



Ruralization to Globalization



Self Study Report

November-2016

Cycle-I

MMD DAV COLLEGE
GIDDARBAHA

(Affiliated to Panjab University, Chandigarh)

Track ID :

Submitted to NAAC, Bangalore

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PREFACE



We take immense pleasure and privilege in submitting the Self Study Report (SSR) of MMD DAV College Giddarbaha for the first cycle of accreditation by the National Assessment & Accreditation Council (NAAC), Bangalore.

MMD DAV College Giddarbaha was founded in 1970 as a result of untiring efforts of the eminent personalities of Giddarbaha who left no stone unturned to collect people, let donations pour in, organize the structure and show sincere dedication to the noble cause of education and Arya Samaj. Those who followed his footsteps worked zealously to bring the institution to its present gigantic size. This college was initially a Women's College but in 2002, it was converted into a co-educational college. It is located in the heart of city. The college started with undergraduate courses. Since then it is gathering blossoms in all spheres of human education-curricular and extracurricular and is turning a benediction to the community and society at large. Their appreciations and recommendations consistently help us in the holistic improvement.

Ever since its inception in 1970, we have relentlessly been working towards the embodiment of our motto and striving in the direction of providing wings to our students while remaining rooted to the ground. As we present the SSR Report for assessment and accreditation, we reiterate our commitment to further achieve excellence through hard work and dedication in academic, co-curricular and extracurricular fields and thus play a pivotal role in the upliftment of society and nation as a whole by contributing to education.

This report has been prepared following the guidelines of NAAC. The report is a reflection of the academic and administrative functions and activities happening during the past four years in the college focusing on curricular aspects, teaching-learning and evaluation, research, consultancy and extension, infrastructure and learning process, student support and progression, governance, leadership and management, innovations and best practices and departmental exercises. It is an endeavour which encourages us to examine our strengths, assess our weaknesses, accumulate the opportunities offered in higher education and prepare the challenges that are at the forefront.

A committee comprising of three faculty members has been constituted to complete the report. The committee has prepared the report through group discussions with its members and regular interactions with the principal and the entire campus community. The report has been finalized with utmost sincerity, honesty and collective effort of the faculty members which is now being submitted to the NAAC for assessment and accreditation.

It would be a great delight to have Peer Team inspecting and validating our claims about our institution.

EXECUTIVE SUMMARY

MMD DAV College, Giddarbaha, which came into existence in 1970 and is affiliated to Panjab University, Chandigarh, made its humble beginning as a girls' institute with undergraduate classes in the stream of arts. With the passage of time, it has gradually evolved and added to its stature by converting itself into a co-educational institution and introducing streams like Commerce and post graduation in the subjects of Punjabi and History. Since its inception, the college has been imparting quality education and spreading the light of knowledge in this educationally backward area of Punjab for the last 46 years.

'D. A. V' i.e. Dayanand Anglo Vedic stands for a unique blend of tradition and modernity. MMD DAV College Giddarbaha has observed the ethos of DAV in the true sense by providing quality education to the students of this area. In the present global scenario where the materialistic tendencies are getting the better of humanistic and compassionate values, the college makes special effort to equip students with moral, ethical values through their involvement in cultural and religious festivals.

The curriculum of the college is primarily designed by the Panjab University but some of our faculty members do contribute towards the same in their capacity as members of the Board of Studies / Faculty, Panjab University in different subjects. The college has over the years added new subjects / courses / programs keeping in view the requirements of the society and the scope of a particular course. The student is provided additional exposure to knowledge through seminars / workshops / group discussion and guest lectures. It also remains our endeavor to make students optimize their learning and knowledge through computer and internet. We encourage them to access internet as frequently as they want to update their knowledge. In this respect the library of college is rendering valuable service to the students. As a result of quality education and proper grooming, the college has produced a number of 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 starting from form distribution to display of merit list; details regarding the admission process (i.e., admission schedule and merit list of selected students) are displayed on the College Notice Board. The College strictly follows the recommendation of the admission committee constituted as per Panjab University norms and reservation policy of the Government of Punjab. The process is reviewed annually and improvements are implemented (e.g. making the whole process computerized,). Students from backward and disadvantaged sections of society are encouraged to apply through the provision of seat reservation in all subjects for SC and ST students, other benefits include relaxation in cut-off mark percentages at entry level for SC and ST students against their reserved seats, direct financial support in terms of scholarships to SC, ST, OBC, minorities, single Girl child, LIG and merit-cum-means for students and provision for UGC-sponsored remedial coaching classes for SC/ST students.

At present, the College has a regular Principal and 17 faculty members. Out of these 07 are Associate Professors, 02 are Assistant Professors, and 08 are temporary Teachers. Out of 09 permanent teachers, 02 are Ph. D. All departments of the institute take introductory classes to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice. The College sensitizes its students on gender and environmental issues through its

curriculum, celebrating national/international days, organizing awareness programmes, sensitizing through seminar, symposium, drama, quiz competition etc.

The college holds remedial classes for the weak students and also offers special guidance to the brilliant students to better their academic record. Apart from the lecture method, interactive method, project based learning method, practical sessions, study tours, seminars and computer assisted learning are practiced. To make the learning skills students-centric, interactive learning, group learning, tutorials, educational tour to academic institutions and historical places are practiced. Participatory learning activities such as participation in inter-class quiz competition, assignments, are also encouraged. Audio-visual aids are used for classroom instruction but not regularly. Internet facility is available for the faculty as well as students. There are 02 smart classrooms. The teachers of the College make several efforts around the year to nurture critical thinking and creativity among the students. The College library has adequate number of text and reference books and common internet access for all with uninterrupted power back-up facility, though space is limited.

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 their standing as teachers.

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, assignments, project work and seminars 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 and promotes them to take up research work. The faculty members of the College are engaged in individual research work for M. Phil. / Ph. D. programme, individual research projects.

In the last few years the college has successfully hosted two national seminars sponsored by DCDC, ICSSR, Panjab University Inviting dignitaries, arranging lectures and talks help the students in setting up higher goals for themselves by listening to their experiences. Various research papers written by our faculty have been published in the national and Peer reviewed Journals. Few of our faculty members act as resource persons at various seminars, extension lectures regularly. The College has one seminar hall. The College has active Youth Service Club, History Association, Indian Society (Pol.Sci), Planning Forum, Creative Club (Home Sci), IT Club, Dramatic Club, Sukhant Music Club, Prime Mathematics Society, Major Dhyan Chand Health & Sports Society, The Renaissance Club (English), Katha Goshthi (Hindi), NSS unit and local unit of Arya Pradeshik Pratinidhi Upsabha Punjab organizing different extension and outreach programmes around the year. NSS unit organizes annual voluntary blood donation camp and also participates in sub-divisional blood donation camps. NSS unit organizes seminars/discussion and awareness programme around the year.

To ensure high quality education to the students, the college provides best possible infrastructure facilities in the campus. Apart from regular class rooms, labs, auditoriums, multipurpose hall, recreational lawns and other amenities, facilities are provided for sports activities like cricket, basketball, Kabaddi, Yoga, Judo and Indoor Games. The campus includes well lighted and ventilated classrooms and fully air conditioned Administrative offices, Staff

rooms and Computer lab. The computer lab is equipped with latest computers and Wi-Fi facility. The College has NSS and a CCA Department which arranges cultural activities. A visiting doctor attends to the minor medical needs of the staff /students. In co-ordination with other academic support units on campus, the Library caters to the need of students and staff. The impressive collection of books, journals and other library material provides resources for learning. Internet facility is available for all library users. ICT rich environment is being further developed to encourage students to become more focused in their learning. CCTV cameras are fixed at all the strategic points on the College campus.

The library has an impressive collection of 11194 books and subscribes to 15 Journals/periodicals and 05 newspapers along with CDs, DVDs, INFLIBNET facilities to access the e-books and e-journals.

The computers are upgraded and new configurations introduced from time to time. The campus has Wi-Fi facility for the convenience of the students and the staff. All practical subjects have also been provided with a computer to facilitate the teaching and learning process. The college has continuous clean water supply which is ensured through the RO water purifier system installed in the college campus. Generator with 25KVA has also been installed as a backup to meet with the power cuts.

The mission of the college is to impart holistic education to youth from all strata of society. To cater to the needs of the students the college publishes its updated prospectus annually with all minute details needed for students. Considering the socio-economic status of the students, various scholarships are given such as Management Scholarship, Freeships, Sports scholarship and Minority Scholarship. The deserving candidates are recommended by the respective departments.

The College magazine “Shveta” is published annually and it serves as a platform for the exhibition of the creative potentialities of the students. Not only the institution encourages and develops entrepreneurial skills among the students by creating awareness among them through career counselling, seminars, conferences, workshops and debates. They are motivated to take part in cultural and extracurricular activities like sports, games, debates, social services, etc. Various facilities are being provided to them, e. g, there is a big playground where all the facilities are being provided by the college for games like Cricket, Football, Volleyball, Basket Ball, Discuss Throw, High Jump, Long Jump, Hockey, Kabaddi etc.

Though the college is having distance of 260 Kms. from its parent university yet the guidance of the teachers add to many-sided growth. They bring better results in comparison to University and other university colleges.

College students have achieved many meritorious positions in the various sports competitions at university level, state level as well as national level. Students of different departments are involved in various academic bodies in form of the societies being active in college. These societies are by the students, for the students and of the students.

The institution follows the ideology of Swami Dayananda and the Arya Samaj. Firmly rooted in Vedic values, the institution strives to prepare noble citizens possessing noble character and endeavoring for self study. The Vedas are a store-house of knowledge that concentrate on holistic development of one’s personality and stress on contribution to society and environment as a

whole.

The institution is led by DAV CMC, New Delhi, which appoints the principal as the Head. The head in collaboration with LC (Local Committee) and staff develops and deploys various policies and action plans. The existing processes are efficiently managed; improved and perspective plans of development are chalked out through participative management involving the critical stakeholders. Students are nurtured as per the needs of society and industry. Proper two-way communication is ensured at all levels of management. Feedback is generated and analytical mechanisms contribute to further development, analysis of strengths and weaknesses and help assess plans for further growth.

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

Our college is open to all the innovative / progressive ideas and programs to improve the ability of its students by exposing them to the latest and the best material available in the field of knowledge. It has achieved benchmarks and is always engaged in renewed endeavor to achieve newer benchmarks.

The innovative techniques for admission, research consultancy, governance, and teaching methodology are a great success. These aim at providing the maximum benefit to students out of available resources. On the spot admission & filling of other documents and use of smart class rooms are the innovative practices.

SWOC Analysis

Strength

1. Our college is one of the leading institutes for higher education in the educationally backward area.
2. Our college has experienced and highly qualified faculty which strives for excellence in academics sports and other co-curricular activities. The teachers continuously guide, teach and counsel the students. A personal relationship is established between the students and the teachers which help them to better their own score and maintain a congenial atmosphere in the college.
3. The pass percentage of our college is well above the university pass percentage and the pass percentage of other institutes of the area.
4. There is internet connection in different segments of the college campus.
5. Clean drinking water with water purifiers have been installed in the college campus. Generator has also been installed to meet with the power cuts.
6. Most of the students of our college belong to the rural areas or the weaker section of the society. So there is a provision for remedial classes for SC/BC/weak students so that they do not lag behind in the class.
7. Various scholarships for SC/BC/minorities are available. The college takes care of its needy and meritorious students by giving them fee concessions and scholarships.
8. The college also conducts community outreach programs through extension activities undertaken by N.S.S. volunteers. The basic objective of these activities is to enrich the personality of the students and deepen their understanding of the social environment. The college also holds blood donation camps.
9. The college has constituted various clubs and societies to enhance the overall personality of the students and help them become responsible citizen. The college has various clubs and societies like Youth Welfare club, career guidance and counseling cell, grievance and redressed, women's cell etc.
10. The college magazine 'Shaveta' gives the students an opportunity to exhibit their writing skills.
11. Excellent performance by the department of sports at the university / Inter-varsity/ State/ National level particularly in Kabaddi and Yoga.
12. Excellent performance by students in Youth Festivals at the Zonal/Inter Zonal/University

Weakness

The college has very few sanctioned (grant-in-aid) posts which add to the financial burden on the college as the payment of salaries for majority of the employees fall on the college. The college is unable to pay full U.G.C scale to its adhoc employees.

Opportunities

1. Though facing tough competition from other institutes, yet our college has a progressive enrolment trend.

2. The college provides more scholarships to the students from socially and educationally marginalized sections of society which benefits the aspirants.
3. For very poor students, who are not able to afford the admission fee, the staff arranges the fee out of the pool fund created for the purpose by the staff. So more students will be benefitted in near future.
4. More workshops on Self Defense, Personality Development and health and Nutrition will be conducted.

Challenges

1. Due to mushrooming of colleges in the field of technical education, there was fall in strength in courses like PGDCA and B.Com. We must strive hard to increase the strength in these courses. We also need to introduce add-on courses.
2. Need to create more infrastructures.
3. To make the faculty and support staff more teach-savvy and motivate them to use the latest technology and mythology in teaching.
4. Developing soft skills among students.
5. Socially and economically backward students with low aptitude in language and quantitative skills.

1. Profile of the Affiliated/Constituent College

1. Name and Address of the College:

Name:	MMD DAV College, Giddarbaha
Address:	Bharu Road, Giddarbaha, District Sri Muktsar Sahib (Punjab) Pin-152101
Email Id:	mmddavgdb@yahoo.co.in
Website:	www.mmddavgdb.org.in

2. For Communication

Designation	Name	Telephone With STD code	Mobile	Email
Principal	Dr. R.K. Mahajan	01637-230147	09814344854 07009414381	mmddavgdb@yahoo.co.in principalmahajan@gmail.com
Vice Principal	Sh. Bhupinder Singh	01637-230147	09855287250	mmddavgdb@yahoo.co.in
Steering Committee Coordinator	Sh. Rajesh Kumar	01637-230147	09872528438	rkmgdb@yahoo.co.in

3. Status of the college:

Affiliated	<input checked="" type="checkbox"/>
Constituent	<input type="checkbox"/>
Any Other	<input type="checkbox"/>

4. Type of Instauration:

a. By Gender:

i. For Men	<input type="checkbox"/>
ii. for Women	<input type="checkbox"/>
iii. Co-education	<input checked="" type="checkbox"/>

b. By Shift

i. Regular	<input checked="" type="checkbox"/>
ii. Day	<input type="checkbox"/>
iii. Evening	<input type="checkbox"/>

5. Is it recognized minority institution?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

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

Religious (Arya Samaj) being run by DAV CMC, New Delhi

6. Source of funding

i. Government	<input type="checkbox"/>
ii. Grant-in-aid	<input checked="" type="checkbox"/>
iii. Self Financing	<input type="checkbox"/>
iv. Any other	<input type="checkbox"/>

7.

a. Date of establishment of the college: April 1970

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

Panjab University, Chandigarh (Annexure-I)

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	01-09-1978	Annexure -II
ii. 12 (B)	01-09-1978	Annexure-II

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

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

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

Yes

☐

No

☒

9. Is the college recognized?

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

Yes

☐

No

☒

b. for its performance by any other governmental agency?

Yes

☐

No

☒

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

Location	Semi Urban
Campus area in sq. mts	5110
Built up area in sq.mts.	1580

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 infra structural facilities
- Sports Facilities
 - Playground
 - Swimming Pool
 - Gymnasium

☒
☒
☒
☒

- Hostel ☐
- Residential facilities for teaching and non-teaching staff (give numbers available-cadre wise) :**(Two quarters for class iv employees)** ☒
- Cafeteria ☒
- Health Centre ☐
Note:- First-Aid kit is available in the campus. In case of emergency we have a tie up with Dr. Ravi Kamboj
- Banking ☐
- Post Office ☐
Note: Banking and post office facilities are available at doorstep of the college.
- Book Shops ☐
- Transport facilities to cater to the needs of students and staff ☐
Note: Facility of Bus pass at concessional rates is provided by the State Govt.
- Animal house ☐
- Biological waste disposal ☐
- Generator or other facility for management/ regulation of electricity and voltage ☒
- Solid waste management facility ☐
- Waste water management ☐
- Water harvesting ☐

12. Details of programmes offered by the college (Give data for current academic year 2016-17)

Sr. No	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved student strength	No. of Students admitted
1	Under-Graduate	B.A.	One year	10+2	English/Hindi/ Punjabi	Unlimited	M-141 F- 34
2.	Post-Graduate	M.A.I History	Four Semester	Graduation	English/Hindi/ Punjabi	60	M-23 F- 04
3.	Post-Graduate	M.A.I Punjabi	Four Semester	Graduation	Punjabi	60	M-13 F- 01

13. Does the college offer self-financed Programmes?

Yes ☒

No ☐

If yes, how many?

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

Yes ☒ Number

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

like English, region all languages etc.)

Faculty	UG	PG	Research
Arts	Hindi,Punjabi,English, History,Political Science, Maths, Economics, Computer Applications, Music, Physical Education, Home Science	M.A.(Punjabi) M.A.(History)	-Nil-

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

a. Annual	0
b. Semester system	3
c. Trisemester system	0

17. Number of Programmes with

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

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

Yes	
No	✓

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

Yes	
No	✓

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

Positions	Teaching faculty *M-Male *F-Female,*P-Permanent,*T-Temporary									
	Professor		Associate Professor		Assistant Professor		Non-teaching staff		Technical staff	
	M	F	M	F	M	F	M	F	M	F
Sanctioned by the UGC/University/State Government Recruited	-	-	1	4			5	-	-	-
Yet to recruit					4	2				
Sanctioned by the Management /society or other authorized bodies Recruited	-	-	1	1	2(P) 2(T)	6(T)	3(P) 1(T)	1(P) 1(T)	2(P)	

21. Qualifications of the teaching staff(2016-17):

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
Ph.D				1	1		2
M.Phil			1	3			4
PG			1	1	1		3
Temporary teachers							
Ph.D							
M.Phil						1	1
PG					2	5	7

22. Number of visiting Faculty/Guest Faculty engaged with the College: Nil

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

Categories	2012-13		2013-14		2014-15		2015-16	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	129	46	186	46	140	40	55	21
ST	0	0	0	0	0	0	0	0
OBC	31	15	59	20	36	8	23	11
General	460	85	526	99	538	108	557	104
P.H.	0	0	0	0	0	0	0	0

24. Details on students enrollment in the college during the current academic year (2016-17) :

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same State where the college is located	503	104	---	---	607
Students from other states of India	---	---	---	---	---
NRI students	---	---	---	---	---
Foreign students	---	---	---	---	---
Total	503	104	---	---	607

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

Year	UG	PG
2014-15	17.38%	9.5%
2015-16	14.42%	11.42%

26. Unit Cost of Education

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

(a) including the salary component	29233.48
(b) excluding the salary component	3792.01

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

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

28. Provide Teacher-student ratio for each of the programme/course offered 2015-16

Course	Teacher : Student
B.A.	1 : 37
B.Com.	---
M.A.(Hindi)	---
M.A.(Punjabi)	1 : 9.3
M.A.(History)	1 : 31
PGDCA	---
CBA	---

29. The College applying for Accreditation**Cycle 1****30. Date of Accreditation: N.A.****31. Number of working days during the last academic year****281****32. Number of teaching days during the last academic year****171**

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

32. Date of establishment of Internal Quality Assurance Cell (IQAC)**08/08/2014****33. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC**

AQAR (i)(dd/mm/yyyy)

AQAR (ii).....(dd/mm/yyyy)

AQAR (iii).....(dd/mm/yyyy)

AQAR (iv)(dd/mm/yyyy)

34. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory /descriptive Information)-**Nil**

CRITERIA -WISE INPUTS

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.

Our College Motto:-Ruralisation to Globalisation

Vision

- We have a vision to contribute to the growth of education and upholding the highest ethical and professional standards
- To ensure that our students inculcate a sense of duty and discipline.
- To serve society, to lead to its enrichment and advancement.
- To open all venues to suit the needs, requirements and ambitions of every student joining this college.
- To shape a student's growth physically, morally and intellectually.
- To focus on overall personality development, keeping in view the tough competition prevailing in the world today and enable them to face the challenges of the modern era.
- To focus not only on course curriculum but practical approach as well so that students become productive right from the day of joining any organisation.

Mission

- MMD DAV College has a mission to emerge as a centre of excellence for professional studies, research and development and quality placement.
- To ensure placement of students of all courses and strengthen our social sensitivity and make our students practical oriented professional.
- To focus on conjoining practical knowledge with theoretical aspect and provide thoroughly proficient and dedicated professional.
- To lay stress on research, creativity and innovation.
- To incorporate and integrate value education within professionals.
- To provide quality education along with preparing the employable young minds to face the competitive world on all fronts.

Objectives

- The main objective for the establishment of the College is to empower the educationally backward and disadvantaged population of the area to impart liberal general Education with a special stress on the values of humanism, secularism and nationalism.
- To generate healthy atmosphere for imparting quality education.
- To monitor the physical intellectual and moral growth of the students so that they may be shaped into confident and disciplined individuals with a drive to serve society.
- To imbibe a genuine concern and sensitivity towards this planet and its environment.

- To uplift the downtrodden, empowering women, inculcating the spirit of nationalism and universal brotherhood, promoting and achieving excellence in education through quality and inculcating this spirit among youth, by providing conducive environment for creativity and cultural activities.
- To generate a humane and kind attitude towards human rights especially the rights of women.

Communication of goals & Objectives:

The following criterion is followed to communicate the vision, mission and objectives of the college to the stakeholders:

- Class room teaching
- Community Oriented Activities
- Newspapers
- Door to door canvassing
- College Website
- Prospectus/Brochure
- Alumni Association
- Meeting with students and parents
- Biannual Newsletter
- College Magazine

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

For effective implementation of the curriculum each department plans and divides the syllabus term wise and the same is conveyed to the students of the college. This ensures uniformity when the number of sections of the class happens to be more than one.

Planning

- Prospectus is a mirror of the college which highlights the various activities and mentions the university norms for admission and academic planning of the institution for the session.
- Time table is notified to the students and put up on the notice board before the commencement of the classes.
- The schedule of the work to be taught Semester wise/Annually is compiled by the Heads of the departments before the commencement of the session and is distributed among the students at the start of the session /before the start of the classes.
- The calendar of the activities to be held is planned in the beginning of the session and is highlighted in the college Prospectus.
- The dates for departmental activities, seminars, functions and festivals are decided before hand.
- The Principal meets teachers regularly to ensure that their syllabi are adequately covered.

- The college plans its annual academic schedule which clearly mentions the topics to be taught and number of working days allocated to respective topics, the amount of syllabus to be tested in various classes, monthly, terminal or half yearly exams.

Testing

- The students are assessed on the basis of class tests, practical tests, practical and written assignments.
- The lecture method of the teaching is supplemented by audio-visual aids, projects, group discussions, seminars and other aids.
- Educational excursions to different places are a regular feature of the College.
- Extra-curricular activities are held at regular intervals to keep the students charged up.
- Talent search function is organised at the College level to bring out the hidden talent of the students.

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

College provides support to teachers for effectively translating the curriculum and improving teaching practices in the following ways:

- The photocopies of the syllabus of all the classes and subjects are made available to the HOD'S and teacher's concerned of different departments at the commencement of the session.
- The teachers are encouraged to attend seminars/ conferences/workshops so that they may be in touch with the latest developments in their respective subjects.
- The teachers are relieved by the College with duty leave to attend Refresher / Orientation courses which are mandatory for their promotion and equipping them with knowledge and skills for effectively implementing the curriculum.
- Teachers are provided computer facility with internet in the library of the College.
- Extension lectures is an important feature of the College. Teachers from different Universities or other Institutions are invited to deliver extension lectures for the benefit of students and teachers.
- Teachers are encouraged to actively participate in the University bodies like Academic Council and Board of Studies.
- The Institution provides library and e-learning facility to the faculty to effectively deliver the curriculum.
- The College has provided LCD Projectors and computers to the faculty to improve upon their teaching performance. College has provided infrastructure for computer aided teaching like Projectors, laptops, computers, interactive boards.
- Resource persons from universities and other institutions are invited for extension lectures for the benefit of both the teachers and the students

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

The curriculum for various courses is prescribed by the University and the College tries to implement it in the best possible way. The following initiatives have been taken by the College.

- The faculty is motivated to make computer and internet the best aid for improving upon their teaching methods. A few persons are deputed by the Institution to help teachers achieve this aim.
- Library facility is utilized by the teachers and the students for better teaching and learning process.
- Subject experts are engaged for delivering extension lectures for the benefit of both the faculty and the students.
- Extra classes are arranged whenever necessary.
- Staff meetings are also convened by the Chair to sensitize the teachers towards their responsibilities and their keeping in touch with the latest methods of teaching. The newly appointed faculty is also advised to deliver their best.
- Library and other learning resources are regularly updated .Library has been computerized and internet facility for the use of teachers and students, has been provided.
- The departments plan and organize extension lectures, assign projects.
- Extra classes are arranged whenever necessary.

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

The college has set up a Career counselling Cell which maintains professional relations with the representatives of the insurance campiness and Banks. The Head of various companies and banks are invited to the college campus to interact with the students and to make them aware of the latest developments in market.

- **Research Bodies:** Members of the faculty are encouraged to take up membership of professional research bodies and take up projects offered by the University ICSSR, UGC.

University:

College avails support from the affiliating university in the following ways:

- The faculty members of the College keep in touch with Panjab University departments for the latest development in their subjects.
- Eminent scholars/ professors from the University are invited to the College for enlightening the students and the faculty members.
- The institution gets funds for organizing seminars/conferences.
- The institution gets travel grants for the faculty.

- The students receive scholarships from the university.

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

The curriculum is designed and revised by the Panjab University, Chandigarh. The University involves its affiliated Colleges in curriculum designing through Board of Studies. Faculty participation in the curriculum planning is considered essential in order to avoid any improvement required in the previous syllabus. Many times our faculty members have been the members of the Board of Studies. They have been giving their valuable inputs for framing the new syllabi and review of the old courses. During their visits to the College, the Alumni convey their suggestions in the best interests of the College. The IQAC gets feedback from the students time to time and also gets suggestions from the teachers and the college principal invite the meetings with the stake holders and suggestions are forwarded to the university when there is need to add/ review the curriculum. They openly give their suggestions and insights about new skills and courses to be introduced in the College. The College is receptive to the suggestions of the parents during their visits to the College.

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.

The college does not have autonomy in the designing and development of curriculum for any course. But the college at its own level organizes short term courses during vacations for students or in the evening for the computer based needs of the students.

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

- University and College result of the students is the best source to evaluate whether the stated objectives have been achieved or not.
- Continuous evaluation of the students through unit tests, practical test, participation in the class etc. give an idea about the objectives being likely to be achieved or not.
- Slow learners are improved through remedial classes and individual attention.
- Placement of the students also reflects the success of having achieved the desired objectives.
- IQAC check the performance of the students and take further decisions and make plans for the next semester.

1.2 Academic Flexibility

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

The main aim of the college is to enrich, enlighten and empower the youth keeping in mind the national and global needs. The college imparts education at Graduate/Post Graduate Degree Level in branches of Arts.

List of Courses offered by the Institution are as follows:

Program Offered	Details
B.A.	open
MA (Punjabi)	60 Seats
MA (History)	60 Seats

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

No rule of the Panjab University to which the institution is affiliated permit dual degree programmes in the colleges. However add on courses are initiated by the UGC in the colleges. But no such course is taken up by the college so far.

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.

The college offers B.A, at undergraduate level. At PG level, the college offers M.A. in Punjabi and History degrees to impart specialized knowledge to the students who wish to pursue higher studies. The compulsory subject of Environmental Science is mandatory for the students to qualify in one of undergraduate classes. All these courses improve the employable skill of the students.

❖ Range of Core /Elective options offered by the University and those opted by the College.

The college offers B.A. at Under Graduate level and M.A.- Punjabi & History at Post Graduate Level. The Panjab University, Chandigarh does not give academic flexibility to the affiliated institutions. However, institution offers the following compulsory and optional subjects in Undergraduate and Post Graduate Level.

Sr. No.	Class	Subjects Compulsory /Core	Optional
1	B.A.	English , Punjabi & Environment Education	Hindi/Punjabi/English (Elective) Economics, Political Science,History, Mathematics,Physical Education,Computer Application, Music(I), Home Science

The college has the following PG programmes:

(I) M.A-History (II) M.A- Punjabi

- **Choice Based Credit System and range of subject options**

The courses are offered as per modules prepared by the Panjab University, Chandigarh.

- **Courses offered in modular form**

Courses are provided unit wise and are arranged in the modular form at department level by Academic Committees comprising of HOD's, staff and Principal. The modules so arranged are also used for testing the students in the House Examinations.

- **Credit transfer and accumulation facility**

No credit transfer and accumulative facility exists.

- **Lateral and vertical mobility within and across programmes and courses**

No provision for lateral mobility within and across the programmes exists. a student can change any elective subject in B.A. 1st Semester within a limited period of time if he/she is not able to cope up with the subject.

- **Enrichment courses**

The courses at UG and PG level are enriched by preparing the students to design small projects and presentations related to theory work. Lectures by the experts from university and neighbouring colleges are organized to enrich and update the knowledge of our students.

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

The college offers the following programmes recognized by the UGC and affiliated with Panjab University, Chandigarh.

Name of the Self-financed Programme	M.A.(History) & M.A.(Punjabi)
Admissions Criteria	Admission is done on the merit as per guidelines by Panjab University, Chandigarh
Curriculum	The college does not enjoy the autonomy in designing Curriculum. The college only implement the curriculum designed by the Panjab University, Chandigarh through the well prepared socially committed patterns of instructions. Teaching aids like LCD Projectors, Smart Boards, Computer and audio equipments are frequently used for effective planning, implementation and delivery of the curriculum.

Teachers' Qualifications	The UGC qualification is mandatory for teachers. They are duly approved by University & State Govt as per UGC/Panjab University norms.
Salary	The Assistant Professors and Associate Professors along with non-teaching and support staff draw salary as per UGC regulations amended from time to time.

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

Yes, the college regularly conducts Personality Development Programmes which enhance the IQ level and communication skills of the participants. More over lectures from the Insurance company and Banks are arranged to make the students aware of regional and global employment opportunities. Special classes are taken for communication skills taking into considerations the rural backgrounds of the students.

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

No, the university does not allow the flexibility of combining conventional face to face and distance mode of education.

1.3 Curriculum Enrichment

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

The primary goal of the institution is to spread the light of knowledge by providing quality education to its students. The glorious performance of our students in the university annual examination stands testimony to the success of our goal.

- College has a rich library having a good stock of books. Students are encouraged to visit the library frequently. It houses computers with internet facility for easy surfing of useful sites.
- Seminars/ discussion and guest lecturers are arranged from time to time for giving our students better exposure to knowledge.
- Youth festivals provide an opportunity for the students to show their talent by participating in the items of their choice and to learn team work and cooperative behaviour.
- Besides attaining academic knowledge, it is important to learn lessons in social behaviour. NSS, Youth clubs and Literary societies provide such opportunities.
- Athletics and sports are integral parts of the curriculum which make the students cultivate team spirit, discipline and leadership qualities.

- Youth Welfare Department of the college organizes different types of competitions like dance, essay writing, music and elocution in the college time to time.
- Some competition are organised as brain storming sessions for intellectual enrichment.

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

Institution cannot modify the curriculum given by the university. However, to enrich and enhance the experiences of the students so as to cope up with the needs of the dynamic market, the institution has a separate Career and Guidance Cell which organizes workshops on personality development. The associations of different departments organize extension lectures and workshops for the grooming of the students and make them aware of the career opportunities available to them.

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

- Environmental studies which include climate change is a qualifying subject at the undergraduate level for all the streams.
- All efforts are made by the institution to make students gender sensitive. Talks are organized on the serious issues of female foeticide and woman safety .Awareness is created that woman empowerment is the need of the hour and it can really shape the destiny of our nation for the better.
- NSS and local unit of “Arya Pradeshik Pratindhi Upsabha” Punjab of the college play active role in activities like literary campaigns and Blood Donation Camps.
- Our college actively promotes the use of ICT in the educational programs because computer literate is the need of the hour. Teachers are encouraged to make optimum use of technology for their teaching learning process.
- Students are given firsthand knowledge of human rights through interaction with some legal experts of the area. Important issue like domestic violence, woman safety and child labour are covered during these talks.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students? Moral and ethical values employable and life skills better career options Community orientation

Moral and ethical values are inculcated in the students through extension lectures held during the one day and seven day camps held under the aegis of NSS. Students are made more socially responsible by participation in socially relevant activities like visit to villages, hospitals, disabled and old people.

Spiritual lectures are also organized for the students by Physical Education department every year in order to impart them moral values and give them a peep into our culture.

Moral and Ethical values:

Values like honesty, dignity of labour, fairness, equal respect for all human beings irrespective of caste, creed or sex, discipline, patriotism, love of fellow human beings, community service, work ethics etc. are focused through various activities like seminars, debates, writing competitions, youth festivals, dramas, skits, extension lectures, celebrating religious functions like “Guru Purab” with full devotion and dedication. Such activities are also imparted through NSS Camps and Youth Clubs. The college local unit of Arya Pradeshik Pratindhi Upsabha Punjab regularly visits surrounding areas and villages where people are provided awareness on various social, moral, ethical principles and ways of life. The Students are also motivated by way of special lectures so as to instill moral and ethical values in them.

Employable and Life Skills:

The college understands that the need of communication skills is vital for the students for better career options. Therefore the institution arranges Verbal and Written Communication Skills. Group discussions, Essay writing, Recitation of poetry, Declamation Contests are held at a regular intervals both in regional and English language in the institution. To improve communication skills, especially in English, the college organizes activities such as debates, declamations, group discussions etc.

Students are also allotted different responsibilities in organizing various events and activities such as cultural programmes, competitions, seminars, workshops etc. In this way they improve their team building and organizational skills.

College arranges career oriented lectures time to time and guides the students for placement in different sectors through internet sites. Newspaper and employment news also provide guidance to the students for their future.

Better Career Options:

In addition to the courses and activities mentioned under the heading Employable and Life Skills, the institution provides career counselling through its Career Counselling cell and during the functions. While addressing the students, especially during farewell parties to outgoing classes, the head of the institution and members of the management give useful advice and tips regarding career options.

Community Orientation:

For community Orientation, the students are involved by ensuring their active participation in awareness campaigns related to community service, environmental issues, sanitation and cleanliness on the campus and surroundings, traffic rules, human-rights, female foeticide, dowry, drug de-addiction, prevention of AIDS, tree plantation, blood donation etc. Through NSS units, extension lectures and seminars are often organized for this purpose.

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

Valuable suggestions from students and the stake-holders are appropriately conveyed to the members of Board of Studies. The college teachers also share their ideas pertaining to curriculum during interaction with other teachers in the seminars. Staff meetings are held to take decisions on important issues. College council meetings are held from time to time to review and discuss the effective implementation of the curriculum . Suggestions are always welcome from teachers, parents and students.

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

There is no specific mechanism to monitor and evaluate the quality of its enrichment programmes. However the institution has advisory committee to monitor and evaluate the quality of education imparted. Students openly approach Grievance Redressal Committee like the Academic Council of the college, Grievance Redressal Committee and Research Committee.

1.4 Feedback System

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

The curriculum of the college is designed by Panjab University. The feedback regarding the same is obtained from the students and stakeholders. The teachers of the college are encouraged to participate in seminars / conferences / workshops and orientation/ refresher courses to gather information regarding introduction or sustainability of a particular program. Those ideas and suggestions are conveyed to the university via members of Board of Studies, Panjab University.

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

1. Yes, there is a formal mechanism to obtain feedback from students and stakeholders on curriculum. The mechanism includes PTA meeting which are held from time to time.
2. Students' feedback on the effectiveness of the curriculum is obtained through specially designed feedback performas.
3. The faculty of the college attends relevant seminars and conferences in order to acquaint themselves with the latest development in their fields.
4. The knowledge is imparted to the students in the lecture. Frequently the need based changes are communicated to the University by suggesting curriculum changes in the meeting of the Board of studies.
5. Parents, Alumni and community give feedback in non-formal way through the faculty, principal and the management..

1.4.3 How many new programmes/courses were introduced by the institution during the

last four years? What was the rationale for introducing new courses/programmes?)Any other relevant information regarding curricular aspects which the college would like to include.

MMD DAV College in the recent past has introduced two Post Graduation courses, namely Post Graduation in History and Punjabi. A dire need of introducing post graduate disciplines of the above mentioned subjects was felt. The college belongs to rural area and there is no college in the nearby vicinity except for a women college which offers only graduate level courses .The major chunk of the people had to run to the big cities for higher education. The college answered to their pressing demand. This institution is the first institution to offer this avenue to this backward area of the state. Following academic programs have been started by the college in the last 4 years:

Year	Courses Started
2015-16	NIL
2014-15	M.A.II (Punjabi), M.A. II(History),
2013-14	M.A.I (Punjabi), M.A. I(History), B.Com
2012-13	NIL

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 STUDENT ENROLMENT AND PROFILE

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

Publicity in the admission process:

- The institution was established in 1970 and it has been providing its best to the natives of this area for last 46 years. The college ensures its publicity for admission process in a well-planned manner.
- Before the commencement of new academic session, the prospectus is made available to the students. Relevant information regarding the admission procedure, fees, scholarships, available facilities, and achievements of the students in academics, sports and cultural activities is conveyed through the prospectus.
- The institution also publishes its bi-annual news letter. Information about activities and other achievements of staff and students is published in the newsletter. The newsletter is distributed to the students, Principal and staff of nearby institutions and the eminent personalities of the area for the publicity of the institution.
- Our college has its own website www.mmddavgdb.org.in from where the students can gather information regarding the admission process in the college as well as information about facilities, facilitators, members of the faculty, available courses and eligibility criterion as per University norms, admission rules/procedures, clubs, societies and college calendar.
- Banners are also displayed at the main gate of the college well in advance to make the prospective students aware of the admission schedule. Apart from this, the college issues posters, pamphlets and banners publishing the dates of admission and courses offered by it. Advertisements in the newspapers are also given from time to time.
- The Head along with the faculty of the college also visits schools of the area and address their students about the courses available and facilities provided by the college. They also provide guidance and counselling regarding the options available.
- The faculty of the institution visits the homes/ contacts telephonically the prospective admission seekers. The parents and admission seekers are informed about the courses offered, the facilities, student welfare schemes and the admission process.
- The parents are convinced to educate their daughters wherever found reluctant due to social or financial constraints. They are made aware of the financial aid available to different categories of students like S.C./S.T., minorities, economically weaker sections, meritorious students and sportspersons.
- Billboards fixed at strategic points, on the boundary walls of the college building, surrounding areas highlighting the achievements of the college in the shape of pictures of various toppers with their marks/ percentage/ position also serve a good purpose.

Transparency:

Admission is done on merit as well as 'first come first serve policy'. The college follows academic calendar, provided by the Affiliating University, i.e. Panjab University, Chandigarh. The admission is done through admission committees. Reservation policy of the state government is followed. Selection of students to the course is based on marks obtained in qualifying exam. The students are convinced and not compelled to choose the courses as per their IQ level / strength. No student of lower merit is preferred over the higher one, thus transparency is ensured from the stage of notification till the completion of admission process.

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

- Guidelines of the state government and affiliating university, issued from time to time, are followed for the selection of the students for admission to these courses. As per the directives of the university, date of sale of application forms/ prospectus is notified on the notice board. The college offers only general undergraduate and postgraduate courses.
- Application forms can be bought from office and on the spot enquiries are attended to by the admission committee. The college admits the students solely on the basis of merit in the qualifying examination. In case the affiliating university lays down a special criterion like Entrance test or Interview, then the college strictly adheres to it.
- A personal interview with Principal and admission committee of various streams is a part of the admission process.
- The admission committee helps the students to make the choice of the medium of instruction and subjects.
- College follows reservation policy of the government also.

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

The College follows the same percentage of marks for admission at entry level for each of the programmes offered by Panjab University, Chandigarh. The prospectus lays down the minimum percentage as per university rules.

The college offers three years Under Graduate degree courses in the Humanities and Post Graduation courses in Punjabi & History. Students seeking admission are given admission on the 'First Come, First Serve' basis. These admissions are done strictly according to the conditions laid down by Panjab University. The selection of students for various courses is made on the following basis as per the directive of Panjab University:

Program	Mode of Selection
BA	Must have passed 12th Standard with minimum 33% marks in aggregate
MA Punjabi	Must have passed BA with minimum 45% marks in Punjabi or 50% in aggregate
MA History	Must have passed BA with minimum 45% marks in Punjabi or 50% in aggregate

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

Mechanism to review the admission process and student profile:

Yes, there is an Admission Committee to review the admission process and student profiles annually. Admission coordinators are appointed to facilitate the admission process. The college chalks out a plan much before the commencement of the session. Teams of teachers visit schools and villages of the area to interact with students for providing guidance and counselling. Student's performance in all fields i.e. academics, extra-curricular activities and sports is monitored and the students who bring laurels to the institution are given scholarships and freeships at college level.

Outcome:

The outcome of such an effort results in bringing about transparency, streamlining and systematizing the admission process, following up of reservation policy strictly as per provision of the government and selection of meritorious and disciplined students from the weaker sections.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion SC/ST, OBC, Women, Differently-abled, Economically weaker sections, Minority community, Any other .

a) Students from SC/ST/OBC Community:

Students from disadvantaged community such SC/ST & OBC categories are encouraged to pursue Higher Education. There is a provision of Punjab Government Scholarship for them at the time of admission.

b) Women

Our college is a co-educational institution. The college is catering to the needs of rural and urban area students by inculcating the quality education and moral values to make them good citizens of the nation. The College provides a platform to fulfill the objective of women empowerment and every effort is made to prepare women for their various roles and responsibilities in the ever changing world. Through various curricular and co-

curricular activities, efforts are made to make them self reliant, self confident individuals capable of competing in the global market and still retaining their human values. The college is having a separate Girls common room to interact with each other during their vacant periods.

c) Differently Abled

- Physically challenged students are admitted adhering to the government rules.
- Before admission the counselling committee provides special attention, guidance and counselling to such students and motivates them for higher goals and education attainment.
- They are guided to fill up forms for scholarships offered by the University for the Physically Challenged.
- While framing the time table and examinations, special care is being taken for differently abled students.

d) Economically Weaker Sections

- The college provides scholarships to students from economically weaker backgrounds. Last year the Head of the institution inspired and guided such students to avail financial help from UK Based society ‘Guru Ravidass Education Assistance Trust’ and about ten students were benefitted (Rs. 10000/- approx each) through this society.
- It is one of the healthy practices in the college that senior faculty members provide books and financial help (off the record) to the promising students.
- Students belonging to this section are allowed to pay the fee in installments /as part payment.

e) Minority Community

There is a provision from the Central Govt. and the affiliating university for every possible financial help to students belonging to this category. Their applications are sent/ verified by the college and scholarships are directly credited to their accounts.

f) Sports Students

Sports achievers at university/ state/ national level are given freeship to carry their academic activities. They are encouraged by awarding prizes/ track suits and sports kits from time to time.

Any Other

Admission rules are relaxed for students who have won recognition in debates, declamations, theatre, fine arts etc. and liberal concessions are given depending on their merit.

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.

Required detail for the four successive years is given in the following tables:

Programmes	No. of applications (A)				No. of students admitted (B)				Demand Ratio all sessions where applicable
	2012-13	2013-14	2014-15	2015-16	2012-13	2013-14	2014-15	2015-16	
UG (B.A.)	766	905	764	631	766	905	764	631	100
UG (B.Com.)	- -	10	- -	- -	- -	10	- -	- -	100
PG M.A.(History)	- -	5	60	93	- -	5	60	93	100
PG M.A.(Punjabi)	- -	16	46	47	- -	16	46	47	100
Total	766	936	870	771	766	936	870	771	

Due to mushrooming of private institutions the strength has been divided. The institution is situated in semi urban area and a large number of students come from nearby villages. Since the last few years, the crops did not yield properly and lack of finance is a major reason for drop outs. However due to financial help from the local resources we have been able to control the dropout rate to some extent.

2.2 Catering to Diverse Needs of Students

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

- Adequate infrastructural facilities are provided so that they don't feel any physical obstruction blocking their way.
- All government policies regarding admissions, scholarships, fee concessions, examinations etc. are strictly adhered to for differently abled students.

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

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

The institution is very well aware about the needs of the students. Every class contains intelligent, average and weak students. However for large classes the practice of dividing intelligent and weak students into different sections has been started so that the teacher may attend to them according to their IQ level. The college ensures the availability of efficient faculty to satisfy the queries of the students. Before the commencement of the academic session, a team of teachers personally contact the Principals of the Sr. Sec Schools located in the areas and interact with their students so as to assess their need in terms of skill and knowledge. In order to gauge how much the students have learnt, it is not enough to assess their knowledge and skill, but we need to find out what they know, so that we can identify more specifically the knowledge and skill they will gain during the course or program.

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

To bridge the knowledge gap of the enrolled students and to enable them to cope with the programme of their choice, the following strategies are drawn and deployed by the institution:

- Teachers are encouraged to identify slow learners and handle them with extra patience and care.
- Peer learning is encouraged in a sense that meritorious students are asked to help the slow learners.
- Special tests are conducted for them.

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

The college sensitizes its staff and students on issues such as gender, inclusion, environment etc. by taking the following measures:

- The college organizes seminars and workshops on such issues.
- The themes of plays chosen for representation in the youth festivals have also dealt with issues like gender imbalance, female feticide, and gender discrimination.
- Special sessions by Government bodies, NGOs, concerned experts, resource persons etc.
- NSS wing of the college sensitizes the staff and the students on various socio cultural issues.

- Youth Service Club and the Local unit of the Arya Pradeshik Pratindhi Upsabha Punjab of the college play a proactive role to sensitize young minds towards gender issues by involving them in various activities.
- Environment sensitization is developed by organizing various talks and programmes to inculcate Ethics of Environment and Role of students for conservation of environment.
- The college teachers sensitize their students on issues such as gender, inclusion, environment etc. by holding talks/discussion on the current affairs regularly in their classes.
- Anti-Ragging Campus.
- Institution has a cell to prevent sexual harassment of Female staff / students that includes senior members of the staff and student representatives.

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 taking the following measures:

- The advanced learners are provided with extra books and material by the teachers who set suitable goals for them so that they feel adequately challenged.
- Such students are given extra guidance and coaching. Also books of an advanced level are recommended to them.
- To encourage and motivate them for attaining excellence in the university annual examinations they are given various incentives in the form of scholarships, Roll of Honor and prizes.
- They are guided and motivated for better career options.
- Free internet facility is also available for these students.

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

The college gathers data on the basis of the academic performance of the students at the risk of dropout through their lectures, class tests, house tests, discussions and face to face interaction. Such data is used to make strategies to improve the academic performance of the disadvantaged sections of society and minimize their dropout rate.

Following measures are taken:

- To decrease the dropout rate, Remedial classes are held for slow learners.
- Teachers motivate them by counselling sessions.
- A number of motivational lectures are organized to channelize their potential to achieve success in their course work.
- The college keeps in touch with the parents/guardians of such students and they are sent letters or informed telephonically by class teachers.

- Special tests are conducted for them.
- Teachers resort to regional languages so that such students understand their lectures.
- The Principal and the faculty members make sure that no student belonging to economically weaker section of society drops out of the course for monetary reasons.
- They are provided free text books by the library and also by the concerned teachers.

2.3 Teaching-Learning Process

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

Academic Calendar

- The college follows the academic calendar of affiliated university. The same academic calendar is published in the college prospectus before the beginning of the session every year.
- Time- Table is prepared and displayed on the notice board.
- Towards the end of each session / semester, theory and practical examinations are conducted by the university and evaluation is carried out. The result of examination is declared and score cards are issued by the affiliating university.

Teaching Plan

- The total number of teaching days available during each session is counted, excluding holidays.
- All the Heads of departments, in consultation with their faculty members set targets for syllabi completion before the commencement of the session. It is ensured that the institution moves from easy to difficult, familiar to unfamiliar and at a pace that is easy for learners to maintain. Each department functions according to the teaching plan prepared at the departmental level.
- The syllabus is unitized, and each topic is assigned the requisite number of classes so that the syllabus can be covered in a planned and systematic way.

Evaluation Blueprint

- So far as the evaluation blue print is concerned, students are informed at the very beginning that they will have to go through a continuous process of evaluation through the mid-term examination/ test before being allowed to sit for the university examination.
- The House Examination held once in each semester for the classes having semester system, help in evaluating the students on the basis of their performance and results.
- The internal assessment is based on the student's performance in the house examination, his / her regularity in classes, participation in various activities and overall behaviour is taken into account.

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

IQAC contributes to improve the teaching – learning process. The IQAC functions as an overall advisory body operating constantly for the betterment of the teaching learning process. The IQAC meetings often result in the emergence of new ideas which help invigorate teaching methods by:

- Planning for new courses at UG and PG level.
- Enhancing the infrastructural facilities in Library, Computer Lab, Music Lab and Home Science lab.
- Facilitating support for inter-disciplinary programmes, faculty development programmes.
- Organizing more seminars to spread awareness on academic and social issues.

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

Students have always been the centre of all its academic and co-curricular endeavors. All possible efforts are made to ensure their optimum growth and development.

- While remaining within the constraints of the given syllabi which cannot be modified much, everything possible is done to encourage original thinking of students. Students are explained the concept along with the examples and are then given home assignments to work on -first individually and then through group discussions and finally by teachers in tutorials.
- 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.
- They are involved in College functions and cultural programmes to enhance their ability to work hard and in tandem with others in a coordinated, organized manner.

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

- Students are advised not only to surf the net regularly but also go through various magazines so as to update their knowledge. They are also told to view electronic media news based and educational programmes to keep pace with the latest developments in various subjects.
- Lifelong learning is ensured by assigning them the duties during the functions organized by the clubs, societies etc.
- College arranges academic discourses, sports and cultural activities.
- Various activities at the college level especially in labs ,conferences, seminars help them to select a career in which they become lifelong learner
- Special expert talks are organised to develop scientific approach among students so that they do not believe in superstitions and eradicating the superstitious approach of the

society.

- Various programmes are organised to make the students aware of the drug dangers.
Regular health checkups are organised and diet tips are given as per their requirements.

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

The following technologies and facilities are available and used by the faculty for effective teaching:

- Modern multi-media teaching aids like OHP/ multimedia projectors with interactive boards and Internet enabled computer systems have been installed in some of the class rooms.
- Computers and laptops are used in seminar presentation by faculty so that the audio visual presentation may have a lasting impression on the young minds.
- Library has subscribed N-List (e-Consortium for college library) to access e-resources.
- The faculty has access to well equip laboratories.

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 conducts debates / quiz / essay writing competitions / seminars / expert lectures, learning and encourages the students to participate actively for capacity building.
- Faculty members are encouraged to complete higher studies for acquiring knowledge and skills e.g. to complete the required number of orientation programmes and refresher courses from UGC ASC's, NET / SLET / M. Phil. / Ph. D. within the due period of time.
- They are also encouraged to participate and present research papers in state / national / international seminars / conferences / workshops, to attend skill development training programmes, to apply for research projects from state / national funding agencies.

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

Guidance and counselling is provided to the students, both at the academic and personal level by the faculty. The process begins before the commencement of the new session as the faculty members move from door to door and try to convince the eligible candidates and their parents regarding the importance of higher education and the benefits there of. Most of the students get motivated to seek admission. They are then further guided for the right choice of the programmes/courses/elective subjects etc. Special emphasis is laid on personal interaction between the students and the teachers outside the classroom. The library to which the students have even greater access plays an important role in this endeavor of acquiring advanced level of knowledge. In other

words, the college teachers really act as a true friend, philosopher and a guide for the students. A psychologist is arranged if required for the counselling of students passing through any depressed phase.

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

The following innovative methods are adopted by the faculty during the last four years:

- The institution has encouraged the faculty to prepare power point presentations to deliver their lectures effectively.
- Quiz Competitions, Debates, Writing Competitions and paper reading contests are conducted at the departmental level as well as the college level.
- Group discussions are often organized in the class rooms on various topics.
- Efforts are also made to improve the communication skills of the students by encouraging them to present some topics in classrooms.
- The institution provides incentives to the faculty in the form of duty leave to enable them to participate in seminars so that they come up with the new ideas to share with their students.

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

The library resources are used to augment the teaching-learning process in the manner below:

- The College library has a good collection of books, which are regularly upgraded. Books and magazines are purchased by the college on regular basis for knowledge upgradation. The catalogues from different publishers are filed. Heads of departments can order books from these catalogues.
- Newspapers and free Internet are used on daily basis to keep track of the latest advancements in a particular field. Majority of the staff can efficiently use the internet and can liberally share their knowledge of innovative research topics, reviews, methodology, data gathering and information output with the learners.
- A separate periodical and reference section have been created in the library.
- A Book Bank has been functioning in the college, providing books to underprivileged students. The Book Bank is managed by the library incharge.
- Special help is rendered to the students preparing for competitions.
- Old question papers of final exams of all the subjects are made available to the students by the librarian.
- Copies of syllabi prescribed by the university, with question-wise division of marks etc. are also available to students for ready reference.
- The library staff keeps the faculty and the students updated regarding its latest acquisitions.
- The information regarding new arrivals is also given through the college notice board.

- Teachers are instructed to take freshers to library frequently to instill reading habits among them.
- A separate reading room is provided to female students and teachers for reading.
- Students are also encouraged to make use of library services. They are provided with a student library card which enables them to get books issued from the library. Students are also taken to the library to instill reading habits among them.

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.

All the teachers generally complete the curriculum within the planned time frame. The college teachers manage to successfully deliver their responsibilities. Sometimes because of strikes declared by political parties and other organisations, the institution faces challenges in completing the curriculum but the teachers organise extra classes and try to overcome these challenges. The syllabus covered is informed fortnightly to IQAC and it keeps a check on the percentage of syllabus covered by the various departments on regular basis.

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

Teaching-learning is continually monitored, evaluated and assessed by various mechanisms, in the College. The internal system of the College is structured in such a way that learning of the student is assessed comprehensively. The results of the house tests are discussed in the staff meetings where teachers discuss individual students’ results and analyze the need for improvement and the scope for excelling among the students. The tutorial system ensures that the students open up to their tutors regarding the problems they face during their stay in the College. The system of feedback from students, as discussed in the next part, also serves to monitor and evaluate the teaching learning process. IQAC through interaction with teachers and students submit periodical reports of the feedback to the Principal

2.4 Teacher Quality

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

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, the vacancies (if any) in each department are advertised and interviews conducted well before the beginning of the next session so that teaching work is not affected due to scarcity of teachers. All appointments are made purely on the basis of merit and by an interview board consisting of representatives of management, Principal heads of departments and subject experts. To retain the available temporary staff for next session, reports of heads of department are considered. The regular staff is appointed as per the guidelines of affiliating university/ Punjab Govt./ UGC. Staff is also provided other requisite facilities like, Medical leave, Casual Leave etc.

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

The college has the freedom to provide competent faculty to the students as per the demands of respective courses. The college appoints temporary staff in addition to the permanent staff to fulfill its responsibility towards the students. Staff is encouraged to participate in workshops and seminars, teachers are sent on duty leave to upgrade their knowledge by participating in state/national and international seminars. During the last four years, many of our teachers have participated in number of state level, national and international level seminars and workshops. All these facilities attract other teachers and best of the faculty from nearby area to join our college. Expert talks are organised by various departments, experts from other institutions or universities are invited to give lectures.

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

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of Faculty nominated
Refresher courses	-
HRD programmes	-
Orientation programmes	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / winter schools, workshops, etc.	-

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning Teaching learning methods/approaches

Teaching learning methods/approaches

The college organizes programmes to motivate teachers to prepare computer aided teaching/learning materials. During vacations local level workshops are organised by computer department of the institution. Teachers are trained to prepare PPT and to use N-LIST and other common softwares necessary for gathering knowledge and teaching with new techniques. National Seminar on the topic “RURALISATION TO GLOBALISATION” and

one day Workshop regarding Innovative teaching were organised by the institution. Seminars of PG level students take place in the class rooms using computer and LCD projector.

Handling new curriculum

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

Assessment

Feedback from the students and their results helps the college management as well as the teachers to evaluate their performance. College principal and management take verbal suggestions from teachers through meetings of the staff members. Suggestions to improve the academic system are also taken into account by the college. The Principal also maintains the ACR of the teachers which records the annual performance of the teachers. The annual increments of the teachers are subject to the grades earned in their ACR.

Cross cutting issues

The students and the staff members take part in various cross cutting issues like gender sensitization, Environment and Women related problems. The college with the assistance from ICSSR organised one day national level seminar “Social Concerns of Contemporary Literature” where the issues related to women and farmers were discussed by experts from various fields. College also organises expert talks on Higher Education and Human Rights etc. The subject of environment education is a part of the college curriculum.

Audio Visual Aids/multimedia

The college has a two class rooms equipped with interactive boards. Computer department is well equipped with the latest software. We have latest Computer aided packages, as per our requirement, which includes projectors, computers, sound system etc.

OER's (Open Educational Resources)

The college provides open educational resources like, latest books, Magazines, latest softwares, on line N-LIST and reference books for the students.

Teaching learning material development, selection and use

College has a well-developed library which contains thousands of books of various subjects. Teaching learning material is developed with the help of various books and magazines available in the college library. Teachers can also make use of the internet facility. They attend seminars and workshops and present papers. Teachers are also encouraged to take up various projects for their knowledge enhancement. Apart from this, college organizes seminars and conferences which help as a learning source for the faculty.

c) Academic achievements of Faculty in percentage (%)

Faculty invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies	20
Faculty participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies	100
Faculty presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies	60

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

The institution extends full support for the professional development of the faculty. Eighty percent of the teachers of the College have already attended refresher courses and orientation programmes organized by the Academic Staff Colleges as per the Norms of UGC. Only the newly appointed regular faculty is to attend the same and they will attend the same well in time. The faculties are encouraged to pursue their M. Phil. and Ph. D. through faculty development schemes. Recently, one of our faculty members Dr. Chander Parkash has completed his Ph.D. in the current session.

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

Dr. R.K.Mahajan (Principal) has been awarded with Cross of Literature Award by World Union of Poets, Italy for his contribution in the field of education and literature.

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

The institution has introduced feedback performa to be filled in by students for the evaluation of the teachers. The observations made by the students are submitted to the head of the institution. The observations made by the students are shared with the teachers and then these are discussed in general with faculty and in some cases, senior faculty members

are involved to help the teachers to improve. Besides feedback performance, the students freely convey their opinions to the heads of 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 processes?

The College tries to ensure that all stakeholders of the institution particularly the students and the teachers are made aware of the evaluation process:

- The teachers are sent all the regulations and circulars of the evaluation process issued by the University.
- Detailed information regarding curricular change, pattern of question papers and distribution of marks are made available to students by the teachers in the Classroom and by notices put on the College notice board.
- House tests are conducted on the pattern of University Exams, so that students may be familiar to that.

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

The college is affiliated with Panjab University, Chandigarh. The university has initiated various evaluation reforms viz.

1. Introduction of internal assessment system.
2. Introduction of O.M.R Answer Sheets.
3. Introduction of table marking and evaluation through secret roll nos. so as to make each evaluation process more transparent.
4. Introduction of objective questions in the question papers.
5. Affiliating university has introduced semester system that has been adopted by the institution also.
6. The introduction of choice based credit system is under process and hopefully will be introduced by the next session.

The college has adopted almost all the reforms concerning evaluation.

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

The evaluation is all fair; the students are satisfied by showing them the evaluated performance in the answer sheets. Any doubt about evaluation is made clear to the students. Record is maintained i.e. answer sheets, award lists etc. Whenever class tests and term tests are taken the results of the students' performance/awards are shown to the students to encourage them or counsel them for better future performance. Whenever there is a change in syllabus the Affiliating University organises refresher courses and our teachers join these courses as per their needs.

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 formative evaluation is carried out by the College in the form of class tests, assignments and mid-term house tests. Marks obtained by them in the formative evaluation are reflected in the form of assessment (approximately 10% for each subject) which is added to the summative assessment (semester Exams. Of the affiliating university) these together form the total score of the student for a semester.

If some students don't perform well or clear the eligibility condition, then an extra chance is given to the student for his/her evaluation. The necessary feedback is shared with the students to enable them to overcome their weaknesses and to improve their performance.

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

The College ensures complete transparency in internal assessment according to the instruction/guidelines issued by the affiliated University. The students are familiar about the internal assessment system. The internal assessment is made by the faculty members keeping in mind the following aspects/ factors of students' performance during the academic year:

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

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

The aim of the College is to be an agent of change and development for the students and the society through education by inculcating qualities and skills as is the requirement of the times. The college believes that those graduating from the college should have the quality of the mind and soul, knowledge and skill, drive and confidence so that they can contribute to the well-being of the society. The college aims to make its students employable. The college endeavours that its students should become valuable global citizens. The faculty members of the college work rigorously throughout the academic year to enable the students to attain these qualities.

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

The institution has a transparent system of evaluation. Answer sheets of the House Tests are shown to and discussed with students and if there is any grievance with reference to

evaluation, it is redressed on the spot. In case of any discrepancy, the students have the right to appeal to the principal. The affiliating university has a provision of re-evaluation in the annual/ semester examinations. In case of any discrepancy, the candidates can get their answer-sheets re-evaluated by paying a nominal fee. The university has also devised an Examination Grievance Monitoring System. The students can send their details and the grievance regarding examination system through an e-mail to the university.

2.6 Students Performance and Learning Outcomes

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

Yes, the college has clearly conveyed both to the teachers and the students that the Teaching-Learning programme should be such that it should contribute to the overall development of students' personality so that they can become responsible citizens. This is conveyed to the students and their parents in the very first meeting following orientation class which is held prior to the commencement of classes. The students are also made aware of this through the:

- a) College prospectus
- b) College website
- c) Various notices and circulars
- d) Interaction with the faculty members

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme?

Provide an analysis of the student's results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The institution evaluates the students through House tests as well as performance in the class, attendance, behavioural aspects, activities and performance in NSS, Sports, Cultural activities. The parents are informed telephonically (for weak students). To monitor the students' performance during the academic year, a special examination is conducted. The record of the whole evaluation process is transparent. The answers books are shown to the students. Achievements are communicated to students and society by displaying the same on notice board, printing newsletters and annual reports.

The general trend of academic results has not been encouraging. The IQAC continuously discusses this issue and the general observation is that as per the RTE gradation system has been introduced to decrease the stress. This policy may be good for areas where parents and wards know the importance of education. Our institution is situated in educationally backward area. Students are promoted to next class at school level even if their performance is poor not satisfactory. Parents are not much aware so they do not participate actively in the education of their wards. The students being immature take

benefit of it and stop studying and get indulged in other wasteful activities. However performance in sports and other co-curricular activities has been continuously getting better.

Programme wise Results are given below in the following tables:-

Class (UG)	Students Enrolled in 2009	Students Passed in 2012	Students Enrolled in 2010	Students Passed in 2013	Students Enrolled in 2011	Students Passed in 2014	Students Enrolled in 2012	Students Passed in 2015	Students Enrolled in 2013	Students Passed in 2016	Student enrolled in 2016
B.A.	155	74	267	142	242	157	436	180	463	173	347

S. No.	Classes	Students Enrolled 2013-14	Students Passed 2014-15	Students Enrolled 2014-15	Students Passed 2015-16
1	M.A. Punjabi	16	15	31	24
2	M.A. History	08	07	52	42

2.6.3 How are the Teaching, Learning and Assessment Strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

After the admission process is over and before commencement of the new academic session (the classes etc.), a meeting of the Staff is convened by the Principal with all members of the faculty in order to frame strategies so as to facilitate the achievement of College objectives. The college is committed to create an environment where students are supported to achieve their potential and working towards creating an inclusive learning community. The IQAC monitors the syllabus covered in each class. It provides its valuable suggestion to the teachers to cover the syllabi and achieve the mission of productive and effective teaching.

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

College understands its responsibility in the socio economic parameters. The institution at the time of the admission provides counseling regarding the choice of options the students wish to opt. They are guided regarding the future prospects of various options. Further they are sensitized on the societal responsibilities through guest lectures. They are given the lectures on quality jobs and Right to Information Act. The students are motivated through personality development programmes. NSS department encourages the students to participate in activities for social and community service which are organised by the institution or by NGOs of the area. Career and Counselling cell helps the students by making them aware of the various quality jobs and self employment opportunities.

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

The College collects and analyses the data on student learning outcome through

house examinations and their performance at the University examination and their participation in various co-curricular activities. The data so collected is discussed at length in staff meetings and sincere efforts are made for overcoming the barriers. The students are given introduction of unit wise internal choice and objective and analytical type questions consisting of objective, short and descriptive and analytical answers. This ensures comprehensive study and understanding of the entire course contents by the student.

Institute has taken following steps to overcome barriers:

- By showing answer books to students to make them understand their relative strengths and weaknesses.
- Timely Redressal of students' grievances.
- Extra classes for weak students to solve their problems.
- By providing writing material to the students.
- The periodic evaluations of teacher help in the improvement of learning outcome.

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

The college monitors the achievement of learning outcome in the following ways:-

- By holding class discussions.
- Conducting house tests.
- Finding out slow and advance learners and making policies to improve their learning outcome.
- Organizing seminars etc.
- Laying stress on written assignments.
- Performance in co-curricular and extra-curricular activities.

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

Yes, the institution & Teachers use assessment and evaluation as an indicator for evaluating students' performance. The students who excel in the academics, sports, extracurricular or extra mural activities are given due advantage in assessment. They are also given free books and study material. General classroom behaviour, regularity, subject performance of the students is also kept in mind when evaluation of a student is undertaken.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

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

The Institute does not have any University approved research center/s of the affiliating University or any other agency/organization.

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

Yes the institution does have a Research Committee to monitor and address the research issues, which has been constituted recently. It comprises of faculty members having Ph.D. Degrees or research experience and research aptitude. The college has added external experts also in the Research Committee. The composition of the Research Committee is as under:

Dr. R.K.Kohli	Vice-Chancellor, Central University, Bathinda
Dr.S.S.Gill	Ex-Vice chancellor , Baba Farid University Health & Science, Faridkot
Dr.J.S. Anand	Ex-Principal, DAV College, Bathinda
Dr. N.R.Sharma	Principal, Constituent College ,Gurushahai
Dr. R.K.Mahajan	Chairperson: Principal
Dr. (Mrs) Shashi Kalra	Convener
Dr. Chander Parkash	Faculty member from Languages

A few recommendations made by the committee are:

Every year, at least one department must take initiative to organize state/national level seminars/workshops.

- To boost research activities among the faculty members, a number of Minor research project proposals should be submitted to funding agencies.
- The faculty members must increase their participation in national / international level research oriented programmes like conferences, seminars, workshops and short term training programmes.
- Duty leave must be sanctioned to the faculty for attending seminars, workshops and conferences.
- The faculty members must publish their research work.

- The committee suggested that lectures of eminent personalities must be organized to create research awareness among the faculty and students.
- The committee should enlighten the faculty on the availability of research grants of different funding agencies.
- The committee suggested that workshops on research methodology should be organized.
- The faculty should be encouraged to register themselves for Ph. D. programmes.
- To encourage the faculty to publish, research papers and articles in reputed peer reviewed research journals and books.
- Build a research section in the library.

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

The institute encourages students and faculty to involve in research activities. The college encourages its faculty to involve in maximum number in research activities. In case any project is sanctioned by UGC, full support is provided to the principal investigator to implement the research scheme within the time frame work. The college encourages the teachers to attend conferences/workshops, national and international seminars.

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

The college students are motivated to develop the logical thinking with the help of Quiz, Power Point Presentations and paper reading contests. The students are encouraged for research aptitude through interaction with personalities from academia. The students are facilitated in their assignment work by providing books, journals, magazines etc.

The college organizes lectures on various topics like Health, Hygiene, Diet and Eradication of Superstitions by experts from time to time in the college campus.

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.

Two members have applied for Minor Research Project. Two members have completed their Ph.D. programme in service.

The following faculty members have completed their Ph.D. in service:-

- Dr(Mrs) Shashi Kalra Music(I)
- Dr.Chander Parkash (Punjabi)

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

The various departments of the College have conducted/organized seminars/workshops/sensitization programmes in order to build research culture among the staff and students. The detail is given below:

Sr. No.	Title of Event	Date	State/National level	Name of Organizing Department	Funding Agency	Amount Received
1.	Ruralisation to Globalisation "Challenging and Changing Trends in Higher Education"	21/1/2014	National	Deptt. of Economics	DCDC	Rs.31,000/-
2	'Social Concerns of Contemporary Literature'	05/02/2016	National	Deptt. of English	ICSSR	Rs.40,000

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

As stated earlier, we do not have any research centre but our faculty members are involved in the research at individual/collaborative level. Following is the detail along with research areas and expertise of the different faculty members:

Subject	Specialization	Name of Faculty
Music(I)	Music	Dr. Shashi Kalra
Punjabi	Punjabi Drama	Dr. Chander Parkash

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

The college understands that research is an important aspect of quality teaching learning process these days. Hence it makes serious efforts to facilitate the interaction of the faculty members with researcher of eminence by arranging guest lecturers / seminars. The College has been organizing national level seminars, extension lectures etc. Many eminent professors / academicians who have national and international recognition in research activities visited the college at the time of these events. These events have thus paved the way for our faculty and students to have interaction with many scholars who have national and international recognition in research.

List of eminent academicians / researchers who visited the campus is as under:-

- Dr. Satish Sharma, Director (Colleges) DAV CMC, New Delhi
- Dr. Jairup Singh, Ex-Vice-Chancellor, Central University, Bathinda
- Dr.S.S.Gill, Vice-Chancellor, Baba Farid University Health & Sciences, Faridkot
- Dr. Anoop Vats, Principal, Dayanand College, Ajmer
- Dr.B.B.Sharma, Principal, DAV College, Jalandhar
- Dr. Tarsem Sharma, Associate Prof.in Punjabi, DAV College, Abohar
- Dr. Iqbal Singh Godara, Head of the Deptt. (Punjabi) , DAV College, Abohar
- Dr. Kamalpreet Kaur, Principal, GGS College, Giddarbaha,
- Dr. N.R. Sharma, Principal, GGS B.Ed College, Giddarbaha
- Dr. Sarabjeet Kaur, Principal, Guru Ram Dass College of Edu., Jalalabad
- Dr. Charan Bungar, Chairman, Guru Ravi Dass Educational Assistance Trust ,
U.K.(Birmingham)
- Dr. Shanti Swarup Sharma, Scientist of Soil Conservation & Vice-President,
DAVCMC, New Delhi
- Dr. Paramjeet Singh Dhingra, Director , Regional Centre, Sri Muktsar Sahib
- Dr. Ravi Dutt Kaushish, Associate Professor in Hindi, Punjabi University, Patiala
- Dr. V.K. Chopra, Associate Prof.in English, Panjab University, Chandigarh
- Dr. Satnam Singh Jassal, Associate Prof. in Punjabi, Regional Centre, Bathinda
- Dr. Jagpal Singh, Pro.Vice-Chancellor, Guru Kashi University, Talwandi Sabo

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?

The Sabbatical Leave for research activities has not been availed by any faculty member. The faculty members are permitted to pursue their research activities without hampering their normal duties in the College.

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

The institution takes initiatives in creating awareness/ advocating/transfer of relative findings of research of the institution and elsewhere to students and community. Some of the measures taken are as follows:

- Organize seminars/conferences where along with eminent researchers, students and teachers from other institutions, stakeholders/ Bankers, political activists, representatives of beneficiary sections of society and public are also invited.
- Publishes the proceedings of seminars/conferences.
- Publicize the findings/conclusion/views through press releases.

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, no percentage of the total budget has been earmarked for research. However, the college receives grants from UGC, DCDC and ICSSR for research schemes/projects. The College also received grants from UGC, DCDC and ICSSR and Panjab University for organizing seminars and workshops which also facilitate research. UGC also provides grant for purchase/upgradation of equipments.

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?

Though the college doesn't have any provision for providing seed money to the faculty for research but the faculty is given duty leaves and other facilities as per their requirement to motivate them for research.

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

Financial provisions are made available to support student research projects for post graduate student but no student has initiated any research project so far. .

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

The college organizes seminars/conferences mostly on inter disciplinary issues.

The college has organized a National Seminar on 'Social Concerns in Contemporary Literature ', funded by ICSSR on 05/2/2016 focusing on the following inter-disciplinary sub-themes:

- 1). Ideological conflicts in contemporary society.
- 2). Plight of farmers in the present scenario.
- 3). Intolerance - Religious and Political concerns.
- 4). Changing Gender Roles.
- 5). Contemporary Music Vs Folk Literature.
- 6). Addiction and Substance Abuse.
- 7). Gender Discrimination and Child Abuse.
- 8). Urban Mental Health.

- 9). Gender Bias in Health Concerns.
- 10). Honour Killings.
- 11). Role of women in literature: Historical Perspective.
- 12). Effectiveness of Politics in Contemporary Scenario.

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

Facilities like books and journals, equipments and internet etc. are used to the optimum level by the faculty members and students for their project work/research work. Library facilities and its conducive environment encourage/ motivate the staff and students to take a forward step to pursue research in their relevant field/interests. The Institute has a well-stocked library which is Wi-Fi connected. We also have the facility of NLIST. As the college is 46 years old we have the blend of old and new books. Library has the latest syllabi as well as reference books of all relevant subjects and disciplines and the institute is always eager to purchase new edition of books every year.

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.

The institution has received grants from UGC and Panjab University, Chandigarh to develop research facilities and to hold seminars/conferences. The detail is as follows:

Sr. No.	Particulars of grant	Grant Received in Rs/-	Letter No
1	Ruralisation to Globalisation " Challenging and Changing Trends in Higher Education"	Rs.31,000/-	1898-1929 DCDC/DS dated 15-10-13
2	"Social Concerns in Contemporary Literature"	Rs. 40,000/-	1196 ICSSR dated 04-11-15

Sr.No	Particular of grant	Grant to be Received by UGC	Serial No. in List
1	Global Changes: Mapping Excellence Policies for India towards a better future	Rs.1,50,000/-	39
2	Samkali Punjabi Kahani: Rachnatamak Sarokar	Rs.69,000/-	68
3	India and Mass Movements of Mahatma Gandhi: A Comprehensive Analysis	Rs.52,500/-	69

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.

Two minor projects have been applied for under the title " Arya Samaj and its contribution towards educational and social upliftment : A study of Doaba region in Punjab by Mr. Vijay Shankar, Assistant Prof. in History and "Punjabi Literature in Rajasthan (Survey and Analysis) " by Dr. Chander Parkash, Assistant Prof. in Punjabi.

3.3 Infrastructure for Research

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

The college has a well-stocked library which is regularly updated. The library subscribes 15 Journals/Periodicals. It has also subscribed e-resources like N-LIST. The institution also has computer facility with Wi-Fi internet connection.

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?

As per the curriculum issued by the affiliating University i.e. Panjab University, Chandigarh, the basic infrastructure is available for the under graduate students. As the strength of students increases in the institution, management itself procures new equipments as per the requirements and also submits the proposal to the UGC under different available schemes. Apart from this, the institution has a Research Committee for planning and promotion of research. It motivates its faculty to seek grants under various schemes like Minor Research Projects, Faculty Improvement Programmes, Travel grants etc. from bodies like UGC and the affiliating University.

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.

As the college is located in area which is industrially backward area mainly based on agriculture, there is not much association with the industry.

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

The college does not offer research degrees to its students. However, the teachers are allowed whenever they require conducting research, and participating in various research oriented events within and outside the State.

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

The college library has facility of NLIST (INFLIBNET). It also has a separate

reference section for researchers in the library.

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

In the college campus the following infrastructure exists which can be utilized for teaching as well as research-

- Library
- Computer
- Multimedia Seminar Hall

Apart from this, the teachers, students and researchers are benefited as and when any guest lectures are arranged.

3.4 Research Publications and Awards

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

- | | |
|---|-----|
| • Patents obtained and filed (process and product) - | Nil |
| • Original research contributing to product improvement- | Nil |
| • Research studies or surveys benefiting the community or improving the services. | Nil |

The research work done by the faculty in the form of dissertation of M.Phil/Ph.D can be beneficial to the society and for new research. Published research papers in form of books and journals have also been benefiting the community and improving the services.

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

No, the college does not publish or is partner in a publication of any research journal.

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

Required detail is given in the following table:

Sr. No.	Name of Teachers.	Department Subject	In Research Journals	In proceedings of seminars/conferences	Books.	Chapter in Books.
1	Mr. Bhupinder Singh	Punjabi	----	01	- --	---
2	Mrs.Maninderjeet Kaur	Phy.Edu.	---	---	- --	---
3	Mrs. Saroj Arora	Punjabi	---	03	- ---	----
4	Dr. Shashi Kalra	Music	01	04	01	01
5	Mr.Rajesh Kumar	Maths	----	----	01	---
6	Mrs.Vandana R Garg	English	-----	04	- --	---
7	Mrs.Satmail Kaur	English	---	---	- --	---
8	Mr.Vijay Shankar	History	01	02	- -	---
9	Dr.Chander Parkash	Punjabi	05	06	- -	08

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.

Dr. R.K.Mahajan (Principal) has been awarded with Cross of Literature Award by World Union of Poets, Italy for his contribution in the field of education and literature.

3.5 Consultancy

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

The college has no system and strategy for establishing institute industry interface.

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

The admission committee of the college consisting of the experts of all the departments provides guidance to the new entrants to select appropriate subjects in which they have interest and bright future.

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

Based on the expertise and experience of the faculty members in different areas, the head of the institution recommends them as subject experts, resource persons. The college motivates the staff to utilize their expertise for consultancy services through extension activities undertaken by various clubs and societies.

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 the Institution benefit the universities, colleges and schools of the region. The university makes use of the expertise of our faculty in various areas such as members of the Board of Studies, paper setters, external examiners as well as resource persons at various seminars. The college does not generate any 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?

Income generation is Nil.

3.6 Institutional Social Responsibility (ISR) and Extension Activities

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 institution is keen enough towards its social responsibility of producing responsible and awakened citizens. The college has established different clubs and societies for engaging students in numerous community development programmes like, NSS, Local Unit of Arya Pradeshi Pratindhi Upsabha, Punjab, Literary Society and Indian Society (Pol.Sci), Punjabi Sahit Sabha, Hindi Sahit Sabha, College Youth Welfare Department. Various Community Development Programmes like Blood group testing camp, Blood Donation Camps, Environment Awareness, Health and Hygiene Awareness and literary awareness organized with the active help of different organisations. The college makes efforts to increase the access of students for higher education by counselling them.

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

Our institution organizes different types of Rallies like Marathon Rally and Literacy Rally. These rallies make aware the citizens of the social evils like female foeticide and dowry system etc and also make the citizens aware of adult education in the remote areas. Teachers and students also actively participate in these activities.

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

Principal regularly interacts with the students whenever any class teacher is on leave. Local public and parents are invited on the occasion of various college functions. Parent teacher meetings are also frequently held. Local managing committee is continuous receptors of public perception of the negative fallouts of our actions, if any. Media is a big pillar in this field. It is a continuous path of self correction.

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

The college organizes number of outreach activities which relate to academic, social, cultural, community service, adventure etc. and all culminate in building a healthy society which contributes to nation building. The NSS unit works for generating awareness both in campus as well as in community about HIV/AIDS and its precautions. NSS unit has also organized lecture on traffic rules by ASI, Mr. Raj Kumar, Incharge Traffic Police, Giddarbaha and made the students aware of the evil of (drink and drive) drug addiction. Local Unit of Arya Pradeshik Pratindhi Upsabha, Punjab also organised literary functions like awareness and importance of education and personality development programmes.

The following amount has been spent for the welfare of the students in various fields.

Expenditure (in Rs.)

	2012-13	2013-14	2014-15	2015-16
Sports/ Games	37863	48804	46198	4200
Annual Prize Distribution	----	----	46850	11818
Functions/ College function				
Youth Festival	129073	145721	200869	241525
NSS	9072	8064	7300	----

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?

In order to promote participation of students in NSS, and local unit of Arya Pradeshik Pratindhi Upsabha, Punjab, the College Principal and Teachers-in-Charge of these wings address assemblies of students at the time of commencement of new session to make them aware of the availability of such activities as well as the desirability of joining them. Besides this, the detail of the program is displayed on the notice as well as on the college Website. Certification of participation in these activities/camps, Prizes and Medals are given to student volunteers time to time which

act as incentives for them to join these activities.

3.6.6. Give detail on social surveys, research or extension work (If any) undertaken by college to ensure social justice and empower students from underprivileged and vulnerable sections of society?

Extension activities give wide exposure to students on societal challenges, environmental issues, learning difficulties and prevailing injustice towards the under privileged and the marginalized. Consequently, they become empathetic and learn to approach these issues objectively. These activities widen their horizon and help them come out of their comfort zone and see the other side of life. The institute has made a conscious effort to promote social justice as a value in learning process and administrative interactions.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they implement student's academic learning experience and specified the values and skill inculcated.

The main objective of Extension Activities is to sensitize the students to issues of civic and social responsibility so as to inculcate good moral values in them and to equip them with life skills. Values like honesty, dignity of labour, fairness, equal respect for all irrespective of caste creed or sex, discipline, patriotism, love of fellow human beings, community service, work ethics etc. are focused through these activities. Extension activities conducted by the institute always imbibe academic learning experience, values and skills not only in the students but in the faculty too. These activities also refresh the environment of the institute as well. Participation in such extension activities is serious learning experience for the students which surely go on to complement their academic learning experience. They learn leadership skills and good social values, which make them good citizens of the society.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiative of the institution that encourages community participation in its activities?

The institution ropes in communities to actively participate in all the extension activities. The College local unit of Arya Prardeshik Pratindhi Upsabha, Punjab organized rally in the various villages for generating awareness among the larger community about important social issues such as AIDS, Need for Blood Donation, Female Foeticide, Drug Abuse, etc. This is how the College tries to involve community in its outreach programmes.

Under the able guidance of S. Jaskiran Singh, Hon'ble Deputy Commissioner, Sri Muktsar Sahib and Dr. Mandeep Kaur, S.D.M. Giddarbaha, our college celebrated the International Youth Day by organising a Marathon- 'Run against Social Evils' on 12th August 2015. Apart from 'Beti Bachao-Beti Padhao' it was race against various social evils like drug abuse, crimes against women, child labour, pollution, unemployment etc. Various schools and colleges of Giddarbaha and adjoining villages participated in this event. 1021 runners participated in this Marathon.

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

The institution has constructive relationship with other institutions/organizations of the locality for working on various outreach extension various activities such awareness rallies which are held for making the people aware about AIDS and Social evils prevalent in the society. NSS unit has also organized awareness lectures like the importance of voting, traffic rules and also on various evils.

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

No such award has been received by our institution during the last four years.

3.7 Collaborations

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The college has been running under graduation level since long. However, it was in the recent years only that the college has started Post Graduation level courses. Hence the research activities at the students' level are not undertaken because the research is not a part of the curriculum.

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

Our institute has not signed any MoU/Collaborative arrangements with institutions of national importance/other universities/industries/Corporate etc.

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

--NIL --

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

During seminars/workshops, our college invites eminent scholars and resource persons to visit the campus for interacting with the teachers and the students. During the last four years, the following eminent scholars have delivered lectures:-

- Dr.S.S.Gill, Vice-Chancellor, Baba Farid University of Health & Sciences, Faridkot
- Dr. Jagpal Singh, Pro.Vice-Chancellor, Guru Kashi University, Talwandi Sabo

- Dr. Jairup Singh, Ex-Vice-Chancellor, Central University, Bathinda
- Dr. Paramjeet Singh Dhingra, Director , Regional Centre, Sri Muktsar Sahib
- Dr. Satish Sharma, Director (Colleges) DAV CMC, New Delhi
- Dr. Shanti Swarup Sharma, Scientist of Soil Conservation & Vice-President,
DAV CMC, New Delhi
- Dr. Charan Bunker, Chairman, Guru Ravi Dass Educational Assistance Trust ,
U.K.(Birmingham)
- Dr. Anoop Vats, Principal, Dayanand College, Ajmer
- Dr.Sanjeet Arora, Principal, DAV College, Abohar
- Dr. J.S. Anand, Ex-Principal, DAV College, Bathinda
- Dr. N.R. Sharma, Principal, GGS B.Ed. College, Giddarbaha
- Dr.B.B.Sharma, Principal, DAV College, Jalandhar
- Dr. Sarbjit Kaur, Principal, Guru Ram Dass College of Education, Jalalabad.
- Dr. Kamalpreet Kaur, Principal, GGS College, Giddarbaha,
- Dr. Ravi Dutt Kaushish, Associate Professor in Hindi, Punjabi University, Patiala
- Dr. V.K. Chopra, Associate Prof.in English, Panjab University, Chandigarh
- Dr. Satnam Singh Jassal, Associate Prof. in Punjabi, Regional Centre, Bathinda
- Dr. Iqbal Singh Godara, Head of the Deptt. (Punjabi) , DAV College, Abohar
- Dr. Tarsem Sharma, Associate Prof.in Punjabi, DAV College, Abohar
- S. Gurraj Singh Chahal, Associate Prof.in Punjabi, DAV College, Abohar
- S. Sarbjit Singh, Associate Prof.in Phy.Edu, DAV College, Abohar
- S. Bikramjeet Noor, Editor (Mini Magazine) and Writer (Short Stories)
- Dr. Brahmved Sharma, Associate Prof.in Hindi, DAV College, Malout
- Dr. Vinay Sharma, Associate Prof.in History, JC DAV College, Dasuya
- S. Baldev Singh Saraknama, Punjabi Writer, Moga

3.7.5 How many of the linkages/collaborations have actually resulted in form MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/ or facilitated-Curriculum development/enrichment, Internship/ On-the-job training, Summer placement, Faculty exchange and professional development , Research, Consultancy, Extension, Publication , Student Placement, Twinning programmes, Introduction of new courses, Student exchange, Any other.

As stated earlier in 3.7.1 that our college has been running Under Graduation level since long. It is only in the recent years that our college has started Post Graduation level courses. As per affiliated university, research is not a part of the curriculum in UG level and as such the research activities at the students' level are not undertaken. Due to this, the college has not been involved in the signing of any MoUs or formal agreements that could help facilitate any of the above mentioned requirements.

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

Not Applicable.

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 college has got a perspective plan and policy regarding creation and enhancement of infrastructure. The college intends to construct a number of new buildings in order to facilitate existing and opening of new departments (courses). The policy of the institution for creation and enhancement of infrastructure to facilitate effective teaching and learning is chalked out by the Local Committee in consultation with the Building Committee and Purchase Committee. The management actively offers help as and when any infrastructural change is required. The college also approaches the financially sound for donation to enhance the infrastructure. The infrastructural enhancement is made on need base and on the availability of the funds.

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.

The college constantly strives to keep pace with changing needs. The campus is spread over about 2 acres of land. It is situated on the Bathinda -Malout road. The college has an Administrative block. College has spacious class rooms with proper lighting and ventilation. There is a common room for girls. The library is in adequate space and full of large number of books and journals, internet and other facilities. It has two play grounds for sports activities- one in the college campus and the other is given by Dharam Board of Giddarbaha for use as play ground for the sports activities for the college sports persons for various games. College has a computer lab, Music room and Home Science lab. Besides this, the college has Principal office, staff room, multipurpose Hall, separate canteens for boys and girls and also a parking for students and staff.

(A) For curricular and co-curricular activities:

The college has sufficient infrastructure for the conduct of curricular and co-curricular activities.

Sr.No.	Total Number of Class Rooms	:	14
1	Multipurpose Hall	:	One
2	Computer Labs	:	One
3	Music Room	:	One
4	Library.	:	One
5	Home Science Lab	:	One

The following infrastructure exists in the College Library:

1	Total Number of Books	: 11194
2	Number of Newspaper subscribed	: 05
3	Number of Journals /Magazines	: 15
4	Number of E-Books (CDs)	: 51
5	Number of E-Journals	: ---
6	Book Bank Facility	: Yes
7	Number of Computers	: 02
8	Xerox Machine	: 01
9	Television.	: 01
10	Open / Semi/open / close Shelf	: 35(open / semi open -11, close -24)
11	INFLIBNET	: yes , the college access to Nlist for the staff and students

Besides the above infrastructure, the college has developed the following:

Facilities that aid teaching learning process

1.	Number of Computers	:	34
2.	Number of Printers	:	03
3.	Number of printers with scanners	:	01
4.	Number of Interactive Boards	:	02
5.	Fax Machine	:	01
6.	LCD Projectors	:	03
7.	I-Pad	:	01
8.	Camera(Digital Camera)	:	01

(B) Extracurricular activities:

College is well and truly involved in extracurricular activities. In order to facilitate extra-curricular activities, the college has developed the following infrastructure.

Sports:

The college has well maintained play grounds with sports facilities for Athletics, Handball, Football, Kabbadi, Basketball, Volleyball, Kho-Kho, Badminton, Cricket etc. Every year Sports Meet is organised in the college campus. The Students also participate in various sports competitions organised in the campus as well as off campus. College students have achieved many meritorious positions in the various sports competitions at university level, state level as well as national level. The college has sufficient infrastructure for different sports events, well maintained Basketball ground and

Badminton ground in the college campus.

National Service Scheme (NSS):-

The aim of NSS is to develop among the students a sense of participation in nation building by providing a creative outlet to their potential. NSS department of MMD DAV College, Giddarbaha is registered with one and half unit having registered volunteers of more than 150 every year. 7 day NSS camps being organised every year to inculcate general awareness, team spirit and zeal to work for the nation. Moreover these camps provide a platform to work for social cause and to develop their overall personality. As the university has not released the funds for NSS activities, funds are made available at the local level.

Cultural activities:

The college has been regularly participating in the zonal and inter-zonal youth festivals. The students have been participating with zeal in all the activities, academic, theatrical, fine arts and musical and proved their mettle in all the fields. The college has secured many positions/prizes at the zonal, inter zonal and inter varsity level during the last five years. The college has purchased instruments for various music activities and other items/ dresses are purchased on need basis for the various other activities for participation in Youth Festival.

Health and Hygiene:

The college has a concern for the health and hygiene of the students, staff and other members of the college. College takes care of the hygienic atmosphere in the college. Proper arrangement of drinking water is available in the college campus. The college has facilities of water cooler with Reverse Osmosis (R.Os.) installed in the college campus at different locations. First Aid kit is made available in the college.

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).

Since its inception in 1970, the college has been keeping pace with the changing needs and requirements to meet its academic growth. To keep pace with the needs and requirements, additional infrastructure is being added from time to time. The details of the facilities which have been added are as under:

Sr.No.	Infrastructure	Amount Spent in Rs.
2012-13		
1	Building repair & Renovation(Construction)	12781/-
2013-14		
2	Computer Deptt.	6775/-
2014-15		
1	Building repair & Renovation(Construction)	72229/-
2015-16		
1	Building repair & Renovation(Construction)	32399/-
2	Computer Deptt.	6850/-

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 students with physical disabilities adequate infrastructural facilities are provided so that they don't feel any physical obstruction blocking their way.

Special care is provided to physically Challenged Students in the college by taking the following steps:

- The classes of such students are arranged on the ground floor so that they can easily reach the classes.
- Such students are given special attention during the college terminal examinations as well as in the final examination.

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

- Available residential facility for the class IV employees.
- Guest House
- Constant supply of safe drinking water.
- Internet and Wi-Fi facility.
- Security

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

There is proper medical facility available in town nearby. In case of any emergency, the students as well as the staff members are provided prompt medical aid. In case of symptoms of severe illness, parents are intimated immediately. The

institution is having a tie up with Dr. Ravi Kamboj of Kamboj Hospital, located in the nearby area, in case of any emergency.

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

Some of the common facilities available with the institution are as follows:

- a) Staff Room
- b) Audio-Visual room
- c) Canteen for boys and girls
- d) Girls common room
- e) Adequate drinking water facilities
- f) Separate toilets for staff, girls and boys.
- g) Telephone facility
- h) Computer facility with internet
- I) Multipurpose Hall
- j) Open Stage
- k) IQAC Room
- l) Women Cells Room

The various meetings are held in the office of the Principal.

4.2 Library as a Learning Resource

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

Yes, the college Library has an Advisory Committee which is formed recently consisting of the following members:-

- 1. Prof. Bhupinder Singh
- 2. Prof.(Mrs) Saroj Arora
- 3. Sh. Rinku Kumar, Library Clerk
- 4. Ms.Gurjeet Kaur, Assistant Librarian*

* The post of librarian is lying vacant due to ban on the posts by the Govt. The decision of court is in favour and the posts will be most likely filled soon.

The Committee has given various recommendations after its formation regarding the improvement of library. The following significant recommendations have been made by

the committee to render the library, student/user friendly:

- Library and its in house operations should be automated, bar coded and it should provide OPAC for better user facility.
- Proper renovation in the context of sitting arrangement should be there.
- National Library day should be celebrated
- Library should be open shelved.
- Library services should be extended to public.
- Books spoiled should be identified and weeded out.
- Library should conduct programmes to inculcate reading habit among the students and for the support staff to render useful service to the students / staff members and maintenance of reading sections.
- Use awareness programs must be increased.
- There should be Book Bank functioning in the library to provide books to the under privileged students.

Following facilities already exist in the college library.

- A Book Bank has been functioning in the college providing book to under privileged students.
- CCTV Camera is installed within in the library.
- Copies of syllabi prescribed by the university, with question-wise division of marks etc. are also available to students for ready reference.
- Library is opened even during summer and winter holidays.
- The library staff keeps the faculty and the students updated regarding its latest acquisitions.
- The new titles are displayed on the display boards at the entrance of the library.
- The library functions from 9.00 a.m. to 4.00 p.m. on every working day.
- The students can also take notes from the reference books while sitting in the reading room.
- Monitoring of utilization of the allocated funds
- Purchase of books / magazines/ periodicals
- The following numbers of books, Journals and Newspapers are available in the library for staff and students.

Books= 11994, Journals= 15, Newspaper=05

4.2.1 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.)	:	331.67
Total seating capacity	:	50
Working hours	:	7 hrs. (09.00 AM to 04.00PM)

Holidays	:	Closed
During vacations	:	7 hrs. (09.00 AM to 04.00PM)
During exam days	:	7 hrs. (09.00 AM to 04.00PM)

Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

There are tables in the reading hall and the students can discuss their topic while studying. There is a separate reading room for staff. Books are open for easy access to all. Students can browse these books and issue the records books. There is a reference section in the library where reference books are kept. These books are not issued, but students or staff can use these books in this reference room. Old magazines and newspaper are put in the store room for later access and are weeded out at the end of the academic session.

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.

Text books, General books, and reference books are purchased every year on the recommendation of College teachers which are duly rectified by the Library Advisory Committee. Magazines, Newspapers, Journals are also added to the Library following the same process. In addition to this individual teacher can recommend the books for library and they can also buy the books and present the bill along with the books to the librarian. A purchase committee is also constituted in this regard. The detail of the amount spent on the purchase of current titles, important journals and other reading materials for the library during the last five years is as follows:

Library	Year 2012-13		Year 2013-14		Year 2014-15		Year 2015-16	
Holdings	Number	Total Cost (in Rs.)	Number	Total Cost (in Rs.)	Number	Total Cost (in Rs.)	Number	Total Cost in Rs.
Text Books	609	135931	76	32820	----	---	---	----
Reference Books	90	25655	100	42353	10	1540	13	3210
Journals / Periodicals	17	9576	15	8706	19	9756	15	8706
Newspapers	05	8107	05	5843	05	5796	05	11144
Free text books	---	---	07	free	15	free	24	free
Free Reference	---	---	---	---	209	free	12	free

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

Required detail is given below in the table:-

Sr. No.	Tools	Comment(if any)
1	OPAC (ONLINE PUBLIC ACCESS CATALOG)	No
2	Electronic Resource Management package for e-journals	No
3	Federated searching tools to search articles in multiple databases	No
4	Library Website	web page is included in the college website
5	In-house/remote access to e-publications	Yes
6	Library automation	Yes
7	Total number of computers for public access	05
8	Total numbers of printers for public access	01
9	Internet band width/ speed 2mbps, 10 mbps, 1 gb	2mbps
10	Participation in Resource sharing networks/consortia(like Infilbnet)	Nlist

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 (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

Sr.No.	Item	Comments (if any)
1	Average number of walk-ins	80
2	Average number of books issued/returned	20 per day
3	Ratio of library books to students enrolled	13 :42
4	Average number of books added during last three years	1165
5	Average number of login to OPAC	N.A.

6.	Average number of login e-resources	---
7.	Average number of login e-resources downloaded/printed	---
8	Number of information literacy trainings organized	---
9	Details of “weeding out” of books and other materials	107 old Books old Newspapers & Magazines

4.2.6 Give details of the specialized services provided by the library

- * **Manuscripts**
- * **Reference**
- * **Reprography**
- * **ILL (Inter Library Loan Service)**
- * **Information deployment and notification (Information Deployment and Notification)**
- * **Download**
- * **Printing**
- * **Reading list/ Bibliography compilation**
- * **In-house/remote access to e-resources**
- * **User Orientation and awareness**
- * **Assistance in searching Databases**
- * **INFLIBNET/IUC facilities**

Sr. No.	Specialized	Comment
1	Manuscripts	No
2	Reference	Yes
3	Reprography	No
4	ILL (Inter Service) Library Loan	No
5	Information Deployment and notification	No
6	Download	No
7	Printing	No
8	Reading list/ Bibliography compilation	No
9	In-house/remote access to e-resources	Yes

10	User Orientation and awareness	No
11	Assistance in searching Databases	Yes
12	INFLIBNET	Yes

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

The library staff provides support to the students and teachers in the following ways:

- * It helps the students to locate and access the books needed by them.
- * It provides information regarding new purchases.
- * It provides information and study material to old students also.
- * Due weightage is given to recommendations made by the staff and purchase of books is made accordingly in the library keeping in view the sanctioned budget available
- * It helps to check the availability of books or to search particular document from the shelves.

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

For handicapped/ physically disabled students, library attendants help such students to locate the books and they are given top priority in issuing the books.

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?)

Yes, the library has installed a suggestion box. Library committee analyzes the feedback. Necessary action is taken as per suggestions received.

4.3 IT INFRASTRUCTURE

4.3.1. Give details on the computing facility available (hardware and software) at the institution. Number of computers with Configuration (provide actual number with exact configuration of each available system), Computer-student ratio, Stand alone facility, LAN facility, Licensed software, Number of nodes/ computers with Internet facility, any other.

1	Number of computers with Configuration (provide actual number with exact configuration of each available system)	34
2	Computer-student ratio (for computer courses)	3.2
3	Stand alone facility	Yes

4	LAN facility	Yes
5	Licensed software	Yes
6	Number of nodes/ computers with Internet facility	15

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

Internet service is available in the campus for faculty members as well as for the students. There are 34 computers with the facility of Internet in each. The Principal Office, Administrative Block, Library, Computer Lab having facility of internet. The college has a computerized lab. Any latest information can be accessed through college website, www.mmddavgdb.org.in

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

The institution has planned to computerize all the operations of the office and the library and also to provide such facility in the teaching departments. Institution has also planned to Wi-Fi the campus. It is also planned to add more infrastructure accordingly. The college intends to upgrade the PCs with latest configuration available in the market. The Department of Computer intends to replace the non-functional parts with new parts. Non-working computer hardware components are used as models to demonstrate in the classes.

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)

The institution does not make any formal budgetary provision. However, funds are provided for procurement, up-gradation, deployment and maintenance of the computers and their accessories, as and when required.

The amount spent on maintenance and up gradations of computers as well as on the labs in the last four years is as under:-

Sr.No.	Year	Amount in Rs./-
1	2012-13	6770/-
2	2013-14	2720/-
3	2014-15	2700/-
4	2015-16	5950/-

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?

LCD projectors and Smart Boards are available within the college for the benefit of the faculty & students. The college has multipurpose hall equipped with projector. Internet facility and Library is open to faculty members and students for learning materials. Also the faculty is provided with Audio-Visual aids which facilitate multimedia teaching.

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 institution has always been placing the students at the centre of the teaching learning process. Use of technology has become very vital in imparting quality based education. The institution encourages the staff to undergo training on the computer-aided teaching and training. College has sufficient infrastructure i.e. computers, printers, scanners, and LCD Projectors which the staff can utilize any time to prepare their course material/lectures. Students are given various projects and home assignments and also learn by group discussions. Students of the college are at liberty to prepare their assignments and term papers given by teachers. Students can also use internet to search study material and latest developments of their relevant topics as well as to watch online video lectures to understand their topics. The computer faculty is always available for any need based assistance in the use of ICT.

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

No, the college does not avail the National Knowledge Network Connectivity.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (Substantiate your statements by providing details of budget allocated during last four years)? Building, Furniture, Equipment, Computers, Vehicles, Any other.

Expenditure incurred for maintenance of various facilities developed for the last Four years is as follows:

Sr. No.	Infrastructure	2012-13	2013-14	2014-15	2015-16	Total
1	Furniture	106769	-----	9600	---	116639
2	Equipment	24450	-----	-----	315559	340009
3	Computers	----	----	----	---	----

4	Sanitations	----	----	----	----	----
5	Vehicle (Car)	635172	----	----	----	635172

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

The college has a network of infrastructural facilities available for staff and students. There are employees on permanent and adhoc basis who maintain the infrastructure of the college. The additional helpers for upkeep, cleanliness and maintenances are also hired on need basis. The maintenance and repair of the infrastructure is taken into account by the college on regular basis in a systematic way.

- * The internal stock verification and audit of the various departments is done on regular basis.
- * The library keeps check on the books issued, returned, damaged or to be weeded out.
- * The upkeep and maintenance of the computers/ labs is a continual process. Plumbing, electrical fittings, repair of furniture, cleaning of water tanks is also carried out whenever required.
- * Permanent/ Adhoc staff is appointed for cleaning the college campus, the class rooms and washrooms daily.

The institution regularly maintains and renovates its infrastructure, facilities and equipment. Almost every year, one or the other part of the infrastructure is renovated/ upgraded. During the last four years the following facilities / infrastructure were expanded / renovated:

- * One room was renovated for the installation of large R.O. water purifier system.
- * 14 CCTV cameras have been installed at various major points in the college campus.
- * Desk-cum-bench added- 125
- * Chairs -50
- * Smart board -02
- * Public Address system – 01
- * LED- 01

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

The college does not have any scientific instrument that needs regular calibration. However, the equipment like computers, electronic devices, generators, inverters/UPS, water purifiers, etc. are regularly serviced and maintained.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)? Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

The college has a generator set for uninterrupted power supply. All precautions are taken to protect the precision equipments by providing voltage stabilizers and individual MCB's. Covers are provided where-ever needed to keep the sensitive equipment in dust free environment. Continuous water supply is ensured through five water tanks of about 75 ltrs capacity and 05 RO systems at different segments of the college.

There is a caretaker in the College who is responsible for the upkeep and maintenances of the building and electrical appliances. The computers in the computer department are maintained by the computer staff or help is sought from external agencies.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

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

The college publishes its updated prospectus every year. The prospectus and the website of the college i.e. www.mmddavgdb.org.in provides complete academic information, its mission, vision, academic calendar, dates of admission rules, courses offered, subject combination, eligibility conditions, fee structure, the details of the functions to be held in the coming session, rules and regulations to be observed by the students, library rules and the list of facilities being provided to the students. Besides this, the college prospectus contains the history of the college, list of the faculty members department wise, information of the various societies, clubs, academic and co-curricular activities, glimpses of achievements, prizes and student scholarships. In addition to this, the college prospectus provides information about non teaching faculty. It is a complete practical guide to the spirit and learning culture of the college. Thus, the college ensures that the students may get complete information about the institution and its mechanism. The college website is updated regularly so that the students may download the necessary information from the college website also.

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

Keeping in mind the socio economic status of the students, the following scholarships are available.

- 1 Punjab State Merit scholarship (Govt. of Punjab)
- 2 Scheduled caste scholarship/Backward classes stipends.
- 3 Post Matric scholarship for students belong to the minority communities
- 4 Handicapped students scholarship(National Scholarship)
- 5 Late Smt. Deropati Devi Gupta and Sh. Mansa Ram Gupta Memorial Merit Scholarship (two scholarships of Rs.500/- p.m.)
- 6 Late Sh. Madan Gopal Scholarship (RS. 1000/-)
- 7 Late Smt. & Sh. Tek Chand Garg Memorial Scholarship (for two girl students on need cum merit basis(Rs. 8250/-)
- 8 Smt. Niranjana Gupta Memorial Scholarship (for three girl students of this college on need cum-merit basis)
- 9 The list of scholarships awarded to the students of affiliated colleges by the office of Dean Council Panjab University
- 10 Guru Ravi Dass Educational Assistance Trust Scholarship to 11 students (Rs. 99,000/-).
- 11 (i) Means cum merit (ii) sports (iii) Single Girl Child (iv) Physically Disabled students.
- 12 Late Smt. & Sh. Tek Chand Garg Memorial Scholarship (Rs. 1000)

The Scholarship committee consisting of the Principal, Bursar, Superintendent

Accounts and Six Senior faculty members scrutinize the applications of the students and select the candidates for the award of scholarship. The college also provides fee concession to the students of economically weaker sections.

From the year 2011 onwards, scholarships have been deposited to the student's bank account by the State Govt. and the Centre Govt to SC, BC and Minority students. 153 SC students, 435 Minority Students, 53 BC students and 36 economically backward students have benefitted during the last four years.

The detail of concession given to them (class wise) is as under:-

	2012-13	2013-14	2014-15	2015-16
SC	BAI-17 BAII-09 <u>BAIII-20</u> 46	BAI-15 BAII-17 BAIII-09 M.A.I.Pbi-03 <u>M.A.I His-02</u> 46	BAI-11 BAII-08 BAIII-14 M.A.I Pbi- 01 M.A.II Pbi-02 M.A.I His-02 <u>M.A.II-His-02</u> 40	BAI-04 BAII-04 BAIII-12 M.A.I Pbi- 00 M.A.II Pbi-00 M.A.I His-00 <u>M.A.II-His-01</u> 21
BC	BAI-03 BAII-06 <u>BAIII-6</u> 15	BAI-09 BAII-01 BAIII-09 M.A.I.Pbi-00 <u>M.A.I His-00</u> 19	BAI-01 BAII-01 BAIII-01 M.A.I Pbi- 05 M.A.II Pbi-00 M.A.I His-00 <u>M.A.II-His-00</u> 08	BAI-02 BAII-01 BAIII-05 M.A.I Pbi- 00 M.A.II Pbi-03 M.A.I His-00 <u>M.A.II-His-00</u> 11
Minority	----	BAI-66 BAII-35 BAIII-11 M.A.I.Pbi-04 <u>M.A.I His-00</u> 116	BAI-65 BAII-29 BAIII-33 M.A.I Pbi- 10 M.A.II Pbi-07 M.A.I His-08 <u>M.A.II-His-00</u> 152	BAI-79 BAII-07 BAIII-25 M.A.I Pbi- 15 M.A.II Pbi-06 M.A.I His-22 <u>M.A.II-His-13</u> 167

Other Scholarship

	2012-13	2013-14	2014-15	2015-16
Late Smt. Deropati Devi Gupta and Sh. Mansa Ram Gupta Memorial Merit Scholarship	1 Boy+1Girl (12000)	1 Boy+1Girl (12000)	2 Boys (12000)	2 Girls (12000)
Late Smt. & Sh. Tek Chand Garg Memorial Scholarship	1 Girl (1000)	1 Girl(1000)	1 Boy (1000)	1 Boy 1000)
Late Smt. & Sh. Tek Chand Garg Memorial Scholarship	----	2 Girl(8250)	2Girls (8250)	2 Girls(8250)
Late Sh. Madan Gopal Scholarship	----	----	1Girl (1800)	2 Boys(1800)
College Development Council, Means Cum- Merit	---	---	1 Boy+1Girl (16000)	1 Boy (8000)
Guru Ravi Dass Educational Assistance Trust	----	---	----	B.A.I 11 Students

Details of Half Tuition Fee/Full Tuition Fee Concession during last four years.

Session	Half Tuition Fee No. of students	Full Tuition Fee No. of students
2012-13	09	---
2013-14	05	---
2014-15	08	---
2015-16	---	---

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

No student is denied admission due to economic reasons as the college has been providing financial aid to the students belonging to the economically weaker sections. There are number of students of SC/BC/Minority classes and the institution has been providing financial assistance through central and state government.

Session	Percentage
2012-13	64/766 8.35%
2013-14	186/936 19.87%
2014-15	207/870 23.79%
2015-16	217/771 28.15%

5.1.4 What are the specific support services/facilities available for

· Students from SC/ST, OBC and economically weaker sections Students with physical disabilities Overseas students Students to participate in various competitions/National and International

- Medical assistance to students: health center, health insurance etc.
- Organizing coaching classes for competitive exams
- Skill development (spoken English, computer literacy, etc.,)
- Support for “slow learners”
- Exposures of students to other institution of higher learning/corporate/business house etc.
- Publication of student magazines

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

- (i) Students belonging to SC/ST/OBC and economically weaker sections are made aware of the reservation policy of state and central government and privileges available to them like the higher education special scholarship available for these students. Relaxation of 5% marks is given to students of SC category in the minimum marks required for admissions to courses, wherever applicable. Every possible help is extended to these students in the form of scholarships concessions, sponsored by the State government, Central government and the University. Weak

Classes for the improvement of SC/ST/OBC students have been conducted to improve their results. Books have been issued from the library to such students on priority basis.

Students with physical disabilities:

- (ii) The institution is very much concerned about the physically disabled students. Special attention and care has been provided to them according to their needs and requirements. Their fee is also remitted to some extent. Every possible help is extended to them as per university norms. Their classes are held in the ground floor of the college building. These students are given extra time if needed and extra attention during university and house examination.

Overseas students:

- (iii) There were no overseas students in the college during last four years.

Students to participate in various competitions/National and international/Organizing coaching classes for competitive exams:

- (iv) The institution encourages students to participate in various inter college/inter university/ state/national / international competitions. Coaching classes for meritorious as well as weak students have been conducted. There is no arrangement for coaching classes for competitive exams. However in EMA/Sports/ Athletics/NSS and general competition students are given TA/DA/Kits/ Track suits as per university rules. Assistants for music, theatre and trainers for sports for the training of students have been paid for preparing them for different competitions.

Medical assistance to students: Health center, Health Insurance etc.:

- (v) The institution is very much considerate for the health and hygiene of its students, staff and other members. Medical aid is provided immediately whenever needed. There is proper arrangement of drinking water in the college campus. The college has a tie up with Kamboj Hospital, Giddarbaha in case of emergency.

Skill development (Spoken English, Computer Literacy, etc.)

- (vi) The institution has sufficient computers, LCD projectors which the staff/students can utilize to prepare their course material/lectures. Certificate courses in computers are offered to the students of the college. Students use internet to search study material and latest developments for their relevant topics. Guest speakers from all spheres are invited to provide knowledge and guidance to the students. There are departmental societies in the college. English literary society named 'The Renaissance Club' is one of them. Students are encouraged to prepare some topics and give presentation in English. Students are also encouraged for group discussions with a particular stress on the use of English.

Support for “slow learners”

- (vii) The college offers weak classes for slow learners in order to improve their results the recommendation of the Heads of the Departments, if any. Many motivational lectures are organised for the students. Individual counselling by the teachers is carried out to support them.

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

- (viii) Exposure:- The students are encouraged to attend functions/ competitions at other colleges of P.U. Guest lectures by eminent speakers are organised to help the students to keep pace with the recent developments in their subjects. Various trips, excursions are organized to make the students aware of other institutions of higher learning. Field trips have been organized by the N.S.S. Department and Youth Welfare Club to give exposure the students of the latest concepts of learning

Publication of student's Magazine

- (ix) The college publishes its college Magazine 'Shveta'. The college has recently printed its current issue (2014-15-16) under the supervision of Chief Editor Mrs. Vandana R Garg. The Magazine includes various sections- English, Punjabi, Hindi, Social Science, Mathematics, Computer, Economics and Physical Education. This magazine offers the students a golden opportunity of self expression. The students and the faculty are encouraged to contribute with articles.

The Editorial Board of the following staff editors and student editors has been formed.

Staff Editor

1. Mr.Bhupinder Singh
2. Mrs.Santosh Gupta
3. Mr. Maninderjit Kaur
4. Dr.Shashi Kalra
5. Mr.Rajesh Kumar
6. Mrs.Satmail Kaur
7. Mr.Vijay Shankar
8. Mrs.Sarita Narula

Students Editor

- Ms.Jasdeep Kaur
Mr.Anuj Kumar
Ms.Happy Rani
Ms.Minakashi
Ms.Anikta
Ms.Kanchan
Ms.Amandeep Kaur
Mr.Madhav

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

The College encourages students in finding better jobs opportunities, to take admission in professional courses like B.Ed./B.P.Ed./ MBA and better enterprises like Banking and Insurance. Resource persons are invited from various institution/ colleges to facilitate the entrepreneurship skills of students. Visits to the Industrial places for the BAIII students have been organized from time to time to facilitate the entrepreneurship skills of the students.

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

The institution believes that sports and extensive extra-curricular programmes develop the skills of the students. The college has established a healthy tradition in the sphere of cultural activities and organizes inter college contests in the college from time to time. The college has the following social societies /clubs. Every student is expected to be a member of any two societies/ clubs given below:-

		<u>Incharge</u>
1	Youth Service Club	Dr.Shashi Kalra
2	Planning Forum	Prof.Santosh Gupta
3	Dramatic Club	Prof. Saroj Arora
4	Major Dhyan Chand Health and Sports Society	Prof.Maninderjit Kaur
5	Punjabi Sahit Sabha	Prof.Bhupinder Singh
6	History Association	Prof.Vijay Shankar
7	Creative Club	Prof.Rajni Sharma
8	Sukhant Music Club	Dr.Shashi Kalra
9	The Renaissance Club	Prof.Vandana.R Garg
10	Indian Society	Prof.Sukhdarshan Singh
11	IT Club	Prof.Swaran Lata
12	Prime Mathematics Society	Prof.Rajesh Kumar
13	Katha Goshithi	Prof.Sarita Narula

The institution believes that sports and cultural activities are important not only for competitive purpose but also for building the character and personality of the individuals. Participation in these activities is necessary for keeping good health, channelizing the energy of the youth and keeping away from the Menace of drugs. The youth service club strives to channelize youthful energy, enthusiasm for national and human welfare. This club takes up the activities like organization of group discussion, debates, quiz competitions picnics and excursions. It is a college for music sports, theatre and fine arts.

The students of our college excel in co- curricular activities, sports and fine arts and have brought laurels to the institution by giving a brilliant performance at Panjab University Zonal/ Inter zonal and inter varsity youth festivals during the last four years. Our students bagged top positions in Zonal/Inter Zonal Youth and Heritage Festival, Panjab University, Chandigarh and especial excelled in theatrical items. Our student Manpreet Kaur added another feather to our cap by winning first prize in Guddian Patole in Inter varsity Youth & Heritage Festival held at Fatehgarh sahib on 22nd Jan.2016

Achievements in Zonal Youth & Heritage Festival during the past four years

Years	Total	1st	2nd	3rd
2012-13	4	2	1	1
2013-14	10	4	4	2
2014-15	19	8	5	6
2015-16	21	10	4	7

Achievements in P.U. Inter-zonal Youth & Heritage Festival

Years	Total	1st	2nd	3rd	Individual
2012-13	2	0	1	1	2
2013-14	---	----	---	---	---
2014-15	2	1	---	1	
2015-16	6	1	1	02	02

Achievements in Inter-varsity Youth & Heritage Festival

	Total	1st	2nd	3rd
2014-15	1	1	---	---
2015-16	1	1	---	---

The chairman of the Dharam Board has given the consent to use the playground measuring about 3 acres for the sport activities of the college. As sports activities are extremely essential for the overall development of the students and we keep on putting the efforts in this direction. Physical education & Sports department of our college has brought laurels in various tournaments. Our teachers motivate the players and instill in them the competitive spirit. The sustained efforts of our students have helped us win positions at All India Inter University, National and Punjab University College Championships in Taekwondo, Wrestling (Greco Roman) Wrestling, Kabaddi (National Style and Punjab style and circle style) Basket Ball and Boxing.

Various facilities are being provided to the students. Two days Annual Athletic Meet has been a regular feature to motivate the students for meaningful involvement in sports. It is open for all students to participate in the said events. It is made mandatory for all the college students to attend the Annual Athletic Meet so as to encourage student's participation in Sports. Necessary facilities are provided. Diet to the sportsmen is borne by the institution as per the norms, laid down by the state Govt/ Panjab University/ from time to time

* **additional academic support, flexibility in examinations**

- (i). Exemption from the internal tests and attending classes during the tournaments, events.
- (ii). Flexibility in attendance requirement to enhance participation in various cultural events and sports events outside the college.

* **Special Dietary requirements, sports uniform and materials**

- Sports uniform and material
- Sports kits are provided
- Track suits are provided
- Sports Material needed for the games is provided.
- Diet is also provided.
- Medical help is provided.

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

Personalized guidance as and when required by the students is given to them by the teaching faculty of the college. Students who are interested and willing to appear in various competitive examinations are helped by the teachers regarding their study materials and counseling for the right strategies. The students appearing in various competitive examinations are also extended all possible help in the form of various books issued to them by the college library. The career counselling cell also provides information regarding jobs, vacancies and competitions. The career counseling cell has sufficient learning resources in the form of books for the preparation of competitive Examination.

Sr.no	Name of Student	Subject	Phone Number
1	Hitesh Kumar	Maths (NET)	94677-86992
2	Himani Garg	Maths (NET)	95308-10753
3	Sukhjinder Singh	Maths (NET)	97800-90339
4	Bhushan	Maths (JRF)	88722-59991
5	Gurvinder Singh	Phy.Edu. (NET)	99885-27595
6	Aman Rani	Economics (JRF) doing Ph.D	98158-35879
7	Beant Kaur	Punjabi (NET)	91150-69891
8	Shalija	Punjabi (NET)	94178-14520
9	Maninder Pal Singh	Punjabi (NET)	97808-20571
10	Simerjeet Kaur Brar	M.Ed, NET, Ph.D.	95697-92630
11	Harpreet Singh	NET	
12	Harpreet Kaur	JRF, Ph.D,Maths	94632-72615
13	Priyanka	Ph.D, Economics	91157-10655
14	Rajveer Kaur	M.A. M.Ed NET	95015-34006

15	Rajveer Kaur	JRF, Ph.D(Music) M.Phil,	94633-30964
16	Jasdeep Kaur	Punjabi (NET)	89686-90170
17	Gurdas Singh	Ph.D,Punjabi doing	94631-73057
18	Sukhjinder Singh	Maths, GATE &NET	97800-90339
19	Puneet Goyal	Maths	94649-59199

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

Academic

The college authorities always provide necessary information to the students about various state and central jobs. The students are counselled while seeking admission. Admission committee guides the students to choose subjects according to their interest and future plans. The choice of the career and doubts of the students are listened to very carefully. The girl students are also counselled through their senior teachers, in case of any socio- psychological need. The staff members regularly interact with the students, placed under their mentorship. The students are encouraged to share their personal problems and a friendly environment is provided to make them comfortable to share their personal problems. The secrecy is maintained and corrective measures are taken. Various seminars and workshops are also organised in the college from time to time for the overall development of the students.

Career

The institute encourages its students towards taking up higher studies. The department and faculty members provide academic and personal counselling to the students.

Psycho Social

The problems related to social factors affecting students' mental health parental support, cultural and religious background, socio economic status and interpersonal relationship are addressed through their psychological counselors and special lectures by clinical psychologists from time to time.

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 programs).

There is a career counselling cell. The staff members are always available to guide the students regarding the job opportunities and are given guidance by the teachers for making preparation for tests and interviews. The college has constituted a Career and Counselling Cell under the chairmanship of Dr. R.K.Mahajan with the following members:

1. Prof. Bhupinder Singh
2. Prof. Rajesh Kumar
3. Prof. Vijay Shankar
4. Dr. Chander Parkash

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.

A complaint box is placed in the College campus in which the students can drop their grievances. Students are also free to share their grievances with the class teachers and the Principal. The necessary action in the matter is taken by the Principal of the College on the recommendation of teachers concerned and records are kept in the office of the Principal for further references.

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

The college has constituted a Women Harassment Cell on 28-07-2009 under the chairmanship of Dr. Renu Diddi and presently now under the chairmanship of Principal Dr.R.K. Mahajan with the following members as per the guidelines of honorable Supreme Court.

Name of the members	Designation
1. Sh. Sanjeev Kochhar	(Advocate)
2. Mrs. Maninderjit Kaur	(Convener)
3. Mr.Bhupinder Singh	(Member)
4. Dr.Shashi Kalra	(Member)
5. Mrs. Vandana R Garg	(Member)
6. Mrs.Satmail Kaur	(Member)

This information along with the telephone no is available on the front wall of college campus.

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 totally banned in the college. The college has constituted an Anti-Ragging Committee on 31-03-09 according to the UGC regulations on curbing the menace of ragging in higher educational institutions. However till date no instance of ragging has been reported. The disciplinary committee conducts surprise checks to ensure that no such incident occur in the college.

Name of the Members

- Prof. Bhupinder Singh
- Prof. Maninderjeet Kaur
- Prof. Saroj Arora
- Prof. Rajesh Kumar

- Mr. Jaswinder Kumar
- Gurjeet Singh (Student)

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

Besides financial help like fee concessions, scholarships, free ships are given to the meritorious and needy students. The following welfare schemes are made available to the students:

- Scholarship to SC/ST/OBC students by Punjab Govt. / Central Govt. / other National Agencies.
- Refreshment/diet money during rehearsals of cultural activities, practice of sports events etc.
- Sports kits and dresses to participate in sports and cultural activities.
- Coaching facility for participation in cultural activities
- Guidance and Counselling.
- Book bank facility.
- Concessional bus passes, issued by the state transport department, to facilitate easy access to students.
- Canteen facility for staff and students.
- The admission committee counsels the students regarding the choice of subjects and careers.
- Seminars on career counselling
- Women Cell
- There is also a facility for paying fees on installments for economically weak students.
- A modern computer department with internet facility is housed in the college campus.
- Electricity Generator of 25KVA of Kirloskar Company ensures continuous electricity supply even during long power cuts too common in Punjab.

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

The institution has an Alumni Association which is not registered. It is likely to be registered soon. Mrs. Maninderjit Kaur, Department of Physical Education is the Head of this Association. Our college organised its first Alumni Meet 'Samriti 2015' on 23rd March 2015. The main objective of Alumni Association is to promote the feeling of fraternity among the old students of this college and to strengthen the link of fellowship among the present students, members of teaching staff and the old students of this college in the country and abroad.

- | | | |
|----------------------|------------|--|
| 1. Kuldep Singh Brar | (Student), | Secretary (Alumni Association) |
| 2. Gurdas Singh | (Student) | Gathering Secretary (Alumni Association) |

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.

Many Students joined Post Graduation in the universities or other institutions. Some of them joined professional courses such as MBA/Law Since there is no mechanism at present to maintain the record of the students after they leave the college, it is difficult to figure out the percentage of the students progressing to higher education or to professional education or employment. The following data has been taken from the record of Alumni Association and those who are admitted from UG to PG in our college.

Student Progression	% UG to PG
2012-13	29/110 26.4%
2013-14	24/142 19.01%
2014-15	41/157 26.12%
2015-16	33/180 18.33%

Student Progression	% against enrolled			
	2012-13	2013-14	2014-15	2015-16
Those Completed UG	142/149 (95.3%)	157/161 (97.51%)	180/182(98.9%)	173/188 (92%)
Those Completed PG	-----	M.A.Punjabi M.A.History	15/16(93.75%) 07/08(87.5%)	24/31(77.40%) 42/52(80.76%)

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.

Required programme wise detail is given below in the following tables:-

Class (UG)	Students Enrolled in 2009	Students Passed in 2012	Students Enrolled in 2010	Students Passed in 2013	Students Enrolled in 2011	Students Passed in 2014	Students Enrolled in 2012	Students Passed in 2015	Students Enrolled in 2013	Students Passed in 2016	Student enrolled in 2016
B.A.	155	74	267	142	242	157	436	180	463	173	347

S. No.	Classes	Students Enrolled 2013-14	Students Passed 2014-15	Students Enrolled 2014-15	Students Passed 2015-16
1	M.A. Punjabi	16	15	31	24
2	M.A. History	08	07	52	42

S. No.	Classes	College Result 2012-13	Uni. Result 2012-13	College Result 2013-14	Uni. Result 2013-14	College Result 2014-15	Uni.Result 2014-15	College Result 2015-16	Uni. Result 2015-16
1	B.A.I	80.96%	49.76%	73.10%	45.62%	ISem-100% II Sem-100%	I Sem-37.17% II Sem-44.12%	1 sem-100% II sem – 100%	40.79 43.45%
2	B.A.II	93.37%	71.63%	91.42%	64.94%	97.38%	63.93%	3rd sem-100% 4th sem 100%	50.75% 66.23%
3	B.A.III	95.17%	66.89%	97.46%	69.20%	98.86%	86.7%	92%	77.43%
4	M.A.I(Punjabi)	----	----	1 sem-100% II sem – 100%	1 sem-58.60% II sem – 61.61%	1 sem-100% II sem – 100% III sem-100% IV sem-100%	1 sem-47.35% II sem – 69.19% III sem.-67.11% IV sem. 83.80%	1 sem-100% II sem – 100% III sem-100% IV sem-100%	1 sem-61.41% II sem – 70.09% III sem.-76.88% IV sem. 82.87%
5	M.A.(History)	----	----	1 sem-100% II sem – 100%	1 sem-58.28% II sem – 61.61%	1 sem-100% II sem – 100% III sem-100% IV sem-100%	1 sem-57.76% II sem – 73.60% III sem.-79.55% IV sem. 84.54%	1 sem-100% II sem – 100% III sem-100% IV sem-100%	1 sem-61.41% II sem – 70.09% III sem.-76.88% IV sem. 82.87%

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

All the staff members have always been encouraging the students to complete their courses with good score and progress towards higher level of education. The Institution arranges Guest Lectures from time to time to interact with the students. Career Counselling Cell of the college imparts guidance to the students regarding various competitive entrance exams in different fields. This step of college has facilitated the students in earning better job opportunities.

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

The following measures are taken by the college for students who are at risk of failure and drop out.

1. Tutorial classes are taken by the college for students who are at risk of failure and drop out.
2. Report Cards with complete information about the low performance of students are sent to their parents to discuss with them the cause of their low performance.
3. Faculty members of all departments identify the academically weaker students through class test, midterm test and university result and provide them guidance.
4. If the student is not regular in the classes, the institute tries to look into the reasons for it in order to reduce the number of dropouts. This is done through phone calls, letters and Parent's Meet to discuss their problems.
5. Repetition of lectures, regular class tests and personal guidance in the teaching and learning process are adopted.
6. Dropout due to financial reasons is prevented by providing liberal financial aid to needy students and allowing payment in easy instalments.

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.

Extensive extracurricular programmes enrich the curriculum and allow the students to explore and develop the skills, as sports/games/ cultural/extracurricular activities form an integral part of learning and personality development of any educational institution. This is a special institution for music, sports and theatre. The college adopts proactive policies and strategies to promote these activities.

The college has established a history in the sphere of cultural activities and organizes Inter-college contests and participates in zonal/inter-zonal/inter varsity Youth and Heritage Festival and exhibit brilliant performance and bags a lot of prizes.

Every student is expected to be a member of any two of the following societies/clubs given below:

- i). Youth Service Club
- ii). Planning Forum
- iii). Dramatic Club
- iv). Major Dhyani Chand Health & Sports Society
- v). Punjab Sahit Sabha

- vi). Creative Club
- vii). Sukhant Music Club
- viii). The Renaissance Club
- ix). Katha Goshti
- x). Red Ribbon club
- xi). N.S.S. unit
- xii). IT Club
- xiii). Arys Pradeshik Upsabha, Punjab

Physical Education and sports department of our college has brought laurels in various tournaments. Our teachers motivate the players and instill in them the competitive spirit. As sports activities are extremely essential for overall development of the students, the institution keep on putting efforts in this direction. The sustained efforts of our students help us win positions at the All India Inter University, National and Panjab University Inter College Championships. The Chairman of the Dharam Board has given the consent to use the playground measuring about 3 acres for the sports activities of the college. Every year, Athletic Meet is organised in this playground. Our students participate in games like Taekwondo, wrestling, Kabaddi, Chess, Cricket, Basketball, Boxing in All India Inter -varsity, National and Panjab University Inter College Championships.

The students of our college participate in the following cultural and extracurricular activities.

- 1) **Theatrical Items:** - Play, skit, histrionics, Bhand
- 2) **Musical Items:** Folk song, Ghazal, Group Song, shabad, traditional song, kali, Kawishri, Folk Orchestra, Percussion, non-percussion, Giddha, Folk dance, Classical dance.
- 3) **Fine Arts:** Rangoli, Guddian Patole, Pakhi Making, Crochet Work, Knitting, Phulkari, Dasuti, Peeri Making, Clay Modelling , Mehndi, Poster Making, Collage making, Pranda making, On the spot painting, Photography, Chhiku Making, Tokra Making.
- 4) **Literary Items:** Poem Writing, Story Writing, Quiz, Debate, Elocution, Essay Writing.

The institution follows the programme calendar provided by the affiliating university for Inter college sports competitions.

NSS:-

Our college has been allotted one and half units of 150 volunteers by the

university's NSS department. They are supposed to attend 7 days camp. The Deptt. of NSS in the college is efficiently working under the Programme officer Prof. (Mrs) Satmail Kaur and Sh. Jaswinder Kumar. Many activities such as Tree Plantation , Blood Donation Camp one day and Seven day camps are organised and the volunteers take interest in such activities

The Following functions have been celebrated in the college in every session during last four years:-

Annual College calendar

(i)	12 August	International Youth Day (By NSS Deptt)
(ii)	29 August	National Sport's Day (Birth anniversary of Indian Hockey Wizard Dhyan Chand) (By Sports Deptt.)
(iii)	5 September	Teacher's Day
(iv)	8 September	World Literacy Day: (Arya Samaj)
(v)	14 September	Hindi Divas (By Deptt. of Hindi)
(vi)	7 October	National Disaster Reduction Day (Global Warming) (By Youth Welfare Deptt.)
(vii)	11 November	National Education Day (Birth Anniversary of Moulana Abdul Kalam Azad) (By N.S.S. Deptt.)
(viii)	11 November	Road Safety Week
(ix)	14 November	Children's Day Diabetes Day; (by Sports Deptt.)
(x)	3rd week of November	Blood Donation Camp (By Arya Samaj)
(xi)	1 December	World Aids Day (By Arya Samaj)
(xii)	10 December	I nternational Human Rights Day (By Deptt. of Pol.Science)
(xiii)	17 January	Election Commission Day: (Red Ribbon Club)
(xiv)	25 January	Voter's Day
(xv)	2nd week of February	Annual Athletic Meet
(xvi)	2nd week of March	Alumni Meet "Samriti"
(xvii)	3rd week of March	Prize Distribution and Convocation
(xviii)	1st week of April	Valediction 2017

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years. Achievements of co-curricular/extracurricular and cultural activities at zonal /inter-zonal/inter- varsity/state/national level etc during last four years.

Zonal/Inter Zonal Youth & Heritage Festival in 2012-13

Event	Agency/Organization	Achievements
Kawashiri	Zonal Youth & Heritage Festival	1st
Rangoli	Zonal Youth & Heritage Festival	1st
Kawashiri	Inter Zonal Youth & Heritage Festival	2nd
Kawashiri	Inter Zonal Youth & Heritage Festival	3rd (Individual)

Sports Achievements for the session 2012-13

Sr.No.	Event	Agency/Organization(won Gold, Bronze, Silver medal) organized by	Achievements
1	Taekwondo	National Taekwondo Federation	Bronze Medal
2	Yoga	Punjab Yoga Association	Bronze Medal
3	Wrestling	Punjab Wrestling Association (Punjab Keasri)	Bronze Medal
4	Wrestling	Muktsar Wrestling Association (Open Punjab)	Silver Medal
5	Wrestling	School Zone Association	Gold Medal
6	Discus Throw	School Zone Association	Silver Medal
7	Javelin Throw	School Zone Association	Bronze Medal
8	Cricket Team	School Zone Association	Silver Medal

Co-Curricular Achievements Zonal/ Inter-Zonal Youth & Heritage Festival in 2013-14

Sr.No.	Name	Event	Agency/Organization	Achievements
1	Gurpreet Singh	Sitar (Non-Percussion)	P.U. Zonal Youth & Heritage Festival	1st
2	Team	Indian Orchestra	P.U. Zonal Youth & Heritage Festival	1st
3	Gurjeet Singh	Histrionics	P.U. Zonal Youth & Heritage Festival	1st
4	Nitin Sharma	Indian Orchestra (Individual)	P.U. Zonal Youth & Heritage Festival	1st
5	Monika Rani	Ghazal	P.U. Zonal Youth & Heritage Festival	2nd
6	Gurwinder Singh	Percussion (Tabla)	P.U. Zonal Youth & Heritage Festival	2nd
7	Team	Bhangra	P.U. Zonal Youth & Heritage Festival	2nd
8	Karamjeet Kaur	Skit(Individual)	P.U. Zonal Youth & Heritage Festival	2nd
9	Team	Skit	P.U. Zonal Youth & Heritage Festival	3rd
10	Team	Mime	P.U. Zonal Youth & Heritage Festival	3rd

Sports Achievements in 2013-14

Sr. No.	Name	Event	Level	Organization/Agency	Achievements
1	Sunil Kumar	Wrestling (Greco Roman) Men Championship	Inter varsity	University of Mysore	Silver Medal
2	Ramesh Kumar	Taekwondo (Men)	National	Union territory Taekwondo Association Chandigarh	Silver Medal
3	Davinder Singh	Kabaddi (National Style)Men	Inter-Varsity	Sri Guru Granth Sahib World Univ.Fatehgarh Sahib	Bronze Medal
4	Davinder Singh	Kabaddi (National Style)Men	Inter-Varsity	Uni.of Calcutta, Calcutta	Silver Medal
5	Team	Yoga(Men)	State Level		Bronze Medal

Co-curricular Achievements in Zonal/ Inter-Zonal Youth & Heritage Festival in 2014-15

Sr.No.	Name	Event	Agency/Organization	Achievements
1	Team	Mime	Zonal Youth & Heritage Festival 2014, CGM College, Mohlan	1st
2	Gurjeet Singh	Histrionics	Zonal Youth & Heritage Festival 2014	1st
3	Gurjeet Singh & Vivek Jindal	Bhand	Zonal Youth & Heritage Festival 2014	1st
4	Team	Vaar	Zonal Youth & Heritage Festival 2014	1st
5	Vivek Jindal	Bhand	Zonal Youth & Heritage Festival 2014	1st (Individual)
6	Vivek Jindal	Mime	Zonal Youth & Heritage Festival 2014	1st (Individual)
7	Khuda Baksh	Vaar	Zonal Youth & Heritage Festival 2014	1st (Individual)
8	Gurwinder Singh	Indian Orchestra	Zonal Youth & Heritage Festival 2014	1st (Individual)

9	Meenakshi	Non-Percussion	Zonal Youth & Heritage Festival 2014	2nd
10	Gurwinder Singh	Percussion	Zonal Youth & Heritage Festival 2014	2nd
11	Abhinandan	Photography	Zonal Youth & Heritage Festival 2014	2nd
12	Meenakshi	Kali	Zonal Youth & Heritage Festival 2014	2nd (Individual)
13	Vivek Jindal	Skit	Zonal Youth & Heritage Festival 2014	2nd (Individual)
14	Team	Orchestra	Zonal Youth & Heritage Festival 2014	3rd
15	Team	Bhangra	Zonal Youth & Heritage Festival 2014	3rd
16	Amandeep Kaur	Pakhi	Zonal Youth & Heritage Festival 2014	3rd
17	Harpreet Singh	Clay Modelling	Zonal Youth & Heritage Festival 2014	3rd
18	Anuj Kumar	Collage Making	Zonal Youth & Heritage Festival 2014	3rd
19	Gurjeet Singh	Bhand	Zonal Youth & Heritage Festival 2014	3rd
20	Team	Bhand	P.U.Inter zonal Youth & Heritage Festival	1st
21	Gurjeet Singh	Histrionics	P.U.Interzonal Youth & Heritage Festival	2nd
22	Team	Bhand	P.U.Interzonal Youth & Heritage Festival	2nd
23	Team	Mime	P.U.Inter zonal Youth & Heritage Festival	3rd

Sports Achievements in 2014-15

Name / Team	Event	Level	Agency / Organized By	Achievements / Position
Baljeet Singh	Boxing	International	Boxing Association Nepal	Gold Medal
Baljeet Singh	Boxing	State	2nd Punjab State Boxing Open Championship	Gold Medal
Baljeet Singh	Boxing	State	2nd Punjab State Annual Boxing Championship	Bronze Medal

Baljeet Singh	Boxing	National	3rd Dr.Ambedkar National Championship	Bronze Medal
Sanjeev Kumar	Boxing	State	2nd Punjab State Annual Boxing Championship	Gold Medal
Ramesh Kumar	Taekwondo	National	Taekwondo Association New Delhi	Gold Medal
Ramesh Kumar	Taekwondo	State	Taekwondo Association Muktsar	Gold Medal
Ramesh Kumar	Taekwondo	District	District Student Olympic Games 2014	Silver Medal
Rakesh Kumar	Taekwondo	State	Taekwondo Association Muktsar	Gold Medal
Arshdeep Singh	Taekwondo	Inter College	P.U. Inter College Championship	Bronze Medal
Manpreet Singh	Wrestling	Inter College	P.U. Inter College Championship	Gold Medal
Abhinandan	Yoga	National	Yoga Association ,GOA	Gold Medal

Co-Curricular Achievements in Zonal/Inter zonal/Inter-varsity Youth & Heritage Festival 2015-16

Sr. No.	Name	Event	Agency/Organization	Achievements
1	Team	Bhangra	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	1st
2	Team	Bhand	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	1st
3	Monika	Non-Percussion (Sitar)	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	1st

4	Gurwinder Singh	Percussion (Tabla)	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	1st
5	Simerjeet Kaur	Essay Writing	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	1st
6	Manpreet Kaur	Guddian Patole	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	1st
7	Princi	Crochet Work	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	1st
8	Gurwinder Singh	Ghazal	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	2nd
9	Team	Group Dance	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	2nd
10	Team	Indian Orchestra	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	2nd
11	Satnam Singh	Tokri Making	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	2nd
12	Monika	Classical Vocal	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	3rd
13	Team	Folk Orchestra	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	3rd
14	Sukhdyal Singh	Clay Modelling	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	3rd
15	Megha	Classical Dance	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	3rd
16	Megha	Folk Dance	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	1st (individual)
17	Lovepreet Singh	Folk Dance	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	3rd (individual)

18	Kamalpreet Kaur	Drama	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	3rd (individual)
19	Husanveer Kaur	Chhiku Making	P.U. Zonal Youth & Heritage Festival at Khalsa College, Abohar	3rd
20	Manpreet Kau	Guddian Patole	Inter zonal P.U. Youth & Heritage Festival at Dev Samaj College for Women, Ferozepur	1st
21	Team	Skit	Inter zonal P.U. Youth & Heritage Festival at Dev Samaj College for Women	2nd
22	Gurjeet Singh	Histrionics	Inter zonal P.U. Youth & Heritage Festival at Dev Samaj College for Women	3rd
23	Gurwinder Singh	Percussion (Tabla)	Inter zonal P.U. Youth & Heritage Festival at Dev Samaj College for Women	3rd
24	Gurjeet Singh	Bhand	Inter zonal P.U. Youth & Heritage Festival at Dev Samaj College for Women	2nd(individual)
25	Gurjeet Singh	Skit	Inter zonal P.U. Youth & Heritage Festival at Dev Samaj College for Women	3rd(individual)
26	Manpreet Kaur	Guddian Patole	Inter varsity Youth & Heritage Festival	1st

Sports Achievements 2015-16

Sr.no.	Event	Level (State / National / International)	Agency / Organized By	Achievements (Gold / Silver / Bronze)
1	Kabaddi (NS) Men	All India Inter-University	University of Calcutta, Calcutta	Bronze
2	Wrestling (Greco Roman) Men	All India Inter-University	Maysore University, Mysore	Silver

3	Wrestling (Men)	P.U.Inter-college	P.U. Chandigarh	1 Silver & 2 Bronze
4	Boxing (Men)	P.U.Inter College	P.U.Inter-College Championship	2 Bronze
5	Taekwondo (Men)	National Level	Union Territory Taekwondo Association, Chandigarh	Silver
6	Basketball (Women)	P.U.Inter College	P.U. Chandigarh	Gold
7	Kabaddi(PS) Men	P.U.Inter College	P.U. Chandigarh	Bronze

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?

Feedback from graduates is not yet collected but it will be done soon in future. However the college is taking some feedback from the outgoing students about the quality of curriculum class room teaching and library facility. This information is helpful in improving the performance and quality of the institutional provisions. The college is making efforts for the improvements in canteen facility, library and infrastructure on the basis of the suggestions/feedback of 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.

The latest edition of the college magazine 'Shveta' 2014-15-16 was published in 2015 and this magazine is going to be published annually. Mrs. Vandana R Garg has been appointed as Chief Editor and other Heads of Departments as editors of different sections. The teachers and the student editors motivate the students to bring out the creative genius in them and to contribute for the college magazine. College magazine is a reflection of the values and qualities of the institution and gives opportunity to the students to develop the power of creativity and imagination.

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

No the college does not have a student council. The college had a student council till 1983 which was later banned by the state Govt. during the days of militancy in the state. Besides this, each class has a class representative.

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

The college does not have any student representative of any academic or

administrative bodies. The institution believes in providing equal opportunity to the students. In order to provide equal opportunity to the students, they are nominated as editors to various sections of the college magazine. They are also made members of the various societies/clubs.

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

The institution has an Alumni Association. It annually organizes alumni meets. The old students visit college and interact with the staff.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

Vision: To serve the society

The Institution was opened with a vision to impart higher education to the common people especially girls living in the small town to realise the dream of our DAV College Managing Committee, New Delhi spreading innumerable branches all over India for the promotion of the ideals of social reforms and upliftment of the down trodden by imparting education in every corner of India. Our institution serving the people of educationally backward area for more than 45 years. We imbibe the courage in our students to follow the high traditions of morality and righteousness towards the institution shown by our great leaders like Swami Dayanand Saraswati ji, Mahatma Hans Raj ji and our worthy president Dr. Punam Suri ji.

Our vision is to uphold the highest ethical and professional standards. We inculcate in students a sense of duty and discipline to serve the society and open all avenues to suit their needs, requirements and ambitions. We focus on overall personality development in order to enable them to face the challenges of the modern times. We emphasize on students physical, mental, moral emotional and intellectual growth. We focus on practical approach also apart from course curriculum so that they can prove to be an asset to the organizations and institutions they join after getting through with credit from our institution. DAV organization is known for Aryan Values. Our college begins new academic session by seeking the reciting the name of God and Gayatri Mantra.

Mission:

The institution was set up with a mission to educate the girls of this area and to provide equal opportunity to all and to have access to learning, irrespective of caste or creed. At present, as a co-educational institution, it has a mission to emerge as a centre of excellence for professional studies, research and development and quality placement. We promote and achieve excellence by imparting qualitative education, in turn shape the students into worthy citizens. We ensure placement of students of all courses and strengthen our social sensitivity and make our students practical oriented professional. We focus on conjoining practical knowledge with theoretical aspect and provide thoroughly proficient and dedicated professional. We lay stress on research, creativity and innovation. We incorporate and integrate value education within professionals. Thus, provide quality education alongwith preparing the employable young minds to face the competitive world on all fronts. The vision and mission of the institution is guiding the youth for global job market. Our education is a unique blend of traditionalism and modernism. The students hails from urban, semi-urban, rural and remote villages. Our ambition is to become a life-force in every adjoining area of this institution by offering

innovative academic enrichment and whole personality development atmosphere which will help the students in transforming from Ruralization to Globalization.

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

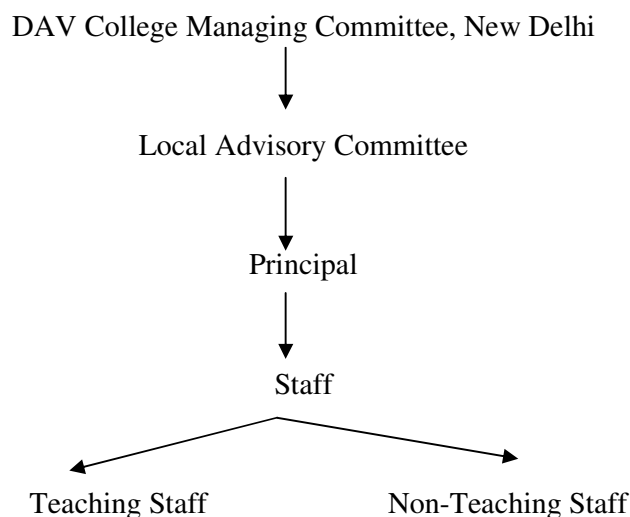
The institution is governed by DAV College Managing Committee, New Delhi. Our Top Management, Head of the Institution and Faculty follow the principle of hierarchical order, superb coordination and complete team work. Our Management acts not only as the imperator but also as a councilor and facilitator in all key decision making processes. All major policy decisions such as introducing of new courses, sanction of posts, development of infrastructure, revision of pay scales, career advancement/ step ups of teaching and non-teaching staff etc. are taken by top management. The management, principal and the faculty often interact with each other. The Principal is always there to provide requisite leadership to the system. He ensures the implementation of the policy decisions of the management. The IQAC was constituted with the view to plan, guide and monitor quality assurance of the college. The Internal Quality Assurance Cell (IQAC) includes Principal as Chairman, co-ordinator, Bursar and Senior Members from the faculty. IQAC looks into the Academic and other infrastructural and developmental projects. Thus, IQAC plays an important role in the development of the college.

6.1.3 What is the involvement of the leadership in ensuring:

- **the policy statements and action plans for fulfillment of the stated mission**
- **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis ,research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**

The information about the functioning of the college is gathered by the authorities by a number of ways. All major decisions are taken by the Managing Committee. It keeps a close watch on the developments in the institution and imparts guidance through the head of the institution. The principal gives the information about the performance of the institution to the managing committee. Our management interacts with the principal, staff and the students. There are several committees of the teachers and the members of non-teaching staff. They play an important part in planning various activities and in its implementation. The principal personally interacts with faculty members, non-teaching staff, students, their parents. The Principal bears the overall responsibility of the academic and administrative functioning of the college. He prepares the agenda of all meetings. He puts the academic and administrative matters before managing committee for their approval. He carries out all the correspondence with the Governing body, Government of

Punjab, Central government, University Grants Commission and the other stakeholders of the college. Thus our Principal acts as a driving force and give impetus to participative management to reaffirm its sincerity towards the elevation of academic and administrative performance. Our two faculty members, in the capacity of teacher representatives are members of the Local Advisory Committee, actively involved in the decision making process to sustain and enhance the quality of education imparted by the institution.



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

The principal and the staff members hold discussion in academic councils, LC (Local Committee) and staff meetings to monitor and evaluate all the plans of the institution. The problems faced in this regard are analyzed in depth and detail. They try to explore all the possibilities to improve and expedite the effective and speedy implementation of the quality policies and plans of the institution. The organizational changes are made from time to time in order to promote decentralization, free discussions and devolution of responsibility to mark independent status of every department.

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

DAVCMC, New Delhi is the biggest Non-Govt. Management of India. 800 educational institutions are being managed by this Top Management. It has well known educationists, Scientists, philanthropists, Arya Samajis. The present President Sh. Poonam Suri is a man of high caliber. He has qualities of Head & Heart, devoted & committed to the Noble cause of quality education. He is the editor of largest Urdu daily of India 'The Daily Milap'. DAV institutions are progressing & marching ahead under his dynamic stewardship. Vice- President, Dr. S.K. Sama is a physician of international repute. Other distinguished personalities are Sh. R.S. Sharma, Gen. Secretary, Sh. Ravinder Kumar, Secretary Sh. Mahesh Chopra finance secretary, Satish Sharma, Director (colleges).

The Principal acts as a major connecting link among the management, university and the faculty. Dr. R.K.Mahajan, Principal is a man of principles. He is M.A.(English) M.Phil (Sanskrit) He is Gold Medalist in B.A.(Hons.) Sanskrit and M.A. Sanskrit and Ph.D in Sanskrit. He leads by example:

(i) Acted as Local Co-ordinator at Executive Development Programme for Principals from 31st May to 4th June 2015 at Bahra University, Shimla organized by Association of Indian College Principals (AICP). Principals from Goa, Gujrat, Pune, Haryana, Himachal Pradesh and Punjab participated in this programme: Eminent resource persons like Dr. Shirish Chindhade, Dr. V. Sirgurkar from Pune Dr. Subash Brahmabhatt from Ahmedabad, Dr. Ramesh Gaonkar from Goa, Dr. Daljit Singh, Vice-Chancellor etc. enlightened the participants on the Issues and Challenges in Higher Education, NAAC, IQAC and other important aspects in higher education.

(ii) Participated and presented a paper on the topic "Use of Similes depicting Aesthetics in the poetry of Mahakavi Ashvagosh" in the "16th World Sanskrit Conference" held from 28-06-2015 to 02-07-2015, organised by Sanskrit Studies Centre, Silpakorn University, Bangkok and International Association of Sanskrit Studies (IASS) at Renaissance Bangkok Ratchaprasong Hotel, It is a matter of great pride and honour for our institution that he was the only paper presenter from Punjab whose research paper was accepted in the above said conference.

(iii) Unanimously elected Secretary general of the Association of Indian College, Principal at 17th National Conference held from 04-03-2016 to 06-03-2016 where a Research Paper on the topic" Educating Rural Entrepreneurs for Make in India" was also presented.

(iv) 9 books (written and Edited) published by the National Level Publishers on the Subject of Philosophy, research Mythology, Literature and Linguistics

(v) 35 Research articles have been published in different international and National journals of repute and about 25 Research papers have been read in different conferences in India and Aboard.

(vi) Writer of 17 plays and 4 serials telecast by Jalandhar Doordarshan.

The top management plays an active part in motivating the faculty members to sharpen their academic expertise by participating in orientation and refresher courses and focusing on intensive studies. It also encourages them to carry out research processes and go in for doctoral programs. The members of the managing committee remain well acquainted with the practical problems related to college development, administration, appointments and infrastructural needs. The cases of the students and problems are discussed in depth. The latest feedback is provided to management committee by the head of the institution and staff members nominated by the management Committee. The president of the Local Managing Committee holds meeting with the teachers to communicate to them their duties and responsibilities. The instructions in this regard are carried out by the teaching and the non teaching staff.

6.1.6 How does the college groom leadership at various levels?

The college strives to groom leadership among its staff as well as students. It promotes active participation of the faculty in all its academic and administrative planning and execution. Some of our students have distinguished themselves in various fields. Some of our Alumni are as follows:-

- Afsana, (Singer)
- Khuda Baksh, (Singer)
- Gurpreet Singh, (Singer)
- Jony, (Lyricist)
- Smeena Passi, (Advocate, High Court, Chandigarh)
- Neetu Passi, (Hindi Lecturer) Govt. Se.Sec.School, Jagaron
- Yadwinder, (Advocate, High Court, Chandigarh)
- Mandhir Singh, (Mr. Punjab PTC 2nd Position) 1st Runner
- Gurjeet Singh, in TV Comedy Show, Laughter the Master, PTC channel
- Gurdas Singh, (Singer/Lyricist)
- Rajveer Singh, (Kavishri Singer)
- Rajveer Kaur, (Pursuing Ph.D.)
- Dr. Suman Narula, (Lecturer, Govt. Sen.Sec. School, Malout)
- Jaswinder Kaur (Punjabi Lecturer, Govt. Sen.Sec. School, Giddarbaha)
- Dr. Seema Chopra, (Associate Professor, Sedhwan Khurd, Ludhiana)
- Simerjeet Kaur Brar, (Assistance Professor, Dashmesh College of Education, Badal)
- Harpreet Kaur, (Assistance Professor, Punjab University, Chandigarh)
- Rohini Jain, (Education Department of Punjab, Chandigarh)
- Yogesh Kumari, (Teacher, Govt High School, Fazilka)
- Manpreet Kaur, (Lalbai) Punjab Police
- Harjeet Singh, (Punjab Police)
- Sunny Kumar, (Punjab Police)
- Gurpreet Singh, (Punjab Police)
- Gurcharan Singh, (Punjab Police)
- Jagtar Singh, O.S.D. to S. Dimpy Dhillon, Chairman, District Planning Board, District-Sri Muktsar Sahib.
- Yadwinder Singh, (Maths Teacher, Govt. High School, Tharajwala)
- Amandeep Kaur, Baghapurana (School teacher)
- Jatinder Kumar, (Advocate, Giddarbaha)
- Dinesh Arora, (Advocate, Giddarbaha)
- Gurwinder Singh (Advocate, Giddarbaha)
- Gurwinder Singh, (Sarpanch, Village- Sahib Chand)
- Bikramjeet Singh (Intelligence Bureau)
- Pritpal Singh (C.I.D.)
- Swarnjeet Singh, (Indian Railway)
- Swarnjeet Singh, (Commando, Army)
- Ajay Kumar, (Commission Agent, Giddarbaha)

- Sandeep Kumar, (Indian Army)
- Gagandeep Singh, (Indian Army)

The staff with the encouragement and support of the management is actively involved in the improvement of the institutional processes. It is done through the head of the institution. The staff members are involved by way of the formation of the various committees such as building committee, advisory committee, academic council, career counseling committee and library committee. The teachers are given full responsibility and are actively involved in the planning and execution of the various tasks. Members of the faculty are motivated to take part in decision making at the level of the affiliated university. They are motivated to become members of the bodies like Board of Study, Academic Council etc.

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 Head of the departments are given free hand to work independently by the principal. The college has various clubs and societies. The Heads consult other faculty members in chalking out all programs. The teachers and the students, within the departments, clubs and societies work in a cooperative spirit. Each and every individual is motivated and facilitated to grow and develop his talent to his full extent.

The teaching departments take decision about the distribution of work and purchase of books/equipment needed for their respective subjects. The Head of the Department coordinate their activities to organize seminars, extension lectures, co-curricular activities etc. They make teaching plans and unitization of syllabus independently. They shoulder full responsibility for the internal assessment, extra classes.

Many Committees are designed to get the work of the college done more effectively

1. Planning Board/ Committee
2. Construction/Building Committee
3. Admission Committee
4. Purchase Committee
5. Sports Committee
6. Co-Curricular Activity Committee
7. Printing and Stationary Committee
8. Refreshment Committee
9. Discipline Committee
10. Cleanliness & Decoration Committee
11. Press Committee(English, Hindi & Punjabi)
12. Library keep up Committee
13. Water Supply & Sanitation Committee
14. Co-ordinator Health & Fitness
15. College Property Committee
16. Scholarship Committee

17. Transport Co-ordinator
18. Academic Council
19. Co-ordinator DPI(C) affairs
20. Electricity & Generator Committee
21. Research Cell
22. NSS Committee

The non-teaching staff is allocated work by the office superintendent. The working of non-teaching and class IV employees is also motivated by him and appraises the head of the institution of their progress in day to day working.

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

Yes, a culture of participative management is actively promoted by the college. Various committees are constituted involving active participation of teaching and non-teaching faculty. The college working setup is democratic and proper weightage is given to each employee by way of their feedback.

The staff representatives are the members of Local Advisory Committee. In the LAC meetings the members play active role in the matters of welfare of the institution with the management, grievances are also put up in the management. Some of the members (teaching and non-teaching) shoulder responsibility in administration through various offices such as, Registrar, Dean Exams, Incharge(electricity), Bursar, Director Youth Welfare, Incharge(Time-table) etc.

6.2 Strategy Development and Deployment

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

The prime aim of the college is to inculcate humanism by spreading message of fraternity in society as a whole. The principal and the stakeholders encourage maximum participation of teachers in seminars, workshops, refresher and orientation courses in order to update teaching skills and knowledge. The motive behind undertaking the activities in the college is attaining excellence in all fields. The stress is laid on the harmonious development of personality of the students. The improvement in academic and other fields is made possible by way of self-evaluation and through introspection. The management involves itself in redressal of staff's grievances by holding formal and informal dialogues as per need. Regular checks and meetings lead to continuous improvement in the working of the college.

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

Yes, a perspective plan for development is with the institution. The college considers short term and long term objectives in the preparation of the plan. Before selecting academic plan utmost care is taken. We study carefully and duly follow the university curriculum, UGC schemes and instruction of DPI (Punjab) and Ministry of

Higher Education. Detailed proposals are prepared by the experts, teachers with the help of other faculty members according to the schemes and instructions of various bodies and authorities in the higher education. Every specific area in this regard is handled by an individual teacher. The institution is prepared to tackle the introduction of the new courses, increase in the enrollment, expansion of existing infrastructure and development of modern sports infrastructure. The improvement of learning resources like innovation of the library and enhancing the use of technology in teaching/learning process etc. is also taken into consideration. In order to formulate strategy of development the committees are constituted for developmental work. The active involvement of the teacher is sought in college plans. When the situation demands, the students and members of managing committee are also involved in the institutional plans.

6.2.3 Describe the internal organizational structure and decision making processes.
Managing Committee of the College.

List of the members of LAC, MMD DAV College, Giddarbaha

1.	Sh. Raghubir Singh	Chairman
2	Dr. C. Parkash	Member
3	Sh. Madan Lal Arya	Member
4	Sh. K.K. Chhabra	Member
5	Sh. Dev Mitter Ahuja	Member
6	Sh. Sheetal Prashad	Member
7	Sh. Sanjeev Kumar Singla	Member
8	Sh. Ajay Kumar	Member
9	Sh. Subash Jain	Member
10	Sh. Jai Pal Singla	Member
11	Sh. Sunil Kumar	Member
12	Dr(Mrs) Usha Bansal	Member
13	Sh. Parshant Goyal	Member
14	Principal, DAV College, Abohar	Member
15	Principal, MG DAV College, Bathinda	Member
16	Principal, DAV College, Malout	Member

17	Headmistress, JNJ DAV Public Public School, Giddarbaha	Member
18	Prof. Bhupinder Singh	Staff Rep.
19	Mrs. Satmail Kaur	Staff Rep.
20	Principal	Ex-Officio member

DAV CMC Office Bearers for the Year 2016

1	Sh. Punam Suri	President
2	Dr. S.K. Sama	Vice-President
3	Shri S.N. Munjal	Vice-President
4	Shri T.N. Chaturvedi	Vice-President
5	Shri T.R. Gupta	Vice-President
6	Shri Shreedeeep Omchary	Vice-President
7	Shri Prabodh Mahajan	Vice-President
8	Shri Rajinder Nath	Vice-President
9	Shri Ram Nath Sehgal	Vice-President
10	Dr. N.K. Uberoi	Vice-President
11	Dr. S. S. Khanna	Vice-President
12	Shri Mohan Lal	Vice-President
13	Shri M.L. Sekhri	Vice-President
14	Shri S. P. Lohia	Vice-President
15	S. Joginder Singh	Vice-President
16	Justice N. K. Sood (Retd.)	Vice-President
17	Justice Amarjit Singh Chaudhry (Retd.)	Vice-President
18	Shri R.S. Sharma	General Secretary
19	Shri Ravinder Kumar	Secretary

20	Dr. S.R. Arora	Secretary
21	Shri J.K. Kapur	Secretary
22	Shri Karan Khanna	Secretary
23	Shri Ravinder Talwar	Secretary
24	Shri Ramesh Kumar Leekha	Secretary
25	Shri H.L. Bhatia	Secretary
26	Shri Bal Krishan Mittal	Secretary
27	Shri Sat Pal Arya	Secretary
28	Shri Arvind Ghai	Secretary
29	Shri Ajay Suri	Secretary
30	Shri Mahesh Chopra	Hony. Treasurer
31	Shri S.M. Gupta	Hony. Treasurer
32	Shri R.K. Sethi	Hony. Treasurer
33	Dr. M.C. Sharma	Hony. Treasurer
34	Shri J. K. Luthra	Hony. Treasurer
35	Shri D. V. Sethi	Hony. Treasurer

Internal Organization Structure

1. Examination Committee
2. Arya Yuva Samaj
3. Academic Council
4. Red Ribbon Club
5. Youth Welfare Department
6. Campus Beautification Committee
7. NSS
8. Legal Literacy Club
9. Punjabi Sahit Sabha
10. Major Dhyan Chand Sports Society
11. Canteen Committee
12. Discipline Committee
13. UGC Committee
14. Anti-Ragging Committee
15. Women grievance Redressal Cell

16. Dharm Shiksha Club
17. English Literary Club
18. IQAC
19. Library Committee
20. Press Committee

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following: Teaching & Learning, Research & Development, Community engagement, Human resource management, Industry interaction.

1. We adopt various new methods to make the learning experience interesting and stimulating for students. The academic results are reviewed regularly. The faculty exchange with each other their experiences which in turn, helps teachers to devise new teaching strategies to bring about further improvement in the results.
2. Teachers read relevant books and journals to update their knowledge.
3. In order to make learning process student centric, they are involved actively in projects, seminars, debates, writing competitions and presentations etc.
4. New courses are introduced to make the learning relevant to the needs of the time.
5. Every effort is made to facilitate the improvement of the faculty. The teachers are encouraged to organise seminars, conferences, workshops and extension lectures and also to attend such programmes organised at different institution.
6. Library and connected learning resources are constantly updated.
7. Use of Audio-Visual Aids is consistently improving work of teaching and learning.

Research and Development

The special emphasis is laid on the spirit of innovation and new experiments by the college. It also encourages research and development. The faculty remains alert to avail the financial aid available from UGC and other bodies etc. The facility is granted to teacher to attend seminars/ conferences/ workshops. Eminent scholars are invited to deliver lectures for the benefit of students and teachers. The computer facility with internet has been provided along with well stocked library.

The institution does have a Research Committee to monitor and address the research issues, which has been constituted recently. It comprises of faculty members having Ph.D. Degrees or research experience and research aptitude. The college has added external experts also in the Research Committee. The composition of the Research Committee is as under:

Dr. R.K.Kohli	Vice-Chancellor, Central University, Bathinda
Dr.S.S.Gill	Ex-Vice chancellor , Baba Farid University Health & Science, Faridkot
Dr.J.S. Anand	Ex-Principal, DAV College, Bathinda
Dr. N.R.Sharma	Principal, Constituent College ,Gurushahai

Dr. R.K.Mahajan	Chairperson: Principal
Dr. (Mrs) Shashi Kalra	Convener
Dr. Chander Parkash	Faculty member from Languages

A few recommendations made by the committee are:

Every year, at least one department must take initiative to organize state/national level seminars/workshops.

- To boost research activities among the faculty members, a number of Minor research project proposals should be submitted to funding agencies.
- The faculty members may increase their participation in national / international level research oriented programmes like conferences, seminars, workshops and short term training programmes.
- Duty leave may be sanctioned to the faculty for attending seminars, workshops and conferences.
- The faculty members may publish their research work.
- The committee suggested that lectures of eminent personalities may be organized to create research awareness among the faculty and students.
- The committee should enlighten the faculty on the availability of research grants of different funding agencies.
- The committee suggested that workshops on research methodology should be organized.
- The faculty should be encouraged to register themselves for Ph. D. programmes.
- To encourage the faculty to publish, research papers and articles in reputed peer reviewed research journals and books.
- Build a research section in the library.

Research Committee

1. Dr. R.K.Mahajan
2. Dr.Shashi Kalra
3. Dr.Chander Parkash
4. Prof.Vijay Shankar

Community Engagement

The college engages various organisations in the celebration of eminent days in order to strengthen the ties with the community. Our institution involves parents, professionals and general public to develop good public relations.

GLIMPSES

Department	Activities
Youth welfare department	1. Students participate in P.U. Zonal Youth & Heritage Festival held every year with full zeal & Zest. 2. P.U. Inter-zonal & also in Inter-university Youth Festival 3. 'Sufi Night' -Padamshree Hans Raj Hans ji was organised by the college
Sports Department	1. Students participate in P.U. Inter College tournaments, Inter-University and National tournament in different Games and Sports. 2. National Sports Day Celebrated 3. Diabetes Day celebrated.
NSS Department	1. 7 day NSS camp of Boys & Girls is Organised every year in college campus. 2. International Youth Day celebrated.
Youth Affair Department	National Voter Day is celebrated on 25 Jan. Aids Day celebrated Human Rights Day Celebrated World Literacy Day celebrated
Dharam Shikhsa	All India Dharam Shiksha Pratiyogita is conducted by DAV CMC, New Delhi every year.

Our worthy Principal encourages the teachers to celebrate many more eminent Days and functions from time to time.

Human Resource Management

The faculty actively participates in various training and development programmes like seminars/workshops/interactions as resources persons, orientation and refresher courses. A special concern is shown towards the poor and needy students. They are given fee concessions. The needy students are also provided books. The meritorious students are guided to avail various scholarships and other benefits and are also given concession in fees. Our principal makes put efforts to join with some Charitable Trusts and in turn, avail the scholarship for meritorious students.

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 managing committee maintains a regular contact with the faculty to improve the quality, co-curriculum and extra-curricular activities. Feedback is taken from students and public. All the stakeholders are invited for further discussions aimed at improving the existing facilities of the institution. It helps in giving relevant facts and conclusive information to the faculty for the improvement in the teaching/learning process.

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

For the improvement in the efficiency of the institutional process the management is helpful and supportive always. It seeks valuable suggestions to keep in touch with the staff. To ensure transparency in the functioning, the faculty members are given charge for various committees by rotation. The management gives due recognition to the services made by the staff in the development of the college and the working conditions are made easy, smooth, helpful and healthy to enable the staff members to give full expression to their talent and ability.

Delegation of Duties

1. Registrar
2. Controller of Examination
3. Bursar
4. Dean, Youth Welfare
5. Youth Co-ordinator
6. Dean, Sports
7. Convener Research Work
8. Co-ordinator Press Committee
9. Co-ordinator Health and Fitness
10. Academic Council
11. Co-ordinator College Property
12. Co-ordinator Scholarship

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

Sr.No.	Date	Resolutions Passed
1	28-10-2013	Reference No: 15728 considered OBSC Resolution No. 44 dated 30-07-2013 regarding sanctioning a loan of Rs.6,00,000/- for disbursement of arrears of the uncovered teaching staff (1st instalment@ 30%) .
2	28-10-2013	Reference No: 15730 considered OBSC Resolution No. 45 dated 28-10-2013 regarding sanctioning a loan of Rs.30,00,000/- for disbursement of salary to the staff for the months of March & April 2013.

3	21-02-2015	Reference No: 25193 considered OBSC Resolution No. 32 dated 03-12-2014 regarding sanctioning a loan of Rs.38,50,000/- for the payment of staff salary for the months of Sept. & Oct. 2014 (50% arrears of non-teaching staff (covered & un-covered) w.e.f. 01-01-06 to 30-11-10 and arrears of teaching staff (un-covered) 2nd instalment w.e.f. 01-01-06 to 31-07-09. .
4	17-06-2015	Reference No: 27303 of the proceeding of DAVCMC held on 12-04-2015 recommended that sanction be accorded for the enhancement of gratuity from Rs. 3.5 lacs to 10 lacs be given to all employees.

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?

There is no provision to grant the status of autonomy to any affiliated institution.

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

The students are free to convey their grievances to teachers and can approach the head of the institution if any. Such grievances are resolved immediately. Any issue of academic nature is dealt by the senior teacher concerned if necessary such issues are also discussed among the staff. The cases of harassment of girl students are dealt promptly to the full satisfaction of the person concerned. The suggestion boxes provided to the students. Suggestion are given due consideration and accepted as far as possible by the head of the institution.

Grievance Redressal Cell

1. Dr. R.K.Mahajan, Principal (Chairman)
2. Prof.Bhupinder Singh, Associate Prof.in Punjabi (Member)
3. Prof. Maninderjit Kaur, Associate Prof.in Phy.Edu. (Member)
4. Dr.Shashi Kalra, Associate Prof.in Music (I) (Member)

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?

MMD DAV COLLEGE, GIDDARBAHA (COURT CASE POSITION)

Sr.No.	Title of Case	Advocate	Brief History	case	Next date
1	CWP No. 26184 of 2015	S. Rajdeep Singh Cheema, Advocate	Release the pending 95% grants	Panjab & Haryana High Court	Dismissed order on 17-05-16 on receipt of pending grants
2	CWP No. 15652 of 2014	Aman Chaudhary	Regarding re-imburement and other benefits to the petition colleges (release the grant for leave encashment and gratuity)	Panjab & Haryana High Court	Rejected as per DPI letter no. 8/166-2014 G-2(4) 1632 dated 20-7-02015
3	CWP No. 20148 of 2014 & COCP No. 874 of 2016	Aman Chaudhary	Reimbursement of CPF payment	Panjab & Haryana High Court	as per order on 17.05.2016
4	CWP No. 4679 of 2016	S. Rajdeep Singh Cheema, Advocate	Release the arrears of revised grades as per grant in aid scheme w.e.f. 19-02-07 to 31-12-10 in respect of Dr(Mrs) Renu Diddi, Ex-Principal	Panjab & Haryana High Court	Next date of hearing on 11/8/2016

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?

Yes the feedback mechanism is being initiated now.

6.3 Faculty Empowerment Strategies

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

The institution permits the faculty members to attend various courses, seminars and Refresher courses to improve their professional skills and develop innovative thinking. Duty leave is provided to staff whenever needed.

1. Training Programmes and Workshop
2. One Day National Seminar on 21 Jan. 2014 on the topic of “Ruralisation Globlisation” “Challenging and Changing Trends in Higher Education.
3. One Day Workshop on 3rd Sept. 2014 on the topic of “Role of Teachers in Quality Education”.

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 teachers attend orientation, refresher courses, workshops, seminars at local, national and international levels, participate as resource person, invite eminent scholars for extension lectures, publish books, research articles, papers and the institution supports, motivates and guides them for all these activities.

1. Personal files are regularly maintained and updated.
2. Teachers are given assignments as per their interest.
3. Many awareness programmes on Legal Rights, Human Rights, RTI, Internet Banking, Environment Education etc. are conducted in the college for benefit of the staff.
4. Minor Research Project Recommended by the expert committee of UGC
Sr.No. 189, Punjabi- Dr.Chander Parkash, P.G.Deptt. of Punjabi,
MMD DAV College, Giddarbaha (Distt Sri.Muktsar Sahib)

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.

There are various mechanisms to judge the performance of the staff as:

- a) Contribution to various committees of the college.
- b) Co-curricular activities.
- c) Use of New teaching skills, i.e. PowerPoint presentation etc.
- d) Performance during examination duties.
- e) Updating of Subject content.
- f) Participation in seminar & Conferences etc.
- g) Publication of Books/Articles/ paper Published.

- h) Research Projects.
- i) Regularity in teaching work; acceptability and popularity amongst students.

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?

As teachers are advised and motivated to improve their performance, the head of the institution and the management give due weightage to the performance while granting increments and higher grades. Annual Confidential Report (ACR) are based on evaluation of relevant parameters as per CSR rules.

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?

DAV College is a private government aided institution where 10% CPF of total salary facility is there. The college provides timely salaries and benefits as per UGC norms and management rules. The staff members can avail the facility of guest house.

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

The college makes consistent efforts to attract and retain the best talent in the college through proper working conditions, attractive salaries and CPF. The institution lays emphasis on basic moral values of truth and righteousness. Discipline is maintained at any cost. The head of the institution is always keen to observe that co-ordinal academic and administrative atmosphere should prevail and people enjoy working in the college. No compromise is made with the quality while appointing the Adhoc/ Temporary staff.

6.4 Financial Management and Resource Mobilization

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

The college has an efficient mechanism to monitor and usage of available financial resources. The LAC and DAVCMC, New Delhi analyze and approve the annual budget of the college every financial year. The modes of the payment are by cheques after thoroughly screened by the concerned authorities including the Bursar and the Principal. The purchase committee makes all the purchases after inviting quotations and after making comparative statements, the order to the lowest quotation holder is placed. The finances of the college are managed in very effective manner. Salaries are deposited directly in accounts of the staff members.

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.

The accounts of the institution are regularly audited. The bursar scrutinizes and authenticates all the bills/vouchers and cash books. The internal audit is performed by the

accounts branch and then it is get done by a Chartered Accountant. The external audit is done by a registered audit firm and the firm is selected by DAVCMC, New Delhi and is changed after every 3 years. The other external audit is also performed by the office of the Accountant General (Audit), Punjab. The last audit was done by the Audit Department upto 2011-12. The Department raised two objections vide letter SS-II/GIA/LAR/2013-14/139-140 dated 02-09-2013 which were settled after proper verification by the college and also settled vide A.G. (Audit) Punjab, Chandigarh letter No. SS-II/GIA/MMDDAV/2013-14/440 dated 25-11-2013. The last audit was done by the Deputy Controller Internal Audit, Faridkot upto 2013-14. The Department raised six objections, which were settled after proper verification by the college and also settled by Deputy Controller Internal Audit, Faridkot letter No. Audit/Faridkot/2015/703 05-06-2015.

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

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

The institution generates income through fee structure (See Annexure - IX). Apart from this, it receives 95% grant-in-aid in respect of sanctioned posts from the state govt. various discretionary grants for infrastructural development from Ministers/MPs/MLAs. Grants received from the Central Government agencies like UGC/ICSSR etc. are also utilized every financial year. These includes grants for research projects, development grants, grants for other infrastructure, grant as per 5 year or 10 year plans, books and journals, languages, remedial classes, instrument, education for backward classes and other discretionary grants. Details of plan, grants received from the UGC during Eleventh Plan are attached.

Deficit Management – Deficit, if any, is borne by the management.

Audit reports & balance sheets – The audit reports and balance sheets indicating income, expenditure and surplus of the previous four years are attached with this report. The reserve fund available with the college is as below:-

Financial Year	Reserve Fund Available
2012-13	Rs.1,00,000/-
2013-14	Rs.1,00,000/-
2014-15	Rs.1,00,000/-
2015-16	Rs.1,00,000/-

Deficit of the college is due to the non-availability of the grants. It is covered after the grants are received by the college.

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

College Administration along with faculty members continuously pursues political leaders for raising funds. Various steps are being taken by the institute to generate additional funds. College is governed by a registered society. The principal, staff & society make efforts to collect the donations from the general public to raise the funds. The institution organizes seminars and conferences; the expenditure for the same is met by the grants received from the affiliating university and ICSSR.

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? Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**
- c. How do students and alumni contribute to the effective functioning of the IQAC?**
- d. How does the IQAC communicate and engage staff from different constituents of the institution?**

Yes, the college has constituted Internal Quality Assurance Cell (IQAC) on 06-08-2014. The IQAC was constituted with view to planning guiding and monitoring quality assurance of the college. The Internal Quality Assurance Cell (IQAC) includes Principal as chairperson, Co-ordinator, Bursar and Senior Members from faculty. The IQAC will also monitor the quality enhancement activities of the College so as to achieve optimum results vis-à-vis the mission and objectives of the college.

Following are the members of the IQAC

- | | | |
|----|------------------------|--------------|
| 1. | Dr. R.K.Mahajan | Chariman |
| 2. | Mrs. Satmail Kaur | Co-ordinator |
| 3. | Mrs. Santosh Gupta | Member |
| 4. | Mr. Bhupinder Singh | Member |
| 5. | Mrs. Maninderjeet Kaur | Members |

- | | | |
|-----|---------------------|--|
| 6. | Mrs. Vandana R Garg | Member |
| 7. | Mr. Rajesh Kumar | Member |
| 8. | Mr. Vijay Shankar | Member |
| 9. | Dr. N.R.Sharma | Principal, Panjab University Constituent College,
Guru-Har- Sahai |
| 10. | Dr. S.K. Arora | Principal, DAV College, Abohar |

All academic decisions are taken and implemented by the Principal and the staff. The Management is informed about the activities carried out and policies being planned and implemented in the college. The students give suggestions according to their needs and suggests that how teaching-learning process can be improved. The feedback provided by Alumni is helpful in organizing various activities.

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

Yes, the college has an integrated framework for quality assurance of the academic and administrative activities. Various committees were constituted according to the quality policy of the college, such as library committee, purchase committee, youth welfare committee leading to achievement of the vision of college to produce true and noble talent. The academic quality is ensured by organizing seminars, Paper reading contests, NSS activities, supporting students for excellence in University merit, providing internet & library facility and recruitment of quality teachers.

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

The institution ensures that the decisions based on the findings of the IQAC are fully adhered to because the quality improvement of both teaching & non-teaching staff would help in the enhancement of quality in every field. Various seminars, workshops and extension lectures are organized by different departments. Upgradation of IT infrastructure has been implemented by the staff which is helping the teachers & students to learn effectively. Regular counselling is provided by heads and senior faculty members.

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?

Yes, the institution undertakes academic audit. Whenever the college introduces a new course, Panjab University sends a team of experts for inspection. They minutely observe the infrastructural facilities, teaching facilities and the number of hours set for study for that particular course. They also suggest further changes or improvements that can be made for its betterment. All the major recommendations of the inspection committee are taken into consideration. Library is enriched, equipments are purchased and other

recommendations are also implemented. After declaration of final exam results, these are analyzed and discussed. University has the right to inspect and review provisions at any time.

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

UGC has prescribed the minimum number of working hours. Our time table committee makes sure that all teachers get their workloads accordingly. All the internal quality assurance mechanisms are aligned with Panjab University, Chandigarh.

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

The institution has the following mechanism to review the teaching learning process. The IQAC supervise all academic and development works.

- Attendance is compulsorily taken in each lecture and lecture shortage is calculated (if any) for students and discussed with their parents.
- Courses are completed well before the exams to ensure class preparation and practice.
- Assignments are given to students in subjects where required.
- House tests are conducted and evaluated.
- Weak students are given special attention.
- Principal's interaction with staff & students.

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

The faculty or the Principal discusses the problems with the various committees which render their help and suggestions which could take the institution to newer heights. The policies are communicated to management, alumni, parents and staff during different meetings and interactions. All the college activities, such as, Sports, Youth Festivals, Seminars and Workshop etc information is shared with the society & students through college magazine , namely ' Shveta', college website : www.mmddavgdb.org.in, Newsletter, facebook page of the college and in the beginning of the session the Prospectus, the mirror of the college.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

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

The college does not conduct the formal Green Audit done in its campus. However, a campaign is regularly going on to keep the Campus Clean and Green by the faculty and students. Consistent efforts are made for the maintenance of Greenery of the campus. The college has well maintained green lawns.

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

- * **Water harvesting**
- * **Check dam construction**
- * **Efforts for Carbon neutrality**
- * **Plantation**
- * **Hazardous waste management**
- * **e-waste management**

The college is undertaking many steps for making the campus and its surroundings eco-friendly. So far following measures have been taken in this regard:

Energy Conservation:

The college class rooms are well ventilated with windows to allow natural light and air. The College has installed CFLs in its campus. The students have been guided that all the lights, computers and other electric equipment should be switched off when not needed or when the classes are over. Attendants have been deputed for this purpose. This has helped a lot in conservation of electricity. Students are sensitized on regular basis through various lectures and competitions to conserve energy and minimize energy consumption. Students are motivated to bring bicycles to save energy.

Water harvesting:

Since there is a little amount of rain in the area, so the water harvesting is not practicable in the institution. The college is having 05 water storage tanks having 7500 Ltrs capacity.

Check Dam Construction.

Not applicable.

Efforts for Carbon neutrality:

For Carbon Neutrality the institution has taken the following initiatives:

- Plantation of trees has been increased.
- The generators are properly tuned and service.
- Colour and paper printing is generally avoided. Maximum office work is computerized to save paper.
- The college intends to install a solar unit shortly.

Plantation

The institution has a lush green campus. Many trees and shrubs have been planted in the campus:

- In the last four years, the college has planted many ornamental and shady plants in the camps.
- Two lawns have been developed in the campus.
- NSS unit of the college carries out plantation drives

Hazardous waste management / e-waste management:

E-waste is not a problem with our college. It exists only in the shape of used CD's, DVD's, printer cartridges and that too in a small amount. With the increasing use of e-mail and pen drives, the use of CD's and DVD's has become almost negligible. The printing cartridges are reused till they become nonfunctional. Publicity to staff and students has been made about E-waste management. E-waste is collected in store. Then E-waste is disposed off by selling it to vendors.

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 institution always introspects and introduces innovations to achieve the aims and objectives of the college. The following innovations have been introduced during the last four years, which are meant to go in a long way in quality enhancement:-

- Post Graduations in Punjabi and History.
- Formation of Internal Quality Assurance Cell (IQAC).
- Formation of Advisory Committee.
- The faculty is encouraged to attend the seminars/ conferences/workshops and other faculty development programmes by the university and other institution.
- During the last four years, ten faculty members have attended national seminars/conferences, workshops, training programme etc. and many of them have presented papers also.
- During the last four years, two national seminars have been organized in the college.
- The college has its own website.
- Department-wise activities are conducted in every session.

These innovations have created a positive impact on the functioning of the college.

7.3 Best Practices

7.3.1 Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

The College has adopted various practices for improvement in its quality and to equip the students with the ability to face the challenges of modern life. They are sensitized about the society in general and certain segments in particular. Education is not confined to class room only but to make the students aware of various dimensions and benefits of knowledge. College provides a platform to the students to understand and evolve in a better way as well as to train the future intellectuals and citizen of society. To achieve this, the college has formulated the institutional goal i.e. **STRIVE, SEEK, SERVE**.

To realise the goal, the college conducts various activities under the supervision /guidance of various faculty members. The idea behind these activities is to make the students aware that attaining degrees and securing marks in the academic field do not form a good and wholesome education; rather theoretical learning must always be combined with practice.

The concept of Best Practice therefore is implied to attain the above mentioned goal.

Best Practice-I

Title: Increasing Environment Sensitivity; Environment Protection Cleanliness and plantation:

Institutional Goal:

The institution not only imparts the learning but also makes its learners value their own potential to bring change in society. It is possible only when the students are provided with a wide platform to test and nurture their skills in order to explore them. The wisdom of Vedas and the philosophy of ancient scriptures constantly remind the actions which if performed with positive intentions always produce positive results for the society. As the global warming is the major concern for the world today, climate change is posing the biggest threat to the human life. The atmosphere of earth is loaded with heat trapping carbon dioxide which endanger the future of mankind and it also calls for a world wide effort to contribute in minimizing the damage to earth's environment. The college therefore contributes towards the conservation of natural resources and imparting knowledge regarding healthy environment. The College is very much aware about environment concern therefore the students are made aware of the conservation of Electricity & Water. The college has great thrust on plantation and regularly organizes plantation drives in the college & surrounding areas to reduce carbon prints.

Context:

In order to achieve this goal attempts have been made in creating a hygienic and plastic free campus. Colleges and schools are the enormous sources of plastic pollution. This practice aimed at restricting and finally eliminating the use of plastic bottles, bags, utensils, straw and food packaging. The institution encourages the students to understand the gravity of the use of plastic footprints; college organizes lectures and seminars to help creating awareness in this regard. College also attempts to provide healthy environment for studying, with the aim of making the institution speckles as far as cleanliness is concerned. The plantation of trees and plants is another objective of the institution to stop the spread of carbon prints. Arousing the feeling of self-responsibility among staff and students to take a step forward towards conservation of natural resources and spreading the importance of the same to their near and dear ones.

The Practice and Evidence of Success:

The college unit of NSS is active for the constraining of plastic pollution. They organize drives to prevent the use of plastic in the college campus. With the help of students the NSS unit organizes camps in the college. It also organizes lectures for making the students aware how the plastic usage endangers the environment. The college administration also contributes by restricting the sale of plastic bottles and other stuff. The students also pledged themselves to minimize the use of plastic and to help in the prevention of its use by others as well. Waste baskets and trash bins have been placed at every nook and corner of the college for maintaining hygienic conditions. The college intends the installation of a solar power system to tap with this renewable source of energy and to reduce the carbon footprints.

The College through its NSS units plants a large number of trees on the campus during camps and the local people are also motivated to take care of these plants and protect them. This also helps to create a sense of belongingness among the younger generation and their concerns for a clean environment. Tree plantation is a regular feature of the college to maintain the eco-system. They have planted a variety of trees in the college, which have contributed to the beauty and greenery of the campus besides effecting carbon neutrality in the campus fulfilling the motto “one person one tree”- if this mission and message can get through, India can regain its lost grandeur in Nature’s grand show. Plantation of trees is one of the most altruistic of actions. One generation plants them and the second or third reaps its fruits so the planting of trees is a divinely altruistic gesture.

Problems encountered and resources required:**Resources required:**

- Impressive and enthusiastic speakers.
- Willingness and active participation of students in the campaign.
- Funds for making the aforesaid campaign a success.
- Help of administration in devising methods to enhance the level of student participation in the campaign.

Problems encountered:

- No grant or outside help to run the campaign.
- Difficulty in creating interest of students in the campaign due to location of the college in remote area.
- Problems in spreading awareness among illiterate and rural people of this area.
- Illiteracy and lack of awareness among the population along with the student is the biggest challenge.
- Paucity of funds as compared to the other agencies who take profits out of plastic sale and cutting of trees.

Best Practice-II**Title: Social Evils and Health Awareness****Institutional Goal**

The college is aware of the fact that youth have surplus energy and it should be channelized in the right direction. The college is sensitive towards the social evils (drug addiction, female foeticide and dowry) and health awareness. College and its various societies and clubs join hands in generating awareness for the same. In order to make students enlightened and responsible citizens of the society, the college has created a healthy and safe environment.

Context

The college makes the students aware about ill effect of drug addiction which leaves their future utterly dark and destructive. Motivating students for healthy environment is conducted through a variety of activities. Knowledge regarding bad effects of various drugs is imparted to the students. Light is also thrown on various psychological and health issues.

The students in the college are taught various lessons by the staff members. Awareness of the health is also provided by the various departments.

The Practice and Evidence of Success

Various departments of the college organize seminar and guest lectures for the eradication of social evils and awareness of health. The college also organised a Marathon which was Run against social Evils prevalent in the society. The students and the general public were made aware of the evils prevailing in our society. A play titled 'Navan Janam' based on the theme of Female Foeticide was also staged in the college campus to make the students evils of the Female Foeticide. NSS departments organize the camps to channelize the energy of the youth. Experts deliver lectures on health awareness and social evils during seminars and camps.

Problems encountered and resources required**Resources required**

- Funds required for running anti-drug drives and campaigns.

- Resource persons and scholars who threw light on the structure and tools to encounter this problem.
- Administrative cooperation in enhancing the level of communication with the surrounding areas.

Problems encountered:

- Regular campaigns need to be held.
- Lack of involvement of local population in the campaign.
- Lack of cooperation from the authorities.

EVALUATIVE REPORT OF THE BACHELOR OF ARTS

Name of the department : BACHELOR OF ARTS

Year of Establishment : 1970

Name of Courses offered : Bachelor of Arts (B.A.)

Name of Interdisciplinary courses and the departments involved: Nil

Annual/semester/choice based credit system : Semester System

The institution as per the guidelines of officiating university, has adopted semester system from session 2014-15. The university is planning to introduce CBCS.

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

The Bachelor of Arts is a multidisciplinary course so all department are working with co-ordination

7. Courses in collaboration with other universities, industries, foreign institutes:

The institution does not run any other course except humanity since the institution is situated in an educationally backward area; the majority of students opt for Arts only.

8. Details of courses/programmes discontinued (if any) with reasons:

Due to poor strength of students in these courses (PGDCA and B.Com)

Number of teaching posts:

Teaching posts	Sanctioned	Filled
Professors	Nil	
Associate Professors	07	07
Assistant Professors	02	2 regular + 8 temporary

9. Faculty Profile with name, qualification, designation, specialization(2015-16):

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the
Department of English:					
Mrs. Vandana R Garg	M.A.(English) M.Phil	Asso.prof.	Drama	19 years	N.A.
Mrs. Satmail Kaur	M.A.(English) M.Phil	Asso.prof.	Fiction	18 years	N.A.
Ms. Rachhpinder Kaur	M.A. English	Asstt.Prof.		1 year	N.A.
Department of Hindi					
Ms.Rashmi Sharma	M.A. B.Ed.M.Ed.	Asstt. Prof	Poetry	1 year	N.A.
Department of History:					
Mr.Vijay Shankar	M.A.UGC NET qualified	Asstt. Prof.	Modern India	12 years adhoc 3 years permanent	N.A.
Mrs. Ranjit Kaur	M.A.M.Phil	Asstt Prof.	Work on Rural Women in Bathinda	3 years	N.A.
Mr.Jaswinder Kumar	M.A. B.Ed.	Asstt.Prof.	Modern India	10 years.	N.A.

Department of Political Science:					
Mr. Sukhdarshan Singh	M.A.B.Ed.	Asstt. Prof.	International Politics	2 years	N.A.
Department of Punjabi:					
Mr. Bhupinder Singh	M.A.M.Phil	Asso. Prof.	Fiction	28 years	N.A.
Mrs. Saroj Arora	M.A.M.Phil	Asso.Prof.	Short Story	24 years	N.A.
Dr.Chander Parkash	M.A.M.Phil, Ph.D.	Asstt. Prof.	Drama	4 years adhoc 3 years permanent	N.A.
Department of Physical Education					
Mrs. Maninderjeet Kaur	M.P.Ed.	Asso. Prof.	Hockey	28 years	N.A.
Mr. Gursewak Singh	M.P.Ed. Asstt. Prof. (Guest Faculty)	Asso. Prof.	International Kabaddi	1 year	N.A.
Department of Economics:					
Ms. Sukhwinder Kaur	M.A.M.Ed.	Asstt. Prof.	Micro Economics	1 year	N.A.
Department of Computer Applications:					
Mrs. Swarn Lata	M.Sc. Computer Sci. M.Phil, B.Ed.	Asstt. Prof.	C++	3 years	N.A.

Department of Math:					
Mr. Rajesh Kumar	M.Sc.JPT, Punjab	Asso. Prof.	Pure Mathematics	21 years	N.A.
Mr. Sukhijnder Singh	M.Sc.NET	Asstt. Prof.	Pure Mathematics	2 years	N.A.
Department of Home Science					
Mrs. Rajni Sharma	M.Sc (Home Sci.) NET B.Ed.	Asstt. Prof.	Family resource Management	9 years	N.A.
Department of Music:					
Dr. Shashi Kalra	M.A.(V & I) M.Phil,Ph.D.	Asso.Prof.	Sitar	24 years	N.A.

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered/practical classes handled by temporary faculty:

Subject	Student - Teacher
English	210:1
Punjabi	158:1
Economics	51:1
English(Elective)	11.40:1
Hindi	73:1
History	178:1
Math	29.5:1
Political Science	135:1
Punjabi(Elective)	80:1
Physical Education	267:1
Computer Application	47:1
Music	75:1
Home Science	29:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

Technical Staff	01 Computer Instructor 01 Tabla Instructor
Administrative Staff	05

15. Qualification of teaching faculty

Ph.D – 02

M.Phil-05

NET -02

JPT -01

16. Number of Faculty with ongoing projects from National/International Funding

(a)	National	:	Nil
(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: N.A.

Sr	Name of teacher	Department subject	In research Journals	In proceedings Book of Seminars /conferences	Book	Chapter in Books
1	Mr. Bhupinder Singh	Punjabi	---	01	--	02
2	Mrs.Saroj Arora	Punjabi	---	02	--	01
3	Dr.Chander Parkash	Punjabi	05	09	--	08
4	Dr(Mrs) Shashi Kalra	Music(I)	01	04	01	01
5	Mr. Rajesh Kumar	Maths	---	---	01	--
6	Mrs.Vandana R Garg	English	---	02	---	--
7	Mr.Vijay Shankar	History	01	02	--	--

20. Areas consultancy and income generated: Nil

21. Faculty as members in National/International Committees/Editorial Board:

Dr. Shashi Kalra (Music)- Member of Board of studies Panjab University, Chandigarh

Dr. Chander Parkash-(Editorial Board) Member in Madyamic-Shiksha Board, Ajmer
(Rajasthan)

22. Student projects:

- Percentage of students who have done in-house projects including inter departmental/program : Nil
- Percentage of students placed for projects in organizations outside the Institution i.e.in research laboratories/Industry/other agencies : Nil

23. Awards / Recognition received by faculty and students :

Zonal Youth Festival -2012-13

1. 1st in Kawashri
2. 1st in Rangoli

Inter-Zonal Youth Festival – 2012-13

1. 2nd in Kawishri
2. 3rd in Kawishri (Individual)

Zonal Youth Festival -2013-14

1. 1st in Classical (Instrument) Sitar
2. 1st in Indian Orchestra
3. 1st in Indian Orchestra (Individual)\
4. 1st in Histrionics
5. 2nd in Bhangra
6. 2nd in Skit
7. 2nd in Ghazal
8. 2nd in Percussion (Tabla)
9. 3rd in Skit (Team)
10. 3rd in Mime (Individual)

Inter-Zonal Youth Festival -2013-14

1. 2nd prize in Histrionics

Zonal Youth Festival -2014-15

1. 1st in Mime
2. 1st in Histrionics
3. 1st in Bhand
4. 1st in Vaar

Individual 1st prize

1. 1st in Mime
2. 1st in Bhand
3. 1st in Vaar
4. 1st in Indian Orchestra
5. 1st in Indian Orchestra (Individual)

2nd Prize

1. 2nd in Non-percussion (Sitar)
2. 2nd in Photography
3. 2nd in Skit (Individual)
4. 2nd in Kali (Individual)
5. 3rd Prize in Orchestra
6. 3rd prize in Bhangra
7. 3rd Prize in Pakhi
8. 3rd Prize in Clay Modelling
9. 3rd Prize in Collage making
10. 3rd Prize in Bhand (Individual)

Inter-Zonal Youth Festival – 2014-15

1. 1st Prize in Bhand
2. 2nd Prize in Histrionics
3. 3rd Prize in Mime
4. 3rd prize in Mime (Individual)

Awarded:-

University colour for Bhand team 2014-15

Inter-varsity Youth Festival

1. 2nd Prize in Bhand

Zonal Youth Festival – 2015-16

1. 1st Prize in Bhangra
2. 1st Prize in Skit
3. 1st Prize in Bhand
4. 1st Prize in Histrionics
5. 1st Prize in Sitar (Non-Percussion)
6. 1st Prize in Tabla (Percussion)
7. 1st Prize in Essay Writing
8. 1st prize in guddian patole
9. 1st Prize in Crochet
10. 2nd Prize in Ghazal
11. 2nd Prize in group Dance
12. 2nd Prize in Indian Orchestra
13. 2nd Prize in Tokri Making
14. 3rd prize in Classical (Vocal)
15. 3rd prize in Folk Orchestra
16. 3rd prize in Clay Modelling
17. 3rd Prize in Chikku Making
18. 3rd prize in Classical Dance
19. 3rd Prize in Folk Dance (Individual) Boys
20. 3rd prize in Folk Dance (Girls)
21. 3rd Prize in Drama (Individual)

Inter-Zonal Youth festival -2015-16

1. 1st Prize in Guddian Patole
2. 2nd Prize in Skit
3. 3rd Prize in Histrionics
4. 3rd Prize in Percussion (Tabla)
5. 2nd Prize in Bhand (Individual)
6. 3rd prize in Skit (Individual)

Inter varsity Youth Heritage Festival -2015-16

1. 1st in Guddian Patole

Awarded University Colour for Guddian Patole- 2015-16

Sports Achievements – 2012-13

Sr.No.	Event	Agency/Organization(won Gold, Bronze, Silver medal) organized by	Achievements
1	Taekwondo	National Taekwondo Federation	Bronze Medal
2	Yoga	Punjab Yoga Association	Bronze Medal
3	Wrestling	Punjab Wrestling Association (Punjab Keasri)	Bronze Medal
4	Wrestling	Muktsar Wrestling Association (Open Punjab)	Silver Medal

Sports Achievements – 2013-14

Sr.No.	Event	Agency/Organization(won Gold, Bronze, Silver medal) organized by	Achievements
1	Yoga	National Yoga Competition	Silver Medal
2	Yoga	Punjab State	Gold Medal
3	Yoga	Punjab Uni. Inter College	Bronze Medal

Sports Achievements – 2014-15

Sr.No.	Event	Level	Agency / Organized By	Achievements / Position
1	Boxing	International	Boxing Association Nepal	Gold Medal
2	Boxing	State	2nd Punjab State Boxing Open Championship	Gold Medal

3	Boxing	National	3rd Dr.Ambedkar National Championship	Bronze Medal
4	Boxing	State	Punjab State Annual Boxing Championship	Gold Medal
5	Taekwondo	National	Taekwondo Association New Delhi	Gold Medal
6	Taekwondo	State	Taekwondo Association Muktsar	Gold Medal
7	Taekwondo	District	District Student Olympic Games 2014	Silver Medal
8	Taekwondo	State	Taekwondo Association Muktsar	Gold Medal
9	Taekwondo	Inter College	P.U. Inter College Championship	Bronze Medal
10	Wrestling	Inter College	P.U. Inter College Championship	Gold Medal
11	Yoga	National	Yoga Association ,GOA	Gold Medal

Sports Achievements – 2015-16

Sr.no.	Event	Level (State / National / International)	Agency / Organized By	Achievements (Gold / Silver / Bronze)
1	Kabaddi (NS) Men	All India Inter-University	University of Calcutta, Calcutta	Bronze
2	Wrestling (Greco Roman) Men	All India Inter-University	Maysore University, Mysore	Silver
3	Wrestling (Men)	P.U.Inter-college	P.U. Chandigarh	1 Silver & 2 Bronze
4	Boxing (Men)	P.U.Inter College	P.U.Inter-College Championship	2 Bronze
5	Taekwondo (Men)	National Level	Union Territory Taekwondo Association, Chandigarh	Silver
6	Basketball (Women)	P.U.Inter College	P.U. Chandigarh	Gold

7	Kabaddi(PS) Men	P.U.Inter College	P.U. Chandigarh	Bronze
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24. List of eminent academicians and scientists / visitors to the department:

During seminars/workshops, our college invites eminent scholars and resource persons to visit the campus for interacting with teachers and students. During the last four years, the following eminent scholars have delivered lectures:-

- Dr.S.S.Gill, Vice-Chancellor, Baba Farid University of Health & Sciences, Faridkot
- Dr. Jagpal Singh, Pro.Vice-Chancellor, Guru Kashi University, Talwandi Sabo
- Dr. Jairup Singh, Ex-Vice-Chancellor, Central University, Bathinda
- Dr. Paramjeet Singh Dhingra, Director , Regional Centre, Sri Muktsar Sahib
- Dr. Satish Sharma, Director (Colleges) DAV CMC, New Delhi
- Dr. Shanti Swarup Sharma, Scientist of Soil Conservation & Vice-President,
DAV CMC, New Delhi
- Dr. Charan Bunger, Chairman, Guru Ravi Dass Educational Assistance Trust ,
U.K.(Birmingham)
- Dr. Anoop Vats, Principal, Dayanand College, Ajmer
- Dr.Sanjeev Arora, Principal, DAV College, Abohar
- Dr. J.S. Anand, Ex-Principal, DAV College, Bathinda
- Dr. N.R. Sharma, Principal, GGS B.Ed. College, Giddarbaha
- Dr.B.B.Sharma, Principal, DAV College, Jalandhar
- Dr. Sarbjit Kaur, Principal, Guru Ram Dass College of Education, Jalalabad.
- Dr. Kamalpreet Kaur, Principal, GGS College, Giddarbaha,
- Dr. Ravi Dutt Kaushish, Associate Professor in Hindi, Punjabi University, Patiala
- Dr. V.K. Chopra, Associate Prof.in English, Panjab University, Chandigarh
- Dr. Satnam Singh Jassal, Associate Prof. in Punjabi, Regional Centre, Bathinda
- Dr. Iqbal Singh Godara, Head of the Deptt. (Punjabi) , DAV College, Abohar
- Dr. Tarsem Sharma, Associate Prof.in Punjabi, DAV College, Abohar
- S. Gurraj Singh Chahal, Associate Prof.in Punjabi, DAV College, Abohar
- S. Sarabjit Singh, Associate Prof.in Phy.Edu, DAV College, Abohar
- S. Bikramjeet Noor, Editor (Mini Magazine) and Writer (Short Stories)
- Dr. Brahmved Sharma, Associate Prof.in Hindi, DAV College, Malout
- Dr. Vinay Sharma, Associate Prof.in History, JC DAV College, Dasuya
- S. Baldev Singh Saraknama, Punjabi Writer, Moga
- Dr. Rajinder Singh, Principal, MGKM, Shahi Sports College,Samrala
- Dr. Sanjeev Sharma, Principal, DAV College, Giddarbaha

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

S.No	Title of Event	Date	State/ National level	Name of Organizing Department	Funding Agency	Amount Received
1	Ruralisation to Globalisation "Challenging and Changing Trends in Higher Education"	21/1/2014	National	Deptt of Economics	CDC	Rs.31,000/-
2	'Social Concerns of Contemporary Literature'	05/02/2016	National	Deptt. of English	ICSSR	Rs.40,000

a) National= 02

b) International= Nil

26. Student profile programme / course wise:

Session 2015-16

Name of the Course /Programme	Applications received	Selected	Enrolled		Pass percentage
			M	F	
B.A.I	251	251	212	39	100%
B.A.II	192	192	164	28	100%
B.A.III	188	188	157	31	92%

27. Diversity of Students :2015-16

Name of the Course /Programme	% of students from the same state	% of students from other states	% of students from aborad
B.A.I	100%	-Nil-	Nil
B.A.II	100%	-Nil-	Nil
B.A.III	100%	-Nil-	Nil

How many students have cleared examinations such as NET, SLET, services National and state competitive GATE, Civil services, Defense:

List of Students who cleared NET

Sr.no	Name of Student	Subject	Phone Number
1	Hitesh Kumar	Maths	94677-86992

2	Himani Garg	Maths	95308-10753
3	Sukhjinder Singh	Maths	97800-90339
4	Bhushan Kumar	Maths	88722-59991
5.	Puneet Goyal	Maths	94649-59199
6	Gurvinder Singh	Phy.Edu.	99885-27595
7	Aman Rani	Economics (JRF) doing Ph.D	98158-35879
8	Beant Kaur	Punjabi	91150-69891
9	Shaliya	Punjabi	94178-14520
10	Maninder Pal Singh	Punjabi	97808-20571
11	Simerjeet Kaur Brar	M.Ed, NET, Ph.D.	95697-92630
12	Harpreet Singh	NET	
13	Harpreet Kaur	JRF, Ph.D, Maths	94632-72615
14	Priyanka	Ph.D, Economics	91157-10655
15	Rajveer Kaur	M.A. M.Ed NET	95015-34006
16	Rajveer Kaur	JRF, Ph.D (Music) M.Phil,	94633-30964
17	Jasdeep Kaur	Punjabi	89686-90170
18	Gurdas Singh	Ph.D, Punjabi (Pursing)	94631-73057
19	Sukhjinder Singh	Punjab Police	97800-90339
20	Harkirat Singh	Punjab Police	75084-00078
21	Jaspreet Singh	Punjab Police	80547-23570
22	Neeraj Khanna	Punjab Police	78376-58681
23	Shivraj Singh	Punjab Police	99882-56462
24	Gurpreet Singh Kingra	Punjab Police	94650-08439
25	Manpreet Kaur	Punjab Police	80547-01347
26	Sukhveer Singh	Punjab Police	80547-80086
27	Maninder Singh	Punjab Police	80548-49008
28	Gurwant Singh Rukhala	Punjab Police	80547-33109
29	Sukhdeep Singh	Punjab Police	80545-33109
30	Jaspreet Singh	Punjab Police	80547-23570
31	Gunpreet Singh	Punjab Police	95089-50286
32	Gurpreet Singh	Punjab Police	75089-77964
33	Rakesh Kumar	Army	80543-32676
34	Sandeep Bhardwaj	Army	
35	Pritpal Singh	CID	98786-07099

28. Student progression:

Student Progression	% against enrolled			
	2012-13	2013-14	2014-15	2015-16
Those Completed UG	142/149 =95.3%	157/161=97.51%	180/182=98.9%	173/188=92%

Those Completed PG	-----	M.A.Punjabi M.A.History	15/16 93.75% 07/08 87.5%	24/31=77.4% 42/52=80.76%
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30. Details of Infrastructural facilities:

Library:

The College has 11194 books 05 Newspapers (Hindi, Punjabi & English)

15 Journals. The Library has book bank facility for the needy students.

Internet facility for staff and students: College campus is Wi-Fi Connected

Classrooms with ICT facility: Two class rooms equipped with smart boards

Laboratories: 03

1. One Computer Lab. 2. One Music Lab. 3. One Home Science Lab.

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

The following scholarships are available for students of different sections.

- i. Punjab State Merit scholarship (Govt. of Punjab)
- ii. Scheduled caste scholarship/Backward classes stipends.
- iii. Post Matric scholarship for students belonging to the minority communities.
- iv. Handicapped students scholarship (National Scholarship)
- v. Late Smt. Deropati Devi Gupta and Sh. Mansa Ram Gupta Memorial Merit Scholarship (two scholarships of Rs.500/- p.m.)
- vi. Late Sh. Madan Gopal Scholarship (RS. 1000/-)
- vii. Late Smt. & Sh. Tek Chand Garg Memorial Scholarship (for two girl students on need cum merit basis(Rs. 8250/-)
- viii. Smt. Niranjana Gupta Memorial Scholarship (for three girl students of this college on need cum-merit basis)
- ix. The list of Scholarship awarded to the students of affiliated colleges by the office of Dean Council Punjab University.
- x. Guru Ravi Dass Educational Assistance Trust Scholarship to 11 students of (Rs. 99,000/-).
- xi. (i) Scholarship Means cum merit (ii) Scholarship for sports (iii) Scholarship for Single Girl Child (iv) Scholarship for Physically Disabled students.
- xii. Late Smt. & Sh. Tek Chand Garg Memorial Scholarship (Rs. 1000)

The Scholarship committee consisting of the Principal, Bursar, Superintendent Accounts and Six Senior faculty members scrutinize the applications of the students and select the candidates for the award of scholarship. The college also provides fee concession to the

students of economically weaker sections.

From the year 2011 onwards scholarships have been deposited to student's bank account by the State govt. and the centre govt to SC, BC and Minority students, 153 SC students, 435 Minority Students, 53 BC students and 36 economically backward students have been benefitted during the last four years.

The detail of concession given to them (class wise) is as under:-

	2012-13	2013-14	2014-15	2015-16
SC	BAI-17 BAII-09 <u>BAIII-20</u> 46	BAI-15 BAII-17 BAIII-09 M.A.I.Pbi-03 <u>M.A.I His-02</u> 46	BAI-11 BAII-08 BAIII-14 M.A.I Pbi- 01 M.A.II Pbi-02 M.A.I His-02 <u>M.A.II-His-02</u> 40	BAI-04 BAII-04 BAIII-12 M.A.I Pbi- 00 M.A.II Pbi-00 M.A.I His-00 <u>M.A.II-His-01</u> 21
BC	BAI-03 BAII-06 <u>BAIII-6</u> 15	BAI-09 BAII-01 BAIII-09 M.A.I.Pbi-00 <u>M.A.I His-00</u> 19	BAI-01 BAII-01 BAIII-01 M.A.I Pbi- 05 M.A.II Pbi-00 M.A.I His-00 <u>M.A.II-</u> <u>His-00</u> 08	BAI-02 BAII-01 BAIII-05 M.A.I Pbi- 00 M.A.II Pbi-03 M.A.I His-00 <u>M.A.II-His-00</u> 11
Minority	----	BAI-66 BAII-35 BAIII-11 M.A.I.Pbi-04 <u>M.A.I His-00</u> 116	BAI-65 BAII-29 BAIII-33 M.A.I Pbi- 10 M.A.II Pbi-07 M.A.I His-08 <u>M.A.II-His-00</u> 152	BAI-79 BAII-07 BAIII-25 M.A.I Pbi- 15 M.A.II Pbi-06 M.A.I His-22 <u>M.A.II-His-13</u> 167

Other Scholarship

	2012-13	2013-14	2014-15	2015-16
Late Smt. Deropati Devi Gupta and Sh. Mansa Ram Gupta Memorial Merit Scholarship	1 Boy+1Girl (12000)	1 Boy+1Girl (12000)	2 Boys (12000)	2 Girls (12000)
Late Smt. & Sh. Tek Chand Garg Memorial Scholarship	1Girl (1000)	1 Girl(1000)	1Boy (1000)	1 Boy 1000)

Late Smt. & Sh. Tek Chand Garg Memorial Scholarship	----	2 Girl (8250)	2 Girls (8250)	2 Girls (8250)
Late Sh. Madan Gopal Scholarship	----	----	1Girl (1800)	2 Boys(1800)
College Development Council , Means Cum- Merit	---	---	1 Boy+1Girl (16000)	
Guru Ravi Dass Educational Trust	----	---	----	B.A.I 11 Students

Details of Half Tuition Fee/Full Tuition Fee Concession during last four years.

Session	Half Tuition Fee (No. of students benefitted)	Full Tuition Fee (No. of students benefitted)
2012-13	09	---
2013-14	05	---
2014-15	08	---
2015-16	---	---

No student is denied admission due to economic reasons as the college has been providing financial aid to the students belonging to economically weaker sections. There are number of students of SC/BC/Minority classes and the institution has been providing financial assistance through central and state government.

Session	Percentage
2012-13	64/766 8.35%
2013-14	186/936 19.87%
2014-15	207/870 23.79%
2015-16	217/771 28.15%

32. Detail on student enrichment programmes (special lectures/workshops/ seminar) with external experts:

Sr.No.	Event with date	Department /Eminent Experts	Lect./ Workshop/ Seminar
1.	Hindi Divas 14 Sept.2013	Hindi department	Competition
2	NSS Camp 17 Sept. 2013	Advocate, Daljit Singh Rolhan & Advocate, Lovelish Goyal	Seminar
3	Talent Hunt Function 29 August 2013	CCA department	Competition
4	Inter Class Competition 1 Feb 2014	English department	competition
5	Annual Sports Meet 26 Feb 2014	Physical Education department	Sports Function
6	National Sports Day 29 Aug.2014	Dr.Rajinder Singh Sekhon, Principal MGKM College, Samrala	Lecture on Importance of health Consciousness

7	Teacher's Day 05 Sept.2014	Dr. Mandeep Kaur SDM, Giddarbaha, Sh. Davinder Kumar Rajoria, DEO and Sahil Bansal, Advocate	One day workshop on Role of teachers in Quality Education
8	World Literacy Day 08 Sept. 2014	Arya Predeshik Pratindhi Up Sabha, Punjab Dr.Chander Parkash, Asstt.Prof.in Punjabi Prof. Vijay Shankar, Asstt.Prof.in History	Rally Organised & Books Exhibitions held
8	Hindi Divas 14 Sept.2014	Dr. B.V. Sharma Asso. Prof. DAV College, Malout	Lecture
9	Road Safety Day 11 Nov.2014	ASI Raj Kumar, Incharge Traffic Police (By NSS department)	Lecture
10	Diabetes Day 14 Nov.2014	Brahma Kumar Rajni Didi of Brahma Kumari Raj Yoga Kendra	Workshop
11	Jubilation- 2014 and Sufi Night 28 Nov.2014	Padmashri Hans Raj Hans, S. Hardeep Singh Dhillon, Chairman District Planning Board , Sri Muktsar Sahib	Cultural cum variety Show
12	Blood Donation camp 04 Dec.2014	Mr. Vijay Vajera of Good Will Society, Bathinda, S. Hardeep Singh Dhillon, Chairman District Planning Board , Sri Muktsar Sahib	Camp and Lecture
13	International Human Rights Day 10 Dec.2014	Mr. S.K. Kochhar Deputy Director Distt. Attorney, Bathinda	Lecture
14	Voter's Day 25 Jan.2015	S. Balwinder Singh, District Science Supervisor Distt Sri Muktsar Sahib, Loveleesh Goyal, Advocate Civil Court, Giddarbaha	Lecture
15	Annual Sports Meet 26 Feb 2015 & 27-02-2015	Sh. Neeraj Singla,Sh. Vikas Grover, Businessman and Social Worker	Competetion and Athletic events
16	Punjabi Literary Festival 02-03-2015	Sh. Baldev Singh ' Saraknama' Punjabi writer and Gurmail Singh Principal	Lecture and Skit on Social Evils
17	Alumni Meet Samriti' 23 March 2015	S. Pritam Singh 'Kotbhai' Sh. Neeraj Bansal , Businessman & Social worker	Event

18	International Youth Day, 12 Aug.2015	Hon'ble S. Sardar Jaskaran Singh, D.C. Muktsar, Dr. Mandeep Kaur, SDM, Giddarbaha	Marathon: 'Run Against Social Evils'
19	International Sports Day 29 Aug.2015	Dr.Bhupinder Singh	Lecture
20	Teacher's Day 05 Sept.2015	Hon'ble S.Jaskaran Singh, Muktsar (157 teachers + 12 Principals felicitated)	Zila Padhri Adhiyapak Sanman Smagam
21	Hindi Divas 14 Sept. 2015	Dr. R.K.Mahajan, Principal MMD DAV College, Giddarbaha and Hindi Department	
22	Diabetes Day 14 Nov.2015	Dr. Ravi Kamboj	Lecture
23	World AIDS Day 01Dec.2015	Dr. Baltej Singh	Lecture
24	International Human Rights Day 10 Dec.2015	Kuljinder Singh Sandhu, Advocate	Lecture
25	Voter's Day 25 Jan.2016	Dr/ Mandeep Kaur, SDM, Giddarbaha, S. Sukhveer Singh, Tehsildar, Giddarbaha Principal Satish Batra, Principal Sadhu Singh Romana, Mrs. Mukhtiar Kaur, BDPO.	Lecture
26	National Seminar 05 Feb. 2016	Dr. Satish Sharma, Director(C) DAVCMC.N.Delhi Dr. B.B.Sharma, Principal, DAV College, Jalandhar Dr. Anoop Watts, Principal, Dayanand College, Ajmer Dr. V.K. Chopra, Associate Prof., Panjab University, Chandigarh Dr. Ravi Dutt Kaushish, Associate Prof. Punjabi University, Patiala Dr. Jagpal Singh, Pro. Vice-Chancellor, Guru Kashi University, Bathinda Dr. Satnam Singh Jassal, Regional Centre, Bathinda	Seminar
27	Personality	Acharya Satinder Singh,	Lecture

	Development 05 March 2016	Ajmer	
28	Convocation and Prize Distribution Function 01 April 2016	Dr.Charan Bunger, Chairman, Guru Ravi Dass Educational Trust ,Birmingham Dr.Shanti Swarup, Vice- President, DAVCMC.N.Delhi Dr. Harmesh Paul, Vice- Chairman, Guru Ravi Dass Educational Trust ,Birmingham	Convocation and Prize Distribution Function
29	International Yoga Day 21 June 2016	Dr.Ravi Kamboj	Lecture

33. Teaching methods adopted to improve student learning:

1. Students are encouraged to prepare PowerPoint Presentation and assignments.
2. Organising camps, declaration contests quiz, essay writing music competition etc.
3. Movies related to work of fiction or drama which form a part of syllabus is shown to the students.
4. Use of charts and maps etc.
5. Students of Physical Education and Computer Application are given assignments to prepare practical files.

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

1. The teachers work as programme officers and carry out various extension activities through the N.S.S., Legal Literacy Cell and Arya Pradeshik Pratinidhi Upsabha, Punjab. The N.S.S. Department, apart from organizing one-day and seven-day camps, also organises various functions to celebrate important days. The N.S.S. Department organized a function to celebrate Road Safety Week on 11-11-2014. Mr. Raj Kumar A.S.I., Traffic Police, Giddarbaha was invited to deliver a lecture on Traffic Rules and Road Safety. The Department also organized a function to celebrate Voter's Day on 25-01-2015 and 25-01-2016. Sardar Balwinder Singh, District Science Supervisor and Mr. Loveleesh Goyal, Advocate, Civil Courts, Giddarbaha gave valuable discourse on the importance of Voter's Day and made the students aware of their democratic rights. Dr. Mandeep Kaur, S.D.M., Giddarbaha, Principal, Satish Batra and Principal Sadhu Singh and Mrs. Mukhtiar Kaur, B.P.E.O. also expressed their views. A rally was also organized on this day to make the citizens aware of the importance of Voter's day.

2. The Legal Literacy Cell organized a Seminar on Legal rights on 16th Sept. 2013. S. Daljeet Singh Ralhan, Secretary, District Legal Services delivered a lecture and made the students aware of their legal rights. The department also celebrated International Human Rights Day on 10-12-2014 by organizing an extension lecture. Mr. S.K. Kochhar, Distt. Attorney, Bathinda, delivered a lecture on Human Rights International Human Rights Day was also celebrated on 10-12-2015 by organising an extension lecture which was delivered by S. Kuljinder

Singh, Advocate, who made the students aware of the importance of Human rights.

3. The Arya Pradeshik Pratinidhi Upsabha organised a blood donation camp on 04-12-2014. It celebrated World Literacy Day on 08-09-2015 by organizing a public awareness rally. A book exhibition was also organized on this day. The department celebrated World Aids Day on 01-12-2015 by organizing an extension lecture, delivered by Dr. Baltej Singh. An extension lecture on Personality Development was also organised on 05-03-2016. Acharaya Satinder from Ajmer gave a valuable discourse on personality development.

35. SWOC analysis of the department and Future plans:

STRENGTHS

1. Highly qualified, experienced and dedicated faculty.
2. Participating in NSS
3. Fee concession to the needy and meritorious Students.
4. Students employed as teachers, lecturers, Govt. employees, Police department, Army and Media.

WEAKNESS

1. Lack of proper transport facility from the surrounding areas/ villages.
2. Lost of study due to majority of the students are from rural background.
3. Lack of opportunity to invite companies for campus placement

OPPORTUNITIES

1. Making people conscious about their rights and duties.
2. Vast scope of improvement

CHALLENGES

1. Teaching rural students is a major challenge in itself.
2. Limited job opportunities for art students in private sector.
3. Socially & Economically backward class students lack of the basic knowledge of the English language and communication skills

EVALUATIVE REPORT OF THE POSTGRADUATE DEPARTMENT OF HISTORY

1. **Name of the department** History
2. **Year of Establishment** UG-1970, PG-2013-14
3. **Name of Courses offered** M.A. and History as optional subject in B.A.programms
4. **Name of Interdisciplinary courses and departments involved :** No
5. **Annual/semester/choice based credit system**
: Semester System is being followed M.A. B.A.I, B.A.II and B.A.III course
6. **Participation of the department in the courses offered by other departments:-**Nil-
7. **Courses in collaboration with other universities, industries, foreign institutes:** NA
8. **Details of courses/programmes discontinued (if any) with reasons:** NA
9. **Number of Teaching posts:**

Teaching posts	Sanctio ned	Filled
Associate Professors	0	0
Assistant Professors	1(P) + 2(T)	3

10. **Faculty Profile with name, qualification, designation, specialization:**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4years
Mr. Vijay Shankar	M.A. UGC NET qualified	Asstt.Prof.	Modern India	12 years Adhoc & 3 years Permanent from 02-09-2013	N.A.
Mrs. Ranjit Kaur	M.A.B.Ed. M.Phil	Asstt.Prof.	Work on Rural Women in Bathinda District	3 sessions	-NA-
Mr. Jaswinder Kumar	M.A.B.Ed.	Asstt. Prof.	Modern India	10 sessions	-NA-

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered/practical classes handled by temporary faculty: 50%

13. Student- Teacher Ratio: 2015-16

Subject	Student - Teacher
MA (History)	15.33:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: -Nil-

Support and administrative staff is common for all the teaching departure.

15. Qualification of teaching faculty

1. Mr. Vijay Shankar: M.A.(NET),
2. Mrs. Ranjit Kaur : M.A.B.Ed. M.Phil
3. Mr.Jaswinder Kumar: M.A.B.Ed.

16. Number of Faculty with ongoing projects from

- a) National : Nil
- b) International funding agencies and grants received : Nil

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

1 UGC grant sanctioned Rs. 52,000/- for the session 2016-17

18. Research Centre/facility recognized by the University: N.A.

19. Publications:

Table showing number of publications by faculty

Sr.No	Name of Teachers.	Department Subject	In research journal	In proceedings of seminars/ conferences	Book	Chapter in Books
1.	Mr. Vijay Shankar	History	01	02	---	---
2.	Mrs. Ranjit Kaur	History	---	01	---	-- -
3.	Mr. Jaswinder Kumar	History	---	---	---	---

20. Areas consultancy and income generated: Nil
21. Faculty as members in National/International Committees/Editorial Board:
No
22. Student projects: -Nil
23. Awards / Recognition received by faculty and students : Nil
24. List of eminent academicians and scientists / visitors to the department:
: Nil
25. Seminars / Conferences /Workshops organized & the source of funding:
- a) National= Nil
- b) International= Nil

26. Student profile programme / course wise:

Session 2015-16

Name of the Course /Programme	Applications received	Selected	Enrolled		Pass percentage
			M	F	
M.A.I Semester 1 st	51	51	42	9	73.91%
M.A.II Semester 3 rd	42	41	33	8	87.80%

27. Diversity of Students :2015-16

Name of the Course /Programme	% of students from the same state	% of students from other states	% of students from abroad
M.A.History	100 %	-Nil-	Nil

28. How many students have cleared examinations such as NET, SLET, services National and state competitive GATE, Civil services, Defense: -Nil-

29. Student progression:

Student progression	Against % Enrolled
UG to PG	14%

30. Details of Infrastructural facilities:

Library: The department does not have its independent library, but main library of the college provides enough books related to the subject.

Internet facility for staff and students: Wi-Fi Campus

Classrooms with ICT facility: Campus Wi-Fi

Laboratories: Nil

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

-Nil-

32. Detail on student enrichment programmes (special lectures/workshops/seminar) with external experts:

-Nil-

33. Teaching methods adopted to improve student learning: Lecture Methods, interactive session and Smart Class.

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

Participate in Local Unit of Arya Pradeshik Pratindhi Upsabha, Punjab to organised literary function and also participated in N.S.S. to organised Blood Donation camp.

35. SWOC analysis of the department and Future plans: STRENGTHS

- Well educated faculty
- The Number of publications made by the department has been commendable in the past four years.

WEAKNESS

- Lack of financial aid,
- Rural and Backward area.

OPPORTUNITIES

- Vast Scope of improvement
- Local support and interesting History
- Being social scientist History students see opportunity to transform the society and do away the prevalent social evils by direct and indirect participation.

CHALLENGES

- The presence and continuous growth of economic backwardness
- Major challenges to the P.G. students are the non-availability of material in Hindi and Punjabi languages.
- To involve all the stake holders in the department.

EVALUATIVE REPORT OF THE POSTGRADUATE DEPARTMENT OF PUNJABI

1. **Name of the Department** Punjabi
2. **Year of Establishment** UG-1969-70, PG-2013-14
3. **Name of Courses offered**
 1. M.A. (Punjabi)
 2. Punjabi (Elective) as optional subject in B.A. Programms
 3. Punjabi(Compulsory) in all the U.G.Programme

4. **Name of Interdisciplinary courses and the departments involved:** NO

5. **Annual/semester/choice based credit system :**

Semester System is being followed in M.A.(Punjabi) , B.A.I, B.A.II and B.A.III course

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

-Nil-

7. **Courses in collaboration with other universities, industries, foreign institutes:** NA

8. **Details of courses/programmes discontinued (if any) with reasons:** NA

9. **Number of Teaching posts:**

Teaching posts	Sanctioned	Filled
Associate Professors	02	02
Assistant Professors	01	01

10. **Faculty Profile with name, qualification, designation, specialization:**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mr.Bhupinder Singh	M.A.M.Phil	Asso.Prof.	Punjabi Novel	28 years	N.A.

Mrs.Saroj Arora	M.A.M.Phil	Asso.Prof.	Punjabi Short Story	24 years	N.A.
Dr. Chander Parkash	M.A.(Pbi) M.Phil.(NET) Ph.D	Asstt. Prof.	Punjabi Drama	04 years Adhoc 03 years (P)	N.A.

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered/practical classes handled by temporary faculty: 25%

13. Student –Teacher Ratio: 2015-16

Subject	Student-Teacher
M.A.(Punjabi)	15 : 1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: - Nil-

15. Qualification of teaching faculty (1) P.Phil = 02 , (2) Ph.D = 01

16. Number of Faculty with ongoing projects from

(a). National : Nil

(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: N.A.

19. Publications

Table showing number of publications by faculty:

Sr.No.	Name of Teachers	Department subject	In Research Journal	In proceedings of Seminars/Conference	Book	Chapter in Books
1.	Mr.Bhupinder Singh	Punjabi	----	---	---	--
2.	Mrs.Saroj Arora	Punjabi	---	02	---	01
3.	Dr.Chander Parkash	Punjabi	05	09	---	08

20. Areas consultancy and income generated: Nil

21. Faculty as members in National/International Committees/Editorial Board:

1. Mr. Bhupinder Singh Member, Editorial Board of College Magazine:Shveta
Member, UG Board of Studies in Punjabi
Panjab University, Chandigarh (2 years)
Member, Academic Council,
Panjab University, Chandigarh (4 years)
2. Mrs.Saroj Arora -Nil-
3. Dr.Chander Parkash, Member of Editorial Board in Madyamic Shiksha Board,
Ajmer(Rajasthan)

22. Student projects: -Nil

23. Awards / Recognition received by faculty and students: -Nil-

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

1. Dr. Satnam Singh Jassal
2. Dr. Tarsem Sharma
3. Mr. Bikramjeet Noor
4. S. Baldev Singh 'Saraknama'
5. Dr. Paramjit Singh Dhingra
6. Dr. Iqbal Singh Godara
7. Dr.Surjeet Singh, Bhatti
8. Dr. Harnek Singh 'Komal'
9. Dr. Sukhdev Singh Sirsa
10. Dr. Ravinder Singh 'Ravi'

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

- a) National= 05 Feb. 2016
- b) International= Nil

26. Student profile programme / course wise:

Session 2015-16:

Name of the Course/ programme	Applications Received	Selected	Enrolled		Pass Percentage
			M	F	
M.A.(Punjabi) I (Semester 1 st)	23	23	16	07	100%
M.A.(Punjabi) II (Semester 3 rd)	24	24	10	14	100%

27. Diversity of Students: 2015-16

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
M.A.Punjabi	100%	--Nil-	-Nil-

28. How many students have cleared examinations such as NET, SLET, services National and state competitive GATE, Civil services, Defense: Two Students

29. Student progression:

Student progression	Against % Enrolled
UG to PG	50%

30. Details of Infrastructural facilities:

Library: The department does have its independent library main library provides enough books related the subject.

Internet facility for staff and students: Wi-Fi Campus

Classrooms with ICT facility: Campus Wi Fi

Laboratories: Nil

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

-Nil-

32. Detail on student enrichment programmes (special lectures/workshops/ seminar) with external experts:

-Nil-

33. Teaching methods adopted to improve student learning:

1. Lecture Method
2. Interactive
3. Powerpoint Presentation by teachers
4. Test Series in Class Rooms
5. Text Book Base Study with critical and analytical approach

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

NSS, Social and Cultural Activities

35. SWOC analysis of the department and Future plans:

STRENGTHS

- Well educated faculty

WEAKNESS

- Lack of financial aid,
- Rural and Backward area.

OPPORTUNITIES

- Vast Scope of improvement
- Local support and interesting History

CHALLENGES

- To involve all the stake holders in the department.

Declaration by the Head of the Institution

ओ३म् ।
तमसो मा ज्योतिर्गमय
M.M.D. D.A.V. COLLEGE
GIDDARBAHA-152101 (Pb.) Distt. Muktsar
Ref. No. NAAC/3580
Dated. 19-11-16

☎ : 233200 (O)
FAX : 230147 (O)
☎ : 230200 (R)


Declaration by the Head of the Institution

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

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

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Place: Giddarbaha


Dr. R.K. Mahajan
Principal

Panjab University, Chandigarh

No. Misc. A/4/19428

Dated 22/10/2013

To whom it may concern

This is to certify that Mata Misri Devi D.A.V College, Giddarbaha, Distt. Sri Muktsar Sahib is affiliated with Panjab University, Chandigarh Since 1970. The College is running courses i.e. B.A., B.Com. M.A.(Punjabi) & M.A.(History).


Deputy Registrar (Colleges)

Phone : 3237721, 3231692, 3234116
Fax : 3232783, 3236288, 3231797
विश्वविद्यालय अनुदान आयोग,
बहादुरशाह जफर मार्ग,
नई दिल्ली-110002
UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG,
NEW DELHI-110 002

शार : युनिग्रान्ट्स
GRAMS : UNIGRANTS
Fax : 3232783, 3236288, 3231797
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NEW DELHI-110 002

13/5/04

7/3/04

शार : युनिग्रान्ट्स
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विश्वविद्यालय अनुदान आयोग,
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नई दिल्ली-110002
UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG,
NEW DELHI-110 002

11 MAR 2004

April, 2004

All communications should be addressed to
the Secretary by designation and not by name

F. 1-2/2004 (CPP-I)

No.

The Principal
Mata Misri Devi DAV College,
Giddarbaha-152 101,
District Muktsar (Punjab).

Sub:- Certificate of registration of the College under Section 2 (f) of the UGC
Act, 1956.

Sir,

With reference to your letter No. UGC/938 dated 28-02-2004 on the
above subject I am directed to say that Mata Misri Devi DAV Mahila College,
Giddarbaha, District Muktsar (Punjab) is included in the list of Colleges
prepared under Section 2 (f) of the UGC Act, 1956 and also eligible to yet
financial assistance from the UGC & other Central sources under Section
12 (B) of the UGC Act, 1956.

Yours faithfully,
Prem Chand
(Prem Chand)
Section Officer

MMD DAV College, Giddarbaha
Affiliated to Panjab University, Chandigarh
Student Feedback on Teachers

Department:

Session:

Students are required to rate the courses on the following attributes using the 4 point scale

Name of the teacher

Parameters	A very Good	B Good	C Satisfactory	D Unsatisfactory
1.Knowledge base of the teacher 2. How well did the teacher prepare for the class 3. Sincerity/Commitment of the teacher 4. Interest generated by the teacher 5. Ability of teacher to maintain the discipline in the class 6. Communication Skill (While delivering lecture) 7. Accessibility of the teacher in and out of the class(includes availability of the teacher to motivate further study and discussion outside class) 8. General behaviour of the teacher in the class 9.Overall rating				

MMD DAV College, Giddarbaha
Affiliated to Panjab University, Chandigarh
Students Evaluation of the institution

Your responses will be seen only after your course results have been finalised and recorded. The information will be used only for the improvement of the course and teaching in the future.

You need not disclose your name if you do not wish to.

You may tick off more than one answer to a question to the extent that it does not invalidate your response.

1. Before undertaking the programme did you get a prospectus giving details of
 - a. Course available
 - b. Admission rules
 - c. Completion requirements
 - d. Fee and refund structure
 - e. Support services and training available
 - f. financial aid
2. What determined your choice of the subject?
 - a. Interest in the subject
 - b. Ease of passing
 - c. Reputation of the department/teacher
 - d. Ease of getting a job after completion of higher studies
 - e. Influence of parents/ friends/ teachers
3. The choices of courses offered was
 - a. Satisfactory
 - b. Unsatisfactory
 - c. Not available
4. The syllabus was
 - a. Challenging
 - b. Dull
 - c. Adequate
 - d. Inadequate

5. Your background for benefitting from the course was.
 - a. More than adequate
 - b. Just adequate
 - c. Inadequate
 - d. Cannot say
6. Was the course conceptually difficult to understand?
 - a. Easy
 - b. Manageable
 - c. Difficult
 - d. Very difficult
7. How much of the syllabus was covered in class?
 - a. 85 to 100%
 - b. 70 to 85%
 - c. 55 to 70%
 - d. less than 55%
8. What is your opinion about the library materials for the course.?
 - a. Excellent
 - b. Adequate
 - c. Inadequate
 - d. Very poor
9. Were you able to get the prescribed readings?
 - a. Easily
 - b. With difficulty
 - c. Not at all
 - d. With great difficult

10. Did the internal assessment work?
 - a. Fairly
 - b. regularly
 - c. Helpfully
 - d. Cannot say
11. What effect do you think the internal assessment will have on your course grade.?
 - a. Improve it
 - b. Lower it
 - c. No effect
 - d. Cannot say
12. Was the practical component of your courses sequenced integrally with theory classes?
 - a. Yes
 - b. No
13. Were the laboratories adequately equipped and properly maintained?
 - a. Yes, fully
 - b. Yes, partly
 - c. No
14. At the end of the programme of study you came out
 - a. The same as before
 - b. better informed and skilled
 - c. Less enthusiastic for further study
 - d. More enthusiastic for further study
15. When you meet students who have taken a similar programme at other institutions do you feel?
 - a. Inferior
 - b. Superior
 - c. Equal

16. How did you rate the student-teacher relationship in the institution as a whole?
 - a. Very good
 - b. Good
 - c. Satisfactory
 - d. Unsatisfactory
 - e. Very poor
17. How do you find the institution's administrative officers?
 - a. Very helpful
 - b. Helpful
 - c. Indifferent
 - d. Unhelpful
 - e. Cumbersome
18. What was the attitude of institution to extracurricular activities?
 - a. Co-operative
 - b. Encouraging
 - c. Indifferent
 - d. Hostile
 - e. Cynical
 - f. Enthusiastic
19. Has your time at the institution been intellectually enriching?
 - a. Yes
 - b. No
 - c. Marginally
20. After leaving the institution how will you talk about it.
 - a. Proudly
 - b. Disparagingly
 - c. Indifferently
 - d. Humorously
 - e. Try to forget it

Details of Fees

<u>S. No.</u>	<u>Class/ B.A. ,B.Com,M.A.</u>	<u>Rs.</u>	<u>Yr/Mth</u>
1.	Admission Fee (UG)	165	PA
2.	Admission Fee (PG)	165	PA
3.	Late fee with the permission of Principal	560	PA
	Late fee with the permission of Vice-Chancellor-	2040	PA
4.	PUPIN (First year only)	270	PA
5.	Retiral benefits	1940	PA
6.	N.S.S. Fee	20	PA
7.	College Running and Maintenance Charges (UG)	3739	PA
	College Running and Maintenance Charges (PG)	8455	PA
8.	Identity Card charges/Library card	70	PA
9.	Library Development Fund (UG)(PG)	290	PA
10.	Magazine Charges	180	PA
11.	Medical fees	120	PA
12.	Students Scholarship Fund (Meritorious students)	210	PA
13.	Summer Training/Vocational Courses (Optional to be charged by the users)	670	PA
14.	College Sports Fund	340	PA
15.	Library Security (Refundable)	240	PA
16.	Unaided Staff Fund (UG) (PG)	670	PA
17.	Lease line Internet (Where it is provided)	170	PA
18.	College Youth Welfare Fund	130	PA
19.	Prize Distribution Function	120	PA
20.	Seminar/Club/Societies	120	PA
21.	College News and Annual Report	70	PA
22.	Generator Fund	230	PA
23.	Environment Education Fee	270	PA
24.	Student Aid Fund	340	PA
25.	Amalgamated Fund	1700	PA

26. Computer Fund (Optional) only to be charged from the user except other computer based courses	1370	PA
27. Parking Charges Scooter	650	PA
28. Tuition Fee (UG)	63	PM
29. Tuition Fee (PG)	70	PM
30. College Security (Refundable)	500	PA
31. Continuation fee (Per Semester)	25	PS
32. Enrolment fee	100	PA
Registration fee	100	PA
33. University Sports fee	80	PA
34. University Sports Development fees	80	PA
35. Youth Welfare fee	90	PA
36. Student Holiday Home fund	70	PA
37. Property Tax	20	PA
38. P.U. Alumni fund House & Sch. fund	30	PA
39. World University Service fund	50	PA
40. College Development Council fees	80	PA
41. Red Cross	25	PA
42. Higher Education Development Fund Committee	10	PA
43. Punjab College Phy.Edu. Dev. Fund	75	PA
44. A.P.P.S. New Delhi	20	PA
45. Lab Charges per practical subject	60	PM.

List of Abbreviations

ACR	Annual Confidential report
AIDS	Acquired Immuno Deficiency Syndrome
APPUS	Arya Pradeshik Pratindhi Upsabha
ASC	Academic Staff College
ASI	Assistant Sub-Inspector
B. A.	Bachelor of Arts
B. Com.	Bachelor of Commerce
B.P.E.O.	Block Primary Education Officer
CCA	Co-Curricular Activities
CCTV	Close Circuit Television
CMC	College Managing Committee
CPF	Central Provident Fund
CSR	Civil Services Rules
DA	Dearness Allowance
DAV	Dayanand Anglo Vedic
DCDC	Dean, College Development Council
DPI(C)	Director Public Instructions (Colleges)
ENV	Environment
Govt.	Goverment
HOD	Head of the Department
ICSSR	Indian Council of Social Science Research
IQ	intelligence quotient
IT	Information Technology
JPT	Joint Preliminary Test
KVA	Kilovolt-ampere
Lab	Laboratory
LC	Local Committee
LCD	Liquid Crystal Display
LIG	Low Income Group
MBA	Master of Business Administration
NA	Not Applicable
NSS	National Service Scheme
OBSC	Office Bearers Sub-Committee
OHP	Overhead Project
PC	Personal Computer
PGDCA	Post Graduate Diploma in Computer Application
PPT	Powerpoint Presentation
PTA	Parent-teacher association
PUPIN	Panjab University Pupil Identification Number
RO	Reverse Osmosis
RTE	Right to Education

RTI	Right to Information
SDM	Sub Divisional Magistrate
SLET	State Level Eligibility Test
TA	Travel Allowance

Note: Abbreviations given in NAAC Manual for SSR have been avoided.