to the faculty members, especially the newly appointed ones, in the beginning of the session through meetings with the Principal.
- Students are also made aware of such policies through orientation programmes conducted by the administration and by the heads of departments.
- The college informs the external stakeholder about its policies through prospectus, and advertisements through pamphlets in newspapers and through TV channels. It makes extra efforts to send its publications to the members of the management, officers of educational and other bodies and industrial units the college is related to.

Criterion-VII

INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

The institute works meticulously to maintain a green environment in the campus through its team constituted for this purpose. Recently, this team has undertaken the following steps:

1. With the target of making the campus ecofriendly, the team recommended the use of compost bin for food waste and other biodegradable material. It also banned the use of polythenes in the college.
2. This team identifies the leakage and overflow of water and appropriate measures are taken to prevent wastage of water.
3. Monitoring mechanisms have been installed on the water tanks to check overflows.
4. Tree plantation is a regular feature of NSS activities on and off the campus for clean and green environment.
5. Encourage students and staff to use college bus/ public transport instead of using their private vehicles.
6. Minimum use of ACs is encouraged as these contribute to the emission of chloro-fluro carbon.

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

∗ Energy conservation
∗ Use of renewable energy
∗ Water harvesting
∗ Check dam construction
∗ Efforts for Carbon neutrality
∗ Plantation
∗ Hazardous waste management
∗ e-waste management

Energy Conservation: Making the campus eco-friendly is the major concern of the college administration. It makes every possible effort through its stakeholders to sustain environment.

Following steps have been taken to save energy:

- The direction of all the rooms and placement of doors and windows is such that sufficient natural light is available and no electricity is required during the day time.
- All the rooms are airy with cross ventilation with which one can go without fans sometimes.

- Use of fluorescent tubes instead of incandescent bulbs.
- Compact fluorescent lamps (CFL) have already been installed.
- Low lux level is maintained in non-reading and non-working areas to save power.
- Lights and fans are switched off immediately when not required.
- All transformers are disconnected and isolated from the wall outlet receptacles at the end of the working day.
- Computers, printers, copiers etc. are disconnected at the end of the day.
- Electronic equipments and gadgets are turned off during non-working hours.
- All ACs are set at 22-24 degree Celsius.
- Students, faculty and peons are conveyed to check the wastage of electrical energy by ensuring that fans should not run in unoccupied classrooms/laboratories.
- Solar water heaters have been installed in all the three hostels to save electricity.
- Solar water pump is used for watering the plants instead of electric pump.
- False ceiling has been done in AC rooms as it causes cooling in lesser time and thereby saving energy.
- Two to Five star rated electrical equipment have been installed for saving electricity.
- Tubelights are cleaned regularly and walls & ceilings are painted in white color to enhance visibility.

Use of renewable energy:

- Solar water heaters have been installed in all the three hostels as alternative to electric geysers.
- Solar water pump is used watering the plants instead of electric pump.

Efforts for carbon neutrality

- Plantation: In the last four years, the college has planted a number of ornamental and shady plants through its NSS unit and a small herbal garden has also been maintained having a number of medicinal plants.
- Efforts for energy conservation as mentioned earlier help in carbon neutrality also.
- Recycling of waste material: The college produces a lot of waste material by the collection of tree leaves, the cutting and pruning of

trees, the cutting of grass etc. Earlier such waste materials were simply thrown away or burnt when dried. But now the practice has changed. All the organic waste is collected and systematically sorted out. It is made to decompose by burying the waste material underground so that it gets converted into manure which is again used in flower beds and lawns in the college. For other types of garbage, a number of dustbins have been provided in the college campus as there is 100% ban on burning of any type of waste material.

7.2. Innovations

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

The college keeps introducing new mechanisms for the improvement of its functioning. The following new strategies have been adopted in this regard:

Innovative infrastructure facilities:

- Renovation of the Administrative block (false ceiling & change of flooring).
- Construction of PG and Commerce block.
- Construction of ramps and special toilets to make the campus disabled friendly.
- Upgradation of library.
- Construction of Language Lab and upgradation of other laboratories.
- Conference room with facility of Projector.
- Facility of Gymnasium for students and the faculty.
- Installing of audio system in the college campus for daily prayers and for making announcements.
- Broadband and Wi-Fi.
- CCTV cameras have been installed for centralized surveillance.
- Availability of whiteboards and markers as well as blackboards and chalks.

Extension Activities

Organizing/participating in on-campus and off-campus extension and outreach programmes through the NSS, NCC, YRC, RRC and LLC units of the college.

Innovative strategies in Governance and Leadership

- Counselling of parents and students before admission in order to help the students to choose the stream according to their interest and ability.
- The students belonging to weaker sections of the society are allowed to pay fees in easy installments.
- There is a provision of conveying important information to the parents through message on mobiles.

Innovations in teaching methodology

- There has been a shift from traditional classroom teaching to participative teaching and learning. The students are given assignments on specific chapters and they are made to teach that chapter in the class. The other students are motivated to ask questions on the topic and to supplement the same. This helps the students to improve their communication skills in general, and in group discussions, in particular. In addition to thorough understanding of the topic, the students gain a lot of confidence too.
- Teachers are encouraged to make use of ICT to aid teaching whenever possible.
- In tutorial group meetings, students are motivated to express their views on the working of the college, the administrative staff, the teaching staff, the college library, laboratories, canteen and parking etc. Changes in different systems are made accordingly, after discussing with the Principal in the staff meeting. Suggestion box/complaint box has also been put up for the same purpose.

7.3 Best Practices

7.3.1 Elaborate on any two best practices which have contributed to the achievement of the Institutional Objectives and/or contributed to the quality improvement of the core activities of the college.

7.3.1 Best Practice-I

Title of Practice: Availability of transport facility

Goal: As many of the students belong to nearby villages and towns which lack good educational institutions, transport facility has been provided to them by the college. The scheme is extended to staff members also. It aims to provide subsidized transport, save time as compared to commuting through public transport and provide better atmosphere and safety to girls, that also reduces environmental pollution. The parents feel relaxed as their wards are secure. The

transport incharge ensures that the students reach home safely even if they are late due to university examination or any functions at college.

The Context: All students coming from nearby villages and towns can not opt for hostel. These students face a lot of hurdles, the conveyance from the college to bus stand, long wait for buses, overcrowding of buses during peak hours and inavailability of buses during wee hours or late hours and insecure environment, are some of them. The parents of girls are reluctant to send their wards to the college by private transport. Therefore, in the larger interest of students, the college started transport service. Some staff members also avail this facility. The college charges nominal annual amount and the staff deployed for transport and safe travel is reliable and accountable to the college authorities for any untoward incident.

The Practice: The college has 4 buses in its fleet. More buses are hired (as per requirement) by utilizing the services of private contractors. The buses are kept in well maintained condition, drivers are the employees of the college and wholly accountable to the Principal. Their behaviour is constantly observed. A teacher in-charge/any faculty member (Teaching/Non-teaching) takes attendance of students as they board the bus or get off. Any problems faced by students regarding the places where bus stops, some change in the time due to exams or some event/activity in the college are attended to and solved. The number of students is as per the seating capacity of the bus. The fare turns out to be nominal and benefits a lot.

Evidence of Success: The college started with one bus in the beginning. But in view of the increasing demands by the students, the number of buses has risen to 04 plying on four different routes. As a result, the number of students has increased manifold. Therefore, the scheme is evidently successful and the parents and students feel relaxed. The college may plan to introduce more buses to the surrounding areas in near future.

Problems encountered and resources required: There have been no major problems so far. However, a few minor problems arise related to maintenance of buses that are solved at the earliest.

The purchase of buses incurs a heavy amount as expenditure. Drivers have been recruited, fuel cost and maintenance cost are borne. Therefore, this practice requires a lot of infrastructure and human resources.

Best Practice-II

Title of Practice: Availability of hostel facility

Goal : College came into existence in 1966 as the only college for girls in the Malwa region. At that time, the parents did not like to send their wards to co-educational institutions. It was not possible for the students from far off places to access the college. Even the students coming from nearby areas had to face a lot of hurdles like long wait for buses, overcrowding of buses during peak hours, unavailability of buses during wee hours or late hours and insecure environment. The parents of girls were reluctant to send their wards to the college by private transport. In order to provide maximum access to students of these areas, the college decided to have a hostel in 1971. Initially, the hostel was started in a private rented building. Thereafter, a grant from the UGC was received for the construction of hostel and it started functioning in the session 1972-73. Presently, we have three hostels in our campus. The college aims to provide residential facility to the students at very nominal/genuine rates and a homely atmosphere. The parents feel relaxed as their wards are secure.

The Context: The parents of girls from far off and nearby areas were reluctant to send their ward to the college by private transport. Therefore, in the large interest of the students, the college started a hostel so that more number of students can access the college and get benefited. Some staff members can also avail this facility. The college charges very nominal room-rent and mess charges. Two (02) wardens and assistant staff is appointed to take care of the hosteller and discipline is maintained.

The Practice: Presently, the college has three hostels in the campus as the number of students is more because now we have three more sister concerns in the same campus namely SSDWIT, SSDGC of Education and a Collegiate School. A special grant by the UGC was provided to construct a hostel for SC students. As SC students rarely opt for the facility, therefore it is occupied by the students belonging to general category. But students from SC category are given preference and in total, we have around 300 occupants.

Nutritious, delicious and hygienic food is available in the hostel mess. In-campus canteen provides tasty and substantial refreshment. Special arrangement is made for students suffering from any ailments. In addition to food, safe drinking water is also provided (centralised water purifier). The other facilities available are solar water heaters (24-hour hot water supply), two digital generators (24-hour electricity supply), five semi-automatic washing machines, a gymnasium, stationery shop and tuck shop to meet the day-to-day needs of students. We have a common room in the hostel where the students can watch TV

and enjoy small parties like birthday parties etc. otherwise, functions like farewell parties and Lohri etc. are celebrated in the campus only. For the convenience of the visitors/ guardians, a visitors' room has been constructed recently with the facility of washroom and toilet outside the hostel. Since the very beginning, Dr. Mela Ram is providing his services whenever required and it is very convenient as the hospital is situated in the adjoining building with an internal interconnected door for easy access incase of emergency.

The residents are taken care of by the wardens and their staff who help the students to settle down quickly and be a part of the lively hostel community. Complete safety and security inside the hostel and campus is ensured by the security staff on duty. CCTV cameras have also been installed for the same purpose.

Evidence of Success: The college started with only one hostel in the beginning but in view of the increasing demand by the students/parents, the number of hostels has risen to three. As a result, the number of students have increased manifold. Therefore, the scheme is evidently successful. The parents and students feel relaxed. The college may have to extend this facility in future as per the increasing demand of the students because of our sister concerns situated in the same campus.

Problems encountered and Resources required: There have been no major problems so far. However, if some minor problems arise related to food, outing etc., they are sorted out with the help of committee constituted of six faculty members (two from Arts, two from Commerce and two from Computer department) and the warden. Our principal and management is always accessible for any type of problems.

Extension of this facility will require a lot of infrastructure and financial resources.

<u>About the Principal</u>

Name - Dr. Parminder Kaur

Qualification - M.A. (Eco, Edu), M.Phil (Eco),
Ph.D (Mgt.)

Teaching & Administrative - 22 Years
Experience

Research Work - 3 Books published
21 Papers in different Journals & Books

Guided Research work - Ph.D – Completed-2
Registered-2
Enrolled- 5
Guided 11 M. Phil & M.Ed Theses

Further, she is:-
- Nominated member of Managing Body of State Branch of Indian Red Cross Society.

- Member, Academic Council of Punjabi University, Patiala since 26 July 2014.

- Member, NSS Advisory Committee of Punjabi University, Patiala since 16 Apr 2015.

The College has got:-
- Best College Award for NSS (3 times) from Punjabi University, Patiala.

- State Award for Youth Red Cross Activities.

- Award for excellent organization of Red Ribbon Club Workshops from Youth Services.

- Award for commendable contribution towards the cause of Voluntary Blood Donation Programme from Blood Bank Civil Hospital, Bathinda.

Departmental Evaluation Reports

DEPARTMENT OF COMMERCE

1.	Name of the department			Commerce	
2.	Year of Establishment			1992	
3.	Names of Programmes/ Courses offered			Under Graduate- B.Com. (Regular & Professional) Post Graduate- M.Com.	
4.	Name of Interdisciplinary courses and the departments/units involved			a. Economics b. Maths c. Computer	
5.	Annual/ Semester/ choice based credit system			Semester (All programmes)	
6.	Participation of the departments in the courses offered by other departments			NA	
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.			NA	
8.	Detail of courses/ programmes discontinued (if any) with reasons			B.Com (P) in 2015-16 Non-recognition by UGC	
9.	Number of Teaching posts :-	Covered*		Uncovered	
	Designation	**Sanctioned**	**Filled**	**Sanctioned**	**Filled**
	Professors	NIL	NIL	NIL	NIL
	Associate Professors	NIL	NIL	1	2011-12 = Nil 2012-13 = 1 2013-14 = 1 2014-15 =1
	Asst. Professors	NIL	NIL	Need Based	**2011-12** =8 (4 Regular, 4 Adhoc) **2012-13** =9 (4 Regular, 5 Adhoc) **2013-14** =10 (4 Regular, 6 Adhoc) **2014-15** =8 (4 Regular, 4 Adhoc)
	*Posts are on Promotion as per UGC norms.				

10.	Faculty profile with name, qualification, destination, specialization (D. Sc. / D. Litt. /Ph. D. / M. Phil. etc.)					
	Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. of Ph. D. Students guided for the last 4 Years
Permanent	Refer Table NO. 1					
Temporary						
11.	List of senior visiting faculty			Nil		
12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty			Refer Table NO. 2		
13.	Student – Teacher Ratio			Refer Table NO. 3		
14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled			NIL		
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.			Refer Table NO. 1		
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received			NIL		
17.	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc and total grants received			NIL		
18.	Research Centre/ facility recognized by the University			NIL		
19.	Publications: □ Number of Papers published in peer reviewed journals (national/ international) by faculty and students □ Books with ISBN / ISSN Numbers with details of publishers			Refer Table NO. 4		
20.	Areas of consultancy and income generated:			Dr. Neeru Garg : • Life Member of Indian Commerce Association and Indian Economic Association • Member, Faculty of Business Studies, Board of Under Graduate Studies in Commerce and Board of Post-Graduate Studies in		

		Commerce
		• Member of Selection Committee at college level
		• As judge in various events/competitions at inter-college level
		• As paper setter in Punjab University, Chandigarh and Punjabi University, Patiala
		• As resource person in seminars
		Ms. Pomy Bansal:
		• Life Member, Indian Accounting Association
		• Member, Faculty of Business Studies
		• As paper setter in Punjab University, Chandigarh and Punjabi University, Patiala
21.	Faculty as members in	
	National committees	Dr. Neeru Garg: Life Member of: 1. Indian Commerce Association 2. Indian Economic Association Ms. Pomy Bansal: Life Member, Indian Accounting Association
	International committees	NIL
	Editorial boards	
22.	Students projects	
	Percentage of students who have done inhouse projects including inter departmental /Programme	NIL
	Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies	NIL
23.	Awards/ Recognitions received by faculty and students	NIL
24	List of eminent academicians and scientists/ visitors to the department	Refer Table NO. 5
25.	Seminars/ Conferences/ Workshops organized & the source of funding	

	National				National Seminar funded by ICSSR (NWRC) (Refer Table No. 6)			
	International				NIL			
26.	Student profile programme / course wise :							

Name of the Course / Programme		Year	Applications Received	Selected	Enrolled		Pass Percentage
					Sem. 1	Sem. 2	
UG	B.Com.-I	2011-12	Number of seats are open. Admission is done on first-come, first-serve basis		107	107	100%
		2012-13			129	130	100%
		2013-14			67	66	100%
		2014-15			92	92	100%
	B.Com.-I (Prof.)	2013-14			47	47	100%
		2014-15			64	64	100%
PG	M.Com.-I	2013-14			32	32	100%
		2014-15			33	33	100%

27.	Diversity of students			

Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
UG (class)	2011-12	91.67	8.33	-----
	2012-13	89.56	10.44	-----
	2013-14	91.04	8.96	-----
	2014-15	91.45	8.55	-----
PG (class)	2011-12	-----	-----	-----
	2012-13	-----	-----	-----
	2013-14	96.87	3.13	-----
	2014-15	87.5	12.5	-----

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence service etc.?	NET : 2 Students Name Date Arshdeep Kaur Toor Dec. 2014 Saloni Singla Dec. 2014
29.	Student Progression :	

Student Progression	Against % enrolled			
	2011-12	2012-13	2013-14	2014-15
Those completed UG	100%	100%	100%	100%
Those completed PG	**-----**	**-----**	**-----**	100%
PG to Ph. D	------	------	------	------
Ph. D to Post-Doctoral	------	------	------	------

Employed	
☐ Campus selection ☐ Other than campus recruitment	HDFC (Refer Table NO. 7) No record maintained

30.	Details of infrastructural facilities Library			Well- equipped Central Library with sufficient number of books on relevant subjects.	
	Internet facilities for Staff & Students			Wi-Fi	
	Class rooms with ICT facility			Yes	
	Computer Labs			03 (Common to all)	
31.	Number of students receiving financial assistance from college, university, government or other Agencies	2011-12	2012-13	2013-14	2014-15
	College	10	10	14	13
	University	-----	-----	-----	-----
	Government	-----	-----	-----	-----
	Other agencies	-----	-----	-----	-----

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

Date	Eminent Personality	Designation
2 February, 2013	Dr. B.S. Tanghi	Professor, Punjabi University Patiala
19 January, 2014	Dr. Ravi Jain	Dean, California University

33.	Teaching methods adopted to improve student learning: Interactive teaching, Use of Audio-Visual Aids, Provision of guidance for clearing UGC(NET)
34.	Participation in Institutional Social Responsibility (ISR) and extension activities: Students are encouraged to participate in extension activities organized by co-curricular departments like NSS, RRC, YRC, LLC and NCC for their social responsibility towards the community and these students are given extra time to cover the loss of their studies, if any.
35.	SWOC analysis of the department and Future plans

	Strengths	1. Faculty- Wise: • There is co- operative approach of Principal & Management. • Department has well qualified and dedicated faculty. • There is cordial relationship within faculty. • Faculty members actively participate in National and International Seminar in order to keep pace with the recent trends. • Staff meetings are conducted at regular intervals in the department. • Sub-committees have been formulated within department. • Department has a record of excellent results with university positions.

2. <u>Mechanism:</u>
- Well designed and planned schedules are implemented with student centric approach.
- There is mandatory dress code for students.
- 32 students of each class are under the guardianship of each teacher.
- There exists efficient feedback mechanism through feedback performas.
- Tutorial meetings are held to reduce the gap between teachers and students.
- Genuine problems of students are duly taken care of.
- Policy of '100% syllabus completion within time' is implemented.
- There are fixed schedules for MSTs and Assignments.
- Class presentations by students through ICT are mandatory.
- PTMs are conducted at regular intervals in department.
- Students are provided professional guidance for crafting their future.
- A unique feature is 'Self Recruitment within Department'.
- Industrial training is imparted for practical knowledge as part of their curriculum.

3. <u>Extra-Curricular Activities:</u>
- There are ample opportunities and support to students who are good at sports, music etc.
- Students of commerce department actively participate in N.C.C., N.S.S., YRC and Legal Literacy Club of College.
- Students of PG classes participate in National Seminars at various colleges in/outside Punjab.
- Industrial visits and Educational Trips are organized for exposure of students.
- Moral education is imparted for girls.

4. <u>Infrastructure:</u>
- There is air-conditioned staff room for teachers.
- Classrooms are airy and spacious.
- Conference room is equipped with audio-video aids and ICT facilities.

		• There exist adequate facilities of safe drinking water and sanitation at conspicuous places. • Department has Wi-Fi facility for staff as well as students. • Computer labs are well equipped. • Central library is well stocked with subject books of National and Foreign authors. • Department provides facility of book-bank to needy students. 5. Facilities: • Facility of first Aid is available for students. • Emergency needs of the students are taken care of.
	Weakness	• Due to vast syllabus, research projects funded by UGC and similar other bodies are not taken up by the teachers.
	Opportunity	• There are chances of establishing a research cell for research guidance. • Planning for publishing a research journal is going on. • Being PG department, more chances of getting absorbed are there within the department. • Department is planning for another National Seminar. • Efforts are being made to impart more practical training to students. • In order to make Environmental Sustainability, there is planning for forming a club 'GREEN COM' in department. • There is a need to increasing boarding and lodging capacity of hostel so as to have more admissions from far off places. • Department is planning to form 'Old Student Association' within reasonable time.
	Challenges	• Mostly department gets average students from rural/urban areas. Challenge is to make them updated and competitive. • Limited time is available to cover vast syllabus. • Dummy admissions in the local colleges pose a big challenge to our department. • Mushrooming of colleges in the nearby areas offering more than 50% fee concession is a big challenge.

	Future plans	• There are chances of establishing a research cell for research guidance. • Planning for publishing a research journal is going on. • Department is planning for another National Seminar. • In order to make Environmental Sustainability, there is planning for opening a club 'GREEN COM' in department. • Department is planning to form 'Old Student Association' within reasonable time.

Table No. 1

For July 2011-June 2012

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
PERMANENT					
Dr. Neeru Garg	Ph.D., M.Com., M.A.(Eco. & Education), PGDCA, B.Ed.	Associate Professor	Unorganized Manufacturing Sector	16 Yrs	N.A.
Ms. Pomy Bansal	M.Com., UGC JRF, M.A. (Eco.)	Assistant Professor	Banking & Finance	15 Yrs	N.A.
Ms. Pooja Manchanda	M.Com., UGC NET, M.A. (Eco.),M.Phil (Eco.), B.Ed., TET	Assistant Professor		5 Yrs	N.A.
Ms. Roma Ahuja	M.Com., UGC NET	Assistant Professor		1 Yrs	N.A.
TEMPORARY					
Ms. Asha Singla	M.Com., UGC NET (Commerce), M.A. (Eco.), UGC NET (Eco.)	Assistant Professor		5 Yrs	N.A.

Ms. Rashmi Tewari	M.Com., B.Ed.	Lecturer		4 Yrs	N.A.
Ms. Madhu Bala	M.Com., M.Ed.	Assistant Professor		One years	N.A.
Ms. Deepika Bansal	C.A.	Assistant Professor		Eleven Months	N.A.

For July 2012-June 2013

Name	Qualification	Designation	Specialization	No. of Years of experience	No. of Ph.D. Students guided for the last 4 years
PERMANENT					
Dr. Neeru Garg	Ph.D., M.Com., M.A.(Eco. & Education), PGDCA, B.Ed.	Associate Professor	Unorganized Manufacturing Sector	17 Yrs	N.A.
Ms. Pomy Bansal	M.Com., UGC JRF, M.A.(Eco.)	Assistant Professor	Banking & Finance	16 Yrs	N.A.
Ms. Pooja Manchanda	M.Com., UGC NET, M.A. (Eco.), M.Phil (Eco.), B.Ed., TET	Assistant Professor		6 Yrs	N.A.
Ms. Roma Ahuja	M.Com., UGC NET	Assistant Professor		1Year 1 Month	N.A.

TEMPORARY					
Ms. Asha Singla	M.Com., UGC NET (Commerce), M.A. (Eco.), UGC NET (Economics)	Assistant Professor		6 Yrs	N.A.
Ms. Rashmi Tewari	M.Com., B.Ed.	Lecturer		5 Yrs	N.A.
Ms. Madhu Bala	M.Com., M.Ed.	Assistant Professor		2 Yrs	N.A.
Ms. Priyanka Rani	M.Com.	Assistant Professor		1 Year	N.A.
Ms. Preeti Gupta	C.A.	Assistant Professor		6 Months	N.A.

For July 2013-June 2014

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 yrs.
PERMANENT					
Dr. Neeru Garg	Ph.D., M.Com., M.A.(Eco. & Education), PGDCA, B.Ed.	Associate Professor	Unorganized Manufacturing Sector	18 Yrs	N.A.

Ms. Pomy Bansal	M.Com.,UGC JRF, M.A. (Eco.)	Assistant Professor	Banking & Finance	Seventeen Years	N.A.
Ms. Asha Singla	M.Com., UGC NET (Commerce), M.A. (Eco.), UGC NET (Economics)	Assistant Professor		7 Yrs (One Year Regular)	N.A.
Ms. Pooja Manchanda	M.Com., UGC NET, M.A., M.Phil (Eco.), B.Ed., TET	Assistant Professor		7years (One Yrs Regular 6 years	N.A.
TEMPORARY					
Ms. Rashmi Tewari	M.Com., B.Ed.	Lecturer		6 Yrs	N.A.
Ms. Madhu Bala	M.Com., M.Ed.	Assistant Professor		2 Yrs & 2 Months	N.A.
Ms. Priyanka Rani	M.Com.	Assistant Professor		1 Yrs & 9 Months	N.A.
Ms. Preeti Gupta	C.A.	Assistant Professor		1 Yrs & 3 Months	N.A.
Ms. Anureet Kaur	M.Com., UGC NET	Assistant Professor		6 Months	N.A.
Ms. Shiza	MBA (Finance), B.Ed.	Assistant Professor		6 Months	N.A.

For July2014-June 2015

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
PERMANENT					
Dr. Neeru Garg	Ph.D., M.Com., M.A.(Eco. & Education), PGDCA, B.Ed.	Associate Professor	Unorganized Manufacturing Sector	19 Yrs	5
Ms. Pomy Bansal	M.Com., UGC JRF,M.A., Ph.D (Thesis Submittrd)	Assistant Professor	Banking & Finance	18 Yrs	N.A.
Ms. Asha Singla	M.Com., UGC NET (Commerce), M.A. (Eco.), UGC NET (Economics)	Assistant Professor		8 Yrs (Regular Basis Two Years)	N.A.
Ms. Pooja Manchanda	M.Com., UGC NET, M.A. (Eco.), M.Phil (Economics), B.Ed., TET	Assistant Professor		8 Yrs (Regular Basis 2 Years)	N.A.
Ms. Anureet Kaur	M.Com., UGC NET	Assistant Professor		1 Year & 6 Months (Regular 1 Year)	N.A.

TEMPORARY					
Ms. Rashmi Tewari	M.Com., B.Ed.	Lecturer		Seven years	N.A.
Ms. Shiza	MBA (Finance), B.Ed.	Assistant Professor		One Year & Six Months	N.A.
Ms. Suman Garg	MBA, M.Com., UGC NET	Assistant Professor		One Year	N.A.

Table No. 2

Session	Total Workload	Assistant Professor	Workload (Per Week)	Percentage of lectures delivered
2011-12	198	Ms. Asha Singla Ms. Rashmi Tewari Ms Madhu Bala Ms. Deepika Goyal	30 6 12 36	42.42%
2011-12		Other Than Commerce Teachers: Ms. Rekha Choudhary Ms. Rupinder Kaur Dr. Simarjeet Kaur Ms. Sukhwinder Kaur Ms. Reeta Ms. Neeru Bansal	 06 12 18 03 06 03	
2012-13	234	Ms. Asha Singla Ms. Rashmi Tewari Ms Madhu Bala Ms. Priyanka Rani Ms Shaffy (2nd Semester) (Replaced By Ms Preeti Gupta)	24 06 12 18 24	35.90%
2012-13		Other Than Commerce Teachers: Ms. Sukhbir Kaur Walia Ms. Rekha Chaudhary Dr. Simarjeet Kaur Ms. Rupinder Kaur Ms. Priyanka Ms. Anupriya	 06 12 24 18 06 12	
2013-14	222	Ms. Rashmi Tewari Ms Madhu Bala Ms. Priyanka Rani Ms Preeti Gupta	12 18 18 18	29.73%

2013-14		Other Than Commerce Teachers: Ms. Rekha Chaudhary Dr. Simarjeet Kaur Ms. Rupinder Kaur Ms. Shifali Ms. Sheenam	 06 18 24 6 6	
2014-15	318	Ms. Rashmi Tewari Ms Shiza Ms. Suman	12 12 30	16.98%
2014-15		Other Than Commerce Teachers: Ms. Taru Mittal Ms. Rekha Chaudhary Dr. Simarjeet Kaur Ms. Rupinder Kaur Ms. Anupriya Ms. Lakhwinder Kaur Ms. Shifali (2nd Semester) Dr. Anju Garg Ms. Manpreet Kaur Ms. Amandeep Kaur	 6 18 24 24 12 6 6 12 12 12	

Table No. 3

Session	Class	Total Students	Student Teacher Ratio Section-A	Section-B
2011-12	B.Com.- I (1st Semester)	107	57:1	50:1
	B.Com.- I (2ndSemester)	107	57:1	50:1
	B.Com.- II (Annual)	93	45:1	48:1
	B.Com.- III (Annual)	52	52:1	Nil
2012-13	B.Com.- I (1st Semester)	129	64:1	65:1
	B.Com.- I (2ndSemester)	130	65:1	65:1
	B.Com.- II (3rdSemester)	104	50:1	54:1
	B.Com.- II (4th Semester)	104	50:1	54:1
	B.Com.- III (Annual)	83	45:1	38:1
2013-14	B.Com.- I (1st Semester)	67	67:1	Nil
	B.Com.- I (2nd Semester)	66	66:1	Nil
	B.Com.- I (Prof.) (1st Sem.)	47	47:1	Nil
	B.Com.- I (Prof.) (2nd Sem.)	47	47:1	Nil
	B.Com.- II (3rd Semester)	119	60:1	59:1
	B.Com.- II (4th Semester)	118	60:1	58:1
	B.Com.- III (5th Semester)	102	50:1	52:1
	B.Com.- III (6th Semester)	102	50:1	52:1
	M.Com. –I (1st Semester)	32	32:1	Nil
	M.Com. –I (2nd Semester)	32	32:1	Nil
2014-15	B.Com- I (1st Semester)	92	50:1	42:1
	B.Com.-I (2nd Semester)	92	50:1	42:1
	B.Com.-I (Prof.) (1st Sem.)	64	64:1	Nil
	B.com.- I (Prof.) (2nd Sem.)	64	64:1	Nil
	B. Com.- II (3rd Semester)	68	68:1	Nil
	B.com. –II (4th Semester)	66	66:1	Nil
	B.com.- II (Prof.) (3rd Sem.)	47	47:1	Nil
	B.Com.- II (Prof.) (4Th Sem.)	47	47:1	Nil
	B.Com.- III (5th Semester)	115	60:1	55:1
	B. Com.-III (6th Semester)	115	60:1	55:1
	M.Com.- I (1st Semester)	33	33:1	Nil
	M.Com.- I (2nd Semester)	33	33:1	Nil
	M.Com.-II (3rd Semester)	31	31:1	Nil
	M.Com. –II (4th Semester)	31	31:1	Nil

Table 4: List of Publications

Name of Teacher	Title of Paper, Journal, Vol., Page No., Year	Impact Factor
Neeru Garg (HOD, Comm.)	**Paper Published in Journal** 1. Productivity Trends in Unorganized Manufacturing Sector in India, Prabandh Journal of Management Education and Research, Vol. 25, (2009), Silver Jubilee Issue (June), pp 106-114 (ISSN: 0974-8229) 2. Social Security for Informal Sector Workers, Journal of Multidisciplinary Research, Vol. 1 No. 1, Dec. 2010, pp 9-21 (ISSN: 2229-5003) 3. Unorganized Sector in Indian Economy: The Way Ahead", Journal of Humanities and Social Sciences, Vol. II, April 2012, pp 19-24 (ISSN: 2250-043X) 4. Liberalization and Job Creation in Unorganized Manufacturing Sector of India, International Journal of Physical and Social Sciences Vol. II, Issue 6, June 2012, pp 419-435 (ISSN: 2249-5894) 5. Accounting for Wage Inequality in Informal Sector, International Journal of Research in Commerce, Economics and Management. Vol. 2, July 2012, Issue No. 7, pp 33-37 (ISSN 2231-4245) 6. Unorganized Manufacturing Sector of India: Inter-Regional Disparities, Prabandh Journal of Management Education and Research, Issue No. 27 June 2011 (ISSN: 0984-8229) 7. Vulnerabilities of Unorganised Sector Workers in India: An Issue Unresolved, Journal of Punjab Commerce Management Association in Dec., 2011 (ISSN: 0974-9977) 8. Corporate Social Responsibility Initiatives: A Case Study of Maruti Suzuki, Indian Journal of Scholarly Research Vol. 3 Issue: 3 March, 2014, P-1-4 (ISSN: 2278-8271) 9. Successful CSR Practices By Indian Corporate Leaders, Sui Generis an International Journal of Humanities & Social Sciences Vol. 3, 2014 (ISSN: 2320-9224)	 1.6714

Name of Teacher	Title of Paper, Journal, Vol., Page No., Year	Impact Factor

	10. Occupational Stress and Challenges Faced by Working Women in India, Paripex-Indian Journal of Research Vol. 3, Issue 7, July 2014 (ISSN: 2250-1991)
	11. Women Empowerment: How Much Reality,Indian Journal of Applied Research Vol. 4 Issue 8: August 2014 (ISSN: 2249-555X)
	12. Corporate Social Resposibility Commitment: A Case Study of Indian Oil Corporation, Journal of Business Vol. 7,June/December 2014, p-100-107
	Chapter Published in Book:
	1. Child Labour as a Domestic Servants: A Case Study of Bathinda District of Punjab", Child Labour in India, edited by Ravi Prakash Yadav. Pointer Publications, Jaipur, India 2011, (ISBN: 978-81-7132-653-2)
	Full Paper Published in Conference Proceedings :
	1. Challenges faced by Tourism Industry in India, Incredible India: Issues, Perspectives and Innovations In 10.Toursim Industry With Special Reference to North Western Regions by Guru Gobind Singh College for Women Chandigarh 23 Feb. 2013 p-116-124
	2. Corporate Social Responsibility in India: A Case Study of TISCO,Emerging Paradigms in Management in the Era of Globalisation 1 March, 2014 by MSI Delhi (978-93-81771-30-3)
	3. Impact of Corporate Social Responsibility on Brand Value, Issue and Perspectives in Brand Management by Baba Farid College of Management & Technology 20-22 Feb., 2014 (International)
	Books Published:
	   1. Company Law (Punjabi), Kalyani Publisher Text Book (Joint) (ISBN: 978-93-272-2242-5)
	   2. Company Law (English), Kalyani Publisher Text Book (Joint) (ISBN: 978-93-272-2234-0)
	   3. MSMEs in Punjab Opportunities & Challenges Edited Book (Joint) (ISBN: 978-93-8014-562-4)
	   4. Company Law (English), Kalyani Publisher Text Book (ISBN: 978-93-272-4598-1)
	   5. Business Organisation (English) Text Book (Joint) by Kalyani Publisher (ISBN: 978-93-272-5680-2)
		0.8215

Name of Teacher	Title of Paper, Journal, Vol., Page No., Year	Impact Factor
Ms. Pomy Bansal (Commerce)	The Outline of Novel Computer Domain: Internet of Things (ITO) in proceedings of National Conference on Role of Information Technology in Management and Engineering; Issues and Prospects held from 27-28 March 2015 at Malout Institute of Management & Information Technology Malout pp.44-46 (ISBN: 978-81-930480-2-3) (Conference Proceeding) ***Books Published:*** Business Economics,Kalayani Publishers Text Book (ISBN: 978-93-272-2748-2)	
Ms. Asha Singla (Commerce)	Marketing Practices in India (ISBN: 978-93-8014-562-4) (Conference Proceeding)	
Ms. Pooja Manchanda (Commerce)	Services in Rural Sector (ISSN: 978-938-4869-724) (Conference Proceeding)	

List of Presentations

Name of Teacher	Title of Paper, Journal, Vol., Page No., Year	Impact Factor
Dr. Neeru Garg (HOD Comm.)	1. Presented Paper at the National Conference on Social Responsibility of Business and Competitiveness, Information Technology and Competitive Dynamics organized by Institute of Management Education, Ghaziabad, U.P. March 7-8, 2009. 2. Presented Paper at the National Conference on Women Entrepreneurs in Unorganized Manufacturing Sector in India, Entrepreneurship Opportunities and Challenges organized by PEC university of Technology, Chandigarh, 26th November 2010. 3. Presented Paper at the International Conference on Entrepreneurship: A Challenge for Women in Unorganized Sector organized by GSSDGS Khalsa College, Patiala and Punjab Commerce and Management Association 16-17 December, 2011. 4. Presented Paper at the National Conference on Social Security Issues for Unorganized Sector Workers in India, Strategic Management in Emerging India Scenario organized by Gulzar School of Management,	

Ludhiana. 27th December, 2011.

5. Presented Paper at the National Conference on Economic Reforms and Informal Sector, Economic Reforms: An Unfinished Agenda organized by Ganesh Dutta S.D. College, Sector 32-c, Chandigarh. 11th Feb, 2012.

6. Presented Paper at the National Conference on Unorganized Manufacturing Sector in India: Impact of Globalization on Employment Growth, Global Changes: Mapping Excellence Policies for Better India organized by DAV College Malout, Punjab. 3-4 February 2012.

7. Presented Paper at the National Conference on Right to Education: Who will take the Responsibility? Right to Education organized by Department of Education, Punjabi University Regional Centre Bathinda, Punjab. 13-14 February 2012.

8. Presented Paper at the National Conference on Gender Discrimination in Informal Sector: Invisibility Continues, Social and Cultural Changes: Prospects and Challenges for Youth organized by Govt. Rajindra College, Bathinda, Punjab. 21-22 February, 2012.

9. Presented Paper at the National Conference on Challenges before Women Entrepreneurship in the Informal Sector, Service Sector in India: Challenges and Prospects organized by Khalsa College for Women, Sidhwan Khurd, Ludhiana, Punjab. 25th February 2012.

10. Presented Paper at the National Conference on Participation of Women in Informal Sector, Changing Scenario of Business in Borderless World organized by K.T. Government College, Ratia (Fatehabad). 28th Feb. 2012.

11. Presented Paper at the National Conference on Institutional Finance to MSMEs in India, MSMEs: Challenges and Opportunities organized by Dev Samaj College for Women, Chandigarh, 2nd March, 2012

12. Presented Paper at the National Conference on Will FDI Help the Growth of India Economy?, Retailing in India: Opportunities and Challenges organized by Baba Farid College of Management and Technology, Bathinda, Punjab. 15-16 March.

13. Presented Paper at the National Conference on Meditation and Spirituality, Environment Management organized by GSSDGS Khalsa College, Patiala,

Punjab. 24th March, 2012.

14. Presented Paper at the International Conference on Gender Discrimination in Unorganized MSMEs in India: An Analysis of Post Reform Era, Women, Peace and Security organized by Women's Study Centre Punjabi University, Patiala. 26-27 October, 2012.

15. Presented Paper at the International Conference on FDI in Indian Retail-Beneficial or Detrimental, Management and Technology organized by Continental Group of Institutes Fatehgarh Sahib, 3rd November, 2012.

16. Presented Paper at the International Conference on Corporate Social Responsibility in India: A Necessity not a Choice organized by Sri Guru Granth Sahib World University Fatehgarh Sahib. 21-22 December, 2012.

17. Presented Paper at the National Conference on Higher Education in India: Where We Want to go in Globalised World, Emerging Policy Regime in Indian Higher Education organized by Department Of Education Punjabi University Regional Centre Bathinda. 18-19 February, 2013

18. Presented Paper at the National Conference on Managing Human Capital for Value Creation in Unorganized Sector, Value Creation and Sustainable Development for the New Age Business: Issue and Challenges organized by University School of Applied Management Punjabi University, Patiala, 5th March, 2013.

19. Presented Paper at the National Conference on Higher Education in India and its Impact on Economy, "Excellence in Teacher Education: Need of 21st Century", organized by Aklia College of Education For Women. 5-6 February, 2014.

20. Presented Paper at the National Conference on Indian Banking a New Vision organized by Maharaja Ranjit Singh College, Malout. 11th February, 2014.

21. Presented Paper at the International Conference on Impact of Corporate Social Responsibility on Brand Value, Issues and Perspectives in Brand Management organized by Baba Farid College of Management and Technology. 20-22 February, 2014.

22. Presented Paper at the National Conference on Issues Relating to MSMEs: A Study of Unorganized,

MSMEs in Punjab: Opportunities and Challenges organized by P.G. Department of Commerce & Economics, S.S.D. Girls' College, Bathinda. 15th March 2014.

23. Presented Paper at the National Conference on Corporate Social Responsibility Initiatives of BHEL: The Journey Has Begun, Rethink, Redefine, Redesign: A Futuristic Approach to Business organized by Apeejay Institute of Management Technical Campus, Jalandhar. 19th April, 2014.

24. Presented Paper at the National Conference on Human Rights of Women with Context to India, Promoting Excellence in Women and Development: The Way Forward for Progress organized by Women's Studies Centre Punjabi University, Patiala. 30-31 October, 2014.

25. Presented Paper at the National Conference on Economic Reforms and Agriculture Crisis, Agrarian Crisis in India: Issues and Interventions organized by Akal Degree College for Women (Sangrur), 20th January, 2015.

26. Presented Paper at the National Conference on Environmental Challenges in India, Education For Sustainable Development organized by Department of Education Punjabi University, Regional Centre Bathinda, 13-14 February, 2015.

27. Presented Paper at the National Conference on Internet Marketing in India: A Paradigm Shift in the Internet Marketing Practices, Contemporary Issues in Management For Sustainable Development organized by University School of Business Studies Punjabi University, Talwandi Sabo (Punjab), 18th February, 2015.

28. Presented Paper at the National Conference on Environment Education in India: Need of the Hour, "Emerging Trends in Teacher Education" organized by S.S.D. Girls' College of Education, Bathinda. 28th February, 2015.

29. Presented Paper at the International Conference on informal Economy and Deprived Workers: Need To Universalize Social Security, Value Creation For Sustainable Development organized by Sri Guru Granth Sahib World University, Fatehgarh Sahib, Punjab. 17-18 March, 2015.

Name of Teacher	Title of Paper, Journal, Vol., Page No., Year	Impact Factor
Ms. Pomy Bansal (Commerce)	1. Participated in the Faculty Development Program organized by the ICFAI University on 3rd August, 2005 at Bathinda. 2. Attended the International Congress of Environmental Research, held at Govt. Geetanjali Girls' PG College, Bhopal during 28-30 December, 2007. 3. Attended the Public Awareness Program on 'Atom for Peace' organized by the Department of Environmental Science and Engineering, GJUST Hisar during 15-17 April 2008. 4. Presented Paper at the National Conference on Recent Advances in the Development of Sustainable Environment held at Haryana Engineering College, Jagadhari during 3-4 May, 2008. 5. Presented paper at National Seminar Conference on Topic 'Sustainable Fashion' held at Dev Samaj College for Women, Ferozpur on 22 December, 2012. 6. Presented paper at National Conference on Topic 'Brand Repositioning' held at BFCMT, Bathinda on 21 March, 2013. 7. Presented paper at National Seminar on Topic 'Green Banking' held at Maharaja Ranjit Singh College, Malout on 11 February, 2014. 8. Presented paper at 1st International Conference on Topic 'Green Brand Management' held at BFCMT, Bathinda during 20-22 February, 2014. 9. Presented paper at National Conference on 'Role of Information Technology in Management and Engineering: Issues & Prospects' held from 27-28 March, 2015 at Malout Institute of Management and Information Technology Malout. 10. Presented paper at National Seminar on Topic 'Education for Women: Present Scenario' held at Punjabi University Regional Centre, Bathinda during 13-14 Feburary, 2015. 11. Presented paper at UGC Sponsored National Seminar on Topic 'Green Marketing' held at University School of Business Studies, Punjabi University, Talwandi Sabo on 18 Feburary, 2015.	

Name of Teacher	Title of Paper, Journal, Vol., Page No., Year	Impact Factor
Ms. Asha Singla (Commerce)	1. Presented paper at National Seminar on Topic 'Business Ethics & CSR for Inclusive Growth' at Dev Samaj College, Chandigarh, 1st March, 2013. 2. Presented paper at National Seminar on Topic 'Higher Education in India & its Impact on Economy' At Aklia College of Education for Women, Bathinda during 5-6 Feburary, 2014. 3. Presented paper at National Seminar on Topic 'Indian Banking' at Maharaja Ranjit Singh College, Maloutduring 11 Feburary, 2014. 4. Presented paper at International Seminar on Topic 'Impact of CSR on Brand Value' at Baba Farid College, Bathinda during 20-22 Feburary, 2014. 5. Presented paper at National Seminar on Topic 'Marketing Practices in India' at S.S.D. Girls' College, Bathinda during 15 March, 2014. 6. Presented paper at National Seminar on Topic 'Role of Women in MSMEs in India' at School of Management Studies, Punjabi University, Patiala during 27-28 March, 2014. 7. Presented paper at National Seminar on Topic 'Opportunities & Challenges of Capital Market in India' at Swami Ganga Giri Janta Girls College, Raikot. 8. Presented paper at Annual Conference on Topic 'Human Rights of Women with Context to India' at Women's Studies Centre, Punjabi University, Patiala during 30-31 October, 2014. 9. Presented paper at National Seminar on Topic 'Economic Reforms & Agricultural Crisis' at Akal Degree College for Women, Sangrur during 20 January, 2015. 10. Presented paper at National Seminar on Topic 'Environmental Challenges in India' at Punjabi University Regional Centre, Bathinda during 13-14 February, 2015. 11. Presented paper at National Seminar on Topic 'Environment Education in India: Need of the Hour' at S.S.D. Girls' College of Education, Bathinda during 28 Feburary, 2015.	

Name of Teacher	Title of Paper, Journal, Vol., Page No., Year	Impact Factor
Ms. Pooja Manchanda (Commerce)	1. Presented paper at National Seminar on Topic 'Assessment and Evaluation' at S.S.D. Girls' College of Education, Bathinda during 13 February, 2015. 2. Presented paper at National Seminar on Topic 'Education of Women & Education as Inclusive Growth Strategy for the Economically and Socially Disadvantaged in the Society' at Department of Education Punjabi University,Regional Centre Bathinda during 28 February, 2015.	

Dr. Neeru Garg

No. of Papers Published in peer reviewed Journals:

Total: 5

International Journals:
1. Liberalization and Job Creation in Unorganized Manufacturing Sector of India, International Journal of Physical and Social Sciences Vol. II, Issue 6, June 2012, pp 419-435 (ISSN: 2249-5894)
2. Accounting for Wage Inequality in Informal Sector, International Journal of Research in Commerce, Economics and Management. Vol. 2, July 2012, Issue No. 7, pp 33-37 (ISSN 2231-4245)
3. Successful CSR Practices By Indian Corporate Leaders, Sui Generis an International Journal of Humanities & Social Sciences Vol. 3, 2014 (ISSN: 2320-9224)

National Journals:
1. Occupational Stress and Challenges Faced by Working Women in India, Paripex-Indian Journal of Research Vol. 3, Issue 7, July 2014 (ISSN: 2250-1991
2. Women Empowerment: How Much Reality,Indian Journal of Applied Research Vol. 4 Issue 8: August 2014 (ISSN: 2249-555X)

No. Of Publications Listed in International Data Base:

Total: 4

1. Liberalization and Job Creation in Unorganized Manufacturing Sector of India, International Journal of Physical and Social Sciences Vol. II, Issue 6, June 2012, pp 419-435 (ISSN: 2249-5894) (Indexed & Listed At: Ulrich's periodicals directory ©U.S.A., Open J. Gage, India as well as in Cabell's Directories of Publishing Opportunities, U.S.A.)

2. Accounting for Wage Inequality in Informal Sector, International Journal of Research in Commerce, Economics and Management. Vol. 2, July 2012, Issue No. 7, pp 33-37 (ISSN 2231-4245)   (Indexed & Listed At: Ulrich's periodicals directory ©ProQuest, U.S.A. EBSCO Publishing, U.S.A., Cabell's Directories of Publishing Opportunities, U.S.A.)

3. Occupational Stress and Challenges Faced by Working Women in India, Paripex-Indian Journal of Research Vol. 3, Issue 7, July 2014 (ISSN: 2250-1991) (Indexed & Listed in International ISSN Directory, Paris)

4. Women Empowerment: How Much Reality, Indian Journal of Applied Research Vol. 4 Issue 8: August 2014 (ISSN: 2249-555X)   (Indexed With International ISSN Directory, Paris)

Table No. 5

Date	Eminent Personality	Designation
2nd Feb., 2013	Dr. B.S. Tanghi	Professor, Punjabi University Patiala
19th Jan., 2014	Dr. Ravi Jain	Dean, California University

Table No. 6 : National Seminar funded by ICSSR (NWRC)
List Of Resource Persons

Sr.No.	Name	Designation
1.	Dr. Prem Kumar	Director, BML Munjal University, Gurgaon.
2.	Dr. B.B. Singla	Assistance Professor, School of Management Studies, Punjabi University, Patiala.
3.	Dr. Navkiranjeet Kaur	Head, Department of Commerce, Punjabi University, Patiala.
4.	Dr. Jasmindeep Kaur	Assistant Professor, Commerce Department, Punjabi University, Patiala.
5.	Dr. Rajiv Kansal	Former Head & Professor Commerce Department, Punjabi University, Patiala.
6.	Dr. Jeevan Jyoti Maini	Head, Department of Management, MIMIT, Malout.
7.	Dr. Anuradha	Visiting Professor, ITM University, Gurgaon.

Table No. 7: *Campus Placement
HDFC Standard Life Insurance

S. No.	Candidate Name	Father's Name	Contact No.
1	Kanika	Rajesh Bansal	85971-10202
2	Shabnam	Paramjeet Kumar	97801-37074
3	Deepika Goyal	Sanjay Goal	88722-51098
4	Makshi Garg	Sushi Kumar	94641-50813
5	Shiffali	Raj Kumar Garg	75080-33333
6	Antim Goyal	Onkar Goyal	94160-47432
7	Harpreet Kaur	Jasdeep Singh	94171-46273
8	Shaweta Soni	Devinder Soni	98145-05621
9	Balwinder Kaur	Ranjit Singh	96490-00050
10	Jasveer Kaur	Kulwant Singh	98156-12584
11	Aditi	Sanjeev Mittal	94170-07087
12	Chaya	Pawan Kumar	94172-76229
13	Gazal Mittal	Karnal Kant	92179-65163
14	Shashi	Inder Kumar	76966-17659
15	Karishma Thakur	Swarn Singh	89684-71020
16	Arti	Tulsi Dass	94633-73971
17	Neha	Rajinder Kumar	94639-10337
18	Santosh Sharma	Beeru Ram	98030-77749
19	Nidhi	Paul Gill	99154-47277
20	Jasanjeet Kaur	Gurdeep Singh	94501-76616
21	Priyanka Grover	Surinder Grover	93577-41132
22	Shalini	Krishan Kumar	80543-57396
23	Gagandeep kaur	Baldev Singh	97805-77137
24	Palak	Sanjeev Kumar	86996-60473
25	Deepika Kashyap	Dilip Singh	94643-55023
26	Shikha Aggarwal	Madan Lal Aggarwal	94781-62459
27	Parvinder Kaur	Jaswinder Singh	98725-78980
28	Harmandeep Kaur	Sukhmander Singh	84279-36233
29	Renu Bala	Raj Kumar Goyal	94653-62928
30	Priyanka Garg	Suresh Kumar Garg	95010-45043
31	Lakhwinder Kaur	Darshan Singh	87288-36077
32	Priyanka	Surinder Pal	75894-57092
33	Kiranjot Singh	Gurdeep Singh	94631-45687
34	Manjinder Kaur	Jaskaran Singh	94645-78202
35	Noordeep Kaur	Iqbal Singh	94601-02700
36	Promila	Jeet Kumar	98559-54670
37	Arshdeep Kaur	Sarup Singh	0164-2270623
38	Manpreet Kaur	Dhanvir Singh	94664-50090
39	Saloni Singla	Prem Kumar Singla	98762-14797
40	Gurpreet Kaur	Gurtej Singh	94171-27644
41	Gurbeer Kaur	Parminder Singh	81466-89695

DEPARTMENT OF COMPUTER SCIENCE

1.	Name of the department				Computer Science	
2.	Year of Establishment				2006	
3.	Names of Programmes/ Courses offered				B.A(As an elective subject), BCA, M.Sc(IT)-Reg, M.Sc(IT)-LE and PGDCA	
4.	Name of Interdisciplinary courses and the departments/units involved				Nil	
5.	Annual/ Semester/ choice based credit system (programme wise)				Semester- B.C.A, M.Sc(IT)-Reg, M.Sc(IT)-LE	
6.	Participation of the departments in the courses offered by other departments				B.Com, B.Sc(CSM), B.Lib, M.Sc(Math)	
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.				NA	
8.	Detail of courses/ programmes discontinued (if any) with reasons				PGDCA, (Poor responce)	

9.	Number of Teaching posts :-	Covered*		Uncovered	
	Designation	Sanctioned	Filled	Sanctioned	Filled
	Professors	----	----	----	----
	Associate Professors	----	----	----	----
	Asst. Professors	----	----	Need Based	2014-15=11 Regular-6, Adhoc-5

*Posts are on Promotion as per UGC norms.

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

	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 Years
Permanent	Ms. Isha Sareen	MCA, M.Phil.	Assistant Professor	Computer Science	8 Yrs 8 months	N.A.
	Ms. Mannu Kartiki	MCA, M.Phil	Assistant Professor	Computer Science	8Yrs 4 months	N.A.

	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 Years
	Ms. Navjot Kaur	MCA	Assistant Professor	Computer Science	6 Yrs 4 months	N.A.
	Ms. Preetima Nagpal	MCA	Assistant Professor	Computer Science	6Yrs 4 months	N.A.
	Ms. Anjali Garg	MCA, M.Phil.(CS)	Assistant Professor	Computer Science	5Yrs 4 months	N.A.
	Ms. Shally Singla	M.Tech (CSE)	Assistant Professor	Computer Science	5Yrs 4 months	N.A.
Temporary	Ms. Shaveta Garg	MCA	Assistant Professor	Computer Science	3.5 sessions	N.A.
	Ms. Rinku	MCA, B.Ed	Assistant Professor	Computer Science	6.5 sessions	N.A
	Ms. Anupriya	MCA	Assistant Professor	Computer Science	4.5 sessions	N.A
	Ms. Lakhwinder	MCA, M.Phil	Assistant Professor	Computer Science	2 .5 sessions	N.A
	Ms. Shiffali	MCA	Assistant Professor	Computer Science	2 .5 sessions	N.A

11.	List of senior visiting faculty	Nil
12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty	Theory Classes(UG)-45.9% Practical Classes (UG)-69.23% Theory Classes(PG)-10% Practical Classes(PG)-33.33%

13.	Student – Teacher Ratio	BCA	
		2nd	3rd
		9 : 1	21:1
		M.Sc-IT(R)	
		1st	2nd
		24:1	16:1
		M.Sc-IT(LE)	
		30:1	

14.	Number of academic support staff (technical) andadministrative staff, sanctioned and filled	2 Lab assistant. (Need Based)
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.	Mentioned in Point 10.
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	Nil
17.	Departmental projects funded by DST-FIST, UGC,DBT, ICSSR, etc and total grants received	Nil
18.	Research Centre/ facility recognized by the University	Nil
19.	Publications: ☐ Number of Papers published in peer reviewed journals (national/ international) by faculty and students ☐ Books with ISBN / ISSN Numbers with details of publishers	Mrs. Anupriya Topic-Internet & Fashion (ISBN-978-93-83064-005) 22/11/2012
20.	Areas of consultancy and income generated:	Nil
21.	Faculty as members in	
	National committees	Nil
	International committees	Nil
	Editorial boards	Nil
22.	Students projects	
	Percentage of students who have done inhouse projects including inter departmental/programme	Nil
	Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies	Nil
23.	Awards/Recognitions received by faculty and students	Nil
24	List of eminent academicians and scientists/ visitors to the department	Nil

25.	Seminars/ Conferences/ Workshops organized & the source of funding National International		Nil			
26.	Student profile programme / course wise :					
	Name of the Course /Programme		Year	Applications Received	Selected	Enrolled	Pass %age
	UG	BCA-II	2014-15	10	9	Full	100%
		BCA-III	2014-15	24	21	Full	100%
	PG	M.Sc(IT)-I (Reg.)	2014-15	27	24	Full	100%
		M.Sc.(IT)-II (Reg.)	2014-15	31	31	Full	100%
		M.Sc(IT)-LE	2014-15	16	16	Full	100%
27.	Diversity of students					

Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
UG (class)	2011-12	95%	5%	------
	2012-13	94%	6%	------
	2013-14	89%	11%	------
	2014-15	87%	13%	------
PG (class)	2011-12	98%	2%	------
	2012-13	96%	4%	------
	2013-14	90%	10%	------
	2014-15	93%	7%	------

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence service etc.?		No record available		
29.	Student Progression :				
	Student Progression	Against % enrolled			
		2011-12	2012-13	2013-14	2014-15
	Those completed UG	99.29%	100%	100%	100%
	Those completed PG	100%	100%	100%	100%
	PG to Ph. D	----	----	----	----
	Ph. D to Post-Doctoral	----	----	----	----
	Employed Campus selection	Session-2012-13. Company Name- Prolate software			

	(Ahemdabad on 5th May ,2013). Class-M.Sc(IT) No. of Students Selected- 6 (Sonam, Shavika Mittal, Navjot Kaur, Divya Jyoti. Baljinder Kaur, Jyoti) <u>Session-2014-15</u> Company Name- EME Tech.(Chandigarh) Class- M.Sc(IT)-LE No. of Students Selected- 1 (Sharuti Mishra)				
Other than campus recruitment	No Record Available				

30.	Details of infrastructural facilities				
	Library	1187 Computer Science Books			
	Internet facilities for Staff & Students	Broadband Facility is available in all Computers lab.			
	Class rooms with ICT facility	Yes			
	Laboratories	3 labs with ICT facility			

31.	Number of students receiving financial assistance from college, university, government or other agencies	2011-12	2012-13	2013-14	2014-15
	College	7	42	26	13
	University	----	----	----	----
	Government		----	----	8
	Other agencies	----	----	----	----

32.	Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts
	Session 2011-12 1) Workshop on Animation (BCA-III (A), (B)) , By-Rajiv Goyal(Managing Director) of international Institute of Design & Animation. <u>Held On</u>:- 28,29 Jan 2011 2) Workshop on LINUX Operating System. Held On:- 25 Feb'11 & 26 Feb'11 for M.Sc(IT). By:- Mr. Navdeep Singh (MD, NM Infotech, Mohali) 3) Workshop on Combatting Gender Based VIOLENCE. By:- Dr. Manju Verma (Director Women's Studies Centre Pbi.Univ. Patiala), Held On:- 23 Sept'11 to 24 Sept'11 for BCA,M.Sc(IT) **Session 2012-13** 1) Industrial Visit to Trident (Barnala) on 20 April'11 for M.Sc(IT) 2) Workshop on "Mobile Application" on 5th to 7th April'13 for BCA & M.Sc(IT)

	3) Workshop on "Computer Networking" By- Mr. Sanjay Bhatnagar (Associate Professor in GZS PTU Campus, BTI.) on 11th April'13 for BCA-II. **Session-2013-14** 1) Workshop on "Web Application" On- 17th sept'13 for BCA-III (A) & (B). **Session 2014-15** 1) Industrial visit to Lehra Mohabat Thermal Plant on-27th Aug'2014 for M.Sc(IT)-Ist. 2) Lectures on web Technology. On -22 april'2015 for BCA-III By:- Mr. Sanjay Bhatnagar (Associate Professor in CS, GZS PTU Campus,BTI)	
33.	Teaching methods adopted to improve student learning • Projector aided lectures. • Various Demo videos from internet is used for better understanding of Concepts. • Practical Demos. • Various Assignment/Seminar	
34.	Participation in Institutional Social Responsibility (ISR) and extension activities - NIL	
35.	SWOC analysis of the department and Future plans	
	Strengths	• There is a generous support from the principal & management. • Our dedicated teaching and non-teaching staff members pay personal attention to equip students with substantive skills and try to solve their problems. • Industrial visits are organized for exposure of students. • Computer labs are well equipped.
	Weakness	• Poor interest of students in practical due to their non-technical background
	Opportunity	• The department supports other computer related activities of the college. • Workshops are organized to update IT skills. • In-Campus Placement.
	Challenges	• To maintain excellence in teaching.
	Future plans	• To make every possible effort to update the labs with latest technology.

DEPARTMENT OF ENGLISH

1.	Name of the department	English
2.	Year of Establishment	1966
3.	Names of Programmes/ Courses offered	UG- B.A.(English Comp. & elective) PG-M.A. (English)
4.	Name of Interdisciplinary courses and the departments/units involved	Nil
5.	Annual/ Semester/ choice based credit system (programme wise)	Annual- B.A. II & III Semester- B.A. I & M.A. I
6.	Participation of the departments in the courses offered by other departments	B.Com- Prof. & Regular BCA
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8.	Detail of courses/ programmes discontinued (if any) with reasons	Nil

9.	Number of Teaching posts	Covered*		Uncovered	
	Designation	Sanctioned (By DPI)	Filled	Sanctioned (By Management)	Filled
	Professors	-	-	-	-
	Associate Professors	-	-	-	-
	Asst. Professors	4	Nil	Need Based	Regular-2 Adhoc-6
	*Posts are on Promotion as per UGC norms.				

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

	Name	Qualification	Designation	Specialization	No. Of Years of Experience	No.of Ph. D. Students guided for the last 4 Yrs
Permanent	Ms. Deepika Gupta	M.A(Eng), M.Phil, Pursuing Ph.D.	Asstt. Prof.	Indian Writing in English	11 months	N.A
	Ms. Harleen Kaur	M.A(Eng), UGC-NET, Pursuing Ph.D.	Asstt. Prof.	Literary Criticism	9 months	N.A.

	Name	Qualification	Designation	Specialization	No. Of Years of Experience	No.of Ph.D. Students guided for the last 4 Yrs
Temporary	Ms. Reeta Garg	M. A. (Eng), B.Ed.	Lecturer	-	6 sessions	N.A.
	Ms. Sukhwinder Kaur	M.A.(Eng), B.Sc., B.Ed.	Asst. Prof.	-	6 sessions	N.A.
	Ms. Rupinder Kaur	M.A.(Eng), B.Ed.	Asst. Prof.	European Literature	5 sessions	N.A.
	Ms. Ruhi Dhuria	M.A. (Eng.), B.Ed., PGDCA	Asst. Prof.	-	6 sessions	N.A.
	Ms. Khushneel Kaur	M.A. (Eng.), B.Ed.	Asst. Prof.	Phonetics	2 sessions	N.A.
	Ms. Amneet Kaur	M.A(Eng.), M.Phil, B.A.(Hons.)	Asst. Prof.	British Fiction	1 session	N.A.

11.	List of senior visiting faculty	Nil
12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty	B.A. (Eng. Elec.) -66.7% B.A. (Eng. Comp.) – 66.7% M.A.- 50%

13.	Student – Teacher Ratio	2014-15		
		English Compulsory		
		B.A-I	B.A-II	B.A-III
		45:1	44:1	38:1
		English Elective		
		B.A-I	B.A-II	B.A-III
		24:1	16:1	23:1
		M.A.-I – 6:1		

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	N.A.
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.	As mentioned above at point 10

16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	Nil	
17.	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc and total grants received	Nil	
18.	Research Centre/ facility recognized by the University	Nil	
19.	Publications: ☐ Number of Papers published in peer reviewed journals (national/ international) by faculty and students ☐ Books with ISBN / ISSN Numbers with details of publishers	Nil	
20.	Areas of consultancy and income generated:	Nil	
21.	Faculty as members in		
	National committees		
	International committees	Nil	
	Editorial boards		
22.	Students projects		
	Percentage of students who have done inhouse projects including inter departmental/ programme	Nil	
	Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies	Nil	
23.	Awards/Recognitions received by faculty and students	Nil	
24	List of eminent academicians and scientists/ visitors to the department	Nil	
25.	Seminars/ Conferences/ Workshops organized & the source of funding		
	National	Nil	
	International	Nil	

26.	Student profile programme / course wise :						
	Name of the Course/ Programme	Year	Applications Received	Selected	Enrolled		Pass %age
	UG English Compulsory	2011-12	Admission in Graduation programmes is open and is done on first come first serve basis provided that the candidate fulfils the eligibility criteria laid down by Punjabi University.		B.A-I	140	87.8%
					B.A-II	111	96.3%
					B.A-III	130	97.6%
		2012-13			B.A-I	156	89.7%
					B.A-II	111	98%
					B.A-III	107	96.2%
		2013-14			B.A-I	144	88.8%
					B.A-II	134	91.7%
					B.A-III	103	99%
		2014-15			B.A-I	141	100%
					B.A-II	131	97.7%
					B.A-III	115	98.2%
	UG (English Elective)	2011-12	Admission in Graduation programmes is open and is done on first come first serve basis provided that the candidate fulfils the eligibility criteria laid down by Punjabi University.		B.A-I	22	81.8%
					B.A-II	15	100%
					B.A-III	20	100%
		2012-13			B.A-I	26	88.4%
					B.A-II	19	94.7%
					B.A-III	12	100%
		2013-14			B.A-I	17	100%
					B.A-II	24	87.5%
					B.A-III	17	100%
		2014-15			B.A-I	24	75%
					B.A-II	15	100%
					B.A-III	21	100%
	PG M.A.	2014-15	6	6	6		100%

27.	Diversity of students			
Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
UG (class)	2011-12	98.75%	1.2%	------
	2012-13	98%	2%	------
	2013-14	97.5%	2.5%	------
	2014-15	99.2%	0.8%	------
PG (class)	2011-12	------	------	------
	2012-13	------	------	------
	2013-14	------	------	------
	2014-15	83.34%	16.66%	------

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence service etc.?	No record available.

29.	Student Progression :					
	Student Progression		Against % enrolled			
			2011-12	2012-13	2013-14	2014-15
	Those completed UG	Compulsory	83	81	72.8	72.4
		Elective	90.9	75	77.2	80.7
	Those completed PG		-----	-----	-----	-----
	PG to Ph. D		-----	-----	-----	-----
	Ph. D to Post-Doctoral		-----	-----	-----	-----
	Employed ☐ Campus selection ☐ Other than campus recruitment		No record maintained.			
30.	Details of infrastructural facilities					
	Library		The Dept possesses 3157 books with 1354 titles on relevant subjects housed in well- equipped Central Library.			
	Internet facilities for Staff & Students		Broadband facility is available.			
	Class rooms with ICT facility		NIL			
	Laboratories		One Language Lab			
31.	Number of students receiving financial assistance from college, university, government or other agencies	2011-12	2012-13	2013-14	2014-15	
	College	113	80	179	234	
	University	-	-	-	-	
	Government	-	-	-	22(SC)	
	Other agencies	-	-	-	-	
32.	Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts- NIL					
33.	Teaching methods adopted to improve student learning- Interactive teaching, Use of Language Lab, Use of audio-visual aids, Provision of guided library lecture.					
34.	Participation in Institutional Social Responsibility (ISR) and extension activities- Participation of students in NSS, NCC and YRC activities.					
35.	SWOC analysis of the department and Future plans					
	Strengths	▪ There is a generous support from the Principal and the Management. ▪ Faculty is a harmonious blend of experience and youthful energy. ▪ Personal attention is paid to equip students with				

		substantive skills.
		▪ Additional classes are arranged for developing communication skills.
		▪ The department has a Language lab, Well-stocked Central Library.
		▪ Low student-teacher ratio with emphasis on student-centered teaching.
		▪ The department has dedicated and committed faculty.
		▪ Faculty has a knack for further studies and research.
		▪ Organizing co-curricular activities like declamation, debate, poem recitation, quiz contests etc.
	Weakness	▪ There is unavailability of eligible staff.
		▪ There is a lack of research work in the department.
	Opportunity	▪ Guidance from Senior Faculty of Central University & Regional Centre, Bathinda is available.
		▪ English Language is considered an important subject in job-market.
		▪ It is also associated with higher social status.
	Challenges	▪ Students are ill-prepared at school level.
		▪ Fear/stress for a foreign language amongst students is witnessed.
		▪ Syllabi are not need-based.
		▪ Preparing students for various professions.
		▪ Involvement of students in activities is inadequate.
		▪ Devising new and better approaches for teaching English.
	Future plans	The Department plans to organize Extension lectures and seminars to improve students as well as faculty. Stress will be laid on enhancing communication skills of students by making extensive use of language lab. We plan to provide e-books and journals to facilitate research work in the department.

DEPARTMENT OF ECONOMICS

1.	Name of the department	Economics
2.	Year of Establishment	1966
3.	Names of Programmes/ Courses offered	UG
4.	Name of Interdisciplinary courses and the departments/units involved	Maths
5.	Annual/ Semester/ choice based credit system (programme wise)	B.A.-I Semester, B.A.-II,B.A.III Annual
6.	Participation of the departments in the courses offered by other departments	Commerce
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	N.A
8.	Detail of courses/ programmes discontinued (if any) with reasons	N.A

9.	Number of Teaching posts :-	Covered*		Uncovered	
	Designation	Sanctioned	Filled	Sanctioned	Filled
	Professors	------	------	------	------
	Associate Professors	------	------	------	------
	Asst. Professors	01	NIL	Need Based	Regular-1 Adhoc-1
	*Posts are on Promotion as per UGC norms.				

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

	Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. of Ph. D. Students guided for the last 4 Years
Permanent	Dr. Parminder Kaur	B.A.(Hon. In Eco.), B.C.S, M.A(Eco & Education), M.Phil., Ph.D	Principal	HR	22 years	02 Candidates have completed 05have been enrolled and 03 have been registered
	Mrs. Manpreet Kaur	M.A., M.Phil,UGC-NET, B.Ed,	Asst. Professor	Mgnrega	1.5 years	NA

Temporary	Dr. Anju Bala	M.A., B.Ed, M.Phil, Ph.d,UGC-NET,MSC-IT, MCA	Asst. Professor	Service Sector	1.5 Sessions	NA
11.	List of senior visiting faculty		Nil			
12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty		Nil			

13.	Student – Teacher Ratio	2014-15		
		B.A-I	B.A-II	B.A-III
		33:1	43:1	37:1

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	N.A.
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.	As per column no. 10
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	N.A.
17.	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc and total grants received	N.A.
18.	Research Centre/ facility recognized by the University	N.A.
19.	Publications: Number of Papers published in peer reviewed journals (national/ international) by faculty and students Books with ISBN / ISSN Numbers with details of publishers	Refer Table - 1
20.	Areas of consultancy and income generated:	N.A.
21.	Faculty as members in	
	National committees	
	International committees	N.A.
	Editorial boards	
22.	Students projects	
	Percentage of students who have done inhouse projects including inter departmental/ programme	N.A.

	Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies	N.A.				
23.	Awards/ Recognitions received by faculty and students	N.A.				
24	List of eminent academicians and scientists/ visitors to the department	Table No. 2				
25.	Seminars/ Conferences/ Workshops organized & the source of funding					
	National	National Seminar sponsered by ICSSR (NWRC)				
	International	NIL				
26.	Student profile programme / course wise :					

Name of the Course / Programme		Year	Applications Received	Selected	Enrolled	Pass Percentage
UG	B.A-I	2011-12	Admissions are done on first come first serve basis provided that the candidates fulfill the eligibility criteria laid down by the university.		39	92.3%
		2012-13			45	82.2%
		2013-14			57	92.9%
		2014-15			33	96.9%
	B.A-II	2011-12			40	100%
		2012-13			36	97.2%
		2013-14			41	97.5%
		2014-15			43	100%
	B.A-III	2011-12			43	93.02%
		2012-13			42	100%
		2013-14			32	100%
		2014-15			37	87.4%

27.	Diversity of students			

Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
UG (class)	2011-12	97.6	2.4	------
	2012-13	98.4	1.6	------
	2013-14	97.8	2.2	------
	2014-15	99.2	0.8	------

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence service etc.?	No information available.

29.	Student Progression :		N.A.		
	Student Progression		Against % enrolled		
		2011-12	2012-13	2013-14	2014-15
	Those completed UG	82%	100%	80%	82.2%
	Those completed PG	----	----	----	----
	PG to Ph. D	----	----	----	----
	Ph. D to Post-Doctoral	----	----	----	----
	Employed □Campus selection □Other than campus recruitment	No provision No record available			
30.	Details of infrastructural facilities				
	Library	Our central library is well stocked with 1068 subject related books.			
	Internet facilities for Staff & Students	All the students and staff can access internet in computer labs.			
	Class rooms with ICT facility	NIL			
	Laboratories	NIL			
31.	Number of students receiving financial assistance from college, university, government or other agencies	2011-12	2012-13	2013-14	2014-15
	College	32	24	28	40
	University	----	----	----	----
	Government	----	----	----	----
	Other agencies	----	----	----	----
32.	Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts- NIL				
33.	Teaching methods adopted to improve student learning:- Seminar, Discussion, Assignments, Lecture with black board				
34.	Participation in Institutional Social Responsibility (ISR) and extension activities:- NIL				
35.	SWOC analysis of the department and Future plans				
	Strengths	• Well qualified staff, • Well equipped library • Good infrastructure			
	Weakness	• Lack of Permanent staff • Lack of Post Graduate course.			
	Opportunity	• Economics in an important subject which covers everything from food and agriculture to business and banking. • Students of economics can build their career in banking, financial consultant,			

		statistician and even start their own business
	Challenges	• Retention of qualified faculty as temporary faculty leaves the job on getting better opportunities. • Less interest of students due to technical subject.
	Future plans	To organize seminar, conferences and expert lectures.

Table no. -01

Mrs. Manpreet Kaur (HOD)	• Economic Growth and Health Development in India- An Analysis, Impact of Economic Growth on Human Development in North West India, pp.42-53 • Diaspora and its Impact on Growth of Developing countries, Sahit ate sabhiachar de sandharbhwich Punjabi Diaspora, Vol.1, pp 252-259
Dr. Anju bala (Asst. Prof.)	• "Structural Change in India's Agriculture Sector", Published in Third Concept-An International Journal of Ideas, Vol. 24, No. 288, February-2011, pp 49-54, ISSN: 0970-7247. • "Structural Change with special reference to Tertiary Sector in India" Published in International Journal of Business Policy and Economics, Vol. 4, No. 2, July-December 2011, pp 277-292, ISSN: 0973-5801. • "Rural-Urban Differences in Morbidity and Utilisation Pattern of Health Services in Punjab: An Analysis of Chronic Disease' Patients" Published in International Journal of Physical and Social Sciences, Vol. 2, No. 10, October-2012, pp 400-419, ISSN: 2249-5894. • "Rural-Urban Differences in Perception and Preferences of Households About Diseases and Treatment in Punjab" Published in International Journal of Research in Social Sciences, Vol. 3, No. 1, February-2013, pp 163-183, ISSN: 2249-2496. • "Growth of Health Care Services in Punjab" Published in International Journal of Research in Social Sciences, Vol. 3, No. 3, August-2013, pp 249-267, ISSN: 2249-2496. • "Structure of Indian Economy and the Linkages Pattern", Published in International Journal of Marketing and Technology, Vol. 4, No. 7, July-2014, pp 114-132, ISSN: 2249-1058.

Table No. 2 :National Seminar funded by ICSSR (NWRC)

List of Resource Persons

Sr. No.	Name	Designation
1.	Dr. Prem Kumar	Director, BML Munjal University, Gurgaon.
2.	Dr. B.B. Singla	Assistance Professor, School of Management Studies, Punjabi University, Patiala.
3.	Dr. Navkiranjeet Kaur	Head, Department of Commerce, Punjabi University, Patiala.
4.	Dr. Jasmindeep Kaur	Assistant Professor, Commerce Department, Punjabi University, Patiala.
5.	Dr. Rajiv Kansal	Former Head & Professor Commerce Department, Punjabi University, Patiala.
6.	Dr. Jeevan Jyoti Maini	Head, Department of Management, MIMIT, Malout.
7.	Dr. Anuradha	Visiting Professor, ITM University, Gurgaon.

DEPARTMENT OF HINDI

1.	Name of the department	Hindi
2.	Year of Establishment	1966
3.	Names of Programmes/ Courses offered	U.G and P.G
4.	Name of Interdisciplinary courses and the departments/units involved	Nil
5.	Annual/ Semester/ choice based credit system (programme wise)	B.A. -I Semester B.A. II & B.A III Annual M.A. Semester
6.	Participation of the departments in the courses offered by other departments	Nil
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8.	Detail of courses/ programmes discontinued (if any) with reasons	Yes (M.A Hindi) Poor response. Restarted in the session 2014-15

9.	Number of Teaching posts :-	Covered*		Uncovered	
	Designation	Sanctioned	Filled	Sanctioned	Filled
	Professors	----	-----	-----	-----
	Associate Professors	----	1	-----	-----
	Asst. Professors	2	----	Need Based	1
	*Posts are on Promotion as per UGC norms.				

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

Name	Qualification	Designation	Specialization	No. Of Years of Experience	No. of Ph. D. Students guided for the last 4 Years
PERMANENT					
Dr Suman Bawa	M.Phil, Ph.d., M.Ed	Associate professor	Fiction	26 years	One
PERMANENT					
Anuradha	M.Phil persuing	Asstt. Professor	Poetry	2 years	Nil

11.	List of senior visiting faculty	Nil

12.	Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty	Nil
13.	Student – Teacher Ratio	

2014-15		
B.A- I	B.A-II	B.A-III
39:1	54:1	58:1
Composition class		
B.A- I	B.A-II	B.A-III
20:1	27:1	29:1
M.A Hindi-I 08:1		

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	Nil
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.	Refer Column No.10
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	Nil
17.	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc and total grants received	Nil
18.	Research Centre/ facility recognized by the University	Nil
19.	Publications: ☐ Number of Papers published in peer reviewed journals (National / International) by faculty and students ☐ Books with ISBN / ISSN Numbers with details of publishers	1. Sant Sahitye : Vartman Pariwesh Main Prasangikta, By Dr. Sushil Bala, Sangam Publications Patiala, ISBN 978938427330 Title- "Sant Vani Main Nari Ka Sandharbh" Dr. Suman Bawa, Page No. 127 2. Hindi Sahitye Main Dalit Aur Istri Vimarsh By Chamkaur Singh,Twentyfirst Century Publications Patiala, ISBN 9789380748917 Title-"Istri Vimarsh: Naye Sandharbho Ki Talash Main Istri", Pg. No. 30
20.	Areas of consultancy and income generated:	• Member, Faculty of Languages • As a member of Selection Committee at College/School level • As judge in various

				events/competitions organized at inter-college level • No income is generated through these consultancy services			
21.	Faculty as members in			Nil			
	National committees						
	International committees						
	Editorial boards						
22.	Students projects						
	Percentage of students who have done in house projects including inter departmental/programme			Nil			
	Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies			Nil			
23.	Awards/ Recognitions received by faculty and students			Nil			
24	List of eminent academicians and scientists/ visitors to the department			Nil			
25.	Seminars/ Conferences/ Workshops organized & the source of funding			Nil			
	National						
	International						
26.	Student profile programme / course wise :						
	Name of the Course/ Programme	Year	Applications Received	Selected	Enrolled		Pass %age
	UG	2011-12	On eligibility first come first serve basis		B.A-I	43	93.02%
					B.A-II	45	100%
					B.A-III	40	95%
		2012-13			B.A-I	50	100%
					B.A-II	31	100%
					B.A-III	42	100%
		2013-14			B.A-I	57	100%
					B.A-II	43	90.7%
					B.A-III	33	96.97%
		2014-15			B.A-I	37	100%
					B.A-II	43	100%
					B.A-III	36	100%
	PG	2014-15			M.A-I	08	100%

27.	Diversity of students				
Name of the Course		% of students from the same state	% of students from other states		% of students from abroad
UG (class)	2011-12	100	-----		-----
	2012-13	100	-----		-----
	2013-14	99.25	0.75		-----
	2014-15	99.25	0.75		-----
Name of the Course		% of students from the same state	% of students from other states		% of students from abroad
PG(class)	2014-15	100	-----		-----

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence service etc.?				No information available.
29.	Student Progression :				
	Student Progression	Against % enrolled			
		2011-12	2012-13	2013-14	2014-15
	Those completed UG	84.44	79.24	74.42	72
	Those completed PG	-----	-----	-----	-----
	PG to Ph. D	-----	-----	-----	-----
	Ph. D to Post-Doctoral	-----	-----	-----	-----

Employed	
Campus selection	No Provision
Other than campus recruitment	No Record available

30.	Details of infrastructural facilities				
	Library		Central Library has 4935 books relevant to the subject.		
	Internet facilities for Staff & Students		Available in computer labs.		
	Class rooms with ICT facility		No		
	Laboratories		NA		

31.	Number of students receiving financial assistance from college, university, government or other agencies	2011-12	2012-13	2013-14	2014-15
	College	35	32	44	85
	University	Nil	Nil	Nil	Nil
	Government	Nil	Nil	Nil	Nil
	Other agencies	Nil	Nil	Nil	Nil

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

33.	Teaching methods adopted to improve student learning
	1. Discussions
	2. Assignment
	3. Seminar
	4. Delivering lecture
	5. Creative writing
34.	Participation in Institutional Social Responsibility (ISR) and extension activities Active participation of students in extension activities organized by NSS,YRC and NCC etc
35.	SWOC analysis of the department and Future plans

	Strengths	• Hindi has an important place in every central level competitive exams. • Well stocked college library. • Efficient and dedicated staff. • Excellent results.
	Weakness	• Non Hindi students are facing difficulties at initial writing stage. • Lack of interest in Hindi because Punjabi being the regional language. • Hindi adopts so many English words but they have not any particular Hindi meaning in dictionary.
	Opportunity	• Hindi translation and creative writing skills can help to make career in government sector. • Hindi students can become script writer in media. • College can add new diploma and certificate courses. • Large number of job opportunity in print media / electronic media as editor, reporter etc.
	Challenges	• Co-ordination between knowledge and literature. • Language efficiency. • Make students capable to get jobs in different fields.
	Future plans	• Organizing Seminars/ Workshop. • To organize competitions like essay writing/current affairs etc. to promote writing skills in students.

DEPARTMENT OF HISTORY

1.	Name of the department	History
2.	Year of Establishment	1966
3.	Names of Programmes/ Courses offered	UG
4.	Name of Interdisciplinary courses and the departments/units involved	NIL
5.	Annual/ Semester/ choice based credit system	B.A-I- Semester B.A-II,III- Annual
6.	Participation of the departments in the courses offered by other departments	NIL
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	NIL
8.	Detail of courses/ programmes discontinued (if any) with reasons	NIL

9.	Number of Teaching posts :-	Covered*		Uncovered	
	Designation	Sanctioned	Filled	Sanctioned	Filled
	Professors	----	----	----	----
	Associate Professors	----	01	----	----
	Asst. Professors	01	----	----	----
	*Posts are on Promotion as per UGC norms.				

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 Years
PERMANENT					
Dr. Savita Gupta	M.A , M.Phil B.Ed, Ph.D	Associate Prof.	Medieval India	24 Year	---
TEMPORARY					
Mrs. Renu Garg	M.A(Eco), M.A(History), M.Ed	Asst. Prof	Punjab	1 ½ Year	---

11.	List of senior visiting faculty	NIL

12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty	20%		
13.	Student – Teacher Ratio	2014-15		
		B.A-I	B.A-II	B.A-III
		38:1	32:1	53:1
14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	NIL		
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.	As mentioned above at point- 10		
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	NIL		
17.	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc and total grants received	NIL		
18.	Research Centre/ facility recognized by the University	NIL		
19.	Publications: □ Number of Papers published in peer reviewed journals (national/ international) by faculty and students □ Books with ISBN / ISSN Numbers with details of publishers	NIL		
20.	Areas of consultancy and income generated	• Member, Board of Under Graduate Studies in History and Faculty of Social Sciences • As judge in various events /competitions organized at inter-college level • No income is generated through these consultancy services		
21.	Faculty as members in			
	National committees	NIL		
	International committees			
	Editorial boards			
22.	Students projects			
	Percentage of students who have done inhouse projects including inter Departmental/programme	NIL		
	Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies	NIL		

23.	Awards/Recognitions received by faculty and students		NIL			
24	List of eminent academicians and scientists/ visitors to the department		NIL			
25.	Seminars/ Conferences/ Workshops organized & the source of funding					
	National		NIL			
	International					
26.	Student profile programme / course wise :					

Name of the Course / Programme	Year	Applications Received	Selected	Enrolled		Pass %age
UG	2011-12	Seats in B.A are open. Admissions are done on First Come First Serve basis		B.A-I	81	86.41%
				B.A-II	42	95.23%
				B.A-III	61	98.36%
	2012-13			B.A-I	83	86.74%
				B.A-II	64	98.43%
				B.A-III	35	97.14%
	2013-14			B.A-I	77	85.71%
				B.A-II	61	91.80%
				B.A-III	61	96.72%
	2014-15			B.A-I	76	100%
				B.A-II	64	100%
				B.A-III	53	100%

27.	Diversity of students			

Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
UG	2011-12	99.45	0.54	------
	2012-13	99.42	0.57	------
	2013-14	97.99	2.01	------
	2014-15	97.40	2.59	------

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE,Civil Services, Defence service etc.?	No Information Available
29.	Student Progression :	

Student Progression	Against % enrolled			
	2011-12	2012-13	2013-14	2014-15
Those completed UG	89.55 %	60.71%	74.07%	62.65%
Those completed PG	----	----	----	----
PG to Ph. D	----	----	----	----
Ph. D to Post-Doctoral	----	----	----	----
Employed □ Campus selection □ Other than campus recruitment	No Provision			

30.	Details of infrastructural facilities				
	Library		Central Library with 1543 books (Book Bank-491 and History Genernal-1052)		
	Internet facilities for Staff & Students		All the students and staff can access internet in computer labs.		
	Class rooms with ICT facility		NIL		
	Laboratories		NIL		
31.	Number of students receiving financial assistance from college, university, government or other agencies	2011-12	2012-13	2013-14	2014-15
	College	51	36	71	90
	University	-----	-----	-----	-----
	Government	-----	-----	-----	15
	Other agencies	-----	-----	-----	-----
32.	Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts- NIL				
33.	Teaching methods adopted to improve student learning - Lectures using Black Board - Seminars - Assignments - Group Discussion - Library Concentration - Historical Trips - Activities of History Association based on historical concept.				
34.	Participation in Institutional Social Responsibility (ISR) and extension activities: Students are encouraged to participate in extension activities organized by co-curricular departments like NSS, RRC, YRC, LLC and NCC for their social responsibility towards the community and these students are given extra time to cover the loss of their studies, if any.				
35.	SWOC analysis of the department and Future plans				
	Strengths	There is generous support from college administration. It provides the base for most of the competitive exams. Appropriate books for reference are available in library.			
	Weakness	Lack of awareness about the importance of the subject.			

Opportunity		• Government jobs are available in the Archaeological Department. • Various teaching jobs are available. • Students are able to appear in various civil services exams.
Challenges		• To increase students interest in the subject. • To increase the participation of students in various activities. • Limited time is available to cover vast syllabus
Future plans		• To upgrade the department. • To organize Extension lectures and National Level seminar in the department.

DEPARTMENT OF HOME MANAGEMENT

1.	Name of the department	Home Management
2.	Year of Establishment	1988
3.	Names of Programmes/ Courses offered	B.A.
4.	Name of Interdisciplinary courses and the departments/units involved	NIL
5.	Annual/ Semester/ choice based credit system (programme wise)	B.A-II & III(Annual) B.A-I (Semester)
6.	Participation of the departments in the courses offered by other departments	NIL
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	NIL
8.	Detail of courses/ programmes discontinued (if any) with reasons	NIL

9.	Number of Teaching posts :-	Covered*		Uncovered	
	Designation	Sanctioned	Filled	Sanctioned	Filled
	Professors	---	---	---	---
	Associate Professors	---	---	---	---
	Asst. Professors	---	---	01	01
	*Posts are on Promotion as per UGC norms.				

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

S.No	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 Years
			PERMANENT			
	Ms. Rajni Pandhi	M.Sc., B.Ed.	Asst. Prof.	General	27 years 3 months	NIL

11.	List of senior visiting faculty	NIL
12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty	NIL

13.	Student – Teacher Ratio	2014-15		
		B.A-I	B.A-II	B.A-III
		19:1	19:1	15:1

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	NIL	
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.	PG	
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	NIL	
17.	Departmental projects funded by DST FIST, UGC, DBT, ICSSR, etc and total grants received	NIL	
18.	Research Centre/ facility recognized by the University	NIL	
19.	Publications: ☐ Number of Papers published in peer reviewed journals (national/ international) by faculty and students ☐ Books with ISBN / ISSN Numbers with details of publishers	NIL	
20.	Areas of consultancy and income generated:	• Member, Faculty of Life Science. • As judge in various events/ competitions organized at university and inter-college level. • As Paper setter and external examiner. No income is generated through these consultancy services	
21.	Faculty as members in		
	National committees	NIL	
	International committees		
	Editorial boards		
22.	Students projects		
	☐ Percentage of students who have done in-house projects including inter departmental/ programme	NIL	
	☐ Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies	NIL	

23.	Awards/ Recognitions received by faculty and students	NIL
24	List of eminent academicians and scientists/ visitors to the department	Mrs. Shalini Sehgal, Asst. Prof. and Head, Dept. of Home Sci., Mata Sahib Kaur Girls' College, Talwandi Sabo.
25.	Seminars/ Conferences/ Workshops organized & the source of funding	
	National	NIL
	International	
26.	Student profile programme / course wise	Admission is done on First-Come, First-Serve basis.

Name of the Course / Programme		Year	Applications Received	Selected	Enrolled	Pass %age
UG	B.A-I	2011-12	-----	-----	29	100%
	B.A-II		-----	-----	18	100%
	B.A-III		-----	-----	20	100%
	B.A.-I	2012-13	-----	-----	20	100%
	B.A-II		-----	-----	18	100%
	B.A.-III		-----	-----	16	100%
	B.A-I	2013-14	-----	-----	21	100%
	BA.-II		-----	-----	17	100%
	B.A.-III		-----	-----	19	100%
	B.A-I	2014-15	-----	-----	19	94.7%
	B.A-II		-----	-----	19	100%
	B.A.-III		-----	-----	15	100%

27.	Diversity of students			
Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
UG (class)	2011-12	97.01%	2.99%	------
	2012-13	96.30%	3.70%	------
	2013-14	96.49%	3.51%	------
	2014-15	96.23%	3.77%	------

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence service etc.?	No record maintained in the department

29.	Student Progression :				
	Student Progression	Against % enrolled			
		2011-12	2012-13	2013-14	2014-15
	Those completed UG	76.66%	86.36%	62.96%	80.95%
	Those completed PG	----	----	----	----
	PG to Ph. D	----	----	----	----
	Ph. D to Post-Doctoral	----	----	----	----
	Employed ☐ Campus selection ☐ Other than campus recruitment	There is no provision of campus placement No record is maintained for other than campus recruitment			
30.	Details of infrastructural facilities				
	Library	Our central library is well stocked with 1190 subject related books.			
	Internet facilities for Staff & Students	All the students and staff have access to all the facilities available in the college like library and internet etc.			
	Laboratories	Well maintained laboratories (Food & Nutrition, Clothing and Home Mgt. Lab)			
	Class rooms with ICT facility	NIL			
31.	Number of students receiving financial assistance from college, university, government or other agencies	2011-12	2012-13	2013-14	2014-15
	College	13	05	08	10
	University	-----	-----	-----	-----
	Government	-----	-----	-----	-----
	Other agencies	-----	-----	-----	-----
32.	Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts Session 2012-13 : Talent Hunt programme(Fine Arts items) was organized on 31.8.2012. Session 2013-14 : Talent Hunt programme (Fine Arts items) was organized on 31.8.2013. A lecture on Obesity and its Management by Mrs. Shalini Sehgal on 18 Feb. 2014. Session 2014-15 : A workshop on Fabric painting and Pot painting was organized from 25th to 27th Nov. 2014 by experts from Fevicryl Company.				

33.	Teaching methods adopted to improve student learning • Lecture combined with chalk and board. • Demonstration. • Discussion. • Student Assignments. • Peer Learning.	
34.	Participation in Institutional Social Responsibility (ISR) and extension activities: Students are encouraged to participate in extension activities organized by co-curricular departments like NSS, RRC, YRC, LLC and NCC for their social responsibility towards the community and these students are given extra time to cover the loss of their studies, if any.	
35.	SWOC analysis of the department and Future plans	
	Strengths	• Multilingual teaching. • Well equipped laboratories. • Well stocked central library with subject related books • Good relation among students and teacher. • Subject of day-to-day use, especially for girls.
	Weakness	• Non-existence of P.G. courses after having H.Mgt. as an elective subject at U.G. level. • Vast theory syllabus so lesser time available for developing practical skills, project work and excursions for students' exposure.
	Opportunity	• Opportunities are given to participate/organize area-specific workshops/seminar/competitions. • Freedom to spend on practical work.
	Challenges	• To have good strength in the department has become a challenge because of the students' shifting interest in other streams like IT and Commerce.
	Future plans	• To achieve more academic excellence. • To arrange more activities in the department for skill development. • To undertake project work. • To invite experts to the department to enrich the curriculum.

DEPARTMENT OF HOME SCIENCE

1.	Name of the department	HOME SCIENCE
2.	Year of Establishment	1980
3.	Names of Programmes/ Courses offered	Under Graduate
4.	Name of Interdisciplinary courses and the departments/units involved	Nil
5.	Annual/ Semester/ choice based credit system (programme wise)	Annual -B.A II & III Semester- B.A I
6.	Participation of the departments in the courses offered by other departments	No
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	No
8.	Detail of courses/ programmes discontinued (if any) with reasons	No

9.	Number of Teaching posts	Covered*		Uncovered	
	Designation	Sanctioned	Filled	Sanctioned	Filled
	Professors	----	----	----	----
	Associate Professors	----	----	----	----
	Asst. Professors	01	01	----	----
	*Posts are on Promotion as per UGC norms.				

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 Years
PERMANENT					
Mrs Neelam Gupta	M.Sc.	Assistant Prof.	H.Sc. Edu. & Ext.	32 year 4 months	Nil
TEMPORARY					
Mrs. Renuka Madhok	M.Sc.	Assistant Prof.	Food & Nutrition	7 years	Nil

11.	List of senior visiting faculty	Nil
12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty	11% (Practical)
13.	Student – Teacher Ratio	25:1

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	Sanctioned : 01 Filled : 00
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.	PG
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	Not applicable
17.	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc and total grants received	Not applicable
18.	Research Centre/ facility recognized by the University	Not applicable
19.	**Publications:** ☐ Number of Papers published in peer reviewed journals (national/ international) by faculty and students ☐ Books with ISBN / ISSN Numbers with details of publishers	**Refer List No. 1**
20.	Areas of consultancy and income generated:	• Member, Faculty of Life Science • As judge in various events/ competitions organized at inter-college level • As Paper setter and external examiner • As a member of Selection Committee at College level No income is generated through these consultancy services
21.	Faculty as members in	
	National committees	Nil
	International committees	
	Editorial boards	
22.	Students projects	
	Percentage of students who have done in-house projects including inter departmental/Programme	Not applicable
	Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies	Not applicable
23.	Awards/ Recognitions received by faculty	Not clear what is supposed to be mentioned. I have stood first in all

	and students		branches of Home Sci. in the University and had been recipient of merit scholarship throughout my period of studies but no award has been achieved after joining as faculty. Many of our students have got University merit positions.
24	List of eminent academicians and scientists/ visitors to the department		Mrs. Shalini Sehgal, Asstt. Prof. and Head Dept. of Home Sci. Mata Sahib Kaur Girls' College, Talwandi Sabo.
25.	Seminars/ Conferences/ Workshops organized & the source of funding		Nil
	National		
	International		
26.	Student profile programme / course wise :		

Name of the Course / Progra-mme(refer question no.4)		Year	Applications Received	Selected	Enrolled	Pass %age
UG	B.A-I	2011-12	We have 25 seats sanctioned by the University. A long time back there used to be a great rush for admission and we use to prepare a rough waiting list and call for admission if there was any seat vacant. Presently, the admission is done on first-come, first-serve basis and giving preference to students with the science background. Admission is closed after the seats are filled.		24	100%
	B.A-II				19	89.4%
	B.A-III				15	100%
	B.A.-I	2012-13			23	100%
	B.A-II				15	100%
	B.A.-III				16	100%
	B.A-I	2013-14			17	100%
	BA.-II				20	100%
	B.A.-III				17	100%
	B.A-I	2014-15			25	92%
	B.A-II				14	92.85%
	B.A.-III				15	100%

27.	Diversity of students					

Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
B.A-I	2011-12	91.66	8.33	------
B.A.-II		94.73	5.26	------
B.A.-III		100	0	------
B.A-I	2012-13	91.30	8.69	------
B.A.-II		86.66	13.33	------

Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
B.A.-III		93.75	6.25	------
B.A-I	2013-14	94.11	5.88	------
B.A.-II		95	5	------
B.A.-III		88.23	11.76	------
B.A-I	2014-15	96	4	------
B.A.-II		100	0	------
B.A.-III		86.66	13.33	------

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence service etc.?	No record maintained in the department		
29.	Student Progression :	Information not available		

Student Progression	Against % enrolled			
	2011-12	2012-13	2013-14	2014-15
Those completed UG	90	70	62.5	69.56
Those completed PG	-----	-----	-----	-----
PG to Ph. D	-----	-----	-----	-----
Ph. D to Post-Doctoral	-----	-----	-----	-----

Employed	
☐ Campus selection	No provision
☐ Other than campus recruitment	No record maintained

30.	Details of infrastructural facilities	
	Library	Our central library is well stocked with 1190 subject related books
	Internet facilities for Staff & Students	All the students and staff have access to all the facilities available in the college like library and internet etc.
	Laboratories	The Labs.(Foods & Nutrition and Clothing Labs.) are well equipped and updated with all the modern equipment.
	Class rooms with ICT facility	**NIL**

31.	Number of students receiving financial assistance from college, university, government or other Agencies	2011-12	2012-13	2013-14	2014-15
	College	09	07	08	07
	University	----	----	----	----
	Government	----	----	----	01
	Other agencies	----	----	----	----

32.	Details on student enrichment programmes (special lectures/ workshops/ seminar) with external Experts
	Session 2012-13 : Talent Hunt programme (Fine arts items) was organized on 31st Aug. 2012.
	Session 2013-14 : Talent Hunt programme (Fine arts items) was organized on 31st Aug. 2013. A lecture on Obesity and its Management by Mrs. Shalini Sehgal on 18 Feb. 2014.
	And upto 2014-15 : A workshop on Fabric painting and Pot painting was organized from 25th to 27th Nov. 2014 by experts from Fevicryl Company.
33.	Teaching methods adopted to improve student learning • Lecture combined with chalk and board. • Demonstration. • Discussion • Student Assignments • Peer Learning
34.	Participation in Institutional Social Responsibility (ISR) and extension activities : Students are encouraged to participate in extension activities organized by co-curricular departments like NSS, RRC, YRC, LLC and NCC for their social responsibility towards the community and these students are given extra time to cover the loss of their studies if any.
35.	SWOC analysis of the department and Future plans

	Strengths	• Multilingual teaching. • Good relation among students and teacher. • Reputation of the department in the surrounding area. • More stress on practicals & handling of equipment. • Focus on quality teaching. • Subject of day to day use, especially for girls.
	Weakness	• Lack of interest among the students to attend remedial classes. • Shortage of staff. • Non-existence of P.G. courses after having H.Sc. as an elective subject at U.G. level.

	Opportunity	• Research can enhance interaction with the society. • Freedom of work. • Opportunities are given to attend seminars/workshops, present papers and involve in research activities.
	Challenges	• Students lack of social support and motivation to take up career. • No aided posts(technical) filled. • No sensitivity of the University to promote post-graduation after studying H.Sc. as an elective subject in B.A. • Changing trend of youth from one stream to other.
	Future plans	• To organize seminars and workshops. • To achieve more academic excellence. • To offer diploma course on dietetics. • To start consultancy services in dietetics. • To start research work in the dept. and imbibe scientific temper among the students.

Table No: 1

Mrs. Neelam Gupta (HOD)	**Paper Published in Journal**
	• Consolidation through Mergers & Acquisitions- A rule rather than Exception, International journal of Tropical Agriculture (IJTA), April- June 2015, 33, 1713-1719 • Consumer Perspective on changing face of Indian retail industry. International journal of tropical agriculture (IJTA), April- June 2015, 33, 1721-1725 • Right to Education- A critical analysis, Internal Journal of Innovative Education, Nov 2014, Vol-1, 6, ISSN: 2393 8404 • Emerging Trends in Teacher Education-Curriculum and Instruction. Indian Journal of Experimentation and Innovation in Education, Jan 2015, Vol-4,1, ISSN:2278 1730

DEPARTMENT OF LIBRARY SCIENCE

1.	Name of the department	Library Science
2.	Year of Establishment	2013
3.	Names of Programmes/ Courses offered	B.Lib.
4.	Name of Interdisciplinary courses and the departments/units involved	Nil
5.	Annual/ Semester/ choice based credit system (programme wise)	Semester
6.	Participation of the departments in the courses offered by other departments	Nil
7.	Courses in collaboration with other universities,industries, foreign institutions, etc.	Nil
8.	Detail of courses/ programmes discontinued (if any) with reasons	Nil

9.	Number of Teaching posts :-	Covered*		Uncovered	
	Designation	Sanctioned	Filled	Sanctioned	Filled
	Professors	---	---	---	---
	Associate Professors	---	---	---	---
	Asst. Professors	---	---	01	01
	*Posts are on Promotion as per UGC norms.				

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 Years
TEMPORARY					
Ms. Veerpal Kaur	M.Lib.	Asst. Prof.	Cataloguing	01	Nil

11.	List of senior visiting faculty	Nil
12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty	100%

13.	Student – Teacher Ratio	08:1
14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	Nil
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.	Refer column no. 10
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	Nil
17.	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc and total grants received	Nil
18.	Research Centre/ facility recognized by the University	Nil
19.	Publications: ☐ Number of Papers published in peer reviewed journals (national/ international) by faculty and students ☐ Books with ISBN / ISSN Numbers with details of publishers	Nil
20.	Areas of consultancy and income generated:	Nil
21.	Faculty as members in	
	National committees	
	International committees	Nil
	Editorial boards	
22.	Students projects	
	Percentage of students who have done inhouse projects including inter departmental/Programme	Nil
	Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies	
23.	Awards/ Recognitions received by faculty and students	Nil
24	List of eminent academicians and scientists/ visitors to the department	Nil
25.	Seminars/ Conferences/ Workshops organized & the source of funding	
	National	Nil
	International	

26.	Student profile programme / course wise :					
	Name of the Course / Programme	Year	Applications Received	Selected	Enrolled	Pass %age
	UG	2013-14	Admission is done on first come first serve basis provided that the candidate fulfils the eligibility criteria laid down by Punjabi University.		09	100%
		2014-15			08	100%

27.	Diversity of students			
Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
B.Lib	2013-14	100%	---	---
	2014-15	100%	---	---

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence service etc.?	No record available

29.	Student Progression :				
	Student Progression	Against % enrolled			
		2011-12	2012-13	2013-14	2014-15
	Those completed the course	----	----	100%	100%
	Those completed PG	----	----	----	----
	PG to Ph. D	----	----	----	----
	Ph. D to Post-Doctoral	----	----	----	----

Employed	
☐ Campus selection	No provision
☐ Other than campus recruitment	No record maintained

30.	Details of infrastructural facilities	
	Library	The central library has 166 books relevant to the subject.
	Internet facilities for Staff & Students	Broadband facility is available
	Class rooms with ICT facility	Yes
	Laboratories	NA

31.	Number of students receiving financial assistance from college, university, government or other agencies	2013-14	2014-15		
	College	01	02		
	University	---	---		
	Government	---	---		
	Other agencies	---	---		
32.	Details on student enrichment programmes (special lectures/ workshops/ seminar) with external Experts: Nil				
33.	Teaching methods adopted to improve student learning: Lecture, Group Discussions, Assignments, Practical exposure to the library and Computer aided teaching.				
34.	Participation in Institutional Social Responsibility (ISR) and extension activities: Nil				
35.	SWOC analysis of the department and Future plans				
	Strengths	Well -stocked library, Low Teacher-Student ratio, Committed faculty.			
	Weakness	Lack of awareness about the importance of subjects.			
	Opportunity	Visit to other libraries.			
	Challenges	Lack of student's interest in B.Lib.			
	Future plans	The department plans to organize extension lectures to provide extensive knowledge to its students.			

DEPARTMENT OF MATHEMATICS

1.	Name of the department	Mathematics
2.	Year of Establishment	1966
3.	Names of Programmes/ Courses offered	B.A, B.Sc.(CSM), M.Sc.(Mathematics)
4.	Name of Interdisciplinary courses and the departments/units involved	Punjabi department Computer department
5.	Annual/ Semester/ choice based credit system (programme wise)	B.A.-II & III-Annual B.A-I, B.Sc.(CSM) and M.Sc(Maths)-Semester
6.	Participation of the departments in the courses offered by other departments	B.Com., B.C.A., M.Sc.(IT) Reg, M.Sc.(IT) LE
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	NIL
8.	Detail of courses/ programmes discontinued (if any) with reasons	NIL

9.	Number of Teaching posts :-	Covered*		Uncovered	
	Designation	Sanctioned	Filled	Sanctioned	Filled
	Professors	-----	-----	-----	-----
	Associate Professors	-----	-----	-----	-----
	Asst. Professors	2	0	Need based	2(Regular) 5(Adhoc)
	*Posts are on Promotion as per UGC norms.				

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 Years
PERMANENT					
Ms. Taru Mittal	M.Sc.(Maths & Stats), M.Phil, P.G.D.C.A., M.B.A.,B.Ed	Asst. Professor	Pure Mathematics	18 years	NA
Ms. Isha Sharma	M.Sc.(Math), B.Ed, UGC-NET	Asst. Professor	Pure Mathematics	1 year 5 months	NA

Temporary	Ms. Rajni Goyal	M.Sc.(Math), B.Ed, M.A.(Edu.)	Lecturer	Pure Mathematics	6 & half session	NA
	Ms. Vandana	M.Sc.(Math), M.Phil,B.Ed.	Asst. Professor	Pure Mathematics	5 & half session	NA
	Ms. Rinky	M.Sc.(Math), M.A.(Eco.) (pursuing)	Asst. Professor	Pure Mathematics	Fresher	NA
	Ms Pooja Gupta	M.Sc.,B.Ed.	Asst. Professor	Pure Mathematics	3 Session	NA
	Ms. Shikha Arora	M.Sc.(Math), B.Ed.	Asst. Professor	Pure Mathematics	2 years	NA

11.	List of senior visiting faculty	NIL
12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty	M.Sc.(Math)-60% M.Sc.(IT)-100% B.A.-55.5% BCA-100% B.Sc.(CSM)-100%
13.	Student – Teacher Ratio	(see table below)
14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	NIL
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.	Refer column no. 10
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	NIL
17.	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc and total grants received	NIL
18.	Research Centre/ facility recognized by the University	NIL
19.	Publications: ☐ Number of Papers published in peer reviewed journals (national/ international) by faculty	13 (List no. 1)

Student – Teacher Ratio (item 13):

2014-15		
B.A-I	B.A-II	B.A-III
14:1	22:1	27:1

B.Sc.(CSM)-7:1
M.Sc.(Math)-17:1

	and students ☐ Books with ISBN / ISSN Numbers with details of publishers		NIL			
20.	Areas of consultancy and income generated:		NIL			
21.	Faculty as members in					
	National committees		NIL			
	International committees					
	Editorial boards					
22.	Students projects					
	Percentage of students who have done inhouse projects including inter departmental/programme		NIL			
	Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies		NIL			
23.	Awards/Recognitions received by faculty and students		NIL			
24	List of eminent academicians and scientists/ visitors to the department		Dr. Bhavdeep Singh Tanghi			
25.	Seminars/ Conferences/ Workshops organized & the source of funding					
	☐ National		NIL			
	☐ International		NIL			
26.	Student profile programme / course wise :					

Name of the Course / Programme	Year	Applications Received	Selected	Enrolled		Pass % age
UG	2011-12	First come first serve basis		B.A-I	11	93.33%
				B.A-II	16	100%
				B.A-III	11	100%
	2012-13	First come first serve basis and as per eligibility conditions laid down by University		B.A-I	30	88.23%
				B.A-II	12	100%
				B.A-III	17	100%
	2013-14			B.A-I	22	100%
				B.A-II	31	96.77%
				B.A-III	09	100%
	2014-15			B.A-I	14	100%
				B.A-II	22	100%
				B.A-III	27	100%
PG	2014-15			M.Sc. (Maths)	18	100%

27.	Diversity of students			
Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
UG (class)	2011-12	92.86	7.14	----
	2012-13	97.15	2.85	----
	2013-14	100	NIL	----
	2014-15	92.86	7.14	----
PG	2014-15	100	-----	-----

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence service etc.?	No record available

29.	Student Progression :				
	Student Progression	Against % enrolled			
		2011-12	2012-13	2013-14	2014-15
	Those completed UG	88.23	94.11	100	76.92
	Those completed PG	-----	-----	-----	-----
	PG to Ph. D	-----	-----	-----	-----
	Ph. D to Post-Doctoral	-----	-----	-----	-----
	Employed ☐ Campus selection ☐ Other than campus recruitment	NA			

30.	Details of infrastructural facilities	
	Library	Book Bank has 120 subject related books. Central library has 678 titles with 2240 total number of books.
	Internet facilities for Staff & Students	Staff and students can access internet in computer labs.
	Class rooms with ICT facility	Yes
	Laboratories	Nil

31.	Number of students receiving financial assistance from college, university, government or other agencies	2011-12	2012-13	2013-14	2014-15
	College	9(UG)	10(UG)	15(UG)	27(UG)
	University	----	----	----	----
	Government	----	----	----	2(PG)
	Other agencies	----	----	----	----

32.	Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts Session 2013-14 : Lecture on Operation Research by Dr. Bhavdeep Singh Tanghi for UG classes on 29.10.2013

33.	Teaching methods adopted to improve student learning • Teaching through PPTs • Assignments • Seminars • Group Discussion • Demonstration • Blackboard aided lectures • Information through internet	
34.	Participation in Institutional Social Responsibility (ISR) and extension activities:- Active participation of students in extension activities organized by N.S.S. YRC, NCC.	
35.	SWOC analysis of the department and Future plans	
	Strengths	• Hard working and dedicated Staff • The most applicable subject. • Devoted Students • Base for all competitive exams • Problems solving sessions are organized • Strong focus on quality teaching
	Weakness	• Lack of awareness about B.Sc.(CSM)-Course • Arts students are not so much interested to opt mathematics • No conference and workshop has been organized by the department
	Opportunity	• Bright Future in teaching field • Learn Basic Mathematics in practical form • Demand for new courses like M.Sc. (Mathematics) & B.Sc. (CSM) Increasing • To create awareness about higher education
	Challenges	• To create awareness about future prospects of new courses • Make students comfortable in field of mathematics • Make the students to understand the concept instead of cramming • Organize Vedic Math Camp in summer vacations • Develop the overall personality of students • To overcome the weakness of department
	Future plans	• Organize conference/Seminar • To introduce B.Sc.(Honors) and M.Sc.(Statistics) • Introduce more optional papers in M.Sc.(Maths) • Admissions on merit basis

List no. 1

Paper published in journal

- Study on E-Banking Services: A Conceptual View in PEZZOTTAITE JOURNALS, Vol. 1, No. 2, Oct. – Dec. 2012 ISSN:2279-0918
- Inflation and its Effects on Investment. Journal of Research, Extension and Development, Vol. 1, No. 2, October 2012. ISSN: 2319-1899
- Suitability of 360 degree Appraisal System to Manage Company's Health: An Analytical Study in PEZZOTTAITE JOURNALS, Vol. 2, No. 1, Jan – March 2013 ISSN:2279-0950
- Microfinance for sustainable Development in Journal of Research ,Extension and Development Vol. 1 no.3 January 2013 ISSN 2319-1899

Full Paper Published in Conference Proceedings

- Retail loss prevention technology in 2nd national conference on retailing in India opportunities and challenges organized by Baba Farid College of Management & Technology, Bathinda on 15th March 2012. ISBN: 9789382062073
- Actuary a another name for mathematician in National Seminar of Mathematical Modelling in Science & Technology organized by The Technological Institute of Textile & Sciences, Bhiwani (Haryana) on August 18, 2012 sponsored by AICTE, Ministry of HRD, India. ISBN: 9789381732052
- Stress: A major Issue to Manage in National seminar on Emerging Trends in Home Science organized by Dev Samaj College for Women, Ferozpur City on November 22, 2011 sponsored by UGC.
- "Tools to Manage Company's Environmental Health" in National Seminar on Futuristic and Emerging Areas inTechnology: Issue and Challenge 2013 organised by Department of Textile Engg., Punjab Technical University, Giani Zail Singh Campus, Bathinda from February14-15, 2013.
- Role Of Ethic In Developing Customer Relation in 7th International Conference "Spiritualism In Education" Organized by Desh Bhagat University on September 27-28 ,2013 sponsored by AICTE ,ISBN 9789383223008
- Educational Loan"A Big Hand For Students" in 3rd national National Conference on Trends & Issues In Product & Brand Management organized by Baba Farid College of Management & Technology, Bathinda on 20- 21 March 2013. ISBN: 9789351049937
- Sustainability Of Micro And Small Enterprises Imperatives , Myths & Realities in National Seminar MSMES in Punjab Opportunities & Challenges organized by Department of Commerce & Department of Economics S.S.D.Girls' College Bathinda on March 2014.ISBN 9789380145624 ,sponsored By ICSSR-NWRC
- "Recruitment Of Advisors" in 4th National Conference on Issues & Innovations In Service Sectors: Implications Of Management & Engineering sciences. organized by Baba Farid College of Management & Technology, Bathinda on 24- 25 September 2015. ISBN: 9789384869724

DEPARTMENT OF MUSIC

1.	Name of the department	Music
2.	Year of Establishment	1968
3.	Names of Programmes/ Courses offered	B.A.
4.	Name of Interdisciplinary courses and the departments/units involved	NIL
5.	Annual/ Semester/ choice based credit system (programme wise)	B.A.-(II & III) (Annual) B.A.-I (Semester)
6.	Participation of the departments in the courses offered by other departments	NIL
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	NIL
8.	Detail of courses/ programmes discontinued (if any) with reasons	NIL

9.	Number of Teaching posts :-	Covered*		Uncovered	
	Designation	Sanctioned	Filled	Sanctioned	Filled
	Professors	---	---	---	---
	Associate Professors	---	01	---	---
	Asst. Professors	01	---	---	---
	*Posts are on Promotion as per UGC norms.				

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 Years
PERMANENT					
Mrs. Jaswinder Kaur	M.A Music(V)	Associate Prof.	------	38 years	-----

11.	List of senior visiting faculty	NIL
12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty	NIL

13.	Student – Teacher Ratio	2014-15		
		B.A-I	B.A-II	B.A-III
		09:1	09:1	09:1
14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	Technical Staff(Sanctioned)- 01 Technical Staff (Filled) - 01		
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.	Refer column no.10		
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	NIL		
17.	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc and total grants received	NIL		
18.	Research Centre/ facility recognized by the University	NIL		
19.	Publications: □ Number of Papers published in peer reviewed journals (national/ international) by faculty and students □ Books with ISBN / ISSN Numbers with details of publishers	NIL		
20.	Areas of consultancy and income generated:	• Member, Faculty of Arts & Culture and Board of Under Graduate Studies in Music • As paper setter in GNDU, Amritsar and Punjabi University Patiala • As external examiner • As a member of Selections Committee at College/School level • As judge in various events/competitions organized at inter-college and inter-school No income is generated through these consultancy services		
21.	Faculty as members in			
	National committees			
	International committees	NIL		
	Editorial boards			

22.	Students projects						
	Percentage of students who have done in-house projects including inter departmental/Programme	NIL					
	Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies	NIL					
23.	Awards/Recognitions received by faculty and students	Table No. 1					
24	List of eminent academicians and scientists/visitors to the department	NIL					
25.	Seminars/ Conferences/ Workshops organized & the source of funding	NIL					
	National						
	International						
26.	Student profile programme / course wise :						

Name of the Course / Programme	Year	Applications Received	Selected	Enrolled		Pass %age
UG	2011-12	Number of seats are open. Admission is done on first-come, first-serve basis.		B.A-I	14	93.3%
				B.A-II	09	100%
				B.A-III	10	100%
	2012-13			B.A-I	19	100%
				B.A-II	10	100%
				B.A-III	08	100%
	2013-14			B.A-I	10	100%
				B.A-II	11	100%
				B.A-III	09	100%
	2014-15			B.A-I	06	100%
				B.A-II	09	100%
				B.A-III	09	100%

27.	Diversity of students				

Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
UG (class)	2011-12	100%	----	----
	2012-13	100%	----	----
	2013-14	100%	----	----
	2014-15	100%	----	----

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence service etc.?	No record available

29.	Student Progression :			Record not maintained		
	Student Progression		Against % enrolled			
		2011-12	2012-13	2013-14	2014-15	
	Those completed UG	76.9	61.53	60	47.36	
	Those completed PG	-----	-----	-----	-----	
	PG to Ph. D	-----	-----	-----	-----	
	Ph. D to Post-Doctoral	-----	-----	-----	-----	
	Employed □ Campus selection □ Other than campus recruitment		No provision No record maintained			
30.	Details of infrastructural facilities					
	Library		Central library has 863 books on the subject			
	Internet facilities for Staff & Students		Internet facility for students is available in computer labs. Staff can access internet in the office and computer labs.			
	Class rooms with ICT facility		Nil			
	Laboratories		Music Room is well equipped with all the required instruments.			
31.	Number of students receiving financial assistance from college, university, government or other agencies	2011-12	2012-13	2013-14	2014-15	
	College	07	06	06	06	
	University	---	---	---	---	
	Government	---	---	---	01	
	Other agencies	---	---	---	---	
32.	Details on student enrichment programmes (special lectures/ workshops/ seminar) with external- NIL					
33.	Teaching methods adopted to improve student-learning Interactive teaching, Lecture-cum-demonstration, Assignments and Peer learning.					
34.	Participation in Institutional Social Responsibility (ISR) and extension activities-NIL					
35.	SWOC analysis of the department and Future plans					
	Strengths	• Well-equipped music room with top class musical instruments. • Bilingual method of teaching helps the students grasp the subject efficiently. • Student-centered and activity-based teaching helps students to express themselves in performing various cultural activities in the college.				

		• Music department helps students in gaining self-employment.
	Weakness	• Proficiency level is just average as only a few of the students are gifted with a sweet voice and are meant for musical pursuits for higher studies. • Most of the students are forced upon by their parents to study this subject without going into its pros and cons, taking it as a high scoring subject but end up performing poorly due to their lack of aptitude & voice quality.
	Opportunity	• Those who are gifted with a sweet voice and right aptitude for music have great opportunities to excel in life. • Students can become star performers through their vocal chords. • Students can earn their livelihood by their performance, teaching students and their recordings. • Students can become cynosure of the gathering they are sitting in, if they are gifted with sweet voice.
	Challenges	• Persuation of parents of the students to enhance student enrollment in music. • To motivate students to develop a deeper level of aptitude for music so as to pursue higher studies in it and get recognition. • Improving the skill.
	Future plans	• Cultural activities to be enhanced so as to give more exposure to the parents and their friends to get them interested in their wards to pursue Vocal Music as a subject in future.

Table No.1

Awards/Recognitions Received by Faculty
• In the year 1972-74, the college student JASWINDER KAUR won first prize in Inter-college Shabad Gayan competition held at Punjabi University, Patiala. Next year, she won first prize for the second time. She was declared Best Singer of the University. The University adopted her for her outstanding performance and bore her entire academic expenditure thereafter. It was a moment of pride for the college as she was entitled for this prize for her studies during her lifetime. • Department of Youth Welfare, Punjabi University, Patiala conferred upon her Award of Honour for commendable contribution to the Promotion of Cultural and Youth Activities. • In 1988-89, North Cultural Zone, Patiala celebrated Aai Baisakhi at Bathinda. Mrs. Jaswinder Kaur, Associate Prof. in Music, was awarded first prize (worth Rs 500/-) for singing Heer. • Mrs. Jaswinder often performs at FM Band Radio Station, Bathinda and AIR, Jalandhar besides presenting background music and geets for several items at Doordarshan, Jalandhar . • Punjabi University, Patiala dedicated a CD on Partal Gayaki in the year 2009-10 on the occasion of "Guruta Gaddi Diwas". Twenty one eminent recitors of gurbani got their Partal recorded. Among these recordings, one in raga Malhar was sung by Prof. Jaswinder Kaur. • In 2011, Mrs. Jaswinder went to Canada on a personal visit. She had an opportunity to sing on 11:30 Am radio channel for an hour long performance which was broadcasted from Toronto, Canada.

DEPARTMENT OF OFFICE MANAGEMENT & SECRETARIAL PRACTICE

1.	Name of the department	Office Management & Secretarial Practice
2.	Year of Establishment	1998
3.	Names of Programmes/ Courses offered	B.A.
4.	Name of Interdisciplinary courses and the departments/units involved	NIL
5.	Annual/ Semester/ choice based credit system (programme wise)	B.A. (II & III)-Annual B.A.I- Semester
6.	Participation of the departments in the courses offered by other departments	NIL
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	NIL
8.	Detail of courses/ programmes discontinued (if any) with Reasons	NIL

9.	Number of Teaching posts :	Covered*		Uncovered	
	Designation	Sanctioned	Filled	Sanctioned	Filled
	Professors	-----	-----	-----	-----
	Associate Professors	-----	-----	-----	-----
	Asst. Professors	-----	-----	01	01
	*Posts are on Promotion as per UGC norms.				

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 Years
PERMANENT					
Mrs. Monika Kapoor	M.Com.,M.A. (Eco &Edu.) B.Ed.,M.B.A.	Asst.Prof.	MBA(HR), Diploma in English Stenography	16 years	NA

11	List of senior visiting faculty	NIL

12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty	NIL		
13.	Student – Teacher Ratio	2014-15		
		B.A-I	B.A-II	B.A-III
		13:1	8:1	8:1
14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	NIL		
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.	Refer column no. 10		
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	NIL		
17.	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc and total grants received	NIL		
18.	Research Centre/ facility recognized by the University	NIL		
19.	Publications: ☐ Number of Papers published in peer reviewed journals (national/ international) by faculty and students ☐ Books with ISBN / ISSN Numbers with details of publishers	NIL 'Problems faced by S.S.Is & Suggestions' MSMEs in Punjab Opportunities & Challenges (ISBN: 978-93-8014-562-4)		
20.	Areas of consultancy and income generated:	NIL		
21.	Faculty as members in			
	National committees	NIL		
	International committees			
	Editorial boards			
22.	Students projects			
	Percentage of students who have done inhouse projects including inter departmental/programme	NIL		
	Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies	100%		

23.	Awards / Recognitions received by faculty and students	Mrs. Monika Kapoor, HOD & YRC counsellor, received Best Counsellor State Award from Punjab Governor Sh. Shiv Raj Patil & Health Minister Smt. Laxmi Kanta Chawla on 8th May 2010(World Red Cross Day) I pledged to donate my organs after brain death at the celebration of Organ Donation Day under GLODAS INDIA, (Gift of life organ Donation Awareness Society Regd.) on 7th Nov, 2012 in S.S.D Girls' College premises under the guidance of Adesh University, Bathinda.
24	List of eminent academicians and scientists/ visitors to the department	NIL

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

26. Student profile programme / course wise :

Name of the Course /Programme	Year	Applications Received	Selected	Enrolled		Pass Percentage
UG	2011-12	Seats are open in B.A Admission is on first-come, first-serve basis		B.A-I B.A-II B.A-III	11 06 17	90.91% 100% 94.12%
	2012-13			B.A-I B.A-II B.A-III	10 10 05	100% 100% 100%
	2013-14			B.A-I B.A-II B.A-III	11 10 10	72.73% 100% 100%
	2014-15			B.A-I B.A-II B.A-III	10 07 08	100% 100% 100%

27. Diversity of students

Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
UG	2011-12	100%	Nil	NIL
	2012-13	100%	Nil	NIL
	2013-14	100%	Nil	NIL
	2014-15	100%	Nil	NIL

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence service etc.?	No Information Available			
29.	Student Progression :				
	Student Progression	Against % enrolled			
		2011-12	2012-13	2013-14	2014-15
	Those completed UG	73.9%	83.3%	90.9%	80%
	Those completed PG	----	----	----	----
	PG to Ph. D	----	----	----	----
	Ph. D to Post-Doctoral	----	----	----	----
	Employed ☐ Campus selection ☐ Other than campus recruitment	No provision No record maintained			
30.	Details of infrastructural facilities				
	Library	Central library is having 500 books on the subject.			
	Internet facilities for Staff & Students	Internet facility for students is available in computer labs. Staff can access internet in the office and computer labs.			
	Class rooms with ICT facility	NIL			
	Laboratories	Office Management lab-cum-classroom equipped with ten typewriters, one electric typewriter, one portable typewriter, four computers			
31.	Number of students receiving financial assistance from college, university, government or other agencies	2011-12	2012-13	2013-14	2014-15
	College	10	01	09	17
	University	----	----	----	----
	Government	----	----	----	3
	Other agencies	----	----	----	----
32.	Details on student enrichment programmes (special lectures/ workshops/ seminar) with external Experts : NIL				
33.	Teaching methods adopted to improve student learning 1.Remedial Coaching 2. Demo of Practical classes 3. Lecture & Blackboard Teaching 4. Discussions 5.Information through internet				

34.	Participation in Institutional Social Responsibility (ISR) and extension activities	
	1. Active participation of students in extension and cultural activities organized by NSS, YRC, NCC, RRC, LLC etc. 2. Old Students supply their books to needy students.	
35.	SWOC analysis of the department and Future plans	
	Strengths	• Vocational Subject • Devoted Students • Practical training for office work like computer, typing, shorthand etc. • Make students independent even if they are not interested to do job. • Enrichment of theoretical knowledge.
	Weakness	• Lack of awareness of this subject. • Lack of interest in shorthand. • No conference and workshop has been organized by the department.
	Opportunity	• Availability of jobs in various departments.
	Challenges	• Make the students aware of future prospects of the course. • Make students comfortable in this subject. • Develop the overall personality of students.
	Future plans	• Organize conference/Seminar. • To create awareness regarding the importance of this subject.

DEPARTMENT OF PHYSICAL EDUCATION

1.	Name of the department	Physical Education
2.	Year of Establishment	1966
3.	Names of Programmes/ Courses offered	B.A.
4.	Name of Interdisciplinary courses and the departments/units involved	NIL
5.	Annual/ Semester/ choice based credit system (programme wise)	B.A.-II & III (Annual) B.A.-I (Semester)
6.	Participation of the departments in the courses offered by other departments	NIL
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	NIL
8.	Detail of courses/ programmes discontinued (if any) with reasons	NIL

9.	Number of Teaching posts :-	Covered*		Uncovered	
	Designation	Sanctioned	Filled	Sanctioned	Filled
	Professors	---	---	---	---
	Associate Professors	---	---	---	---
	Asst. Professors	01	Nil	Need Based	01
	*Posts are on Promotion as per UGC norms.				

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 Years
TEMPORARY					
Ms. Veerpal Kaur	B.P.Ed., M.P.Ed., M.Phil.	Lecturer	------	3.5 Sessions	NIL

11.	List of senior visiting faculty	NIL
12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty	100%

13.	Student – Teacher Ratio	2014-15		
		B.A-I	B.A-II	B.A-III
		37:1	44:1	32:1
14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	NIL		
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.	Refer column no. 10		
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	NIL		
17.	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc and total grants received	NIL		
18.	Research Centre/ facility recognized by the University	NIL		
19.	Publications: ☐ Number of Papers published in peer reviewed journals (national/ international) by faculty and students ☐ Books with ISBN / ISSN Numbers with details of publishers	NIL		
20.	Areas of consultancy and income generated:	NIL		
21.	Faculty as members in			
	National committees	NIL		
	International committees			
	Editorial boards			
22.	Students projects			
	Percentage of students who have done inhouse projects including inter departmental/Programme	NIL		
	Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies	NIL		
23.	Awards/Recognitions received by faculty and students	NIL		
24	List of eminent academicians and scientists/ visitors to the department	NIL		
25.	Seminars/ Conferences/ Workshops organized & the source of funding			
	National	NIL		
	International			

26.	Student profile programme / course wise :						
	Name of the Course / Programme	Year	Applications Received	Selected	Enrolled		Pass %age
	UG	2011-12	Seats are open in B.A. classes		B.A-I	45	95.55%
					B.A-II	42	100%
					B.A-III	35	100%
		2012-13			B.A-I	41	92.68%
					B.A-II	33	96.96%
					B.A-III	38	100%
		2013-14			B.A-I	52	88.46%
					B.A-II	38	81.57%
					B.A-III	31	100%
		2014-15			B.A-I	37	91.89%
					B.A-II	43	97.87%
					B.A-III	31	96.77%

27.	Diversity of students			

Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
UG (class)	2011-12	100%	------	------
	2012-13	100%	------	------
	2013-14	96.75%	3.25%	------
	2014-15	95.58%	4.42%	------

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence service etc.?	No Information Available

29.	Student Progression :	

Student Progression	Against % enrolled			
	2011-12	2012-13	2013-14	2014-15
Those completed UG	87.17	76	75.60	78
Those completed PG	----	----	----	----
PG to Ph. D	----	----	----	----
Ph. D to Post-Doctoral	----	----	----	----

Employed	
☐ Campus selection	No Provision
☐ Other than campus recruitment	No Information available

30.	Details of infrastructural facilities	
	Library	Well-stocked central library has 385 books on the subject.
	Internet facilities for Staff & Students	Staff can access internet in the office and computer labs. Students can access internet only computer labs.
	Class rooms with ICT facility	NIL
	Laboratories	NIL

31.	Number of students receiving financial assistance from college, university, government or other Agencies	2011-12	2012-13	2013-14	2014-15
	College	33	18	61	47
	University	----	----	----	----
	Government	----	----	----	07
	Other agencies	----	----	----	----

32.	Details on student enrichment programmes (special lectures/ workshops/ seminar) with external- NIL
33.	Teaching methods adopted to improve student learning- • Lecture with chalk and board • Interactive teaching • Assignments • Demonstration Method • Practicals
34.	Participation in Institutional Social Responsibility (ISR) and extension activities- Students are encouraged to participate in extension activities organized by co-curricular departments like NSS, RRC, YRC, LLC and NCC for their social responsibility towards the community and these students are given extra time to cover the loss of their studies if any.

35.	SWOC analysis of the department and Future plans	
	Strengths	• Well-stocked central library & sports equipments. • Student-centred teaching in very cordial environment. • Many students prefer to choose this subject for their fitness.
	Weakness	• Unavailability of Assistant. • Many parents do not allow their wards to come to the college at odd hours for practice.
	Opportunity	• Awareness regarding physical fitness.
	Challenges	• Lack of student's interest in sports. • Players get nervous when they face their competitors.
	Future plans	• Provision of indoor games. • To create interest in games and sports in students.

DEPARTMENT OF POLITICAL SCIENCE

1.	Name of the department	Political Science			
2.	Year of Establishment	1966			
3.	Names of Programmes/ Courses offered	B.A.			
4.	Name of Interdisciplinary courses and the departments/units involved	NIL			
5.	Annual/ Semester/ choice based credit system (programme wise)	B.A.- I- Semester B.A.-II & III - Annual			
6.	Participation of the departments in the courses offered by other departments	NIL			
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	NIL			
8.	Detail of courses/ programmes discontinued (if any) with reasons	NIL			

9.	Number of Teaching posts	Covered*		Uncovered	
	Designation	Sanctioned	Filled	Sanctioned	Filled
	Professors	---	---	---	---
	Associate Professors	---	---	---	---
	Asst. Professors	2	---	Need Based	1
	*Posts are on Promotion as per UGC norms.				

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 Years
TEMPORARY					
Mrs. Tripta	M.A., M.Phil.	Assistant Professor	State Politics	11 years	NIL

11.	List of senior visiting faculty	NIL		
12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty	100%		
13.	Student – Teacher Ratio	2014-15		
		B.A-I	B.A.-II	B.A.-III

		40:1	40:1	44:1
14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	NIL		
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.	As mentioned above in column 10		
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	NIL		
17.	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc and total grants received	NIL		
18.	Research Centre/ facility recognized by the University	NIL		
19.	Publications: ☐ Number of Papers published in peer reviewed journals (national/ international) by faculty and students ☐ Books with ISBN / ISSN Numbers with details of publishers	NIL		
20.	Areas of consultancy and income generated:	NIL		
21.	Faculty as members in	NIL		
	National committees			
	International committees			
	Editorial boards			
22.	Students projects			
	Percentage of students who have done inhouse projects including inter departmental/programme	NIL		
	Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies	NIL		
23.	Awards/Recognitions received by faculty and students	NIL		
24	List of eminent academicians and scientists/ visitors to the department	NIL		
25.	Seminars/ Conferences/ Workshops organized & the source of funding			
	National	NIL		

		International				
26.	Student profile programme / course wise :					

Name of the Course / Programme		Year	Applications Received	Selected	Enrolled	Pass %age
UG	B.A-I	2011-12			49	93.87%
		2012-13			54	94.44%
		2013-14			38	84.21%
		2014-15			41	100%
	B.A-II	2011-12	Admission is done on first-come, first-serve basis.		25	92%
		2012-13			41	100%
		2013-14			50	100%
		2014-15			40	100%
	B.A-III	2011-12			43	100%
		2012-13			26	92.30%
		2013-14			38	100%
		2014-15			44	100%

27.	Diversity of students			

Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
UG (class)	2011-12	99.18%	0.82%	---
	2012-13	99.2%	0.8%	---
	2013-14	96.2%	3.78%	---
	2014-15	96.9%	3.03%	---

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence service etc.?	Record not maintained
29.	Student Progression :	Record not maintained

Student Progression	Against % enrolled			
	2011-12	2012-13	2013-14	2014-15
Those completed UG	93.47	85.71	79.59	81.48
Those completed PG	-----	-----	-----	-----
PG to Ph. D	-----	-----	-----	-----
Ph. D to Post-Doctoral	-----	-----	-----	-----

	Employed				
	Campus selection	No provision			
	Other than campus recruitment	No record available			
30.	Details of infrastructural facilities				
	Library	Central library has 999 books on the subject.			
	Internet facilities for Staff & Students	Internet facility for students is available in computer labs. Staff can access internet in the office and computer labs.			
	Class rooms with ICT facility	NIL			
	Laboratories	NIL			
31.	Number of students receiving financial assistance from college, university, government or other agencies	2011-12	2012-13	2013-14	2014-15
	College	29	12	32	46
	University	---	---	---	---
	Government	---	---	---	---
	Other agencies	---	---	---	---
32.	Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts- Nil				
33.	Teaching methods adopted to improve student learning • Lecture-cum-blackboard teaching. • Interactive teaching. • Disscussions • Assignments • Peer learning • Information through internet				
34.	Participation in Institutional Social Responsibility (ISR) and extension activities : Students are encouraged to participate in extension activities organized by co-curricular departments like NSS, RRC, YRC, LLC and NCC for their social responsibility towards the community and these students are given extra time to cover the loss of their studies, if any.				
35.	SWOC analysis of the department and Future plans				
	Strengths	Political Science is considered as an important subject in competitive exams.			
	Weakness	Lack of awareness about the importance of the subject.			

	Opportunity	• Personal attention to acquaint students with day to day National/International politics. • Library has sufficient number of books, magazines etc.
	Challenges	• Lack of research work in the department. • Unavailability of e-books and Journals.
	Future plans	• To organize conference/Seminar • To introduce Masters in Political Science

DEPARTMENT OF PUNJABI

1.	Name of the department	Punjabi
2.	Year of Establishment	1966
3.	Names of Programmes/ Courses offered	UG-B.A(Punjabi comp.& Elective) PG-M.A(Punjabi)
4.	Name of Interdisciplinary courses and the departments/units involved	Nil
5.	Annual/ Semester/ choice based credit system (programme wise)	Annual-B.AII & III Semester-B.A-I
6.	Participation of the departments in the courses offered by other departments	B.Com(Prof.) B.Com(Regular), BCA, B.Sc (CSM)
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8.	Detail of courses/ programmes discontinued (if any) with reasons	M.A Punjabi (Poor Response)

9.	Number of Teaching posts :-	Covered*		Uncovered	
	Designation	Sanctioned	Filled	Sanctioned	Filled
	Professors	----	----	----	----
	Associate Professors	----	----	----	----
	Asst. Professors	3	1	Sanctioned by Management Need based	Regular-2 Adhoc-1
	*Posts are on Promotion as per UGC norms.				

10.	Faculty profile with name, qualification, destination, specialization (D. Sc. / D. Litt. /Ph. D. / M. Phil. etc.)					
	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 Years
Permanent	Mrs. Sharanjit Kaur	M.A Pbi, M.Phil	Associate Prof.	Poetry	34 years retired.	N.A
	Dr. Usha Sharma	M.A Pbi, M.A History, M.Phil, B.Ed, Ph.D, JPT	Assistant Prof.	Punjabi Natak	26 years	N.A

	Dr. Simerjit Kaur	M.A Pbi., M.Phil,B. Ed, Ph.D	Assistant Prof.	Punjabi Novel	6 years 4Months	N.A
	Dr. Khushnasib Gurbakhsish Kaur	M.A Pbi. & M.A Pol .Sci., B.Ed, Giani, M.Phil, Ph.D, UGC NET	Assistant Prof.	Poetry	1 year 6 Months	N.A
Temporary	Mrs. Amandeep Kaur	M.A Pbi,Net Pass M.A Hist., B.Ed, CTET Pass	Assistant Prof.	------	1 Session	N.A
	Mrs. Ashu Bala	M.A(Pbi. and Pol.Sci.), B.Ed., PGDCA	Assistant Professor	------	3 Sessions	N.A.

11.	List of senior visiting faculty	Nil
12.	Percentage of lectures delivered and practical classes handled by temporary faculty	B.A-35%
13.	Student – Teacher Ratio (programme wise)	(see table below)

2014-15		
Punjabi Compulsory		
B.A-I	B.A-II	B.A-III
48:1	44:1	39:1
2014-15		
Punjabi Elective		
B.A-I	B.A-II	B.A-III
41:1	26:1	25:1

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	Nil
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.	As mentioned above at point 10
16.	Number of faculty with ongoing projects from	Nil

	a) National b) International funding agencies and grants received	
17.	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc and total grants received	Nil
18.	Research Centre/ facility recognized by the University	Nil
19.	Publications: ☐ Number of Papers published in peer reviewed journals (national/ international) by faculty and students	Total No. of papers published Dr.Usha Sharma 3 Dr. Simerjit Kaur 2 Dr.Khushnasib Gurbakhshish kaur 4
	☐ Books with ISBN / ISSN Numbers with details of publishers	**Dr. Simerjit Kaur** Gurdial Singh da Novel Sansar ISBN 978-81-7856-435-7 Waris Shah Foundation , Amritsar. Mitter sen meet Novel Rachna ISBN 978-81-7856-436-4 Waris Shah Foundation , Amritsar. Novelkar mitter sen meet Vichardheraee aadhar ate kalatmak-jugatan. ISBN 978-81-7856-437-1 Waris Shah Foundation , Amritsar. **Dr.Khushnasib** Gurbakhshish kaur Vaid inder Singh ISBN 978-93-80906-85-0 Gracious Book Publishers, Patiala. Vaid inder singh da chonvan kaav Sangrah ISBN 978-93-80906-86-7 Gracious Book Publishers, Patiala. Pandit Puran Chand Kissengarh de kisse: lokdharaee Adhiyan. ISBN 978-93-80906-84-3 Gracious Book Publishers, Patiala.

20.	Areas of consultancy and income generated	• As a member of Selection Committee at College level • As judges in various events/competitions organized at the University/Inter-college level • As a resource person at various camps and seminar • NGOs are consistently working in collaboration with the college authorities for the execution of various services like organizing Blood Donation Camp, AIDS Awareness and member of Mahila Thana Bathinda, Public library and Malwa AIDS control sangathan Bathinda . No income is generated through these consultancy services
21.	Faculty as members in	
	National committees	
	International committees	Nil
	Editorial boards	
22.	Students projects	
	Percentage of students who have done inhouse projects including inter departmental/ programme	Nil
	Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies	Nil
23.	Awards/Recognitions received by faculty and students	Dr. Usha Sharma received **Best Programme Officer Award** (NSS continuously) for 4 sessions (2009-10,2010-11,2011-12,2012-13) from Vice-Chancellor of Punjabi University, Patiala **Best Nodal Officer Award** (Red Ribbon Club) from Asstt. Director Youth Services, Bathinda **District Award** for contribution in Blood Donation, Tree Plantation and creating Environmental Awareness from S. Janmeja Singh Sekhon, Irrigation Minister, Punjab on 15.08.2013 **Mother Taresa State Award** for Contribution in field of Education, Social Service and Cultural Activities by Punjab Computer Education and Welfare organization on 08.03.2012 **Star Blood Donor Award** by K.K Yadav, Deputy Commissioner Bathinda on 14.06.2012.

24	List of eminent academicians and scientists/ visitors to the department	Nil					
25.	Seminars/ Conferences/ Workshops organized & the source of funding						
	National	Nil					
	International						
26.	Student profile programme / course wise :						

Name of the Course /Programme	Year	Applications Received	Selected	Enrolled		Pass %age
UG (Punjabi Compulsory)	2011-12	Admission in Graduation programmes is open and is done on first come first serve basis provided that the candidate fulfils the eligibility criteria laid down by Punjabi University Patiala		B.A-I	147	96.6%
				B.A-II	113	99%
				B.A-III	131	100%
	2012-13			B.A-I	158	95.6%
				B.A-II	112	100%
				B.A-III	108	100%
	2013-14			B.A-I	150	88.6%
				B.A-II	137	100%
				B.A-III	103	100%
	2014-15			B.A-I	136	95.6%
				B.A-II	132	100%
				B.A-III	116	100%
UG (Punjabi Elective)	2011-12	Admission in Graduation programmes is open and is done on first come first serve basis provided that the candidate fulfils the eligibility criteria laid down by Punjabi University Patiala		B.A-I	31	90.32%
				B.A-II	31	96%
				B.A-III	24	96%
	2012-13			B.A-I	43	97.6%
				B.A-II	23	100%
				B.A-III	23	100%
	2013-14			B.A-I	33	96.9%
				B.A-II	35	97%
				B.A-III	23	96%
	2014-15			B.A-I	41	90.24%
				B.A-II	26	100%
				B.A-III	25	100%

27.	Diversity of student		

Name of the Course		% of students from the same state	% of students from other states	% of students from abroad
UG (class)	2011-12	B.AI-99% B.AII-99.13% B.AIII-98.49%	B.AI-1% B.AII-.87% B.AIII-1.51%	-------

	2012-13	B.AI-97.06% B.AII-98.22% B.AIII-99.08%	B.AI-2.94% B.AII-1.78% B.AIII-0.92%	-------	
	2013-14	B.AI-97.47% B.AII-97.12% B.AIII-98.08%	B.AI-2.53% B.AII-2.88% B.AIII-1.92%	-------	
	2014-15	B.AI-97.96% B.AII-97.02% B.AIII-96.56%	B.AI-2.04% B.AII-2.98% B.AIII-3.44%	--------	

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense service etc.?	No Information Available			
29.	Student Progression :				

Student Progression		Against % enrolled			
		2011-12	2012-13	2013-14	2014-15
Those completed UG	Compulsory	84.31%	82.03%	69.38%	72.15%
	Elective	88.3%	60.5%	70.96%	58.1%
Those completed PG		----	----	----	----
PG to Ph. D		----	----	----	----
Ph. D to Post-Doctoral		----	----	----	----

Employed ☐ Campus selection ☐ Other than campus recruitment	No Provision No information available.

30.	Details of infrastructural facilities	
	Library	There are 3698 subject related books in the central library
	Internet facilities for Staff & Students	Staff and students can access internet in computer labs.
	Class rooms with ICT facility	Nil
	Laboratories	Nil

31.	Number of students receiving financial assistance from college, university, government or other agencies	2011-12	2012-13	2013-14	2014-15
	College	B.A-113	B.A-80	B.A-179	B.A-234
	University	-	-	-	-
	Government	-	-	-	22(SC)
	Other agencies	-	-	-	-

32.	Details on student enrichment programmes (special lectures/ workshops/ seminar) with external Experts-NIL

33.	Teaching methods adopted to improve student learning-
	    • Lectures
	    • Discussions
	    • Assignments
	    • Seminars	

34.	Participation in Institutional Social Responsibility (ISR) and extension activities:- Active participation in college Activities like N.S.S, N.C.C. & Cultural programmes.	
35.	SWOC analysis of the department and Future plans	
	Strengths	• Punjabi can be opted as a medium in competitive exams. • Punjabi university has also made Punjabi compulsory for all regular and professional courses like-B.A., BCA, BBA, B.Com. and B.Sc CSM classes. • Punjabi is a very important subject for introducing students to their cultural heritage. • The department has dedicated and committed faculty. • Organizing co-curricular activities like Seminars, declamation debate, Poem recitation, quiz contests etc.
	Weakness	• Students consider it difficult to write Punjabi due to the use of lagan maatras. • Students having Punjabi medium do not pay much attentions to Punjabi Subject and hence, do not get good marks.
	Opportunity	• Guidance from senior faculty of Punjabi University Regional Centre Bathinda is available. • Punjabi subject in modern era of globalization works to project the Pbi. • Civil services like IAS, PCS and many other competitive exams are being passed in Punjabi medium.
	Challenges	• In the era of globalization, the influence of English language has increased so it is considered as status symbol and mother tongue Punjabi is being ignored. • Being students and teachers of Punjabi, it is a big challenge to save Punjabi culture. • We need to use Punjabi not only as official language but to spread it on global level.
	Future plans	The Department plans to organize extension lectures for curriculum enrichment.

DEPARTMENT OF SOCIOLOGY

1.	Name of the department	SOCIOLOGY
2.	Year of Establishment	2013
3.	Names of Programmes/ Courses offered	B.A.
4.	Name of Interdisciplinary courses and the departments/units involved	Nil
5.	Annual/ Semester/ choice based credit system (programme wise)	B.A.-I SEMESTER B.A.-II ANNUAL
6.	Participation of the departments in the courses offered by other departments	Nil
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8.	Detail of courses/ programmes discontinued (if any) with reasons	Nil

9.	Number of Teaching posts	Covered*		Uncovered	
	Designation	Sanctioned	Filled	Sanctioned	Filled
	Professors	---	---	---	---
	Associate Professors	---	---	---	---
	Asst. Professors	---	---	Need Based	1

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

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D. Students guided for the last 4 Yrs.
Amandeep Kaur	M.A.	Asst. Prof.	Sociology & Social Anthropology	-----	N.A.

11.	List of senior visiting faculty	Nil
12.	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty	100%

13.	Student – Teacher Ratio (programme wise)	2014-15	
		B.A-I	B.A-II
		33:1	6:1

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	Nil
15.	Qualifications of teaching faculty with D. Sc/ D. Litt. / Ph. D/ M. Phil. / PG.	As mentioned above in column 10
16.	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received	Nil
17.	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc and total grants received	Nil
18.	Research Centre/ facility recognized by the University	Nil
19.	Publications: □ Number of Papers published in peer reviewed journals (national/ international) by faculty and students □ Books with ISBN / ISSN Numbers with details of publishers	Nil
20.	Areas of consultancy and income generated:	Nil
21.	Faculty as members in	
	National committees	
	International committees	Nil
	Editorial boards	
22.	Students projects	
	Percentage of students who have done inhouse projects including inter departmental/ programme	Nil
	Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies	Nil
23.	Awards/Recognitions received by faculty and students	Nil
24	List of eminent academicians and scientists/ visitors to the department	Nil
25.	Seminars/ Conferences/ Workshops organized & the source of funding	Nil
	National	
	International	

26.	Student profile programme / course wise :						
	Name of the Course /Programme	Year	Applications Received	Selected	Enrolled		Pass %age
	UG	2013-14	No. of seats are open in B.A Admission is done on first-come, first-serve basis.		B.A-I	8	100%
		2014-15			B.A-I	33	93%
					B.A-II	6	100%

27.	Diversity of students			
	Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
	B.A.-I	97%	3%	---
	B.A.-II	67%	33%	---

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defence service etc.?	NA

29.	Student Progression :				
	Student Progression	Against % enrolled			
		2011-12	2012-13	2013-14	2014-15
	Those completed UG	NA			
	Those completed PG				
	PG to Ph. D				
	Ph. D to Post-Doctoral				
	Employed ☐ Campus selection ☐ Other than campus recruitment	Not yet completed the first batch.			

30.	Details of infrastructural facilities	
	Library	Central library has 70 subject related books.
	Internet facilities for Staff & Students	✓ Internet facility for students is available in computer labs. ✓ Staff can access internet in the office and computer labs.
	Class rooms with ICT facility	NIL
	Laboratories	NIL

31.	Number of students receiving financial assistance from college, university, government or other Agencies	2011-12	2012-13	2013-14	2014-15
	College	---	---	1	15
	University	---	---	---	---
	Government	---	---	---	---
	Other agencies	---	---	---	---

32.	Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts.- Nil	
33.	Teaching methods adopted to improve student learning. • Lecture combined with chalk and board. • Assignments • Practical exposure • Discussion	
34.	Participation in Institutional Social Responsibility (ISR) and extension activities Students are encouraged to participate in extension activities organized by co-curricular departments like NSS, RRC, YRC, LLC and NCC for their social responsibility towards the community and these students are given extra time to cover the loss of their studies if any	
35.	SWOC analysis of the department and Future plans	
	Strengths	• There is generous support from Principal and the management. • Sociology is one of the preferred subject for Civil Services exam.
	Weakness	• Lack of permanent faculty
	Opportunity	• Students get an opportunity to know about the society. • To work for the welfare of the society.
	Challenges	• To create awareness and interest in the subject.
	Future plans	• To increase strength. • To organize workshop/seminar/extension lectures.