

# **Gobindgarh Public College, Alour**

**Post Box No - 31, Khanna – 141401, Distt. Ludhiana, Punjab**

**(Affiliated to Panjab University, Chandigarh)**

**Ph. 01765-251770/259779, email: [gpc\\_alour03@yahoo.com](mailto:gpc_alour03@yahoo.com), [www.gpcalour.com](http://www.gpcalour.com)**



## **Self Study Report**

**Submitted to:-**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**P.O. BOX NO. 1075, NAGARBHAVI,**

**BANGALORE – 560072**

**(August – 2014)**

## **PREFACE**

Gobindgarh Public College, Alour (Khanna), Distt-Ludhiana is an un-aided institute, recognized under Section 2 (f) and 12B of UGC, New Delhi and affiliated to Panjab University, Chandigarh.

The college is managed by Gobindgarh Educational & Social Welfare Trust, Mandi Gobindgarh (Regd.). Members of the trust are industrialists, entrepreneurs, engineers and men of missionary vision. The multi faceted personalities with rare qualities of head and heart collaborated themselves to serve the people of steel town and the surrounding rural areas in 1978. The trust entered the field of education with the establishment of Gobindgarh Public School in 1977, to bring quality to higher education, the trust established Punjab Institute of Management & Technology (1997) and Gobindgarh College of Education (2005). Gobindgarh Public College was established in the year 2003 at village Alour. Its building was inaugurated by Dr. K.N Pathak, former Vice-Chancellor of Panjab University, Chandigarh on Silver jubilee of the trust in the year 2003.

Gobindgarh Public College, Alour is a co-educational multi faculty rural college with approximately 1100 students, 40 teachers, 29 members of non-teaching staff. The village Alour is surrounded by Mandi Gobindgarh (Steel city) and about 30 villages. The College was established with a vision to be a centre of excellence with value based education for the upliftment of rural and urban youth through societal responsiveness by fostering global competencies.

The College is affiliated to Panjab University, Chandigarh for providing quality education in the field of B.A, B.Com, BCA, BBA and PGDCA. In humanities we have diverse subject options like English (Elective), Punjabi (Elective), Hindi (Elective), Sociology, Music (Vocal), Mathematics, Computer Science, Journalism & Mass Communication, History, Physical Education and Political Science. From the session 2014-15 college is going to start two new courses i.e M.A (English) & M.A (Punjabi).

College has a magnificent building, an ultra modern infrastructure in a total land area of 7.756 acres, with excellent facilities for academics, sports and cultural activities. The College is always keen to maintain the desired standard of education, we have taken the initiative to apply for first cycle of assessment and accreditation in December, 2013, exactly after ten years of establishment.

A number of staff meetings were held to discuss criterion and to collect information for last four years i.e. 2009-10, 2010-11, 2011-12 & 2012-13. The data for four year period under seven parameters were collected involving each and every regular teacher. Thus, steering committee was constituted under the supervision of Principal to prepare SSR.

Composition of steering committee is as under:-

Principal : Dr. Neena Seth Pajni

Co-ordinator- Mr. Varinder Kumar (Asst. Prof. in Commerce)

Members:

Mr. Bhupinder Shahi (Asst. Prof. in Punjabi)

Mrs. Sushma Miglani (Asst. Prof. in Hindi)

Mr. Gopal Krishan (Asst. Prof. in Political Science)

Mr. Rupinder Singh (Asst. Prof. in Physical Education)

Mr. Rajesh Kumar (Asst. Prof. in Business Administration)  
Mr. Narinder Pal Singh (Asst. Prof. in Computer Science)  
Mrs. Ruchika Jain (Asst. Prof. in Commerce)  
Mrs. Bangera Rupinder Kaur (Asst. Prof. in English)

This process has indeed given us valuable insights into our strengths and weaknesses and has enabled us to prepare guidelines and priorities for future.



**(Dr. Neena Seth Pajni)**  
**Principal**



## GOBINDGARH PUBLIC COLLEGE, ALOUR

Post Box No-31, Khanna-141401 Distt-Ludhiana, Punjab

(Affiliated to Panjab University, Chandigarh)

Ph. : 01765-251770/259779, Fax. : 01765-503770

Ref.....166/GPC-2014/G-54

Date 05/08/2014

### Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) is 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.

(Dr. Neena Seth Pajni)

Signature of the Head of the Institution

With seal:

Principal

Gobindgarh Public College

ALOUR (Khanna) /u

Place: Alour (Khanna)

Date: 05.08.2014

<b>CONTENTS</b>			<b>Page No.</b>
<b>A.</b>	<b>Preface</b>		I-II
<b>B.</b>	<b>Declaration by the Head of the Institution</b>		III
<b>C</b>	<b>Executive Summary – The SWOC Analysis of the Institution</b>		1-6
<b>D.</b>	<b>Profile of the Institution</b>		7-14
<b>E.</b>	<b>Criteria-wise Analytical Report</b>		
	Criterion-I	Curricular Aspects	15-34
	Criterion-II	Teaching-Learning and Evaluation	35-59
	Criterion-III	Research, Consultancy and Extension	60-103
	Criterion-IV	Infrastructure and Learning Resources	104-124
	Criterion-V	Student Support and Progression	125-156
	Criterion-VI	Governance, Leadership and Management	157-174
	Criterion-VII	Innovation and Best Practices	175-185
<b>F.</b>	<b>Evaluative Reports of the Programmes</b>		
	1.	Evaluative report of Bachelor of Arts	187-191
	2.	Evaluative report of Bachelor of Commerce & Management	192-196
	3.	Evaluative report of Bachelor of Computer Science	197-200
<b>G.</b>	<b>Annexures</b>		
	1.	2-F Certificate	Annexure – I
	2.	12-B Certificate	Annexure – II
	3.	Rural Area Certificate	Annexure – III
	4.	Master Plan of Institution	Annexure – IV
	5.	Audited Income expenditure of last four years	Annexure – V
	6.	*List of Faculty attended Staff Development Programme	Annexure – VI
	7.	*List of Faculty invited as Resource Person and Presented Paper in Workshops/Seminars/Conferences	Annexure – VII
	8.	*List of Faculty members participated in external Workshops/ Seminars/ Conferences	Annexure – VIII
	9.	*List of Various committees	Annexure – IX
	10.	*List of School visited for Consultancy	Annexure – X

\* Annexure will be provided to the peer team during visit.

## **Executive Summary - SWOC Analysis of the college**

On the basis of Self-study Report, the executive summary in the form of SWOC analysis of Gobindgarh Public College, Alour (Khanna) is as under.

### **I. CURRICULAR ASPECTS**

#### **Strengths:**

- Mission of Gobindgarh Educational & Social Welfare Trust is widely publicized through its four institutions.
- Faculty members enrich their teaching skill by attending Orientation, Refresher, Induction Training & Capacity building programmes.
- Teaching by PPTs, Language Lab & interactive boards.
- Work-load to teachers according to University Calendar.
- Resource persons are invited from University & industry. Students taken for industrial visit and visit to press media.
- Principal & faculty are members of various bodies of University.
- Maximum elective subject combination are offered.
- Though self financed yet the college follows fee structure according to affiliated university.
- Special emphasis on moral values.
- Equal and essential opportunity to female staff & students as Convenor/Dean/Incharge.
- Ragging free campus.
- Environment Education and Road Safety curriculum strengthened by various activities.
- NSS unit adopts nearby village every year for community orientation of students.
- NCC unit has seats reserved for female students.
- Various scholarships and fee concession to brilliant and needy students.
- Internal Quality Assurance mechanism exists.

#### **Weaknesses:**

- Curriculum not industry oriented.
- In some subjects Text-books are not available in Punjabi medium.
- Insensitivity of students regarding the updation or revision of syllabus.

#### **Opportunities:**

- Certificate/Diploma courses for Skill development can be opened.

#### **Challenges:**

- Due to exhaustive syllabus in theoretical subject, faculty has great challenge to prepare students as per practical aspect of Society/Industry needs.

### **II. TEACHING LEARNING & EVALUATION STRENGTH**

#### **Strengths:**

- Admission process is fully publicized.
- Transparency in admission & policies.
- Increase in enrollment for last three years.

- Under National Commitment to diversity and inclusion, benefits & reservation as per Punjab Govt. norms.
- Student-aid fund for economically weaker section.
- 2 seats reserved over & above sanctioned strength of unit for single girl child.
- Principal & Faculty is Awarded Sports Promoter continuously for 2 years by Panjab University.
- Elective subjects, course content, eligibility criteria, various committees are clearly mentioned in the prospectus.
- Students are taught using three language formula (Hindi, English & Punjabi).
- Book Bank for needy.
- Participation of students at Inter-College, University, State, National & International level is encouraged by providing expert help.
- Student activities are highlighted in media.
- Fee payment in installments for needy students.
- Seminar workshops & extension lectures are organized.
- Discipline (through CCTV camera Proctorial duties), ethics, patience, scientific temperaments are developed by various programmes.
- Teachers are provided with mobile education (Personal Passwords) i.e Wi-Fi, e-resources.
- ICT enabled learning is encouraged.
- In all classes pass percentage higher than that of affiliated University. Some classes have 100% pass result continuously for three years.
- Monthly report of attendance to Principal.
- Parent Teacher Meeting in 90% of classes.
- Result cards of House exam are posted to home twice in a year.
- Criteria, result of Internal Assessment are clearly conveyed to students.
- Students with highest attendance are awarded in every class, every year.
- Oral and written feedback is taken from students about infrastructural resources and teaching methodology.
- Relaxation in attendance to cultural and sports participants.
- Not even a single case of unfair means have been registered in University examination for the last eight years.
- Student grievance redressal cell.

#### **Weaknesses:**

- Lack of teacher expertise to develop learning material.
- Low enrollment of rural girls in Co-Ed college.
- Placement cell to interact with more companies as per needs of undergraduates.
- Need to devise sound mechanism to deal with slow learners.
- Lack of expert faculty to provide consultancy services.
- Students do not fill teacher feedback seriously.
- Parents do not take PTM (Parent teacher meeting) seriously.

#### **Challenges:**

- Due to relaxation in attendance rules in technical university of the state a large number of students look towards joining the distance courses.
- Students do not show interest to get BPO/marketing/sales job positions.



- Generation of resources by consultancy.

#### **Opportunities:**

- A well developed mechanism of training students for competitive examinations.
- To start vocational courses.

### **III. RESEARCH CONSULTANCY AND EXTENSION :**

#### **Strengths:**

- Research Committee.
- Teachers allowed to enroll for Ph.D.
- Duty leave is sanctioned to attend National Conference/Seminar /Deliver Lecture/Judge show/attend meeting of professional bodies.
- One National Conference/Workshop/Seminar is conducted every year.
- College enlisted under 12(B) of UGC in year 2012.
- Faculty is encouraged to write/edit papers.
- College magazine 'The Virtuous' is published every year. Students are given chance to edit the section.
- Subscription to INFLIBNET, e-resources.
- Faculty is encouraged to use PPTs & interactive boards.
- Code of Professional ethics as per UGC guidelines & Lecture on API score according to UGC.
- 24×7 Wi-Fi internet, Photostat, printing and downloading facility.
- Collaborations with socially active group for community welfare activities.

#### **Weaknesses:**

- No research grant from UGC.
- Need to appoint more Ph.D teachers.
- More collaboration needed.

#### **Challenges:**

- To get grant from UGC for research projects, UGC's policy not to give grant to self financed colleges enrolled under 12B.

### **IV. INFRASTRUCTURE & LEARNING RESOURCES :**

#### **Strengths:**

- College is located on G.T. Road, well connected to nearby villages through cemented roads and is easily approachable.
- Co-educational institute.
- Sound infrastructure, spacious class-rooms & lecture theatres.
- Well equipped, air-conditioned and Wi-Fi library with e-resource centre & Bar-coding.
- Efficient administration.
- Gymnasium and facilities for 14 games available.
- 400 meter Athletic track.
- Purified (R.O) water
- Silent electrical Generator, all computers are on online UPS.
- Smart class-room, Seminar rooms.
- New arrivals displayed on library notice board.
- Book Bank facility.
- Computer student Ratio 1:3.



- 24 hour Security.

**Weaknesses:**

- Lack of encouragement scheme from state government for Sports achievers.
- No development/construction grant to college by UGC.
- Further upgrading of library is required.

**Opportunities:**

- To avail National Knowledge Network facility.
- Area for relaxed reading and surfing in library.
- Content management system for e-learning.
- Departmental Library.

**V. STUDENT SUPPORT & PROGRESSION**

**Strengths:**

- Prospectus updated annually and available one month before admission.
- Freeship to University position holders in Academics & sports.
- Reservation of seats & as per Punjab Government and Panjab University rules.
- Various scholarship and concessions for deserving students.
- College colour to 2 students (One male, One female) every year.
- Alumni association formed four year back now registered under society Act 1860.
- Remedial classes/Skill development classes.
- Publication of student magazine 'The Virtuous'.
- Workshops for Personality Development, Entrepreneurship, Art of Living etc.
- To inculcate moral values tests on life of Lord Rama is conducted since year 2006.
- Games Kit, diet, relaxation in attendance, pick & drop facility, T.A/D.A to sports participants.
- Door to Door bus facility.
- Separate Common Room for Girl students.
- 24 hour Power Supply.
- Accidental Insurance to students.
- Dedicated Faculty.
- Peer learning encouraged.

**Weaknesses:**

- Students are less inclined towards writing articles/maintaining wall magazines/giving suggestions through suggestion box.
- Only few Alumni are active members.
- Feedback mechanism needs to be strengthened.

**Opportunities:**

- To take services of professional counselor appointed at Gobindgarh Public School.
- To arrange more career oriented lectures.

**Challenges:**

- To devise a methodology to inculcate values in youth.
- To strengthen the Guru-Shishya bond as per old Indian tradition.

- To teach them non-violence through patience.

## **VI. GOVERNANCE, LEADERSHIP & MANAGEMENT.**

### **Strengths:**

- Mission of Gobindgarh Educational & Social Welfare Trust is clearly communicated to stakeholders since 1978.
- Democratic, supportive and active management.
- Two staff representative in governing body.
- Management active member of Internal Quality Assurance mechanism and gives chance to students to work as intern in their industry.
- Transparency in all accounts. All payments through bank.
- D.A is revised in April & increment is given in July under fix policy of management.
- Appointment of faculty according to workload.
- Encouragement of faculty by Management through organizing of Teachers day programme, Diwali celebration, Staff picnic, Felicitations during various functions and by Career Advancement scheme.

### **Weaknesses:**

- More ways are required to strengthen industry interaction.
- Due to lack of expertise and competent coaching, students fail to excel in cultural activities despite high rate of participation.

### **Opportunities:**

- Various educational projects of govt.can be availed.
- To use academic resources & expertise from sister concern.
- ICT skill of non-teaching staff should be enriched.

### **Challenges:**

- To enroll students for PG classes.
- To open new skill oriented courses.
- High conversion rate from regular to private candidature among students from financially weak background.
- Challenge to get financial assistance for accreditation.

## **VII. INNOVATION AND BEST PRACTICES:**

### **Strengths:**

- Quality and value based education evident by increase in strength, Pass Percentage of students and merit position in university.
- Smoke/Polythene/Tobacco/Ragging Free Campus.
- Environment friendly policies, those using bicycle rewarded, students encourage using bus facility, Mass sensitization for road safety through curriculum & by action.
- No hazardous waste/e-waste produced by college.
- More than 400 ornamental plants.
- Sensitization and awareness towards energy conservation.
- No unfair means case registered in University exam for last four years.

### **Weaknesses:**

- Although a green cover is maintained by college by planting trees but it is enclosed by Steel & Iron industry, therefore strict check on air quality is needed.

**Opportunities:**

- To use open land to develop herbal garden.

**Challenges:**

- Challenge to utilize scarce funds for expensive innovative projects.
- To protect environment and to conduct green audit in Iron and Steel industrial area is great challenge.
- Due to heavy burden of syllabus, development of innovative ideas, creativity and innovation is a great challenge.

## PROFILE OF THE AFFILIATED COLLEGE

### 1. Name and Address of the College:

Name :	<b>GOBINDGARH PUBLIC COLLEGE</b>	
Address :	<b>ALOUR , POST BOX 31, KHANNA</b>	
City: <b>Khanna, Distt. Ludhiana</b>	Pin :141401	State : Punjab
Website :	<u>www.gpcalour.com</u>	

### 2. for Communication:

Designation with Name	Telephone with STD code	Mobile	Fax	Email
<b>Principal.</b> Dr. Neena Seth Pajni	O:01765-251770 R:0175-2354196	98140-04474	01765-503770	gpc_alour03@yahoo.com nseth_pajni@yahoo.com
<b>Steering Committee Coordinator</b> Mr. Varinder Kumar	O:01765-259779	98554-38757	01765-503770	viren.dua@gmail.com

### 3. Status of the Institution:

Affiliated College	✓
Constituent College	
Any other (specify)	

### 4. Type of Institution:

a) By Gender	
I. For Men	
II. For Women	
III. Co-education	✓
b) By Shift	
I. Regular	✓
II. Day	
III. Evening	

### 5. Is it a recognized minority institution?

Yes		No	✓
-----	--	----	---

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence. :- **N.A**

### 6. Sources of funding:

Government	
Grant-in-aid	
Self-financing	✓
Any other	

### 7. a. Date of establishment of the college:

**July, 2003**

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

**PANJAB UNIVERSITY, CHANDIGARH**

- c. Details of UGC recognition:

Under Section	Date, Month & Year	Remarks(If any)
i. 2 (f)	12/06/2007	
ii. 12 (B)	09/05/2012	

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

Copy of certificate attached at Annexure - I and II.

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

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

Yes	✓	No	
-----	---	----	--

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

Yes		No	✓
-----	--	----	---

9. Is the college recognized?

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

Yes		No	✓
-----	--	----	---

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

b. for its performance by any other governmental agency?

Yes		No	✓
-----	--	----	---

If yes, Name of the agency ..... and

Date of recognition: ..... (dd/mm/yyyy)

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

Location *	Rural*
Campus area in sq. mts.	7.756 Acres
Built up area in sq. mts.	4313.84 sq.mts

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

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

- Auditorium/seminar complex with infrastructural facilities:

**Yes, Kanhya Lal Bardeja Lions Bhawan (Auditorium) with seating**

capacity of 1000 persons is being shared with Gobindgarh Public School.

Seminar equipped with projector	✓
Sports facilities	✓
Playground	✓
Gymnasium	✓
Swimming Pool	-

- **Hostel (Shared with sister concern Punjab Institute of Management and Technology)**

<b>Boys Hostel</b>	
Number of Hostels	1
Number of Inmates (Students from sister concern are staying along with college teachers)	77
Facilities mentioned available	YES

<b>Girls Hostel</b>	
Number of Hostels	1
Number of Inmates (Students from sister concern are staying along with college teachers)	11
Facilities mentioned available	YES

<b>Working women's Hostel</b>	
Number of Hostels	NIL
Number of inmates	NA
Facilities (mention available facilities)	NA

Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise)

Yes, 9 Teachers flat are provided by trust.

Cafeteria:-	✓
-------------	---

- Health centre – First Aid, Inpatient, Outpatient, Emergency Care Facility, Ambulance

First Aid	✓
Ambulance	✓

Health Centre Staff-

Qualified doctor	Full time		Part-time	✓
Qualified Nurse	Full time	✓	Part-time	

- Facilities like banking, post office, book shops

Banking Facility is available.

- Transport facilities to cater to the needs of students and staff  
College has its own Bus facility for students and teachers
- Animal house N.A
- Biological waste disposal N.A

- Generator or other facility for management/regulation of electricity and voltage
  - Generator 82.5 KVA
  - Separate transformer for power generation
  - For regulation of voltage, four online UPS available (3X6 KVA, 1X3KVA)
- Solid waste management facility YES
- Waste water management NO
- Water harvesting: Ground recharging by rain water.

12. Details of programmes offered by the college (Data for Session 2013-14)

S. No	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/a pproved Student	No. of students admitted
1.	Under-Graduate	B.A	3Years	10+2 Pass	Hindi, Eng and Punjabi,	Open	678
2.	Under-Graduate	B.Com	3Years	10+2 Pass With 45% marks	Hindi, Eng and Punjabi,	70 + 5	210
3.	Under-Graduate	BBA	3Years	10+2 Pass with 50% marks	Hindi, Eng and Punjabi,	40 + 5	81
4.	Under-Graduate	BCA	3Years	10+2 Pass with 50% marks	English	80	41
5.	PG Diploma	PGDCA	1 year	Graduation with 50%	English	40	16

13. Does the college offer self-financed programmes?

Yes	✓	No	
-----	---	----	--

If yes, how many?

05

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

Yes	✓	No		Number	01
-----	---	----	--	--------	----

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

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, and M.Com...)(Session 2013-14)

a) Annual System	5
b) Semester System	NIL
c) Trimester System	NIL



The Affiliating University has decided to have semester system of examination in first year of all the courses from the session 2014-15.

**17. Number of Programmes with**

a) Choice Based Credit System	NIL
b) Inter/Multidisciplinary Approach	5
c) Any other (specify and provide details)	NIL

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

Yes		No	✓
-----	--	----	---

If yes,

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

N.A

NCTE recognition details (if applicable)

Notification No. ....

Date: (dd/mm/yyyy) ....

Validity .....

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

Yes		No	✓
-----	--	----	---

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

Yes		No	✓
-----	--	----	---

If yes,

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

N.A

b. NCTE recognition details (if applicable)

Notification No. ....

Date .....(dd/mm/yyyy)

Validity .....

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

Yes		No	✓
-----	--	----	---

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

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government Recruited										
Sanctioned by the Management/ society or other authorized bodies		1			18	19	21	5	1	2

Yet to recruit										
----------------	--	--	--	--	--	--	--	--	--	--

\*M-Male \*F-Female

**21. Qualifications of the teaching staff:**

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	M	F	M	F	M	F	
<b>Permanent teachers</b>							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	1	-	-	1	-	2
M.Phil.	-	-	-	-	8	1	9
PG	-	-	-	-	5	2	7
<b>Temporary teachers</b>							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	2	4	6
PG	-	-	-	-	2	12	14
<b>Part-time teachers</b>							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

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

03

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

Categories	2010-11		2011-12		2012-13		2013-14	
	Year 1		Year 2		Year 3		Year 4	
	*M	*F	*M	*F	*M	*F	*M	*F
SC	41	10	47	17	70	18	37	21
ST	----	---	--	--	---	---	---	--
OBC	46	18	39	18	52	19	34	15
General	497	283	390	385	558	251	678	238
Others( Physically Handicapped)	01	01	01	01	2	1	2	1

\*M-Male,\* F-Female

24. Details on students' enrollment in the college during the current academic year: (2013-14)

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state where the college is located	1010	16	-	-	1026
Students from other states of	N.A	N.A	-	-	-
NRI Students	N.A	N.A	-	-	-
Foreign Students	N.A	N.A	-	-	-
Total	1010	16	-	-	1026

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

UG	4.76%	PG	7.48%
----	-------	----	-------

26. Unit Cost of Education

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

(a) Including the salary component	Rs. 12292.41
(b) Excluding the salary component	Rs. 2561.42

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

Yes		No	✓
-----	--	----	---

If yes,

a) Is it a registered centre for offering distance education programmes of another University?

Yes		No	✓
-----	--	----	---

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

N.A

c) Number of programmes offered

N.A

Programmes carry the recognition of the Distance Education Council.

Yes		No	✓
-----	--	----	---

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

Programme/Course	Teacher-Student Ratio
B.A	1:29
B.Com	1:26
B.B.A	1:10
B.C.A	1:7
P.G.D.C.A	1:3

29. Is the college applying for?

Accreditation	Cycle 1	✓	Cycle 2	-	Cycle 3	-	Cycle 4	-
---------------	---------	---	---------	---	---------	---	---------	---

Re-Assessment	-
---------------	---

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

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

Cycle 1 : ..... (dd/mm/yyyy)

Accreditation Outcome/Result : .....

Cycle 2 : ..... (dd/mm/yyyy)

Accreditation Outcome/Result : .....

Cycle 3 : ..... (dd/mm/yyyy)

Accreditation Outcome/Result : .....

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

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

288

32. Number of teaching days during the last academic year

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

184

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

IQAC - 26.07.2010 ( dd/mm/yyyy)

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

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

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

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

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

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

# Criteria -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 and staff and other stakeholders.

### **Vision.**

*“To be a centre of excellence with value based education for the upliftment of rural and urban youth through societal responsiveness and by fostering global competencies.”*

Gobindgarh Educational and Social Welfare Trust was registered in year 28.9.1978 under society Act and established four institutes viz, Gobindgarh Public school (1977) and Panjab Institute of Management and Technology (1997) at Mandi Gobindgarh, Gobindgarh Public College (2003) and Gobindgarh College of Education (2005) at village Alour of Tehsil Khanna, Distt. Ludhiana with following Mission:-

### **Mission**

*Gobindgarh Educational and Social Welfare Trust is committed to Excellence in the provision of value based education through its various institutes. This commitment shall reflect in our comprehensive programmes, educational services to students, professionalism of faculty and staff and a regimented campus discipline.*

*We happen to be harbingers of quality and high class education. True education is training of both head and heart. Intellectual education influences the head, value based education influences the heart. We believe in education that builds fundamental traits of character such as honesty, compassion, courage, discipline, persistence and responsibility. What a broad based education really means is that the students are prepared for life, without losing their area of specialization or competence. We are committed to produce noble and knowledgeable citizen who have a strong National character, a universal outlook and the passion to serve mankind.*

*We shall encourage and recognize Excellence in the learning as the principal pursuit of our student, in teaching as the principal pursuit of our faculty; and in serving as principal pursuit of our administration and management. Our commitment to Excellence shall be sustained by continuous self-renewal and self-appraisal which will enable us to be innovative, efficient, and effective leaders among our peer institutions of our the region.*

### **Objectives**

The objectives for which the Trust was constituted in the year 1978 and college was established in the year 2003, are summarized as follows:-

1. To facilitate and spread education with a view to train rural and urban youth as ideal citizens. Motivating and assisting the students to utilize their full potential through concepts of learning.
2. To sensitize students towards environment, socio economic issues and also to inculcate team spirit, leadership, discipline and social responsibility.
3. Providing value based education through progressive channels such as Seminars, Workshop, Conferences and National Symposium.

4. To prepare both female and male students as per global and industry demands.

The Vision, Mission and Objectives are communicated to the students, staff, and stakeholders through College Prospectus, College Magazine and College Website ([www.gpcalour.com](http://www.gpcalour.com)), College Facebook account, College Alumni Facebook account ([www.facebook.com/alumnaiAssociation.gpcalour](http://www.facebook.com/alumnaiAssociation.gpcalour)) and also by displaying them prominently at strategic places in and outside the campus. All activities carried out throughout the year contribute towards transforming the Vision and Mission into reality.

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

1. Total Academic schedule along with course curriculum is provided by Panjab University, Chandigarh. Following that schedule, in consultation with faculty members, detailed Academic Calendar is prepared before the commencement of the session and is published in the prospectus and is also uploaded on college website.
2. In annual system course content is split into three terms July- Sept, Oct-Dec, Jan-March. Time table is displayed at least 3 to 4 days before the commencement of the session.
3. Syllabus of all streams is uploaded on the college website (link is given on college website to [www.puchd.ac.in](http://www.puchd.ac.in) for various syllabus) for students and faculty members. Hard copy of syllabus is also made available in the college library. Every faculty member prepares unitization of syllabus (40% of total syllabus is covered up to September test, 80 % of total syllabus is covered up to December test and rest 20% syllabus and revision up to March) and paste the same in their attendance register for ready reference. Same unitization is displayed and conveyed to students in classes and kept in library for late –comers.
4. Workload is distributed to the teachers according to their expertise and interest, at least 10 days before the commencement of classes.
5. In consultation with Registrar (Examinations), house examination schedule is prepared in advance. Besides class test, house test (September, December test and conditional test) are also conducted by college. During house test question paper pattern of Panjab University is followed. Project reports and assignments are given to students. Assessment is given to students on the basis of their performance in house tests, project reports, assignments, attendance and participation in class. Extra classes and tests are arranged as per need.

#### 1.1.3 What type of support (procedural and practical) to the teachers receive from the university and institute) for effectively translating the curriculum and improving teaching practices.

##### **Procedural Support**

1. To improve and enrich teaching skills college encourage teachers to attend orientation, refresher courses; and other faculty development programmes/ induction training programme organized by Academic staff colleges of various universities. Total of 16 orientation, 5 Refresher



courses and 3 Induction training programme has been attended by our regular faculty.

2. Panjab University provide academic calendar, Admission schedule and guidelines, syllabus of all streams, assessment criteria, holidays schedule 15 days before the commencement of session for faculty to prepare working and syllabus plan according to these guidelines. It also sponsors conferences/seminar after a gap of two years.
3. Panjab University also gives opportunity to teaching staff to be a member of Academic Council, Board of Studies and Senate to voice their opinion.

#### **Support from college**

1. College has Wi-Fi campus since year 2009; personal passwords to access Wi-Fi are given to teachers since 2010. 87 computers are installed in computer laboratory with latest configuration. All the computers are interconnected through campus area networking. The internet is available 24 hours in the college labs. Teachers can collect E-learning resources, online books, online journals for their teaching and reference for conference and seminars. College has three (3) LCD projector (one installed in seminar room, second in Smart class room, third one is portable). One OHP is also available for slides projection. College has one interactive smart board for teaching.
2. College has Language Lab shared with Gobindgarh Public School for enhancing effective communication skills.
3. Fully A.C automated library equipped with internet facility, INFLIBNET and Gale-Cengage consortia, Bar coding system is installed for easy access of books for students. The college library has good collection of texts and reference books, journals relating to different subjects. In addition to books and journals, the syllabus guidelines and previous year university question papers are also made available in the library for the students.
4. Journalism and Mass Communication lab is fully equipped with latest configured software viz., Adobe Photoshop for advertisement, quark xpress and coral draw for page and newspaper designing, video camera, still camera.
5. In the beginning of Session, the college invites the requisition of relevant books (text/reference) from all the teachers and books are purchased accordingly. Complementary/specimen books of latest editions are provided to teachers. Suggestions are invited from all the regular faculty members to arrange extension lectures of their subjects and separate study room is provided for teachers.
6. Four period workload is given to all the faculty members and extra payment is given exceeding this limit. Gap is kept between the periods so that teachers can update their knowledge and visit library. Stationery is provided as per requirement of teachers and office staff.
7. To enrich academic performance teachers are encouraged to enroll for Ph.D in various universities.
8. Teachers are allowed duty leave for attending seminar/workshop and their registration fee is reimbursed from staff fund and is also motivated to apply for minor and major research projects.

9. Teachers are given conducive environment with democratic approach to implement syllabus in their own way.

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

- 1 Separate induction meeting of regular and newly appointed faculty is conducted by Principal to handle curriculum and proper planning and execution of teaching plan (term wise).
- 2 Blending of conventional chalk & blackboard technique with modern teaching methodology like OHP slides, online- books, PPT (PowerPoint Presentation), is used to use to supplement lectures and notes. For Modern teaching methodology, college has one smart-classroom equipped with interactive smart board.
- 3 College has functional Language Lab (shared with Gobindgarh Public School) for improving the accent/pronunciation and communication skills of students.
- 4 Students are encouraged to make presentation on the topics of their assignments which are related to their curriculum.
- 5 Term papers are conducted and the students are familiarized with the pattern of examination and to equip them to manage the given time effectively. In addition to books and journals, the syllabus guidelines and previous year university question papers are also made available in the library for the student.
- 6 Name of higher scorer in each subject and aggregate 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> position holders in house test are displayed on notice board and are awarded on Annual Day Function. Details of lecture attendance, marks obtained in house examination is conveyed to parents by report cards duly filled by concerned teachers. Parent Teacher Meeting (PTM) is conducted to intimate student's performance. Students having highest attendance in class are also awarded on Annual Prize Distribution function of the college.
- 7 Remedial classes are arranged for slow learner students.
- 8 Special attention is given to students who change their medium of instruction from Punjabi to English. B.A-I students are given one month time to change their Elective subject option.
- 9 Additional study material is provided to the students where sufficient material is not covered by books.
- 10 Assignments are given to students from the course curriculum designed by university.
- 11 Industrial visit and Visit to press media is organized for the students to enrich their knowledge. Recent industrial visits were to Raylson Tyres, Ludhiana Stock Exchange, Madhav Industries, Nahar Sugar Mill, Vardhman Mill and press visit to The Tribune, Danik Bhaskar to give practical knowledge regarding operational aspect of industry.
- 12 Various societies are formed like Histo-Political Society, Literary Society, they arrange extension lectures on subject topic. College has Four Hundred metre track for physical education students for their practical training and arrange various facilities for other games.

- 13 College has spacious Music Lab with traditional and modern musical instruments for music students.
- 14 In order to match demands of curriculum of computers and IT related subjects, college has 87 computers with latest configuration in laboratories with up-to-date software. Computer related subjects are divided day wise into theory and practical. Practicals are conducted in computer laboratories. Computer Student Ratio is 1:3. Students prepare their annual projects in computer lab. For topics which have experimental components students are given practical demonstration and assignment. Teachers also use computer lab for writing papers for conferences, seminars and symposia.
- 15 Automated library equipped with internet facility, INFLIBNET, Gale-cengage, Bar coding system is installed for easy access of books for students. College library has online books for ready reference to students and teachers. The richly stocked college library has 2565 general books, 4361 text books, 535 reference books, 9016 (Online) journals, 16 newspaper, 21 magazines.
- 16 Students are properly guided and encouraged to visit library for knowledge up gradation. E-resource centre is installed with three internet enabled computer systems in library for students to access online study material and books.

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

The institution regularly invites Researchers and Professors from various universities and industry for effective operationalization of curriculum through lectures on topic relevant to curriculum.

- At the start of the course suggestion from university experts are invited for library upgradation.
- College organize conferences, workshops and seminars where students and teachers interact with professionally qualified resource persons from various fields like banking, university, medicine.
- In order to keep pace with fast changing trends in education and industries, teachers equip the students as per need, like preparing them for group discussion, interviews, improving communication skills, Tally Account Package, MS-Office, debate and declamation contest. Our college is situated in village Alour surrounded by Steel and Iron industries of Gobindgarh. Our trust members are running big industries. They are member of college Managing committee & in IQAC also. As per need they give all type of practical knowledge of their industry and feedback.
- College has collaboration with Placement agencies to take feedback on curriculum and support in practical field.
- College conducts various Industrial visits, Press visit, Visit to University department to take practical knowledge of operationalisation of production process which is a part of curriculum.

- Physical Education and Music students are encouraged to participate in inter college and inter university competition for effective exposure/interaction with experts in the field.

1.1.6 What are the contribution of the institution and/ or its staff members to the development of curriculum by the university (Number of staff members/departments represented on the board of studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions

**a) Contribution of Institution/Staff members**

The Principal and teaching staff has made a good contribution in Academic field of Panjab University, Chandigarh and some other university and board also. Detail is as under:-

1. Principal Dr.Neena Seth Pajni
  - External expert, faculty of life Sciences, Punjabi University, Patiala
  - Member Academic council, Panjab University, Chandigarh since 2010.
  - Member Board of studies for Environment Education, Panjab University, Chandigarh
  - Member Board of studies for Vocational Agriculture Panjab university Chandigarh
  - Member, Panjab University, Sport Council and Chairperson for team selection, Panjab University Chess (Men and Women) for session 2014-15.
2. Mr. Amit Narula, Former Asst Prof in English (Member Academic Council)
3. Mrs. Sushma Miglani, Asst Prof in Hindi (Member, Punjab School Education Board) in the year 2011-12.
4. Mr. Gopal Krishan, Asst Prof in Political Science (Member, Punjab School Education Board) in the year 2011-12.
5. Mr. Narinder Pal, Asst Prof in Music (Member, Punjab School Education Board) in the year 2011-12.

**b) Feedback:**

The college formally as well as informally obtains feedback on curriculum from faculty members where they convey their suggestions like drafting/redesigning of syllabus to Panjab University through formal route from time to time.

**Specific suggestions for amendment in curriculum**

1. Recommendation letter was sent on 18.09.2010 to the Chairman, University Business School Chandigarh regarding proposal to review syllabus and shifting of subjects of BBA Stream.
2. Recommendation letter was sent on 25.05.2013 to the Chairman, University Business School Chandigarh regarding amendment in syllabus and shifting of subjects of BBA Stream.
3. Representation was sent on 10-04-2013 to Controller of Examination Panjab University Chandigarh regarding discrepancies of question paper of Cost Accounting of B.Com IInd year (based on student and teacher feedback).

4. Representation was sent on 16-04-2013 to Controller of Examination Panjab University Chandigarh regarding discrepancies of question paper of Punjabi of BCA Ist year (based on student and teacher feedback).
5. Representation was sent on 05-04-2014 to Controller of Examination Panjab University Chandigarh regarding discrepancies of question paper of English and business communications of B.Com Ist year (based on student and teacher feedback).
6. Representation was sent on 09-04-2014 to Controller of Examination Panjab University Chandigarh regarding discrepancies of question paper of Management Accounting of B.Com IIIrd year (based on student and teacher feedback).
7. Representation was sent on 09-04-2014 to Controller of Examination Panjab University Chandigarh regarding discrepancies of question paper of Cost Accounting of B.Com IInd year (based on student and teacher feedback).

c) **Others:** After getting feedback from various placement agencies, external experts who visit to conduct viva voce and group discussion. College has started non- formal courses like computational skill and Tally Financial Account for B.Com and B.B.A. Personality Development Programs, Entrepreneur Skills to sharpen the skills of students.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the preview of the affiliating university) by it. If yes, give detail on the process (needs assessment, design, development and planning) and the courses for which the curriculum has been developed.

No.

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

Academic council of college is working under supervision of Principal which examines and plan to ensure effective implementation of curriculum.

- Total Academic schedule is provided by Panjab University. Following that schedule in consultation with faculty members, detailed Academic calendar is prepared before the commencement of the session. Unitization of syllabus is prepared both for annual and semester system.
- During the start of session 40% of total syllabus is covered up to September test so as to ensure that pace of teaching match with imbibing capacity of students, 80 % of total syllabus is covered up to December test and rest 20% syllabus and revision up to March for annual system. If these targets are under achieved then provision of taking extra class (i.e. in case of Mathematics, English, and Honors) is given. To ensure that students make satisfactory progress, the college conducts two main examinations and special class test besides the regular class test, assignments and project work.
- House examination results are discussed with the Principal who in turn suggests several tips to improve student's performances by taking tutorials/special test of weak students. Class Test is conducted regularly.
- Assignments and project report are given to students.

- Industrial visits and Press visits are organized as per curricular requirements.
- Internal quality assurance cell analyze feedback taken from students, staff and parents. Results are discussed with Principal.
- The long term objective of curriculum aim at students progressing towards Post Graduation or employment. Students are encouraged to appear for competitive exams and entrance tests.
- Parent- teacher meeting is organized to update parents with the student academic performance and class attendance and also to seek their help whenever needed.

## 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.

College is running BBA, B.Com, BCA, BA, and PGDCA courses affiliated to Panjab University, Chandigarh.

The subjects offered by various subjects/ stream address the needs of the society and have relevance to the community/ national needs.

S.No	Name of the course	Type of course	Goals /Objectives
1	BA (Arts)	3 year Degree	
A	Punjabi & Elective		Compulsory, Mother tongue, essential to get job in Punjab
B	English & Elective		As Global language it is needed to communicate in business and service and understand cross border culture
C	Hindi (Elective)		To widen their horizon of Hindi literature.
D	Music (V)		Shape up hidden music talent to perform at various levels
E	History		Sensitize students with the knowledge of past rich Culture, historical places & events, freedom struggle movements and National leaders.
F	Political science		To make students aware about their rights and duties and instill in them with the quality of equality, liberty and Responsibility to build up their National character.
G	Sociology		Sensitize students with societal relation issues and problems
H	Journalism and Mass Communication		To have in-depth knowledge of day to day National & International affairs and build up social connections.
I	Mathematics		Develop mind to think logically

			and expand ability to Know quantitative solutions to the problems.
J	Economics		To sensitize students with economic policies, economic structure, and economic problems at micro and macro level.
K	Physical Education		To encourage overall development of individual such as physical, mental, and emotional aspect of human personality.
L.	Computer science		To provide sound understanding of basic concept, internet Applications for office automation career in computer science
2.	B.Com	3 year Degree	To develop and strengthen business skills both at Individual and organizational level.
3.	B.B.A	3 year Degree	To provide students in-depth knowledge about principles and concepts of business administration.
4.	B.C.A	3 year Degree	To impart proficiency in computational mathematics, programming methods and database management for a sound career in computer science.
5.	P.G.D.C.A	1 year Degree	To provide basic knowledge of Programming methods and sound understanding of computer applications.

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

No

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

- Range of Core/Elective options offered by the university and those opted by the college.
- Choice based credit system and rage of subject options.
- Courses offered in modular form.



- Credit transfer and accumulation facility.
- Lateral and vertical mobility within and across programmes and courses.
- Enrichment courses.

### **Range of Core/Elective options**

- According to Panjab University Chandigarh Norms, Students opting for B.Com/BBA/BCA (first year), B.A have to study English and Punjabi as compulsory subjects. Only students from other states can opt for Punjab History and Culture in lieu of Punjabi. Environment Education and road safety is compulsory subject to obtain degree.
- In B.A, College has opted 14 elective options in Arts stream. The students of Arts have diverse options in languages. Along with compulsory subjects of English and Punjabi, there are different subject options like Music (Vocal), English Elective, Punjabi Elective, Journalism and Mass Communication, Sociology, Mathematics, Economics, Political Science, Physical Education Hindi (Elective), Computer Science, History subjects are offered to the students. Students of B.A-I are given 20 days time to change their elective subject. College offer maximum 50 elective subject option combinations in B.A-I. List of these subject combinations are displayed in prospectus. These elective combinations help the student to pursue B.Ed.
- Students are properly guided and given the freedom to take the subject of their choice from wide range of option. The admission counseling cell counsels the students & helps them to choose the subjects according to their interest, ability, and aptitude, relevant for their career.
- B.Com, BBA, BCA, PGDCA all subjects offered by university are as such followed by college. College has started PGDCA since 2009-10 which opens avenue into banking fields/ data-entry operations.
- There is no choice based credit system as per university rules.
- Courses offered in Modular form.  
In B.A, B.Com, BCA, BBA .....Degree Module.  
Post graduate diploma in computer applications (PGDCA).....Diploma Module.
- In context to lateral and vertical mobility within and across the programme.  
Panjab University do not allow lateral mobility. At the start of session for vertical movement of students, college is offering PGDCA. From Session 2014-15, College is going to start two new courses M.A (English and Punjabi). A sister concern is run by same management offers B.Ed, M.Com (Prof.), MCA and MBA courses.

### **With regard to enrichment courses**

- In B.Com Honors, Accounts option is available for students which helped students to pursue CA, CS, and PG courses.
- Computer Science is optional subject in B.A and compulsory subject in BBA.
- BBA is inter-disciplinary course offered by college to increase employability of students at national and global level.
- New course PGDCA and new subject option, for B.A Class i.e. Journalism and Mass Communication have been started since 2009.

College is going to start MA English and MA Punjabi from the session 2014-2015.

- Non-formal education and training is given to students on Tally Account package, Computer Fundamentals, Office Automation and Music by arranging extra classes as per demand.

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

College is unaided and all the courses are self financed programme. Self financed courses differ from grant-in aid courses (running in other colleges of Panjab University) with respect to fee structure except in B.A and B.Com. College follows university norms for fee structure, teacher qualification. There is no management quota seat. In B.Com, College admit students strictly on the basis of merit for the last three years. Fee structure 2013-2014 as per Panjab University is as under except university charges:-

Class	Fee Structure
B.A	10000.00
B.COM	18000.00
B.B.A	25000.00
B.C.A	30000.00
PGDCA	18000.00

College takes approval/affiliation from Panjab University to start courses and appoint faculty as per University norms. Regular faculty for these courses is appointed by University Selection team. Salary is paid by the college from its own resources.

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

No, College does not provide any additional skill orientation programme formally but in year 2010 college has started certificate courses of 1 month duration in non-formal mode.

- Computerized Financial Accounting
- Personality development and communication skills
- Music vocal
- Yoga courses

S.No.	Course Name	Year	Name of Beneficiaries
1.	YOGA	2010	Harman deep Kaur
			Shikha Singh
			Sangeeta
			Amandeep Kaur
			Preeti Sharma
		2011	Harman deep Kaur
			Shikha Singh
			Sangeeta
			Amandeep kaur

			Preeti Sharma
			Satwinder Kaur
			Shivani Sharma
		2012	Komal
			Preeti
			Kushbeer Kaur
			Pooja Rani
			Shivani
			Kulbeer Kaur
		2013	Ritika Rani
			Sangeeta
			Nigam Rani
			Pooja
			Neetu
			Navneet Kaur
2.	Music	2009	Paras Dhimaan
			Jassi Gill
			Jaswinder Singh
			Harkamal Singh
			Vatrice kumar
		2010	Navdeep Mohhamad
			Ritika Sharma
			Deepshikha Pandey
			Manpreet Singh
			Harpreet Kaur
			Ritika Sharma
			Dharmveer Singh
			Sahil Batta
		2013	Sunaina Rani
			Gurwinder Singh
			Jatin Pahwa
			Manav Sharma
			Pardeep Singh
3.	Computerised Financial Accounting	2011	Kamini Gupta
			Harpreet Kaur
			Gurpreet Kaur
			Alpana Bhalla
			Sheenam Arora
			Chandan Chaudray
			Satpal Singh
			Sumit Sharma
			Prabhjot Singh
			Kiran Kumar
			Deepak Kumar
			Pallavi Syall
			Nisha Rani
			Sunny
			Lovely

4.	Photography	2012	Prabhjot Singh
5.	Communicative English and Personality Development	2013	Saurav Sharma
			Garima
			Gitika Gera
			Upinder Kaur
			Varidhi Singla
			Mehak Bhambri
			Mehakdeep Kaur
			Diya Bandha
			Harshita Rana
			Karan Wadhwa
			Abhinav Dua
			Geeta Rani
			Hitesh

- College has placement cell which makes effort to place students into various companies like, Sunil Khullar InfoTech Company, ICICI Prudential Life Insurance, HDFC Life Insurance. College's Placement cell organizes educational seminars like IT, Banking, Human resource, Strategic Management, study abroad.
- College organizes talent hunt competition. Short listed students are trained for Debate, Declamation, Short Story, Essay Writing, Poem Writing and Skit, Mime, Mimicry, Singing, Classical music, Folk song, Geet, Gazal. Several students are trained and have got benefit through these courses in their future courses like MA music and MA Theater.

1.2.6 Does the university provide for the flexibility of combining the conventional face to face and distant mode of education for students to choose courses/ combination of their choice? If 'yes', how does the institution take advantage of such provision for benefit of students?

**No**, University does not provide for the flexibility of combining the conventional face to face and distant mode of education for students.

### 1.3 Curriculum Enrichment

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

The following efforts are made by the institution to supplement to university curriculum to ensure that the academic programs and institution's goals and objectives are integrated:-

- Besides education good care is taken that student never lose sight of moral values. Lectures on moral values are given after every fortnight by the subject teacher. Wisdom words are displayed in the college. Morning prayer song is played at reception.
- Students are encouraged to participate in NSS/NCC in which students conduct rallies traffic rules, against drug abuse, village cleanliness, cleanliness of cremation ground, visit to old age home, Kusht Aashram, tree plantation, Republic Day parade by NCC to develop social responsiveness.

3. Students are motivated to participate in literary items as Quiz, Debate and Declamation and given opportunity as student editor.
4. Apart from prescribed syllabus, lectures on current affairs like RTI (Right to Information Act), EXIM Policies, Tax Policies, and Union Budget are delivered in the classes so that students remain in touch with the changing world.
5. Various days are celebrated like Van Mahotsav, Hindi Divas, and Youth Day in which students are motivated to participate.
6. Students are motivated by arranging coach for cultural activity and for game events to participate in college, inter college, inter university and national level.
7. College arranged Art of Living workshop for stress free teaching and learning for both teacher and students.
8. Seminars, symposia, debates, workshop on national level are organized regularly.

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

To cater to the needs of dynamic employment market besides teaching theoretical subject, emphasis is given on practical knowledge, real life examples of industry, case studies, financial analysis through annual reports, explaining marketing strategy of companies through tele-media.

- A well equipped language lab is (shared with Gobindgarh Public School) used to train students in the English language.
- Project work in various subjects and on the job training help to improve the skills of students.
- Tally Package, current affairs, debate, Quiz competition, declamation, Workshop, lecture on entrepreneurship development, personality development and communication skill organized are example of some programmes to expand student horizons for employability.
- College is going to start M.A in English and Punjabi (mother -tongue) from session 2014-15 to open avenues in the field of teaching. BPO, Radio, theatre.
- Vocational Guidance and Placement cell displays important recruitment notices and guide students and invite companies for placement.
- Besides Research Journals, various magazines are subscribed in the library to make students aware about need of dynamic employment market.
- College arrange various industrial and press visit in various companies like Vardhman mill, Raylson tyre, Madhav industries, press visit to the tribune, Dainak Bhaskar, Daily Ajit to expand student's vision and knowledge.

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

#### **Gender:-**

Our college is co-educational institute for all classes, one male and one female teacher incharge is appointed. One male and one female class representative

among students is selected. Charge is given to one female along with male in all major committees. Among teachers, female to male ratio is 20:18, among non teaching it is 6:18.

- For the cross cutting issues: - Gender: - women redressal and grievance cell under the supervision of Principal. She entrusted to look after the specific needs and guidance of female staff and female students.
- During the last four years more female faculty have been appointed.
- Principal display various notices on notice board to sensitize females about Eve-teasing, Ragging and other issues so that they can fight against any kind of injustice.
- Anti ragging cell is appointed for male and female students. From session 2014-15, self defence techniques are arranged for female students. Documentary film on Aids awareness is shown to students every year, during NSS days by Red Ribbon society.
- Equity and equality is achieved by admitting students following norms of reservation by Govt of Punjab.

#### **Climate Change and Environment Education:-**

- Panjab University has made compulsory to qualify environment education in any three years of graduation. Regular classes are held every year to sensitize students towards protection of environment. Lectures by experts on environment are also arranged. Students are prepared to clean, preserve and protect environment during NSS days. Environment day is celebrated and plants are planted in college premises by Principal, staff and management. To reduce emission of CFC, air conditioners and refrigerators are minimally used. Students are encouraged to use bicycles to commute and tuition fee is waved off to those students. Our college has Environment club and Beautification committee which are constantly working for campus cleanliness and beautification.
- Human Right form part of syllabi in various subjects. In context to human right-lecture on Right to Information Act was organized in college to make the students aware to ask information from public offices. Students were taught the procedure how to file complaint.
- College has constituted Women Redressal and Grievance cell, Anti Ragging cell for girls to sensitize them about their rights and identity and redress girl's problems and prepare them to live with dignity.
- College has organized workshop on "Role of Ethics in Professional Excellence" to sensitize faculty about their professional ethics.
- During NSS programme students are prepared and motivated to serve humanity, to donate blood, students are sensitized to crippling conditions faced by underprivileged sections of society like inmates of old age home, deaf and dumb students. Seminars are conducted on traffic awareness, Managing health, Aids awareness.
- Chanting of Bhajan and Shabad in the morning is a regular feature of college. Apart from class room teaching relevance of important days and events are reaffirmed like Youth day, Women's day, Hindi Divas, Environment day, Anti Tobacco day.
- Traffic awareness lectures was organized for all students to make them aware about traffic rules.

- College is having **ICT** enabled smart classroom for innovative teaching equipped with LCD Projector and Interactive Smart Board.

#### 1.3.4 What is the various value added courses/ enrichment programme offered to ensure holistic development of students?

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

#### **Moral and ethical values**

- College annually in collaboration with Mahant Prabhatpuri Manas Vidyapeeth (Regd.), conducts Ram Charit Manas Test since 2006. Participants learn from life of God Ram and characters of Ramayana. Winners are given prizes and participants are offered refreshment. Besides giving academic and professional knowledge, moral values, ethics and cultural values are imparted to groom their personality. Annual day, sports day functions are organized to promote excellence in academics, sports and all youth activities. NCC and NSS are actively involved in promoting the spirit of brotherhood, social relationship and patriotism.
- In accordance with the ideas of Gobindgarh Educational & Social Welfare Trust (GESWT) values are inculcated through starting of morning with hymns played from 8.50 to 9.30 am at reception. The college has well established tradition of imparting value education through the mission of Gobindgarh Educational & Social Welfare Trust and fostering universal brotherhood by recognizing and respecting all religion. Due respect is given to the festival of all religion to promote secularism.
- Special instruction by Principal to all class incharges to impart moral education to students every fortnight.
- The College also observes special days such as Martyrs day, Women's day, Teachers day, Road Safety Week, Youth day, Hindi divas, World AIDS day (Documentary film on Aids awareness is shown to students during NSS days by Red Ribbon society). Students are motivated to donate blood, to protect and preserve environment, to stand against social evils in NSS camp.
- Students are motivated to attend youth leadership camp, Hiking and Trekking Camp (earlier held at Solan, Dazzling, Kanyakumari, Shimla, and Manali). Jan Chetna rallies are conducted in village during NSS days.
- Workshops are organized on communication skills, professional ethics to strengthen national, social, moral values in students. Recently college has organized National Seminar on "Role of Ethics in Professional excellence" in January 2014.

#### **Employable and life skills**

- For better employability and life Skills College students are trained for Accountancy, Management and Computer Applications along with writing, speaking and reading skills to get job in Industry, Banking, Teaching etc.



- College has vocational guidance and placement cell which organizes lectures on banking, IT, human resource, strategic management, study abroad and arrange companies for Placement of Students like Sunil Khullar Infotech company, ICICI prudential life insurance, HDFC life insurance Bajaj Allianz insurance companies.

#### **Better Career Options**

- College has admission counseling cell to guide the students to choose subjects according to their choice and aptitude and for better career option.
- Students are prepared for group discussions and mock interviews.
- Trust is also running Gobindgarh College of Education and Punjab Institute and Management Technology for students to pursue B.Ed, M.B.A, M.C.A, M.Com (Prof.) etc. Faculty of these institutes come and counsel final year students to pursue higher studies.

#### **Community orientation**

Besides making students professionally and academically sound, emphasis is also given to make them socially responsible citizen.

- College has NSS unit which helps to inculcate the spirit of civic values amongst the students. During the NSS camp students are assigned task of cleaning college premises, conduct social rallies against social evils, interaction with underprivileged section like deaf and dumb and inmates of old age home. NCC students participated in Republic Day Parade, in Election duty, on Traffic control duty etc.
- College organizes Blood donation and free medical checkup camp every year in which more than 200 students participate along with faculty members.
- College is running various scholarships schemes like NRI student aid Fund, sports concessions and exemption schemes to deserving and needy students. Under NRI Scholarship assistance is provided to needy and brilliant child, single girl child, parent less child and handicap students.

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

In order to keep pace with the fast changing trends in academic scenario college take feedback from students and parents.

- Suggestions to amend/ modify the syllabus are invited from faculty members and some are conveyed to Panjab University through formal route. If any amendment/ changes are happened in between the session, same is communicated to the faculty members by the Principal.
- Based on the feedback of Alumni and Under Graduate students, Masters Programmes in English and Punjabi has been started from session 2014-15.
- To take feedback, college also maintains Visitors Book.
- As feedback given by the placement agencies stress is being given on imparting practical knowledge as per demand of industry.

- As per feedback given by sports Coaches, college provides every facility which is needed for their event. College motivate sports students to attend various sports camps, inter college, inter university competition
- As feedback given by employers, industry experts the college has introduced non-formal certified courses like computerized Financial Accounting, Communicative Skills and Personality Development , Yoga, Music, which are designed by concerned Faculty members as per requirements of students, employers, Banks and growing need of industry.
- Suggestion Box is placed in the administrative block to get comments from all stakeholders.

#### 1.3.6 How does the institution monitor and evaluate the quality of enrichment programme?

- Institute monitor and assess the quality of its enrichment programme through various committees like IQAC (Internal Quality and Insurance committee), Academic council, library committee and a number of other committees.
- Feedback in the form of interactions, discussions, questionnaire from present students, Alumni, Resource persons, Parents, governing council members, media persons, coaches, members of lions club, senior secondary school Principals, placement agencies, outside teachers on invigilation duty is taken. Based upon feedback, corrective measures are taken to add excellence in the quality of this programme.

### Feedback System

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

Principal and teachers are members of Academic Council and various Board of Studies for under graduate classes, and professional Bodies. Amendment in any subject if suggested by faculty member is conveyed to Panjab University (as detailed in 1.1.6).

#### 1.4.2 Is there is formal mechanism to obtain feedback from students and stakeholders on curriculum? If yes how it is communicated to the university and made use internally for curriculum enrichment and introducing changes/New programmes?

There is no formal mechanism to obtain feedback on curriculum. It is taken non-formally by interaction during teaching in classes, based on performance of students' in house test, based on relevance / updating of material provided. During placement, if any suggestion is made by employer then all together are communicated to respective Board of Studies of the university.

#### 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 like to include.

During the last four year college has introduced new programme and college has developed huge infrastructure. College has started PGDCA and elective

subject of Journalism and Mass Communication (In BA) in 2009 to increase the employability in the job market. Rationale for introducing these courses is that every where Banking and industrial operation has been automated and it's their mandatory requirement so it is the need of an hour that student must have computer knowledge.

**Rationale for introducing these courses:-**

- Automation of Banking and Industrial operation, therefore computer knowledge is must.
- Journalism and Mass Communication has great demand in field of anchoring, news reading, radio, journalism.
- From session 2014-15 college is going to start MA in English and Punjabi. The rationale for MA (Punjabi) is that it is mandatory to write Punjabi under all govt. departments, it opens the avenues to enter in the field of teaching, BPO, Newsreader, theatre and cinema.
- The rationale for MA (English) is that writing and communication in English has become important in global market, corporate world, convent schools, journalism, and opening the avenue in content writing, proof reading, editing, News reading, teaching.

**Any other relevant information regarding curricular aspects which the college would like to include.**

## Criteria – II

### Teaching Learning & Evaluation



## **2.1: Student enrollment & profile**

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

#### **Publicity in admission process:**

- Updated prospectus is made available in the beginning of every new academic session to provide candidates with the details regarding courses offered, admission deadlines, course structure, subjects offered, eligibility, admission process, fee-structure, facilities provided (academic as well as sports and cultural).
- The college has developed its own website ([www.gpcalour.com](http://www.gpcalour.com)) to update the candidates with latest information. Quick response is given to e-mail queries received at [gpc\\_alour03@yahoo.com](mailto:gpc_alour03@yahoo.com).
- The career counseling teams of the college personally interact with 10+2 students of the schools in neighboring areas to counsel them about the courses, infrastructure and achievements of the college
- Hoardings and Billboards are erected at the campus site as well as at central city points. Posters are pasted near senior secondary schools of neighboring rural areas.
- Special attention is paid towards newspaper advertisements and pamphlet distribution to publicize the college activities in nearby areas.
- Advertisement through local TV channel and social media ([www.facebook.com/alumnaiAssociation.gpcalour](https://www.facebook.com/alumnaiAssociation.gpcalour)) is also helpful during the admission process.
- Prospective students are contacted through SMS and phone calls.
- School Principals are contacted after declaration of 10+2 result.

#### **Transparency in admission process:**

- For B.Com and BBA, advance applications are invited in order to prepare a merit list. To ensure transparency in the admission process, the prepared merit list is displayed on the notice board. The schedule for display of merit list is given to the candidates in advance.
- Course-wise admission committees are constituted to conduct and supervise the admission process. The documents are thoroughly scrutinized according to Panjab University guidelines.
- Seats have been reserved for SC/BC/Single Girl Child/Physically Handicapped/Cancer patient according to criteria laid down by Panjab University, Chandigarh and this reservation policy is mentioned in the college prospectus.
- Although college is un-aided and self-financed but fee structure of the college is same as prescribed by affiliating university. It is mentioned in the prospectus to bring more transparency in the admission process. Fee receipt is also immediately issued after collection of fees.
- All the regular senior teachers are involved in admission process.

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

- Admission in BA course is done through open seat system laid down by Panjab University, Chandigarh.
- For BCA and PGDCA courses, admission is done on first come first serve basis depending upon the number of seats available. Same procedure is adopted in BBA for vacant seats.
- For B.Com and BBA, a criterion of merit is strictly followed. Reservation criteria as per Punjab government and Panjab University, Chandigarh are followed.
- Names of in charges of various admission committees are mentioned in the prospectus.

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

The college follows eligibility conditions laid down by Panjab University, Chandigarh. During session 2013-14, the minimum and maximum percentage of marks for admission at entry level for each of the programme offered by the college and minimum marks percentage criteria as per university is given in following table. However, no maximum percentage is prescribed for admission.

Minimum and Maximum percentage of marks for admission in 2013-14

Programme	Min % criteria as per university	Min % in college	Max % in college
BA-I	33%	41.1%	92.6%
B.com- I	45% with commerce 50% without commerce	61%	93.2%
BBA- I	50%	51.6%	80.4%
BCA-I	50%	50%	89.6%
PGDCA	50%	50.5%	73.4%

As there is no centralized admission, comparison with other colleges is not available.

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?

Yes, the college has constituted committees to review the whole admission process & student's profile annually. The admission committee conducts and supervises the admission process. Under the supervision of Principal, the committee meets every year before commencement of session to take corrective measures on the basis of last year admission. The admission forms are thoroughly examined by the committee and comprehensive student profile is prepared in software provided by Panjab University and sent back to university in the form of student return.

This effort has resulted in transparency, coordination, streaming of admission and examination process and also able to attract more students.

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 students profiles demonstrate reflect the National commitment to diversity and inclusion?

- SC/ST
- OBC
- Women
- Differently abled
- Economically weaker sections
- Minority community
- Any other

The college has always been positive to follow reservation as per university and Punjab government norms. Once the status of student is confirmed by authentic certificate, the college has always stood by the needs of such students. For all category of students, fee is charged in installments.

#### **SC/ ST**

The college has constituted an SC Scholarship committee which aims at guiding the students to apply for online Post matric scholarship scheme of Punjab Government at the time of admission. This committee strictly adheres to the norms of the schemes laid down by the government. Seats are also reserved for these candidates according to the criterion laid down by Panjab University, Chandigarh. The college exempts university charges of these students except university registration fee, university enrollment fee and library security as per guidelines provided by Director, DPI (Colleges) Panjab University, Chandigarh

#### **OBC**

The college aims at equity and equality norms by following reservation policy of Punjab. SC Scholarship committee also guides these students to apply for online Post matric scholarship scheme of Punjab Government at the time of admission. Seats are also reserved for these candidates according to the criterion laid down by Panjab University, Chandigarh.

#### **WOMEN**

- Each and every committee Convenor and class incharge, one is female, one of the class representative out of two is female in every class. One female position is given to each of Joint Staff Secretary, Sport Officer, NSS Programme Co-ordinator, Lab Assistant, Assistant Librarian, Dean Student Welfare posts to guide and help female students.
- Separate time is given to female to utilize gymnasium facility.
- To provide the impetus towards the aim of women empowerment, two seats are reserved for single girl child in all courses according to Panjab University, Chandigarh reservation norms. The college also takes the responsibility of helping these students by guiding them to apply for scholarship offered by College Development Council, Panjab University, Chandigarh and UGC.
- A common room for girls is provided for the benefit of female students of the college.



- Grievance Redressal cell for Girls has been established in the college. This cell deals with the complaints of female students as well as teaching and non-teaching women staff of the college. To make female students legally aware and for protecting them against eve-teasing, notices are displayed at notice board of girls common room.
- To encourage female students to pursue their studies, separate Transport Facility is provided by the college.
- College has Co-Ed unit of NCC with reserve seat for female. Female cadets of the unit are acquiring the much needed skills that will equip them to face future challenges.

#### **Differently Abled:**

- Time table adjustment is done keeping in view the convenience of such students. The classes of these students are held on ground floor.
- In the new block of college, a separate disabled friendly washroom has been constructed.
- Special book issue and return facility by any representative friend of differently abled students is allowed.
- College also help these students to apply for scholarship offered by College Development Council, Panjab University, and Chandigarh.

#### **Economically weaker sections:**

- NRI Student Aid fund is created by the college to help needy & deserving who cannot afford to study due to paucity of money.

Following Scholarship have been started by NRIs under this fund:

1. Sh. Ranjit Kaura Scholarship.
2. Lala Deena Nath Karir and Smt. Vidya Wanti Karir Scholarship and Sh. Hans Raj Sareen and Smt Vidya Wati Sareen Scholarship
3. Smt. Nirmala Devi and Smt. Gurmej Kaur Scholarship
4. Gobindgarh Educational & Social Welfare Trust Scholarship.

- Book Bank has been established in the college library to provide books to needy students
- The college guides the students to apply for Sita Ram Jindal scholarship, New Delhi, college Development Council, PU, Chandigarh and UGC, Post Matric Scholarship for Minority. Various students of the college have been benefitted under this scheme,

#### **Any Other:**

#### **Sports students:**

In order to promote sports, college is giving fee concessions to students who won several prizes/medals at District, State, National and International level. Concession is given on following grounds:

1. Extra ordinary National Level/Inter-University/Inter-National Level. Freeship is given to those students.
2. University Level (Inter-college Level) First/Second/Third Positions: 80% fee concession.
3. State Level Positions/ National Participation & National Positions: 80% fee concession.
4. State Participation /Sports wing students/State Participation: 60% fee concession.



5. New Comer (Distt. Level player): 40% fee concession.
6. Such students are provided free diet, gaming kit, Gymnasium, transportation facility, and relaxation in lectures to attend sports camps and competitions.

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.

Programme	Session	*NOA	*NSA	*DR
B.Com	2010-11	230	205	112%
	2011-12	254	219	116%
	2012-13	273	218	125%
	2013-14	292	210	139%
B.B.A	2010-11	105	99	106%
	2011-12	98	89	110%
	2012-13	94	82	115%
	2013-14	82	81	101%
B.A	2010-11	507	507	100%
	2011-12	507	507	100%
	2012-13	597	597	100%
	2013-14	678	678	100%
B.C.A	2010-11	76	76	100%
	2011-12	58	58	100%
	2012-13	39	39	100%
	2013-14	41	41	100%
P.G.D.C.A	2010-11	6	6	100%
	2011-12	19	19	100%
	2012-13	30	30	100%
	2013-14	16	16	100%

\*NOA: Number of Applications, \*NSA: Number of Students Admitted, \*DR: Demand Ratio

#### Reasons for increase / decrease

- In B.Com and BBA, demand is found increasing as the college is located and surrounded by some leading small and large scale industries, the undergraduate commerce course helps to instill the entrepreneurial and leadership skills.
- The admitted strength in BA is found to be increasing.
- The admitted strength in BCA and PGDCA is found to be decreasing due to acute competition in this stream with other local colleges affiliated to other universities.

#### Actions initiated for improvement

- The career counseling teams of the college personally canvas in the schools and neighboring areas to counsel the students and to detail them about the courses, infrastructure and achievements of the college.
- Hoardings and Billboards are erected at the campus site as well as at central city points. Special attention is paid towards newspaper advertisements and pamphlet distribution to publicize the college activities in nearby areas.

- During the admission process, Advertisement is floated on social media site ([www.facebook.com/alumnaiAssociation.gpcalour](http://www.facebook.com/alumnaiAssociation.gpcalour)), counseling before and during admission is also given.
- Thrust is given to strengthen the placement activities.

## 2.2: Catering to student diversity

### 2.2.1: How does the institution caters to the needs of differently abled students and ensure adherence to government policies in this regard?

There are hardly one or two differently abled students who had taken admission in our college. One such student was suffering from lower limb disability. To cater to the needs of such students, time table of the college has been adjusted in such a way that classes of these students are held on the ground floor. During examinations, also a separate seating arrangement is made at ground floor. Drinking water facility is provided at four places on ground floor. Audio visual method of teaching is adopted (refer 2.1.5).

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

Following steps are taken by the college to assess the student's needs in terms of knowledge and skills before the commencement of the programme.

- The admission committee thoroughly reviews the academic record in order to guide the candidates for course and subjects to be selected. All subject incharges are available for student queries and not only clarify their doubts but also address the learning of newly admitted students in the first year classes.
- For BA, subject combinations are clearly mentioned in the prospectus. However, students are given one month time after admission for change of elective subjects.
- 70% of our students are from rural area. To make them aware, flex boards regarding prospects of various subjects and courses run by the college are placed in the administrative block of the college.
- Teachers also help students to select medium of instruction and use three languages to teach students.

### 2.2.3: What are the strategies adopted 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 enable them to cope with the programme of their choice, all the course in-charges and subject teachers have devised their own ways to bridge the knowledge gap of the enrolled students:

- In B.Com, BBA and BCA, teachers start with basics of the course to connect it with previous class.
- Remedial classes are conducted to help the slow learners at end of session.
- Group of meritorious and weak students are formed in a balanced ratio to encourage the slow learners.

- The teachers make themselves available to the students even beyond their class hours.
- The subject in charge recommends simplified and easy to access course material to students.
- Special assistance is provided to students of Hindi and Punjabi medium background especially in BCA course where only English medium is allowed as per Panjab University.
- Hindi and Punjabi version of books of various courses have been made available in the college library.

#### 2.2.4: How does the college sensitize its staff and students on issue such as gender, inclusion, environment etc?

##### **Gender**

- In all college committees, associations and staff both male and females have equal representation. College sensitizes its staff and students about such issues by outreach and extension activities. Grievance Redressal cell for Girls has been established in the college. This cell deals with the complaints of female students as well as teaching and non-teaching women staff of the college. To make female students legally aware and for protecting them against eve-teasing, notices are displayed at notice board of girls common room.

##### **Environment:**

- Environment Education and Road Safety subject is mandatory in all courses as per the curriculum of Panjab University. It is compulsory for the conferring of their respective degrees. Regular classes of this subject are held in our college.
- Beautification & Environment club has been established to protect and plant trees, conduct lecture on environment and rallies for sensitization. Competition is organized to beautify building areas. Smoking and Plastic is banned in the campus.

##### **Inclusion:**

- NRI Student Aid fund is created by the college to help needy & deserving who cannot afford to study due to paucity of money.
- The college has constituted SC Scholarship committee which aims at guiding the students to apply for online Post matric scholarship scheme. The college exempts total fees of these students except university charges and security. Book Bank has been established in the college library to provide books to needy students. (Refer 2.1.5 for detail).

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

The college is adopting following strategies for advance learners:

- Subject Teachers are involved in direct Interaction with advanced learners to know their additional requirements and to provide them additional resources for the same. In B.Com, students are encouraged to take Honors in Second Year.
- Advanced learning material is provided to them.

- Internet facility is provided to these students to provide them easy access to e-learning material.
- These students are also encouraged to participate in various literary items of Zonal and Inter Zonal Youth Festival and various inter college competitions. Students are suitably awarded on Annual prize distribution function.
- Dynamic students are selected as student editor of college magazine, as class representative, as member of some various college committees.

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 student at risk of dropout (Students from disadvantaged sections of society, physically challenged, slow learners, economically weaker Section etc. who may discontinue their studies if some sort of support is not provided) ?

The college has dropouts in first year classes only and most of them are due to paucity of money or migration to other institute/abroad. Following steps have been taken by the college to reduce this dropout rate:

- For economically weaker section, part payment of admission fee facility is provided to these students
- NRI Students Aid Fund is created by college to provide fee concessions under four scholarship schemes. Economically weaker sports students are provided fees concession (20 to 80%). Their applications are forwarded by Principal to various scholarships like Minority, SC Scholarship, Sports fellowship, Scholarships from various NGO's and from Building and Construction Department of Punjab.
- Book Bank has been established to provide books to needy students.
- Slow learners are allowed to change their course from B.Com /B.B.A /B.C.A to B.A or even elective subject (in first year classes only) with a limited time frame.

### 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:

- Before publication of prospectus of new academic session, a staff meeting comprising all dean and convenor of all committee is conducted to prepare academic calendar of the college. This calendar is prepared by taking into consideration the academic calendar of Panjab University, Chandigarh and is published in prospectus and displayed on notice board.
- Time table is framed by time table committee. This committee includes the incharges from all the programmes. Subjects are allocated to all the teachers according to their qualification, interest and preference.

#### Teaching plan/Unitization of Syllabus:

The entire subject in charges split the total course content of the subject into three units (i.e. up to September, up to December, up to, up to final examinations). It is prepared for annual system in such a way that about 40 %

syllabi is completed up to September; 80% up to December and 100% up to 10<sup>th</sup> March. Unitization of syllabus is conveyed in classes and is made available in library for late enrolled students.

**Evaluation Blueprint:**

- Oral and written class tests are conducted by the subject teachers in their respective classes.
- Two house tests are conducted and conveyed in advance by various notices.
- Pattern of question papers is fixed according to the pattern of Panjab University final examinations and samples are made available in college library.
- The students who do not qualify Second House Tests, additional chance is given to them by conducting Special Condition Tests.
- Dead line for evaluation of answer sheets is given to the teachers and result is declared within 5 days of end of house examinations.
- All subjects in charges discuss their respective results with the Principal.
- Result cards which include marks and attendance in all the subjects, are dispatched to the parents of all the students.

**2.3.2 How does IQAC contribution to improve the teaching learning process?**

To improve the teaching learning process IQAC has taken following important decisions:

- Planned for library extension in 2012-13, INFLIBNET subscription, open PG courses, use interactive board for classroom teaching. Upgradation of Computer Lab, Purchase of online UPS, CCTV cameras to maintain discipline etc.
- Organizing seminars, workshops, extension lectures on academic and social issues.
- Encouraging teachers to employ innovative methods like Group Discussion, PPT and OHP and seminar.
- Providing support for Faculty Development Programme and research activities.

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

College puts all possible endeavors to ensure complete growth and development of all students by providing them informative and interactive environment. Special attention is paid on collaborative teaching methodology by promoting the balanced ratio of theory and practical. To encourage independent learning and teaching method like group discussions, presentations, role-plays, debates, declamations are being adopted and Project and assignment based learning is encouraged. Quiz and mock viva- voce are also conducted.

College is using tutorials, Interactive Board, LCD Projector, OHP, e-Library, remedial classes and extension lectures as support structures and systems to

develop such skills of students as well as teachers thus both blended learning environment and independent learning is encouraged.

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

- To nurture critical thinking, creativity and scientific temper among the students, college organizes seminars, workshops, extension lectures, and symposium, student can get published their articles in college magazine “THE VIRTUOUS”.
- To capacitate students with qualities like discipline, ethics, patience, college organizes “Art of Living” Yoga camp for long life.
- College also engages students in arrangements of functions and events (such as Annual Prize Distribution, Farewell functions) of the college.
- To nurture scientific temper, case study method is adopted in B.Com and BBA. Practical classes are sincerely conducted to nurture critical thinking and scientific temper.
- Industrial visits and press visits are arranged for students to keep them in touch with the current trends of the industry, Journalism and Mass Communication.
- NSS unit and Journalism and Mass Communication students of the college organizes awareness rally in adopted village annually to make people aware about social problems and responsibilities and media discussion on current topics.
- Special coaching is available for participants of various games and cultural activities.
- Various competitions (Inter Class and Inter College) like paper reading, debates, creative writings, and poster makings under expert guidance is encouraged. Newspapers, journals, periodicals and magazines are provided in library.
- Access to e-Library is given to make students more informative and knowledge oriented.
- Inter College competitions are held to build competitive attitude in students. Students are encouraged to participate in Inter-college academic, cultural and sports competitions.

#### 2.3.5: What are the technologies and facilities available and used by the faculty for effective teaching? Ex: 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.

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

- The college encourages mobile education by providing its faculties with a username and password for an easy access to the Wi-Fi connectivity on mobiles/ laptops/tabs etc.

- The college is a member of UGC approved INFLIBNET N-List programme and Gale-Cengage Consrotia having 9016 online journals. This provides the faculty an access to variety of e journals and e books.
- The faculty can also access to JSTOR, EBSCoHost-Net Library, and Springer and many other e resources available through the membership of INFLIBNET.
- Journalism and Mass Communication Lab has facility for Still Camera, Video Camera, Internet, E-Newspapers, Newspaper and advertisement designing is provided with supporting software Quark Express , CorelDraw, Photoshop etc.

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

- Blended learning is encouraged by adopting face to face classroom teaching along with e-resources, interactive board, language lab, media lab, OHP, LCD projections and digital resources (e-books).
- To update the students and faculty with the latest developments in their respective fields, lectures by outside experts from the fields of industry and academics are invited in the college.
- Industrial visits and press visits are organized to impart practical training and to update the students with latest developments in industry and latest advancements in different fields are tapped to daily & regular use of internet and newspapers. Students are encouraged to participate in inter college events.
- Seminars, Conferences, Workshop on socially relevant issues are conducted by the college.
- Updated study material is used in class-room teaching through new editions of books and recent government policies and other data from various websites.
- To get exposure, newly joined faculty attended the Induction Training Programme at Academic Staff College of Panjab University, Chandigarh and many have enrolled for Ph.D course and have attended refresher and orientation courses.

**2.3.7: Detail (Process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (Professional counseling /mentoring /academic advice) provided to students?**

The college provides following support (academic, personal, psycho-social) and guidance services to its prospective students:

**Academic support:**

The college identifies and divides its students in two groups:

1. The group of Advanced Learners- the college endeavors to encourage and motivate the advanced and academically promising students by facilitating them with learning materials, e-learning materials and also support to participate in various events outside the college.
2. The group of slow learners-the college attempts to make special provisions to students with slow learning capabilities by facilitating them with assistance through remedial lectures, personal contact hours, and simple hand written notes and also with the provision of easy resource materials.



**Personal support:**

As the college encourages admission to diverse number of students coming from diverse backgrounds, the college pays special attention to students coming from rural background who lack confidence. These students are personally groomed and counseled to boost their self confidence. The college runs its own NRI Aid Fund Scholarship to help the economically weaker students and provided with financial assistance to help overcome the financial hurdle in the studies of these meritorious and needy students. The students from Punjabi and Hindi medium background are provided books in their medium.

**Psycho-Social Support Guidance:**

The college also has its own Guidance and Placement Cell to help and groom students and opening to them the doors to various job opportunities. No standard clinical interviews/interactions are arranged for psycho social support however whenever sought students problems are solved by respective class incharges.

**Mentoring:**

The college attempts to mentor its students by sensitizing them to ethical consideration by motivating them regarding the same through their role in the society and upliftment of the being through societal responsiveness.

Academic Assistance: the college helps its students by providing them help in studies through extra contact hours, remedial classes and tutorials. Various problems persisting in studies are hence solved.

**2.3.8: Provide details of innovative teaching approaches/methods adopted by faculty during last four years, what are the efforts made by the institutions to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on students learning?**

For last four years efforts made by the institution to encourage the faculty to adopt new and innovative approaches are:

1. Introduction of smart class rooms, LCD Projects, OHP, new software in media lab, language lab, extension of library, e-resource centre, modern musical instruments, INFLIBINET etc.
2. Group discussions, face to face interaction, oral/verbal presentations, use of various resources for the easy knowledge of the students.
3. Project-based learning and experiential learning like field work & organizing student seminars based on the curriculum.
4. Industrial visits, press visits, educational tours to upgrade the knowledge of students.
5. The DVD's of prescribed novels, dramas, are shown to the students.

The impact of such innovative practices on student learning lies in their being enthused into smart classrooms and active participation increased, as a result of which:

- Overall Pass percentage in Four years is increased.
- Attendance in class rooms and house tests is increased.
- Numbers of first divisions are increased.
- Our college pass percentage is higher than that of affiliating university.
- More and more students are enrolled for higher education.



### 2.3.9: How is the library resources used to augment the teaching-learning process?

The college has its own automated, air conditioned and updated library for the use of both the faculty and the students.

The following are the ways in which library resources augment teaching learning process:

- Library is regularly updated with the purchase of books [references and the text].
- Newspapers (Daily), Magazines [weekly & quarterly, monthly] are subscribed to keep pace with changing scenario of the world.
- With the extension of the library, a new study room is provided for the students.
- For the wide subscribed magazines, a separate periodicals section has been created.
- Book Bank Committee has also been formed in the college, and many teachers members and student volunteers make various effort to enable under privileged students to avail this opportunity.
- College library is also updated with assignment sheets, question papers [University Examination] for the students for better preparation.
- Copies of syllabus of various courses run in the college and also the testing scheme of the same is available for students' references.
- Library is opened for seven hours during working days.
- All the latest acquisitions & up-gradations done in the library are brought to the knowledge of the teachers as well as students through notice board.
- All the latest news, title of the new book release, articles etc. have been displayed at the display board outside library.
- College library, besides subscription to various journals, has e-resource center and has subscribed itself to various online resources like JSTOR & INLIBNET and Gales-Cengage.

### 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.

Till date the college has not faced any problem for the completion of curriculum within the given time period.

The college arranges extra classes for students who participate and represent the college in various co-curricular activities (Sports & Cultural) by solving the problems that relates their subject and also to complete the loss they incur during the preparation of the co-curricular.

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

The IQAC and Academic Council of the college monitor and evaluate the quality of teaching learning through following measures:

- Induction Programme for teaching faculty is conducted by Principal. Oral and written feedback is taken from the students by getting the feedback proforma filled and corrective actions in the form of remedial classes and tutorials are recommended by the Principal.
- The entire subjects in charges discuss their respective results with the Principal.
- Parents -Teacher meet is conducted to take feedback and convey the performance of weak students to their parents so that they can be guided by their parents to attend remedial classes.
- Result cards which include marks and attendance in all the subjects are dispatched to the parents of all the students.
- Mid-term time table adjustment or inter class faculty exchange is encouraged whenever possible.

### 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.

Work environment is healthy and congenial which makes even teachers from Ludhiana, Chandigarh, Patiala and Haryana to apply for posts. Adhoc teachers apply again and again to remain here.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	M	F	M	F	M	F	
<b>Permanent teachers</b>							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	1	-	-	1	-	2
M.Phil.	-	-	-	-	8	1	9
PG	-	-	-	-	5	2	7
<b>Temporary teachers</b>							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	2	4	6
PG	-	-	-	-	2	12	14
<b>Part-time teachers</b>							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

\*M-Male, F-Female

The college appoints its regular faculty strictly as per UGC and Panjab University rules and conditions; pay-scale is given as per UGC and Panjab Government norms. Contractual Ad-hoc staff is also employed on the basis of

interview taken by a selection committee comprising college management, Principal and senior subject experts. These teachers are also given better pay scale. Additional increment is paid to a candidate with better qualification.

A few Permanent teachers have enrolled for Ph.D. Programme wise workload is accessed two month and before start of session. Interviews are conducted after advertisement in leading newspaper. Competent teachers are made permanent or signed for short term contract and retained.

**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.**

Although college is not running courses in modern area except BCA, but there are two types of teaching positions in the college.

- Regular
- Contract/Ad-hoc

College is un-aided; therefore all the vacancies are passed by management keeping in view budgetary provision. Both regular and ad-hoc posts are advertised in national newspapers and made available at University and college website respectively. For regular posts, university panel of experts is invited for interviewing the candidates. While for Contractual/Ad-hoc posts, a seven member selection committee constituted by college managing committee selects the candidates. For both types of posts, eligibility criteria of Panjab University and UGC are adopted. At present, college has required number of qualified teachers to teach all the subjects. Besides, expert lectures from outside are conducted to cope with deficiency in expertise, if any.

**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.**

The institution has sent following number of faculty for enhancing the quality in staff development programmes during last four years:

**A. Nomination to staff development programmes**

<b>Academic Staff Development Programmes</b>	<b>No. of faculty nominated</b>			
	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
Refresher courses	-	-	2	-
HRD programmes	-	-	-	-
Orientation programmes	4	3	-	2
Staff training conducted by the university	-	-	-	-
Staff training conducted by other institutions	-	-	3	-
Summer/winter schools, workshops/EDP etc.	-	1	1	-

Detail in Annexure - VI

**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
- Handling new curriculum
- Content/knowledge management
- Selection, development and use of enrichment materials
- Assessment
- Cross cutting issues
- Audio visual aids/multimedia
- OERs
- Teaching learning material development, selection and use

In session 2011-12 a National workshop on ‘Faculty Development: A Quality Initiative’ with the Association of Indian College Principals was organized by the college. Various teaching learning methodologies were discussed to update the teachers’ knowledge regarding approaches for effective teaching and learning.

- In session 2012-13 a Regional workshop on ‘Towards Effective Communication: Through Classroom Management.’ was organized. In this workshop, the teachers were guided towards the development of teaching learning material, effective communication and class room management.
- In session 2013-14 One day National symposium on ‘Role of Ethics in Professional Excellence’ was organized. The symposium sensitized the delegates towards ethical considerations in professional life. In session 2014-15 A National Conference on “Gender Equality and Women empowerment” will be organized.
- The Principal of the college provides formal orientation to the newly recruited staff on the above mentioned issues.
- Regarding use of audio visual aids, staff members are sent to the Computer Science department for training of IT tools.

**C. Percentage of faculty**

- Invited as resource persons in workshops/seminars/conferences organized by external professional agencies.
- Participated in external workshops/ seminars/conferences recognized by national/ international professional bodies.
- Presented papers in workshops/seminars/conferences conducted or recognized by professional agencies.

Faculty	No. of Faculty Members			
	2010-11	2011-12	2012-13	2013-14
Invited as resource persons in workshops/seminars/conferences organized by external professional agencies.	02	01	02	01
Participated in external	21	30	24	19

workshops/ seminars/conferences recognized by national/ international professional bodies.				
Presented papers in workshops/seminars/conf erences conducted or recognized by professional agencies.	16	17	08	25

Details as per Annexure VII and VIII

**Strategies adopted by the institution in enhancing the teacher quality:**

- College organizes one Workshop/ Seminar/ Conference/ Faculty Development Programme every year.
- The faculty members are allowed duty leaves to attend various workshops/conferences/chair sessions/invited lectures/judgement of shows/attend Board of Studies or other academic and sports meetings.
- In session 2013-14, staff fund scheme has been introduced to reimburse registration fee for attending the seminars.
- Faculty members are allowed to enroll for higher studies.
- Faculty is encouraged by college management by giving them appreciation prizes on Teachers Day, Annual Prize distribution, NSS function, Annual Athletic meet and Diwali.
- College is having separate E-Resource and Language Lab.
- College is having smartclass room with LCD projector and Interactive Smartboard for Interactive teaching.

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 institution and specialized programmes industrial engagement etc.)

- Staff is motivated and encouraged to carry on with their research and publications.
- Some of the staff members have applied to UGC for minor research projects.
- College provides computer with internet facility and E-Resources to faculty members.

For strategies adopted kindly refer 2.4.3

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?

**Awards Received by Faculty during last four years is as follows:-**

Principal Dr. Neena Seth Pajni

- Was awarded with 'Dr. Sarvepalli Radhakrishnan Award' for best teaching practices in session 2010-11.

- In the same session, she was also honored by ‘Association of Biology Teachers of India (Regd.) at Govt. Girls College, Sector 42, and Chandigarh.
- Prof. Rupinder Singh Was awarded with ‘Dr. Sarvepalli Radhakrishnan Best Teacher Award’ in session 2010-11.

#### 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 teaching-learning process?

The college has developed various mechanisms for the evaluation of teachers by students:-

- The representatives of various classes of the college discuss the problems faced during learning process with the class in charges and the class incharges update the Principal about the same and accordingly corrective steps are taken.
- A suggestion box is placed in the college where students can drop their complaints if any.
- A Student Feedback proforma on teachers has been designed and is filled annually. These Proforma's are analyzed properly and corrective measures are taken based on result of previous classes and discussed with the faculty concerned.
- Teachers fill self appraisal form, based upon that in year 2013-14 College Management agreed to promote the teachers from Assistant Professor Stage – I to Assistance Professor Stage – II if teachers fulfill the required conditions.

This evaluation helps in the qualitative improvement of the teaching learning process as the teacher may come to know about his/her strengths and weaknesses.

### 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?

Following measures have been taken by the institution to ensure the awareness of evaluation processes for stakeholders especially students and faculty:

- All the notifications of university are circulated among faculty and wherever necessary the same are displayed on notice board for students.
- The students are acknowledged about evaluation method through the prospectus.
- During classes they are regularly notified about the evaluation, by displaying the notices on notice boards and circulars. Students are also communicated in class rooms with the announcements of the same.
- Students are regularly evaluated through attendance, written assignments, class room interaction, class tests and house exams.
- After September (first-term) and December (second-term) house examinations, the parents of the students are intimated about their progress through result cards and parent teacher meet is conducted for BCA, BBA and B.Com classes for making the parents aware about the progress and prospects of students’ in house exams and attendance in the class.

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

**Evaluation reforms initiated by university:**

Evaluation reforms initiated by university:

- The university has introduced semester system in first year classes of all Under Graduate courses from session 2014-15.
- This year university gave special chance for examination to the candidates who missed their papers due to one or other reasons.
- Online submission of examination forms was major reform initiated by university during session 2013-14.
- Centre wise cut list, practical date sheet, Pupin card number etc have been made available online for colleges.
- Student Return and Internal Assessment have been computerized.
- Result as well as list of toppers is also made available online.

Evaluation reforms initiated by the institution on its own:

- Slow learners are identified and special class tests are conducted for them.
- The students who could not qualify December house exams, a special chance is given to them in the form of conditional tests.
- The answer scripts marked by fresh inexperienced teachers are rechecked by the senior faculty at random and anomalies are pointed out to them.
- Answer scripts of house tests are shown to the students in the classrooms to assure them that no favoritism has been done in evaluation.
- Teacher also discusses with the students, their performance in the house tests so as to encourage them for better performance in the final exams.
- Even during house exams, students are physically searched by invigilating team for incriminate material if any and also time to start the exam is strictly followed. This practice has resulted in that no unfair means case has been recorded in our college for the last five years.
- Separate registers are maintained for house tests and annual examination marks.

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

- All the examination reforms are fully and strictly followed under the guidance of the Principal, who is also chief-coordinator of the examination centre.
- Examination committee, under the guidance of Registrar, Examination helps chief-coordinator to implement all the reforms initiated by the university and also those introduced by the college itself.
- Registrar takes help of all teaching and non-teaching staff for smooth conduction of examination.
- All notices/ News / Announcements from University are displayed/ circulated to faculty and students. Office has access to Wi-Fi connectivity, Fax and Phone to connect to University.

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

The student achievement is measured on the basis of his/her performance on academic, cultural and extracurricular front. The formative and summative assessment of these achievements is given below:

**Academic Assessment:**

**Formative:**

- The students who could not qualify December house exams, a special chance is given to them in the form of conditional tests.
- Answer scripts of house tests are shown to the students in the classrooms to assure them that no favoritism has been done in evaluation.
- In the beginning of the session, house test schedule along with syllabus to be covered is conveyed to the students so that they can seriously prepare for these.
- Teacher also discusses with the students, their performance in the house tests so as to encourage them for better performance in the final exams.

**Summative:**

- For calculating internal assessment, first House Test (September) is given 40% weightage and Second House Test (December) is given 60% weightage along with attendance.

Positive impact of both formative and summative approach is as per 2.3.8.

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

- Evaluation system is conveyed to the students by Subject teacher or through Notice Board.
- Answer scripts of house tests and assignments are marked and shown to the students in the classrooms to assure them that no favoritism has been done in evaluation.
- Result cards which include marks and attendance in all the subjects, are dispatched to the parents of all the students.
- All the subject incharges discuss their respective results with the Principal.
- According to university pattern, 20% marks in each paper are allocated for internal assessment.
- Out of total internal assessment, 40% marks are awarded on the basis of result of September house test, balance 60% is on the basis of result of December house test, attendance and assignments.
- Internal assessment is displayed on all notice boards and also conveyed to the students in classrooms.
- A staff meeting is held before sending internal assessment to university to deal with grievances if any.
- The students who fail to get passing marks in internal assessment are given a chance to appear in special test.



- Sports and Youth activity achievers who miss special test are judged on the basis of their behavior and independent learning.

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

The college has specified the graduate attributes in mission of the trust and vision of the college. Main graduate attributes are as follows:

- **To empower the rural and urban youth:** College encourages the students to participate in N.S.S, N.C.C and Youth Leadership Camps to inculcate the leadership skills into them.
- **To inculcate value based education:** Teachers develop their knowledge quality and reengineer academic excellence from time to time to enhance and sustain of quality in education.
- **To foster responsibility towards society and nation:** All the staff members work hard to impart moral, cultural, intellectual, social and spiritual knowledge among the students. All the activities of the institute bear some social and national relevance.

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

##### **Grievance Redressal mechanism at college level:**

Answer Scripts of students' performance in House tests are shown and discussed with the students' in class rooms and anomalies spotted by the students' are corrected in the following ways:

- Total no. of marks is checked, if corrections any, is brought to the notice of the teacher.
- Unchecked Questions, if any, are checked.
- Queries of the students' are addressed within a week and given instructions regarding the students' attempt in the coming exams and subsequently coming out with better performance.
- Students can seek the intervention of Registrar and Principal. Principal is accessible during working hours and ensures prompt and speedy resolution of students' problems.

##### **Grievance Redressal mechanism at University Level:**

- The students' are given chance for the rechecking of their Answer Scripts, which is done in following ways:
  - Total marks are checked, if counting mistakes any, it is corrected.
  - Questions, if any, left unchecked is checked and marked.
- The students' are also given chance for the Re-evaluation of their answer scripts by other examiner.
- The rule book is kept with centre superintendent and chief coordinator during final exams in which phone numbers of all the officials of Punjab University are displayed.
- This year university gave special chance for examination to the candidates who missed their papers due to one or other reasons.

## 2.6. Student performance and learning outcomes

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

Learning outcomes are clearly communicated to our stakeholders through widely circulated mission statement of 'Gobindgarh Educational & Social Welfare Trust' through college prospectus, college magazine, flex, website etc.

Besides, these are communicated to staff members in simplified way during first general staff meeting and also to students during orientation programme. It is also communicated through Class Incharges.

Monthly meeting with class in charges to discuss performance of student is a clear assessment of progress. Annual report of the college also projects the learning outcomes of our students.

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

The college monitors the progress and performance of the students through class tests, House Tests, Attendance, Written Assignments, and Class Participation. On the basis of these, Internal Assessment is prepared. The college communicates the same by dispatching the report cards of the students to their parents. The students' performance is also communicated by conducting Parent-teacher meeting.

#### Analysis of Results for last four years:

Class	Session 2010-11		Session 2011-12		Session 2012-13		Session 2013-14	
	Coll Pass %	Uni Pass %	Coll Pass %	Uni Pass %	Coll Pass %	Uni Pass %	Coll Pass %	Uni Pass %
BA-I	77.40	46.93	77.32	55.59	77.40	49.76	69.93	45.62
BA-II	97.62	78.42	95.65	67.30	95.14	71.62	96.21	64.94
BA-III	94.83	60.60	95.23	58.82	89.94	66.89	97.22	69.20
B.Com- I	79.48	63.75	94.52	63.63	91.30	61.75	89.46	55.56
B.Com-II	98.52	72.77	92.10	69.31	97.10	75.93	97.10	74.31
B.Com-III	98.08	93.74	98.50	91.71	96.15	91.31	100	96.66
BBA-I	45.94	40.94	54.05	56.18	67.64	54.89	65.78	48.73
BBA-II	100	89.91	100	92.67	90.47	89.87	100	83.19
BBA-III	100	98.06	100	96.35	100	97.52	100	90.58
BCA-I	56.52	49.04	50.00	43.81	25.00	21.83	52.17	39.55
BCA-II	85.71	84.46	84.61	83.72	81.81	59.85	100	81.97
BCA-III	100	81.19	100	89.69	100	89.27	100	85.21
PGDCA	100	63.88	95.65	59.59	76.92	58.24	100	65.20

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

The college has structured its teaching learning and assessment strategies through:

- Student centric teaching through PPTs, OHP and Interactive board
- Well equipped and updated library
- Well equipped modern computer labs and media lab
- Class tests
- Written assignments & projects
- Group discussions and interactive sessions in classrooms
- Two house tests, one in September & other in December for annual system
- Extension lectures
- Seminars, Symposiums, Workshops etc.
- Stress on attendance, discipline & behavior
- One to one interaction
- Conduction of enrichment courses by placement cell to make students better during interview
- Monthly reporting of attendance to the Principal, struck off names in case of continuous absence and communication to the parents by post.

Pass percentage of result of all classes of our college is higher than that of affiliating university is an outcome of the intended learning. We secured 100% result in B.Com-III, BBA-II, BBA-III, BCA-II, BCA-III and PGDCA.

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

- According to stream/subject of students Vocational Guidance and Placement Cell of the college helps the meritorious and deserving students of the college to choose field like Web Designing, Public Sector Bank, Insurance, Data Processing, System Administration, Computer Programming, Marketing, Civil Services, Mass Media and Music.
- Industrial visits and interactive sessions by industry executives are organized by the college to foster entrepreneurial skills among students.
- Research projects are given to the students of B.B.A to groom their research aptitude.
- The college grooms the students ethically and instill into them moral values through classroom lectures and also by encouraging them to participate in N.S.S and N.C.C.

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

The college has constituted IQAC and Academic Council to collect and analyze data on student learning outcomes and plans in the following way to overcome barriers of learning:

- The House examination results are analyzed to come out with the problems that persist in various subjects. One to one interaction with subject teacher is held to know reason for under performance and find out ways to overcome them.
- On the basis of the analyzed results, the students are grouped into two categories. One of slow learners who are provided assistance in the form of remedial lectures and extra classes, the other of advanced learners who are provided assistance by giving them advanced learning materials and internet facility is also provided to access E-learning materials.

All these efforts have resulted in increase in attendance in classes and house tests. Also the same has resulted in 100% annual results in most of classes.

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

To monitor the learning outcome, Academic Council and Registrar Examinations collect and analyze result of House Tests.

To achieve the learning outcome, measure as per 2.6.3 is taken.

#### 2.6.7 Does the institution and individual teachers use assessment /evaluation on 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 college uses evaluation as an indicator for evaluating student performance but to evaluate achievement of learning objective, emphasis is laid on social and moral behavior of students based upon behavior /interaction /participation of student. In co-curricular activities College Color was started in 2009-10, where one male and one female student is awarded every year with college color.

**Any other relevant information regarding Teaching-Learning and Evaluation which the College would like to include:**

# CRITERIA – III

## RESEARCH CONSULTANCY AND EXTENSION



### 3.1 Promotion of Research

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

No, the college does not have any recognized center of affiliating university or any other agency.

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, there is a Research committee in the college comprising of the following senior members under supervision of Principal Dr. Neena Seth Pajni.

#### Members for Session 2014-15.

Mr. Narinder Pal Singh, Asst. Prof in Computer Science, Convenor

Mr. Gopal Krishan, Asst. Prof in Political Science, Co-Convenor

Mr. Varinder Kumar, Asst. Prof in Commerce

Mr. Rajesh Kumar, Asst. Prof in Business Administration

Mr. Gaurvav Verma, Asst. Prof in Mathematics

Mrs. Ruchika Jain, Asst. Prof in Commerce

Mrs. Bangera Rupinder Kaur, Asst. Prof in English

Mr. Dilsher Bir Singh, Asst. Prof in English

Mr. (Dr.) Tejinder Singh, Asst. Prof in Punjabi

Research committee was constituted in year 2010 under supervision of Principal Dr. Neena Seth Pajni. The committee holds 4 meetings in a session.

Recommendations(2010-14)	Impact of the Recommendations
To conduct at least one National seminar/workshop/conference etc. in a session.	In session 2010-11 a National conference organized on the topic of “New Horizon of Service Sector: Challenges and Opportunities” was organized.
	In session 2011-12 a National workshop on ‘Faculty Development: A Quality Initiative’ with the Association of Indian College Principals was organized.
	In session 2012-13 Regional workshop on ‘Towards Effective Communication: Through Classroom Management.’ was organized.
	In session 2013-14 One day National symposium on ‘Role of Ethics in Professional Excellence’ was organized.
To avail grant from Panjab University, Chandigarh/Indian Council of Social Science Research	The College applied to Indian Council of Social Science Research (ICSSR) (2010-11) Regional Office, P.U,

(ICSSR) to conduct these seminars/conferences etc.	Chandigarh for availing grant- Failed.
	Applied to Dean, Development Council for organizing national conference (2010-11) and amount of Rs. 25,000/- was sanctioned by university.
	Applied to UGC for conducting national workshop not sanctioned.
	Applied to Dean, Development Council for organizing national symposium (2010-11) and amount of Rs. 31,000/- was sanctioned by this department of university.
Enlistment of College Under 12B of UGC regulation to make it eligible to take grant from UGC	Gobindgarh Public College was enlisted of college under 12(B) on 9 <sup>th</sup> May, 2012.
Encourage faculty to write articles/research papers & present them or publish in reputed journals	The faculty members presented papers enthusiastically in the national conference on “New Horizon of Service Sector: Challenges and Opportunities”.
	The papers presented in this conference were also published as conference proceeding with ISBN No 978-81-921593-7-9
	The faculty members are relieved from teaching and are provided duty leave to attend conferences/symposium etc. outside the college.
To encourage Faculty Members to edit papers	Some of the faculty members are editors and associate editors of the conference proceeding named as of “New Horizon of Service Sector: Challenges and Opportunities” while Principal Dr. Neena Seth Pajni is the editor-in- chief of this proceeding
To increase teaching skills faculty is encouraged to attend orientation & refresher courses	From 2010 to 2014 faculty members attended refresher and orientation courses. Details as per Annexure – VI
Motivated to pursue Ph.D	From 2010 to 2014, 06 faculty members are enrolled for PhD at various universities.
Encourage to write Books/Articles/Papers	The faculty members have got published various books, articles and research papers in newspapers and journals.
Re-start publishing of College magazine	Restarted the publishing of College magazine “The Virtuous”. From 2010-11.
Subscription to INFLIBNET	Subscription to INFLIBNET helps the faculty members in their PhD research work. Beside this it also helps all the



	teachers for updating of their knowledge.
Lecture on API score	Dr. R.K. Mahajan delivered a lecture on API score as per UGC guidelines.
Faculty development Programme	Dr. Shirish Chindhade delivered a lecture on SWOT analysis.
Stress Free Teaching	A workshop on “Stress Free Teaching” was held for all the faculty members on 28 <sup>th</sup> March, 2014 by the representative of “Art of Living” from Khanna.
Encourage to use PPT	The various teachers have started using Power Point Presentation (PPT) in their classroom teaching.
Apply for Minor research project & research Award	Principal Dr. Neena Seth Pajni applied for research Award to UGC could not avail.
	Mr.Amit Narula, Former Assistant Professor of English applied for minor research project in English to UGC – No Grant.
	Mr. Gopal, Assistant Professor of Political Science applied for minor research project in Political Science to UGC – No Grant.

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

- Autonomy to the Principal investigator
- Timely availability or release of resources
- Adequate infrastructure and human resources
- Time off, reduced teaching load, special leave etc to teachers
- Support in terms of technology and information needs
- Facilitate timely auditing and submission of utilization certificate to the funding authorities
- Any other

The Research Committee encourages the faculty members to apply for minor research projects in Humanities/Social Sciences. In the year 2011 college first entitled under 12(B) i.e to become eligible to take grants for these types of projects. After that three research projects have been applied to UGC but we could not get grant from UGC.

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

The institute is in constant pursuit of developing scientific temper and research culture amongst the students. Some of these initiatives are given as under:  
By conducting workshops, conferences, symposium etc. by inviting renowned scholars where by students have ample opportunities to interact with them.  
Fully Wi-Fi well equipped library with subscription to INFLIBNET and GALE-CENGAGE consortia for last two years along with subscription to research journals and e-books.



The students of BBA, BCA and PGDCA are provided projects as per Panjab university curriculum.

**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.**

Given below are the details of involvement of faculty in research.

Principal, Dr. Neena Seth Pajni has guided five students for their M.Phil degree

**• Research Guidance by DR NEENA SETH PAJNI**

Sr. No.	Number Enrolled	Thesis Submitted	Degree Awarded
M. Phil	Five	Five	Five
<ul style="list-style-type: none"> <li>2006-07. Morphological, Behavioral and Serological Variations among the five endogamous groups of Punjab.</li> <li>2006-07. Distribution of some Morphogenetic and Behavioral traits in the Bania caste population of South Punjab.</li> <li>2006-07. An Epidemiological and Clinico-pathological study of Oropharyngeal and Lung Cancer in Males and females of Patiala district of Punjab, North west India.</li> <li>2007-08. Effect of cigarette smoking and alcohol consumption on coronary Heart Disease, a study on Some Biochemical Parameters in Rural male population of district Mansa, Punjab.</li> <li>2007-08. Correlation of Obesity and Overweight with Coronary Heart Disease in Men and Women of district Hoshiarpur, Punjab.</li> </ul>			

**• Research Projects completed BY DR NEENA SETH PAJNI**

S. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lac)
1	Cytogenetic Monitoring of Some Occupational Hazards (Technique used short term lymphocyte culturing under supervision of DR JS Yadav	University Grants Commission, New Delhi carried at Kurukshetra University, Kurukshetra	1995-1999	Fellowship as Junior research fellow and then Senior Research fellow
2	Red Cell Enzyme Markers in health and Disease (Agarose gel electrophoresis	Council of Scientific and Industrial Research, New Delhi (CSIR) at Punjabi University, Patiala	Dec 2000 to Dec 2005	Approx= 4.40000/-
3	Biological Monitoring of workers exposed to pesticides. CSIR funded project under scientists	Council of Scientific and Industrial Research, New	Oct 2004- June 2007	Approx= 6.7000/-

	Pool Scheme from 2004 to 2007 (single cell gel electrophoresis/comet assay)	Delhi (CSIR) at Punjabi University, Patiala		
4.	Short listed for UGC Research Award 2012-14 on topic “Bibliography of Indian Thesis in Zoology” By UGC, New Delhi – could not avail.			

• **Faculty Involvement In Leading Research Projects:**

Most of the teachers are non Ph.D teaching to under graduate classes but they are involved in individual research as they have been enrolled for their Ph.D degree as detailed below.

Sr.No	Faculty Name	Topic OF Ph.D	University and Department	Supervisor Name
1.	Mr. Gopal Krishan, Asst. Prof in Political Science	Human Rights Violation of Children working in Dhabas: A case study of Ludhiana District of Punjab	Panjab University Chandigarh, Dept of Political Science.	Dr. Swaranjeet Kaur, Coordinator, Center for Human Rights and Duties, Panjab Univeristy, Chandigarh.
2.	Mr. Rupinder Singh, Asst. Prof. in Physical Education	A case study of Arjun Awardee women hockey players	Panjab University Chandigarh, Dept of Physical Education.	Dr. Neelam Paul, Govt. College of Education, Sector 20, Chandigarh
3.	Mr. Gaurav Verma Asst. Prof. in Mathematics	Some Problem on Elastic Plastic and Creep Transition	Punjab Technical University, Jalandhar, Dept of Applied Sciences.	Dr. Sonia Gupta, Gian Jyoti Institute of Mohali
4.	Mrs. Ruchika Jain Asst. Prof. in Commerce	Growth and Regulatory issues of Equity Derivative Market in India	Punjab Technical University, Jalandhar, Dept of Management.	Dr. S.K.Singla, Director, GNA-IMT, Phagwara
5.	Mr. Dilsherbir Singh Asst. Prof. in English	Mahabharata, Vision of Life	Punjabi University Patiala, Dept of English	Dr. Rajesh Sharma, Dept of English
6.	Mr. Mandeep Singh Asst. Prof. in Panjabi	Samkalin Punjabi Kavita de Parmuck Sarokar ate Sanchaar	Desh Bhagat University, Mandi Gobindgarh.	Dr. Iqbal Singh Sandhu, Associate Professor, Dept of Punjabi,

		(Gurbhajan Gill, Jaswant Jaffar, Darshan Bhuttar, Amarjeet Kaur Ghuman, Amarjeet singh)		D.A.V College, Abohar
7.	Dr. Tajinder Singh	Dr. Sohinder Singh Vanjara Bedi di Punjabi Lokdhara adhyan nu den	Punjabi Univerisity Campus	Dr. Nahar Singh (Completed)

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.

**Details for the last four years are as follows:-**

#### **Conferences**

- A National Conference on ‘New horizon of Service Sector: Challenges and opportunities’ on 12<sup>th</sup> March, 2011.

#### **Workshops**

- A National workshop on ‘Faculty Development: A Quality Initiative’ with the association of Indian College Principals organized on 17<sup>th</sup> Mar. 2012.
- A regional workshop on ‘Towards Effective Communication: Through Classroom Mgt.’ organized on 12<sup>th</sup> Mar. 2013.

#### **Symposium**

- One day National symposium on ‘Role of Ethics in Professional Excellence’ was organized on 10<sup>th</sup> Jan. 2014.

#### **Extension Lectures**

- An extension lecture on ‘Importance of Punjabi Language’ was delivered by Dr. Surjit Singh, Department of Punjabi on 24<sup>th</sup> Sep. 2011.
- An Extension lecture on ‘New Horizon in Banking & Information Technology’ was delivered by Manager, Axis Bank on 3<sup>rd</sup> Nov, 2011.
- The Histo- Political Society of GPC, Alour (Khanna) organized an extension lecture on ‘Role of RTI in Educational Institutions’ on 12<sup>th</sup> Nov. 2011. Dr. Swaranjeet Kaur Coordinator, Centre for Human Rights & Duties, Panjab University, Chandigarh, was the keynote speaker.
- An extension lecture on ‘Emerging Web Solutions and Web Technology’ was delivered by resource persons Mr. Vishal Batta (Director), Mr. Sumit (Business Development Officer) of Padron Technologies Pvt. Ltd., Agile Informatics Pvt. Ltd. On 24<sup>th</sup> Jan 2012.
- An extension lecture on ‘Investor Education and Protection Awareness’ was delivered by Mr. Ashok Singla (Auditor Ludhiana) on 5<sup>th</sup> Mar. 2012.

- Workshop on ‘Art of Living’ was organized by GPC Alumni Members on 5<sup>th</sup> July 2012.
- An Extension lecture on ‘Strategic Management’ was delivered by Dr. B.S Hothi (Director PIMT) on 17<sup>th</sup> Nov. 2012.
- An Extension lecture was delivered by Sh. Gagandeep Singh on ‘Study Abroad’ from Edwise Overseas Education Consult, CHD. On 9<sup>th</sup> Nov. 2013.
- An Extension lecture on ‘Environment Education’ was delivered by Dr. Jagbir Singh (HOD Zoology & Environment Biology, Punjabi University, Patiala) on 21<sup>st</sup> Nov. 2013.
- Personality Development Workshop was conducted by Prof. Manmeet Kaur (PIMT) for the students of B.A-III on 11<sup>th</sup> Feb., 2014
- A Workshop on Stress Free Teaching was organized for faculty members on 28th March, 2014 by Art of Living representatives from Khanna.

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

- Dr. Neena Seth Pajni - Area of Research, Major Zoology and Minor Genetics (Molecular Cytogenetic and Bio-Chemical Genetics). Expertises available are for human lymphocyte culturing, karyotyping, agarose gel electrophoresis, red cell enzyme markers, comet assay, and DNA damage.
- Mr. Bhupinder Shahi, Assistant Professor of Punjabi, prioritized area for research is ‘Linguistics’.
- Ms. Sushma Miglani, Assistant Professor of Hindi prioritized area for research is ‘Shelly Vigyan’
- Mr. Gopal Krishan, Assistant Professor of Political Science prioritized area of research is ‘Human Rights’.
- Mr. Rupinder Singh, Assistant Professor of Physical Education prioritized area for research is ‘Indian Hockey’
- Mr. Varinder Kumar, Assistant Professor of Commerce prioritized area for research is ‘Market Segmentation and Consumer Behavior’
- Mr. Narinder Pal, Assistant Professor of Music Vocal prioritized area for research is ‘Classical Singing, Sufi Singing and Punjabi Folk Singing’
- Mr. Narinder Pal Singh, Assistant Professor of Computer Science prioritized area for research is ‘Data Mining and Software Engineering.’
- Mr. Rajesh Kumar Assistant Professor of Business Administration prioritized area for research is “Finance”.
- Mr. Gaurav Verma Assistant Professor of Mathematics prioritized area of research is Applied Mathematics.
- Ms. Ruchika Jain Assistant Professor of Commerce prioritized area of research is ‘Derivative Market in India’.
- Ms. Bangera Rupinder Kaur, Assistant Professor of English prioritized area for research is ‘Criticism and Linguistics’.
- Mr. Mandeep Singh, Assistant Professor of Punjabi prioritized area for research is ‘Modern Punjabi Poetry’.

- Mr. Dilsherbir Singh, Assistant Professor of English prioritized area for research is “Criticism, Novel and Poetry”
- Ms. Baljeet Kaur, Assistant Professor of Computer Science prioritized area for research is Internet Threats
- Mr. Om Pal, Assistant Professor of History, prioritized area for research is ‘Role of the Press in the Freedom Struggle’.
- Ms. Aradhana Sharma, Assistant Professor of Commerce, prioritized area for research is ‘Worker’s Participation in Management’.
- Ms. Monika Sharma, Assistant Professor of Physical Education, prioritized area for research is Yoga and Team Games.
- Mr. Surinder Singh, Assistant Professor of Punjabi prioritized area for research is ‘Babu Singh Maan di Geet Kala’.
- Ms. Gursharan Kaur, Assistant Professor of Mathematics, prioritized area of research is ‘Logistics Management’.
- Mr. Tajinder Singh, Assistant Professor of Punjabi, prioritized area for research is ‘Dr. Sohinder Singh Vanjara Bedi di Punjabi Lokdhara adhyan nu den’.
- Mr. Maninder Singh, Assistant Professor of Punjabi, prioritized area for research is ‘Contemporary Punjabi Poetry’

### 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 regularly organizes conferences, seminars and workshops in order to rope in researchers of eminence to visit the campus and interact with teachers and students. Details are given under 3.1.2

Besides these conferences and workshops the college has also organized various extension lectures inviting eminent scholars. A list of all these distinguished scholars is as follows;

<b>List of distinguished scholars who delivered lectures and presented papers during conference, workshops, symposium and Extension Lectures</b>			
<b>Date</b>	<b>Visitor</b>	<b>Address</b>	<b>Purpose</b>
12-Mar-11	Prof. Dr. Paramjit S. Jaswal	Vice, Chancellor, Rajiv Gandhi National University of Law, Patiala	Inauguration of National Conference on “New Horizon of Service Sector: Challenge and opportunities” held on 12-March-2011.
12-Mar-11	Prof. Dr. G.S. Batra	Head School of Applied Management, Panjabi University Patiala	Keynote speaker on “New Horizon of Service Sector: Challenge and opportunities” held on 12-March-2011.
12-Mar-11	Dr. R.K. Uppal	Head, Dept of Economics, D.A.V. College, Mallout.	Chairman, First Technical Session, on “New Horizon of Service Sector:

			Challenge and opportunities” held on 12-March-2011.
12-Mar-11	Dr. Sanjay Kaushik	University Business School, Panjab University, Chandigarh	Chairman, Second Technical Session, on “New Horizon of Service Sector: Challenge and opportunities” held on 12-March-2011.
12-Mar-11	Dr. Ravi Inder Singh	Dept of Management Studies, PU, Regional Center, Ludhiana	Chairman, Third Technical Session, on “New Horizon of Service Sector: Challenge and opportunities” held on 12-March-2011.
12-Mar-11	Dr. S.K.Chadha	UBS, Panjab University, Chandigarh	Chief Guest, Valedictory Session, on “New Horizon of Service Sector: Challenge and opportunities” held on 12-March-2011.
12-Mar-11	Mr. Amol.V.Desai	Associate Prof. & Head. Dept of Marketing Modern College, Ganeshkhind, Pune	Presented paper on “Use of Technology In Banking Sector its increasing benefits to consumers” at National Conference on “New Horizon of Service Sector: Challenge and opportunities” held on 12-March-2011.
12-Mar-11	Dr. Amita Kashayap	Principal, Kalra College of Education, Patnitop	Presented Paper on “Impacts of Globalization on Indian Education” at National Conference on “New Horizon of Service Sector: Challenge and opportunities” held on 12-March-2011.
12-Mar-11	Dr. Sarita Aggarwal	Associate Professor, KLSD College, Ludhiana	Presented Paper on “Marketing Automobile Services an Emerging area” at National Conference on “New Horizon of Service Sector: Challenge and opportunities” held on

			12-March-2011.
12-Mar-11	Mr. Vivek Bhambri	Head, Dept of Computer Science, Desh Bhagat Institute of Management and Computer Science, Mandi Gobindgarh	Presented Paper on “Application of Data Mining in growth of service sector” at National Conference on “New Horizon of Service Sector: Challenge and opportunities” held on 12-March-2011.
12-Mar-11	Dr Sarita Bahl	Associate Professor, Arya College, Ludhiana	Presented Paper on “Indian retail sector opportunities challenges and strategies” at National Conference on “New Horizon of Service Sector: Challenge and opportunities” held on 12-March-2011.
12-Mar-11	Dr. Kirandeep Kaur	Assistant Professor, M.T.S.M. College for women, Ludhiana	Presented Paper on “Growth of service sector in India” at National Conference on “New Horizon of Service Sector: Challenge and opportunities” held on 12-March-2011.
12-Mar-11	Dr. Sonika Chaudhary	H.O.D, IMT, RGI, Mohali	Presented Paper on “Conflict Management – A key to employee satisfaction in service sector” at National Conference on “New Horizon of Service Sector: Challenge and opportunities” held on 12-March-2011.
12-Mar-11	Dr. Shashi Kanta	Lecturer in Zoology, S.S.M.College, Dinanagar	Presented Paper on “India’s, Competitive Advantages and Threat in services” at National Conference on “New Horizon of Service Sector: Challenge and opportunities” held on 12-March-2011.
12-Mar-11	Dr. Bimal	Professor, RIMT-	Presented Paper on



	Anjum	IET, Mandi Gobidgarh	“Innovative entrepreneurship in educational sector” at National Conference on “New Horizon of Service Sector: Challenge and opportunities” held on 12-March-2011.
12-Nov-11	Dr. Swaranjeet Kaur	Coordinator, Centre for Human Rights & Duties, Panjab University, Chandigarh.	Delivered an extension lecture on ‘Role of RTI in Educational Institutions’
24-Jan-12	Mr. Vishal Batta (Director), Mr. Sumit (Business Development Officer)	Padron Technologies Pvt. Ltd., Agile Informatics Pvt. Ltd.	Delivered a extension Lecture on ‘Emerging Web Solutions and Web Technology’
5-Mar-12	Mr. Ashok Singla	Auditor Ludhiana	Delivered an extension Lecture on ‘Investor Education and Protection Awareness’
17-Mar-12	Dr. Amrik Singh Ahluwalia	Professor, Panjab University, Chandigarh, Botany Department,	Keynote address on National Workshop on Faculty Development: A Quality Initiative held on 17-March-2012
17-Mar-12	Dr. Shirish Chindhade	Principal (Retired), Member Coordinator, NAAC Peer Team, Member, Board of Trustee, Association of Indian College Principals.	Resource person – Second Session on National Workshop on Faculty Development: A Quality Initiative held on 17-March-2012
17-Mar-12	Dr. R.K. Mahajan	Principal, MLU, DAV College, Phagwara, Vice President, North Zone of Association of Indian College Principals	Resource person – Third Session on National Workshop on Faculty Development: A Quality Initiative held on 17-March-2012
5-Jul-12	Mr. Zoravar Singh and Mr. Varun Lamba	Art of Living, Khanna	Delivered an extension Lecture on Art of Living
17-Nov-12	Dr. B.S Hothi	Former Director	Delivered an Extension

		PIMT, Mandi Gobindgarh	lecture on 'Strategic Management'
12-Mar-13	Dr. S.P.Singh	Former Vice-Chancellor, Guru Nanak Dev University, Amritsar	Keynote address in Regional Workshop on "Towards Effective communication: Through Classroom Management" held on 12-March-2013
12-Mar-13	Dr. Nirmal Jaura	Director, Dept of Youth Welfare, Panjab University, Chandigarh	Resource Person in Regional Workshop on "Towards Effective communication: Through Classroom Management" held on 12-March-2013
12-Mar-13	Prof. Deepti Gupta	Dept. of English and Cultural Studies, Panjab University, Chandigarh	Resource Person in Regional Workshop on "Towards Effective communication: Through Classroom Management" held on 12-March-2013
12-Mar-13	Dr. Rana Nayyar	Professor, Dept of English and Cultural Studies, Panjab University, Chandigarh	Resource Person in Regional Workshop on "Towards Effective communication: Through Classroom Management" held on 12-March-2013
12-Mar-13	Dr. D.V.Jindal	Retired Prof. S.C.D.Govt College, Ludhiana	Chaired Second Session in Regional Workshop on "Towards Effective communication: Through Classroom Management" held on 12-March-2013
12-Mar-13	Prof.Tajinder Kaur	Professor, Dept. of Distance Education, Punjabi University, Patiala	Resource Person in Regional Workshop on "Towards Effective communication: Through Classroom Management" held on 12-March-2013
9-Nov-13	Sh. Gagandeep Singh	Edwise Overseas Education Consult, Chandigarh	Delivered an Extension lecture was organized on 'Study Abroad'
21-Nov-13	Dr. Jagbir Singh	HOD Zoology & Environment Biology, Punjabi	Delivered an Extension lecture was organized on 'Environment

		Uni., Patiala	Education'
10-Jan-14	Dr. Shelly Walia	Former Head Department Languages, Panjab University, Chandigarh	Keynote address, "Role of Ethics in Professional Excellence" held on 10-Jan-2014
10-Jan-14	Dr. Manjit Singh Kang	Former Vice Chancellor, PAU, Ludhiana, Adjunct Faculty, Dept of Plant Pathology, KANSAS State University, Manhattan, USA	Inaugural address at "Role of Ethics in Professional Excellence" held on 10-Jan-2014
10-Jan-14	Dr. S.K.Bawa	Dept. of Education, Punjabi University, Patiala	Resource Person at "Role of Ethics in Professional Excellence" held on 10-Jan-2014
10-Jan-14	Dr. Rekha Kalia Bhardwaj	Principal, HMV Jalandhar	Resource Person at "Role of Ethics in Professional Excellence" held on 10-Jan-2014
10-Jan-14	Dr. Vikram Mangla	Deputy Dean, Chitkara University, Punjab	Resource Person at "Role of Ethics in Professional Excellence" held on 10-Jan-2014
10-Jan-14	Mr. Ramnik Bansal	International Faculty, Art of Living Foundation, Aluminous of IIT Mumbai and IIM Bangalore	Resource Person at "Role of Ethics in Professional Excellence" held on 10-Jan-2014
10-Jan-14	Dr. S.M.Bose	Former Head and Professor in Surgery, PGI, Chandigarh	Valedictory address at "Role of Ethics in Professional Excellence" held on 10-Jan-2014
11-Feb-14	Ms. Manmeet Kaur	Assistant Professor PIMT, Mandi Gobindgarh	Conducted 'Personality Development Workshop' for B.A Final Students
28-Mar-14	Mr. Zoravar Singh & Mr. Varun Lamba	Art of Living representatives, Khanna	A Workshop on Stress Free Teaching

**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 faculty members are pursuing Ph.D degree in social sciences and languages as per Panjab University, Chandigarh norms, they can attend their classes for Ph.D course work during summer and winter holidays, so they all are sanctioned leave whenever required for their research work. This practice has sent positive signal to those who want to pursue their research.

**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 conference/seminar/extension lectures organized by college help outside researchers/scientist to share their knowledge with students and faculty, concluding news are published in the news paper.
- Papers presented during our first conference on “New Horizon on Service Sector – Challenges and Opportunities” were published as ISBN – 978-81921593-7-9 published by Forward Career Publishers.
- Whenever the faculty members are invited to deliver lecture outside the college they provide their valuable inputs to the students of various school and colleges.
- Research papers, journal and articles are being published by faculty and circulars from outside are displayed on staff notice board.

**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.**

- During the year 2010-11 the college spent Rs. 32400.00 on Research Activities which is 0.68% of the Total Annual Budget of the college and the college received a subsidy of Rs. 25000.00 from DCDC, Panjab University, Chandigarh for holding National Conference on “New Horizon of Service Sector: Challenges and Opportunities”.
- During the year 2011-12 the college spent Rs. 76832.00 on Research Activities which is 1.00% of the Total Annual Budget of the college for holding a National workshop on ‘Faculty Development: A Quality Initiative’ with the Association of Indian College Principals was organized.
- During the year 2012-13 the college spent Rs. 44824.00 on Research Activities which is 0.51% of the Total Annual Budget of the college for holding Regional workshop on ‘Towards Effective Communication: Through Classroom Management.’ was organized.
- During the year 2013-14 the college spent Rs. 3944.00 on Research Activities which is 0.26% of the Total Annual Budget of the college and the college received a subsidy of Rs. 31000.00 from DCDC, Panjab University, Chandigarh for holding One day National symposium on ‘Role of Ethics in Professional Excellence’ was organized’.

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

No such provision exists in the institute.

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

Students can use free internet, e-Resources and computer facility.

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.

As there is no research centre in the college therefore no such type of activity takes place in the college.

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

Times slots are given to students to use Computers. Time table is adjusted in such a way that teachers get sufficient time to surf internet on computers in lab.

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

No, the institution has not received any special grants for developing research facility, only grant received was for organizing National conference and Symposium from Panjab University, Chandigarh.

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.

- Support is provided by college to apply for Research Projects :- Photostat is made available both for students & staff at library and cafeteria
- Printers are available at library, computer lab, Principal's office and clerical office for use by faculty members.

### **3.3 Research Facilities.**

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

Research Facilities available to Teachers and Students is as follows:

- 24 Hours Internet Facility.
- Stationary, Photostat and Printing Facility.
- Central computing facility.
- Fully Wi-Fi campus.
- Subscription to Online Journals & hard copies of Journals

- Facility of INFLIBNET, GALE-CENGAGE consortia leading international journals and e-books.
- Labs for computer Science and Mass communication.

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

The college has set up Research Committee to chalk out institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers. It has stipulated the following strategies:

Duty leave is given to faculty members for attending national and international conferences/Research methodology workshops.

A subsidy of Rs.500 to each regular teacher in an academic year for attending conferences/symposiums etc. (to be applicable from session 2014-2015). INFLIBNET, Bar Coding System has been installed and Online Journals, GALE-CENGAGE Consortia has been subscribed.

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

**No**, the institution has not received any special grants or finances from the industry or other beneficiary agency for developing research facilities.

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

- Since most of the students are at UG level, no such facility is made available to students out-side the campus.

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

- The college has automated library equipped with internet facility, Gale Cengage consortia for accessing e-journals.
- The college library has bar-coding system for easy access of books for students and teachers.
- The richly stocked college library has 2565 general books, 4361 text books, 535 reference books, 9016 (Online) journals, 16\_newspaper, 21 magazines.
- Internet Facility.
- Photostat, Downloading and Printing Facility.
- Central computing facility.
- Fully Wi Fi campus.
- Subscription to Online Journals & hard copies of Journals.
- Facility of INFLIBNET, leading international journals and e-books.
- Free e-books and online journals available through membership of UGC N-LIST Programme for Colleges.
- Labs for computer Science and Mass communication.

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.

There is no research centre in the College, so facilities created to encourage research are provided in library only and no collaborative facilities have been developed as the most of the students are of UG level.

### 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
  - a) Principal Dr. Neena Seth Pajni carried out three projects. First was on cytogenetic monitoring of occupational hazards, where by occupational hazards causing DNA damage leading to cancer were detected.
  - b) In Second project on “Genetic markers and disease”. It was an attempt to find out association of various Red Cell Enzymes with disease.
  - c) In Third Project on “Effect of Pesticide on Workers in Paddy Field”, all pesticide used to grow paddy were found for human. They were found to cause genetic damage and cancer.
- Research studies or surveys benefiting the community or improving the services.

As Detailed in 3.1.7 most of the faculty members engaged in research leading to Ph.D degree in Humanities have enrolled on Topics have been benefitting the community.
- Research inputs contributing to new initiatives and social development.
  - a) Work of Principal Dr. Neena Seth Pajni has been published in international journal with high Impact Factor (refer 3.4.2) like environmental Health Prospective, Cytobios Indian Journal of Experimental Biology, Science of Total Environment, International Journal of Social sciences and interdisciplinary Research.
  - b) Besides this, our college has organized four conferences/seminar/workshops. (refer 3.1.2)
  - c) Faculty has attended a good number of seminars or conferences and delivered invited talks, chaired sessions in conferences.

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 institution does not publish a research journal.



### 3.4.3 Give details of publications by the faculty and students:

#### Publication per faculty

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

#### Publication of Teaching Faculty

Sr. No.	Name of faculty & designation	Publication details	Whether Peer Reviewed	ISSN/IS BN/	Impact factor
1.	Dr. Neena Seth Pajni, Principal	1. Effect of NO <sub>x</sub> on somatic chromosomes of goldsmiths, Vol. 106(10): 643-647	Environ. Health Perspect.	ISSN: 0091-6765	Journal Impact Factor From Journal Citation Report 2003 = 7.04
		2. J.S.Yadav & N. Seth (1998) Effect of polycyclic aromatic compounds on somatic chromosomes of coal-tar workers 93: 165-173	Cytobios	ISSN: 0011-4529	Journal impact factor from journal citation report 1998=0.225
		3. J. S. Yadav & N. Seth (2000) Effect of diagnostic X-rays on somatic chromosomes of occupationally exposed workers, Vol. 38: 46-50.	Indian J. Expt. Biol	ISSN: 0975-1009 (Online) 0019-5189 (Print)	Impact Factor of IJEB is 1.195

	4. J.S.Yadav & N. Seth (2001) Cytogenetic damage in petrol-pump workers, 1(2): 145-150	International J. Human Genetics	ISSN: 0972-3757.	
	5. N. Seth and S. M. S. Chahal (2003) Red-cell enzyme genetic markers in Pulmonary Tuberculosis, 5 (1): 53-56.	Anthropologist,	ISSN/EI SSN: 09720073	
	6. J.S. Yadav & N. Seth (2004) Genotoxic effect of benzene and related pollutants on human chromosomes, , 23(1); 45-48	Pollution Research	ISSN: 0257-8050	SCOPUS - H Index Rating 16 NAAS Rating - 3.4
	7. N. Seth and S.M.S. Chahal (2004) A study of Red Cell Genetic Markers in Myopia, 6(4); 235-238.	Anthropologist,	ISSN/EI SSN: 09720073	
	8. N.Seth and J.S. Yadav. (2005) Sister-chromatid exchanges (SCE) in peripheral blood of occupationally exposed goldsmiths. 4(3). 463-465	Nature,Environment and Pollution Technology	0972-6268	
	9. N. Seth (2007) Assessment of DNA damage in the lymphocytes of pesticide exposed workers using single cell gel electrophoresis. 26(2): 125-128.	Pollution Research	ISSN: 0257-8050	SCOPUS - H Index Rating 16 NAAS Rating - 3.4
	10. Majoka AK, Yadav A, Giri SK, Dev K, Gulati S., Gautam SK, Gupta R, Aggarwal N, Seth N. (2010)Genotoxicity Evaluation among Coal tar Workers Using Micron .....GSTT1 Polymorphism. vol (1) 6-12	Res Bioscientia	ISSN 2230-9446	

		11. N.Seth & A.Yadav (2011) Counterproductive Work Behavior. Horizon of Service Sector, Forward Career Publisher. ISBN no.	Forward Publisher, Jalandher	ISBN-978-81-921593-7-9	
		12. Shiv Kumar Giri, Anita Yadav, Anil Kumar, Kapil Dev, Ranjan Gupta, Neeraj Aggarwal, Neena Seth, Sanjeev Kumar Gautam (2011) Association of GSTM1 and GSTT1 polymorphisms with DNA damage in coal-tar workers, 409 (20), p.4465-4469, Sep 2011	Science of The Total Environment	ISSN: 0048-9697	Impact Factor: 3.789
		13. Seth Neena & Aneja Neena (2013) Challenges for today's Indian Education system	Invigorating Teacher education through total TQM	ISBN-978-81-924203-2-5	
		14. Sarla Nirankari and Neena Seth(2014) The Social Obligations Of A Principal., Vol. 3(4), April, pp 109-115	International Journal of Social Science & Interdisciplinary Research	ISSN 2277-3630	IMPACT FACTOR 0.785
		15. Neena Seth and Neena Aneja (2014) Human Values in Present Scenario: The Challenges for India's Education System. Vol.3(5), May (2014), pp. 53-58	International Journal of Social Science & Interdisciplinary Research	ISSN 2277-3630	IMPACT FACTOR 0.785
		16. Neena Seth and Sarla Nirankari (2014) 'Work Deviance and Job Performance' Vol 3 (2014) accepted.	International Journal of Advance Nutritional and Health Science	ISSN: 2348-5140	

		17. Neena Seth (2014) Ethical Identity of an Institution August – 2014, Accepted	Zenith International Journal of Multi disciplinary of Research	ISSN: 2231-5780	
2	Mrs. Sushma Miglani Asst. Prof. in Hindi	Paper published titled ‘Shelly ke Vigyanik Vishlashan’ in ‘Vishav Jyoti’		1/57Pb-0188/2003	
3	Mr. Gopal Krishan Asst. Prof. in Pol. Sc.	Paper titled ‘ Human Rights violations of children through child labour in India: An Overview’ published in ‘Research Journal of Humanities and Social Sciences’	International Peer reviewed	0975-6795	
		Paper titled ‘ Human Rights : A conceptual Perspective’ published in ‘Samaj Bodh’	Peer Reviewed	2231-0207	
4	Mr. Narinder pal Singh Asst. Prof. in Comp. Sc.	Paper titled ‘Agile Software: Ensuring Quality Assurance & Processes’ published in ‘Springer Berlin Heidelberg’		ISSN: 978-3-642-22576-5	
5.	Mr. Rupinder Singh, Asst. Prof in Phy. Edu.	Paper titled ‘Comparison of Physical Fitness of CBSE and PSEB School Boys’ in E-Journals of Saraj.com.			
		Paper titled ‘A study of Somato type of Hockey Players and Controls’ in ‘Indian Journal of Physical Education and Yogic Sciences’.			
6.	Mrs. Ruchika Jain Asst. Prof in Commerce	Paper titled ‘Gearing up educational institutions to maximize human potential’ in ‘Asian Journal of Research in Social Sciences & Humanities(AJRSSH)’		ISSN: 2249-7315	

		Paper titled 'Growth of Equity Derivative Market in India' in 'Effective Management'		ISSN: 2278-6740	
		Paper titled 'A new Age: Securitization and Life Insurance in India' in PIMT journal of research		02278-7925	
7.	Prof. Monika Sharma Asst. Prof in Phy. Edu.	Paper titled 'Effect of the use of inclined Take-off Board as a Training Tool for Long Jumps' in Academic Journal of Education and Psychology with ISSN 2249-040X		ISSN:2 249-040X	

#### Number of papers published

Faculty	Number of papers published	Papers published in peer reviewed journals	
		National	International
Dr. Neena Seth Pajni	17	2	15
Mrs. Sushma Mighlani	1		
Mr. Gopal Krishan	2	1	1
Mr. Narinder Pal Singh	2		
Mr. Rupinder Singh	2		
Mrs. Ruchika Jain	3		
Mr. Mandeep Singh	2		
Mrs. Monika Sharma	1		

#### Number of publications listed in International Database

Faculty	Publication
Dr. Neena Seth Pajni, Principal	17

#### Monographs

Faculty	Publication
Nil	Nil

#### Chapters in Books

Faculty	Publication
Dr. Neena Seth Pajni	Counterproductive Work Behavior. Horizon of Service Sector, Forward Career Publisher. ISBN no. ISBN-

	978-81-921593-7-9 Invigorating Teacher education through total TQM, ISBN-978-81-924203-2-5
Mrs. Bangera Rupinder Kaur, Asst. Prof. in English	Chapter 'Things Fall Apart: Youth And Nation' on page 319-321 edited by Dr. Neena Sawhney published by TwentyFirst Century Publications Patiala. ISBN 978-93-80144-22-1
Mr. Rajesh Kumar, Asst. Prof. Bus. Admn.	Chapter "Competitiveness of Indian Manufacturing- an Assessment" on page 170 in the book entitled "Building Competitiveness in Indian Manufacturing Sector. ISBN 978-81-921766-2-8
Mr. Rupinder Singh, Asst. Prof in Phy.Edu.	Chapter comparison of volume of oxygen maximum of football and kho-kho women players of Guru Nanak Dev University, Amritsar on page no 181 in book entitled futuristic trends in physical education. ISBN 9780380144627
Mr. Narinder Pal, Asst. Prof. in Music (Vocal)	Manukh atte Sangeet

#### **Full Papers in Conference Proceedings**

<b>Faculty</b>	<b>Publication</b>
Mrs. Sushma Miglani, Asst. Prof. in Hindi and Mrs. Baljeet Kaur, Asst. Prof of Computer Sc.	Paper "Contribution of IT IN Women Empowerment" on page 9 in the book entitled "New Horizon of Service Sector: Challenges and Opportunities" ISBN 978-81-921593-7-9
Mr. Gopal Krishan, Asst. Prof of Pol. Sc.	Paper 'India's service sector growth ; A New Revolution' on page 66 in the book entitled "New Horizon of Service Sector: Challenges and Opportunities" ISBN 978-81-921593-7-9
Mr. Varinder Kumar ,Assistant Professor of Commerce and Mr. Rishi Kesh Former Assistant Professor of Business Administration	Paper titled Women Entrepreneurs; Challenges and Opportunities on page no 277 in National Conference on 'New Horizon of Service Sector: Challenge and Opportunities' on 12 <sup>th</sup> March, 2011. ISBN:978-81-921593-79

	Paper entitled “Outsourcing a new mantra for IT Business” in National conference entitled changing paradigm of international business. Held at KLS D college on 25-Feb-2009.
	Paper entitled “Globalization and its impact on service sector” in National conference entitled changing landscape of service sector held at Sikh National college, Banga on 24-25 Feb 2012.
	Paper entitled “Ethics of Microfinance in India” in National conference entitled Emerging paradigm in Business ethics held at Mata Gujri college FGS on 03-Nov-2012.
	Paper entitled “Ethics in Human Resource Management” in National symposium entitled Role of ethics in professional excellence held at Gobindgarh Public College on 10-Jan-2014.
Mr. Rajesh Kumar, Asst. Prof. Bus. Admn.	<p>Paper “Revolution in Banking – The Back Bone of Indian Economy” on page 140 in the book entitled “New Horizon of Service Sector: Challenge and Opportunities” ISBN 978-81-921593-7-9</p> <p>Paper “Impact of Globalization on BPO Industry in India” on page 55 in the book entitled “New Horizon of Service Sector: Challenge and Opportunities” ISBN 978-81-921593-7-9</p> <p>Paper ‘’Competitiveness of Indian Manufacturing Sector-An Assessment’’ in Building Competitiveness in Indian Manufacturing Industry ISBN 978-81-921766-2-8</p> <p>Paper ‘’Retail Lending –An Attracting Segment in Retail Banking –An assessment’’ in New Horizon of Retail Management Challenges and Opportunities published by DIMIT Doraha</p> <p>Paper ‘’Development of Mutual Fund Industry in India’’ in Changing Dimensions of Indian Financial Sector in India published by GNN College</p>



	<p>,Doraha  Paper ‘‘Service Sector the Life Line of Social Economic Growth’’ in India an Emerging Service Economy ;Issues and Challenges published by GNN College ,Doraha  Paper ‘‘Role of Audit Committee in Corporate Governance’’ in Changing Scenario of Corporate Governance published by Arya College  Paper ‘Customers Analytics – Customers Management Strategies’’ in Customer Relationship in Banking and Insurance Sector published by DIMIT, Doraha.</p>
Mrs. Ruchika Jain, Asst. Prof in Commerce	<p>Paper titled ‘Financial Constraints and their impact on Feed Manufacturing Units in Khanna’ in National Conference on ‘Building Competitiveness in the Indian Manufacturing Sector’ on 9<sup>th</sup> March, 2013.ISBN:978-81-921766-2-8  Paper titled ‘Online Trading-Use of IT in Stock Market’ in National Conference on ‘New Horizon of Service Sector: Challenge and Opportunities’ on 12<sup>th</sup> March, 2011.ISBN:978-81-921593-79  Paper titled ‘Women Entrepreneurship in service sector-A Study in Mandi Gobindgarh’ in National Conference on ‘New Horizon of Service Sector: Challenge and Opportunities’ on 12<sup>th</sup> March, 2011. ISBN:978-81-921593-79  Paper titled ‘Perception of Management Graduates toward Corporate Governance’ in National Seminar on ‘Changing Scenario of Corporate Governance’ on 27<sup>th</sup> August, 2010.</p>
Mr. Mandeep Singh, Asst. Prof. in Punjabi	<p>Paper titled ‘Impact of Globalization On BPO Industry in India’ on page no.55 in National Conference on ‘New Horizon of Service Sector: Challenge and Opportunities’ on 12<sup>th</sup> March, 2011. ISBN:978-81-921593-79</p>
Mrs. Bangera Rupinder Kaur, Asst. Prof. in English	<p>Paper titled ‘Identity Crisis: An Existential Study of Shobha De’s Socialite Evening’ on page 67 in</p>

	National Conference on 'Contemporary Social Realities in Indian English Fiction of Post 1980s on 19 <sup>th</sup> May, 2012
Mrs. Tanu Malhotra, Former Assistant Professor of Economics, GPC, Alour	Paper titled 'Impact of Globalization On Indian Service Sector' in National Conference on 'New Horizon of Service Sector: Challenge and Opportunities' on 12 <sup>th</sup> March, 2011. ISBN:978-81-921593-79
Mr. Jasbir Singh, Former Assistant Professor of Sociology, GPC, Alour	Paper titled 'Contribution of Education for Rural Sustainable Development on page no 139 in National Conference on 'New Horizon of Service Sector: Challenge and Opportunities' on 12 <sup>th</sup> March, 2011. ISBN:978-81-921593-79
Mr. Rajiv Bhatia Former Assistant Professor of Economics, GPC, Alour	Paper titled Role of FIIS In Indian Capital Market on page no 198 in National Conference on 'New Horizon of Service Sector: Challenge and Opportunities' on 12 <sup>th</sup> March, 2011. ISBN:978-81-921593-79

#### **Book Edited**

<b>Faculty</b>	<b>Publication</b>
Editor –In- Chief Dr. Neena Seth Pajni	“New Horizon of Service Sector ;Challenges and Opportunities” published by Forward Career Publications ISBN ISBN-978-81-921593-7-9 (Proceedings of National Conference held At GPC in 2011 on topic New Horizon of Service Sector; Challenges and Opportunities”
Editors Mr. Gopal Krishan ,Assistant Professor of Political Science, Mr.Kamal Kishore ,Former Assistant Professor of History Mr. Rishi Kesh Former Assistant Professor of Business Administration Mr. Varinder Kumar ,Assistant Professor of Commerce	“New Horizon of Service Sector ;Challenges and Opportunities” published by Forward Career Publications ISBN ISBN-978-81-921593-7-9 (Proceedings of National Conference held At GPC in 2011 on topic New Horizon of Service Sector; Challenges and Opportunities”
Associate Editors Mr. Narinder Pal Singh, Assistant Professor of Computer Science. Mr. Rajesh Kumar, Assistant Professor of Business	“New Horizon of Service Sector ;Challenges and Opportunities” published by Forward Career Publications ISBN ISBN-978-81-921593-7-9 (Proceedings of National

Administration Mr. Manoj Arora, Former Assistant Professor of Business Administration Mrs. Ruchika Jain , Assistant Professor of Commerce	Conference held At GPC in 2011 on topic New Horizon of Service Sector; Challenges and Opportunities”
---	--

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

<b>Faculty</b>	<b>Publication</b>
Mr. Bhupinder Shahi, Asst. Prof. in Punjabi	Aas Di Kiran (Khani) Hasham Rachit Sassi Punnu- Ek Adhiyan under Savitri Publications, Village Rampur, Ludhiana.
Mrs. Sushma Miglani, Asst. Prof. in Hindi	‘Shelly Vigyan Ek Sidhantik Vidya’ Under Kalyani Publishers. ‘Yashpal ke Upanyas’ By Manu Prakashan. ‘Krishna Sobati’ by Manu Prakashan.
Mr. Gopal Krishan, Asst. Prof. in Pol. Sc.	‘Western Political Thought’ with ISBN 978-81-921593-8-6 by Forward Career Publications, Jalandhar. Indian Political System with ISBN 978-81-921593-8-6 under Forward Career, Jalandhar. New horizon of Service Sector: Challenges and opportunities with ISBN 978-81-921593-8-6 under Forward Career, Jalandhar.
Mrs. Ruchika Jain, Asst. Prof in Commerce	Security Analysis and Portfolio Mgt. With ISBN 978-93-272-2507-5 Under Kalyani Publisher. New horizon of Service Sector: Challenges and opportunities with ISBN 978-81-921593-8-6 under Forward Career, Jalandhar.
Mr. Mandeep Singh, Asst. Prof. in Punjabi	Manvi Sarokara Da Kavi Parminderjit With ISBN 978-93-5017-823-2 under Unistar Books Pvt. LTD. Jinde Meriye With ISBN 978-93-5017-779-2 under Unistar Books Pvt. LTD.
Mrs. Monika Sharma, Asst. Prof in Phy. Edu.	Sarirak Sikhya With ISBN 8127227323 Under kalyani Publisher

	Sarirak Sikhya Da Adhiyan with ISBN Under 21 <sup>st</sup> centuray Publication Sarirak Sikhya(Hindi) With ISBN 9788127240578 Under kalyani Publisher Sarirak Sikhya With ISBN 9788127240035 Under kalyani Publisher
--	--

### Impact Factor

#### **SNIP, SJR AND IMPACT FACTOR DETAILING:**

DR NEENA SETH PAJNI, Principal

S.No	Title with page nos.	Journal	ISSN/I SBN No.	Impact Factor,if any	SNIP	SJR
1	Effect of NOx on somatic chromosomes of goldsmiths, Vol. 106(10): 643-647	Environ. Health Perspect.	0091-6765	Journal Impact Factor from Journal Citation Report 2003 = 7.04	1.725	0.801
2	J.S.Yadav & N. Seth (1998) Effect of polycyclic aromatic compounds on somatic chromosomes of coal-tar workers 93: 165-173	Cytobios	ISSN: 0011-4529	Journal Impact Factor from Journal Citation Report 1998=0.225	0.454	0.854
3	J. S. Yadav & N. Seth (2000) Effect of diagnostic X-rays on somatic chromosomes of occupationally exposed workers, Vol. 38: 46-50.	Indian J. Expt. Biol	ISSN: 0975-1009 (Online); 0019-5189 (Print)	Impact Factor of IJEB is 1.195	0.576	0.292
4	J.S.Yadav & N. Seth (2001) Cytogenetic damage in petrol-pump workers, 1(2):	Internatio nal J. Human Genetics	ISSN: 0972-3757.	Scopus - H Index Rating 4	1.661	1.534

	145-150					
5	N. Seth and S. M. S. Chahal (2003) Red-cell enzyme genetic markers in Pulmonary Tuberculosis, 5 (1): 53-56.	Anthropologist,	ISSN/ISSN: 09720073		0.389	0.158
6	J.S. Yadav & N. Seth (2004) Genotoxic effect of benzene and related pollutants on human chromosomes, 23(1); 45-48	Pollution Research	ISSN: 0257-8050	Scopus - H Index Rating 17 NAAS Rating - 3.4	0.219	0.183
7	N. Seth and S.M.S. Chahal (2004) A study of Red Cell Genetic Markers in Myopia, 6(4); 235-238.	Anthropologist,	ISSN/EISSN: 09720073		0.389	0.158
8	N.Seth and J.S. Yadav. (2005) Sister-chromatid exchanges (SCE) in peripheral blood of occupationally exposed goldsmiths. 4(3). 463-465	Nature, Environment and Pollution Technology	0972-6268		0.288	0.166
9	N. Seth (2007) Assessment of DNA damage in the lymphocytes of pesticide exposed workers using single cell gel electrophoresis. 26(2): 125-128.	Pollution Research	ISSN: 0257-8050	Scopus - H Index Rating 16 NAAS Rating - 3.4	0.219	0.183
10	Majoka AK, Yadav A, Giri SK, Dev K, Gulati S., Gautam SK, Gupta R, Aggarwal N, Seth N. (2010) Genotoxicity Evaluation among Coal Tar Workers Using Micron .....GSTT1 Ploymorphism. vol	Res Bioscientia	ISSN 2230-9446			

	(1) 6-12					
11	Shiv Kumar Giri, Anita Yadav, Anil Kumar, Kapil Dev, Ranjan Gupta, Neeraj Aggarwal, Neena Seth, Sanjeev Kumar Gautam (2011) Association of GSTM1 and GSTT1 polymorphisms with DNA damage in coal-tar workers, 409 (20), p.4465-4469, Sep 2011	Science of The Total Environment	ISSN: 0048-9697	Impact Factor: 3.258 5-Year Impact Factor: 3.789	1.661	1.534
14	Sarla Nirankari and Neena Seth(2014) The Social Obligations Of A Principal., Vol. 3(4), April, pp 109-115	International Journal of Social Science & Interdisciplinary Research	ISSN 2277-3630	Impact Factor 0.785		
15.	Neena Seth and Neena Aneja (2014) Human Values in Present Scenario: The Challenges for India's Education System. Vol.3(5), May (2014), pp. 53-58	International Journal of Social Science & Interdisciplinary Research	ISSN 2277-3630	Impact Factor 0.785		
16.	Neena Seth and Sarla Nirankari (2014) 'Work Deviance and Job Performance' Vol 3 (2014) accepted.	International Journal of Advance Nutritional and Health Science	2348-5140			

17.	Neena Seth (2014) Ethical Identity of an Institution August – 2014, Accepted	Zenith Internatio nal Journal of Multi disciplinar y of Research	ISSN: 2231- 5780	Impact Factor 3.57		
-----	---	---	------------------------	--------------------------	--	--

#### 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

#### **Awards/recognitions received by Principal**

- At National level: Awarded ‘Prof. D.C. Cooper Prize’ (young scientist) for the best research paper presented at VIIth All India Conference on Cytology and Genetics’ held at Gulbarga University Karnataka from 26 to 28 OCT. 1998.
- Award of honor on the occasion of 14<sup>th</sup> Annual Conference of Association of Biology Teachers (colleges) (regd). On 27.3. 2011 at PG Govt. College for girls, sec 42, Chandigarh.
- Sarvapalli Radhakrishnan Award’ (Best Teacher) for contribution to education and society for year 2011 from LIONS CLUB, Mandi Gobindgarh awarded on 24.9.2011.
- Continuously honored by Panjab University Sports Council as sports promoter for year 2012-2013 and 2013-14.
- Honored by DIG Vigilance, Chandigarh and Nishkam Seva Society (regd) for providing infrastructure and other help to give vocational training to 52 girls of village Bhadalthua.
- At state level: Silver Jubilee fellowship from Haryana govt. for getting maximum marks in Zoology in B.Sc.
- Awarded Senior Research Associate (under scientist’s pool scheme of CSIR, New Delhi), Department of Zoology, Punjabi University, Patiala –147002. Punjab. India (2004) Awarded Research Associate (of CSIR, New Delhi), in Department of Human Biology, Punjabi University, Patiala, Punjab, India(2000)
- Awarded JRF and SRF at Human Genetics Unit, Department of Zoology, Kurukshetra University- 4 years, Specialization- Cytogenetics. August 1994 to June 1998
- Awarded University Research Fellowship by Kurukshetra University, Kurukshetra for first class first position in M.Sc(1995)
- Elected Vice-President, Association of Panjab University College Principals (2014).
- Member of various bodies of Panjab University, Chandigarh.



- Executive Member of University Sports Committee, Panjab University, Chandigarh and Chairperson, Chess Selection Board for University.
- In academic year 2013-14 Sunil Khullar InfoTech Private Limited, Mandi Gobindgarh facilitated Principal Dr. Neena Seth Pajni for regularly placing the students in their company.

#### **Awards/recognitions received by faculty**

- Punjab Hindi Parishad (Regd.) Ludhiana honoured Ms. Sushma Miglani, Asst. Prof. in Hindi in year 2003 and 2004.
- Sunil Khullar InfoTech Pvt. Ltd., Mandi Gobindgarh honored Mr. Gopal Krishan, Asst. Prof. in Political Science, for regularly placing students in this company.
- Punjab Rural Education Development Council gave award to Ms. Ruchika Jain, Assistant Prof. in Commerce Department for Eminent Teacher for promoting the cause of Rural Education in the year 2009.
- Ms. Bangera Rupinder Kaur, Asst. Prof. in English Department awarded with certificate of active participation in Rotary Youth Leadership Award held at Panchagani - Mahabaleshwar in year 2003.
- Govt. Mahindra College, Patiala awarded Shri R.P.Kad Memorial Medal and certificate to Mr. Dilsher Bir Singh, Assistant Prof. in English Department for being best social worker in 2009. He also got best orator prize in Sood Memorial Paper Reading Contest in 2011.

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

Recognition is given to staff through publication of their achievements in College magazine and annual report. They are also given duty leave to participate in research related activities.

### **3.5 Consultancy.**

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

This College is managed by Gobindgarh Educational & Social Welfare Trust, Mandi Gobindgarh, with industrialists as its permanent members. They are also Office bearers of College Managing Committee, whenever they visit the College, they interact with students. They also give opportunity to students to work in their respective industries as per need.

In order to give practical knowledge regarding operationalization of Industries, college organizes various industrial and press media visits in order to expand student horizon and vision. The college has organized various industrial visits to such companies like: Vardhman Mills Ludhiana, Madhav Industries Amloh, Ralson Tyres Limited Ludhiana, Nahar Sugar mill Amloh.

The students of Journalism and Mass Communication visited the following Newspaper offices; like The Tribune, Dainik Bhaskar. By visiting these offices, the students got a lot of knowledge and experience.

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

- Duty leave is given to faculty for evaluation of Panjab University and Punjabi university answer sheets
- Duty leave to judge the extra co-curricular activities shows
- Duty leave to chair the session of workshops, conferences etc.
- Duty leave to present paper in conferences, symposium etc.

All these activities are published in the National and Local News Papers to publicise.

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

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

- By giving awards to the faculty.
- By giving recognition to consultancy services of the staff through its publications like the college prospectus, Annual Report and News Bulletin.
- By giving incentives such as Duty Leave to faculty for their contributions in consultancy services.

**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 Panjab University, Chandigarh and Various Colleges of the regions.

The Principal of the institution is on the Board of various bodies.

- Member Board Of studies for Environment Education, Panjab University, Chandigarh
- Member Board of Studies of Vocational Agriculture, Panjab University, Chandigarh
- Second time Elected member Academic Council, Panjab University, Chandigarh for session 2014-16
- External expert, faculty of life sciences, Punjabi university, Patiala
- Life membership for 'Global Educational Research Foundation' (Regd) at Punjabi University, Patiala.
- Principal has been elected as Member, Executive Committee, Panjab University Sports Council 2014-15 and is also member of various Sports related committees.
- The various teachers of the institution act as external examiners for Practical subjects not only in our own University but also in Punjabi University.
- Many members of the faculty are invited as Subject Experts for conducting interview in the institutions run by Gobindgarh Educational and Social Welfare Trust.
- They are also called upon to judge at various events organized by colleges of Panjab University.

### 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?

Up to now no visible revenue has been generated by consultancy services. Most of the time services have been offered free of cost and if sometimes small amount is generated by faculty it goes as remuneration to faculty involved.

### 3.6 Extension Activities and Institutional Social Responsibility (ISR)

- The college contributes for dissemination of knowledge through higher education to the community.
- It provides education-occupation and subsistence to its graduates.
- The college organizes its extension activities through NSS Unit, NCC Unit, Youth Welfare Committee, Vocational Guidance and Placement Cell, Blood Donation Committee etc. The social responsibility of the college is fulfilled by the activities of these committees and cells of the college.

#### 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?

College encourages drive involvement of students and faculty in all extra curricular activities thus translating the vision of the college. Examples of such various activities are summarized below:

##### **NSS unit:**

NSS unit of the college is working since year 2006 has adopted 7 Villages in nearby areas and their names are Alour, Manik Majra, Raipur Majri, Kheri Naud Singh, Manik Majra, Bharri, Naraingarh.

Total 100 NSS Volunteer students accompanied by 12 teachers along with Principal visit, spent time and donated essential things to people of old age home, kushth aashram, orphanage. Every year NSS unit has participated with a theme “Not me But You” and Main themes were:-

Year of Nss Camp	Theme
2006	Healthy Youth For Healthy India.
2008	Healthy India.
2009	Rural development including project identification, programme formulation, implementation & evaluation.
2010	Rural development including project identification, programme formulation, implementation & evaluation.
2011	Preservation of Environment, Natural Resources & Conservation Of Culture.
2012	Health, public sanitation , personal hygiene , awareness regarding aids, female foeticide, child vaccination, cleanliness & maintenance.
2013	Health, public sanitation , personal hygiene , awareness regarding aids, female foeticide, child vaccination, cleanliness & maintenance.

### **NCC Unit**

- NCC unit started in the college in the session 2013-14 are working in service of society by helping Traffic Police to Control Traffic, Maintaining discipline during Election Days, Parading during National days, maintaining discipline in college during functions. Affiliation of the unit is with 5PB Battalion, Patiala. 55 seats are allotted to the unit. 19 students every year enrolled for NCC. Activities of the units are parade in the college. NCC cadets attend 10 days camp at any station which is recommended by the battalion.
- College NCC unit selected for Republic day parade at Division Amloh. College NCC cadet Manish Misra commands to all the 22 groups which will participate in Republic day parade.
- The NCC unit of the college organized rally against social evils.
- NCC and NSS students participated in Republic Day Parade, organized rally against social evil, engage in cleanliness drive at adapted village, engaged in tree plantation etc.

### **Other Extension Activities**

- Our Journalism and Mass Communications students regularly participate in the various rallies organized for various social issues such as for Environment Protection, Traffic Awareness, Voting Rights etc.
- Red Ribbon Club of members visits the college for spreading awareness regarding AIDS.
- Blood donation camp in association with Lions Club, Mandi Gobindgarh and Free Medical Check-up camps are organized in the college on regular basis.
- Various competitions are organized in the college where students get ample opportunity to participate and show their talent these include Talent Hunt Competition, Mehendi Competition, Jhilmil Pratiyogita, Candle Decoration, Rangoli competition etc.
- To preach the students about life and philosophy of Swami Vivekananda, National Youth day is observed in the college. In association with Swami Vivekananda Study Circle, Punjab.
- In collaboration with Mahant Prabhatpuri Manas Vidyapeeth (Regd.), “Ram Charit Manas Test” is organized in the college based on Life and Teaching of Lord in this test more than 1000 students of different age groups participate.

Experience gained through extension and outreach programmes helps students make better decisions, adapt to change, improve their self-esteem and better prepare them to become good citizens. All the above said programmes encourage students to develop a lifelong ethic of service to society.

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

College has constituted various committees like extra co-curricular, student welfare with both male and female Dean to keep record of all extension activities, Convenor Blood Donation, NCC, Program Officers both (Male and Female) for NSS, Sports officer (Both Male and Female)

and several other Convenors of various committees along with Press Committee plan and track student involvement.

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

- The institution solicits stakeholder perception on the overall performance and quality of the institution through students, Parents, managing Committee and Alumni.
- The college solicits student's perception through formal and Informal feedback.
- The college solicits Parents' perception through interaction with them in Parent-Teacher Meetings during annual prize distribution.
- The college solicits Managing Committee' perception through interaction with them.
- The college solicits Alumni's perception through interaction with them at Alumni Meets, on various important events perception of all important guest are taken in visitor book maintained by Press Committee.
- Placement agencies, socially active groups (like Lions Club, Mahant Prabhatpuri Manas Vidyapeeth (Regd.), Nirmala Devi Cancer Cry Society), school principals, coaches, journalists, external examiners and external experts share their opinion about college.

### 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.

#### Planning of outreach activities

The college plan its extension programmes through the academic calendar which is formulated with wider consultations held with the faculty members and particularly with the Convenor of the committees in the office of Principal. After that all these activities are detailed by Convenors of various committees for the session constituted for the purpose having teachers and students free to execute these activities according to the academic calendar.

**Budgetary details of last four year of extension and outreach activities of the college**

	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
N.S.S	36380.00	29397.00	38000.00	51751.00
Alumni Association	-	5775.00	4715.00	4130.00
Jhilmil Pratiyogita	-	885.00	-	1060.00
Red Ribbon Club	2500.00	-	2500.00	2500.00
Extension Lectures	2625.00	2790.00	-	9841.00
Tree Plantation/Garden maintenance	4263.00	3450.00	-	5150.00

**Impact of Extension and Outreach Programmes**

Extension and outreach programmes instill volunteerism and philanthropy in the students. A deeper understanding and commitment to the community is developed in students. Experience gained through extension and outreach programmes helps students make better decision makers, adapt to change, improve their self-esteem and better prepare for their career.

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

The college promotes the participation of students and faculty in various schemes of central and state government in the following ways:

- At the start of session, applications are invited from students to take part in NSS and NCC.
- There are two units of NSS consisting of 100 students, 10 teachers and 2 programme officers.
- The prospectus disseminates information regarding all the extension activities to facilitate students and faculty in their choice of activities.
- This is supplemented by the counseling provided by the teachers on the admission committee.
- In a staff meeting with the Principal, faculty members are asked to mention their interest in extension activities including participation in NSS, NCC and other National/International agencies and are assigned duties accordingly. Special function is organized on the concluding day of NSS programme. All NSS volunteer, non-volunteer (Teachers) along with programme coordinator are awarded. Besides a number of prizes are given for best camper, well disciplined team.
- The college has a Blood Donation Committee, Literary Society (Languages), Vocational Guidance and Placement Cell and Histo-Political Society to promote students' involvement in extension activities.

- NCC unit was started in the college in the session 2013-14. Affiliation of the unit is with 5PB Battalion, Patiala. 55 seats are allotted to the unit. 19 students every year enrolled for NCC.
- A fee concession of Rs. 1500.00 is given to all NCC cadets along with support to attend camp and relaxation in attendance and house examination is also given. Exemption in lecture attendance is given to NCC students for attending camps.

To promote the participation of student and faculty in these activities, The Institution extends help in the form of man-power, funds, refreshment and transport. The achievements of teachers and students are acclaimed and highlighted in the college publications and newspapers, thus promoting their participation. Motivational tasks are organized by experts.

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

As earlier stated most of extension work is carried by students enrolled under National Service Scheme. To empower the students from under privileged society, teachers inform students about various scholarships available at college, during their visit to senior secondary school for counseling. Every year a team of our 6-7 senior teachers visits 30-40 senior secondary schools and interact and counsel students. List of school visited by our team is enclosed (*as annexure X*). This practice started in year 2008, based on that about more than 500 under privileged students have applied for following scholarships.

- 1) Ranjit Kaura Scholarship.
- 2) Lala Dina Lal Karir & Smt. Vidya Wati Karir Scholarship and Sh. Hansraj Sarin & Smt. VidyaWatiSarin Scholarship.
- 3) Smt. Nirmla Devi & Smt. Gurmej Kaur Scholarship.
- 4) Scholarship by Gobindgarh Educational and Social Welfare Trust.
- 5) To children whose parent works in building and construction work.
- 6) Post Matric SC scholarship and Post Matric Minority Scholarship.

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

Students have become aware about need and difficulties of old people, leprosy patients, differently abled students etc. In day to day life we observe them helping others. By organizing rallies and Blood Donation Camp, they have developed skills like leadership, communication, team spirit, humility, humanity, and have become a responsible citizen.

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

The community is involved in the extension activities of the institution mainly through the local Managing Committee, Alumni Association, Lion club, Mandi Gobindgarh, Red Ribbon Club, Mahant Prabhatpuri Hospital,



Mahant Prabhatpuri Manas Vidyapeeth (Regd.), Yuva Morcha, Swami Vivekanand manch, Jain Samaj, Nirmala Devi Cancer Cry Society, Traffic Police Khanna and Sirhind etc. Since people from all walks of life are represented in these bodies to make this institution-community networking fruitful. The Managing Committee comprises of Entrepreneurs, Lawyers and Teachers. All of them encourage the students to take part in community activities.

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

- With association of Indian College Principals AICP (Regd.) organize “Faculty Development Programme” on 17-03-2012.
- With Lions club Mandi Gobindgarh organizes Blood Donation Camp seven times since 2008.
- With State Bank of Patiala and Lions Club organizing tree plantation every year since 2010.
- With Mahant Prabhatpuri Manas Vidyapeeth (Regd.) organizing Ram Charit Manas test since 2006 annually.
- With Pushpa Gujral Science City spread awareness for AIDS under Red Ribbon Club.
- With Yuva Morcha spread teachings of Swami Viveka Nanda.
- With Gobindgarh Educational & Social Welfare Trust, Teacher day is celebrated for the faculty members of all the institutes of trust since 2003.
- One day trip to Red Mango was organized for the faculty members of GPC Alour and Punjab Institute of Management and Technology.
- In academic session 2009-10 annual athletic meet of GPC and GCE was collectively organized.
- For enhancing the knowledge of students a National level test (CTSE Examination) organized in college in 2011 and 2012 conducted by Commerce Talent Search Examination Foundation (Regd.), Ludhiana for B.com students.
- With “Mrs. Nirmala Devi Cancer Cry Society” student participate in all activities carried out to spread awareness against cancer.

The Gobindgarh Educational & Social Welfare Trust runs four institutes, viz. Gobindgarh Public School, Punjab Institute of Management and Technology and Gobindgarh College of Education and all these institutes undertake various collective activities with college.

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

Awards received by Principal and Staff are as detailed in 3.4.4.

**Award Received by students for the last four years during Youth Leadership Hiking and Tracking Camp**

Session/ No of Students	Name	Positions	Venue
2010-11 (8 Students)	Navtej Singh	Best Duty Group	10 Days camp held at YS Parmar of Horticulture and Forestry, Solan (Nauni)
	Ramanjeet Singh		
	Sunny Goyal		
	Nitesh Uppal		
	Sukhjot Singh	Best Camper	
	Brij Bhushan Shastri	Best Management games	
	Jatin Thur		
	Manish Gupta		
	Nishant Chhabra		
	Sarthik Dhamija	Best Actor	
2011-12 (10 Students)	Nitesh Uppal	Participated in the Camp.	Camp held at YS Parmar of Horticulture and Forestry, Solan (Nauni)
	Jatin Thour		
	Ranvir Singh		
	Sahil Batta		
	Abhishek chaudhary		
	Shiv Kumar		
	Rohit Kumar		
	Sukhjinder Singh		
	Navdeep Singh		
	Jagjit Singh		
2012-13 (6 Students)	Gitesh Singla	Students Participated in the Camp.	Guru Nanak Dev University Holiday Home and Panjab University, Chandigarh Holiday Home, Dalhousie.
	Harjit Singh		
	Narinder Bhatti		
	Sahil Sen		
	Rajesh Aggarwal		
	Gaurav		
2013-14 (7 Students)	Gurdeep Singh Bhatti	First Best Camper	7 Days camp held at Dalhousie, Himachal Pardesh.
		First in comedy	
		Second in Poem Recitation	
		Consolation In Dance and Debate	
	Saurav Sharma	Second Best Camper	
		First in Rock Climbing	
		First in Extempore	
	Rupam Kakaria	Best in Personality Trait	
		First in Dance	
		Consolation prize in	

	Poem	
Karam Wadhwa	First in Creative Writing	
	Second in Dance	
Manav Sharma	Best in Cultural and Recreational	
	Second in Solo Singing	
Bhupinder Singh	Second in Declamation	
	Third in Dance	
	Consolation in Creative writing	
Ajay Khan	Best in Sociality and Co-Operational	

- College has ignited the Team Spirit and Sportsmanship among rural youth students enrolled from nearby areas and college received Panjab University, Overall Championship for Men (B-Division) in the year 2012-13. College received Panjab University Runner up Championship for Men (B-Division) in year 2013-14.
- NCC cadet Maninderjit Kaur got 1<sup>st</sup> position in shooting competition and four students were selected for Thal Sena camp to be held from 30.7.2014 to 8.8.2014 at 23<sup>rd</sup> Battalion Ropar.

### 3.7 Collaboration.

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

The Faculty members of various streams interact with industries for Internship and on-the-job training of students. Panjab University, Chandigarh gave grant for college to hold National Seminar and Conference. Our Teachers are Member of Panjab University Library and are benefitted for Research Material. We have collaboration for subscription to INFLIBNET and GALE-CENGATE Consortia.

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

The college has collaborative arrangements with the various entities which are as follows.

- With Information and Library Network Centre, Gandhinagar for INFLIBNET.
- In Collaboration with Punjab Institute of Management and Technology Gale-Cengage beside e-Resources are shared, Faculty Expertise is shared for conducting Personality Development Programme and Entrepreneurship Workshops.

- In Collaboration with Lions Club Mandi Gobindgarh every year Plantation Drive, Traffic Awareness and Blood Donation Camp is organized. (Detailing is given as under 3.7.3).

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.

The college has interactions with industry, institutions and community as detail below:

- The college has collaboration with Sunil Khullar InfoTech Private Limited, Mandi Gobindgarh for providing on-the-job-training to students of college and students are given stipend during training period by the company and after the completion of training the students become full fledged employees of the company.
- The college has collaborative arrangements with Mahant Prabhatpuri Manas Vidyapeeth (Regd.), Mandi Gobindgarh for organizing Ramcharitmanas Exam every year in the college. In this exam the students are asked questions on the life and philosophy of Lord Rama. Near about one thousand students from neighboring schools and colleges participate in this exam. Moreover the students are awarded first, second and third prizes. The college staff provides all sorts of help to this trust for smooth conducting of this examination.
- The college has collaborative arrangement with NRIs from U.K. for providing scholarship to the needy and meritorious students. Thus a NRI scholarship fund has been generated in college and every year the students are given financial help from this fund. This fund is governed by a panel which comprises of NRIs named as Ranjit Kaura, Lala Dina Lal Karir & Smt. VidyaWanti Karir, Sh. Hansraj Sarin & Smt. VidyaWati Sarin, Smt. Nirmla Devi & Smt. Gurmej Kaur and College Managing Committee, former Principal Dr. Suresh Tandon is external Convenor in this committee, Principal Dr. Neena Seth Pajni and Ms. Sushma Miglani is its internal Convenor along with other faculty members as its members.
- Local Collaboration of full time faculty of Art of Living for conducting “YES Programme” and stress free teaching workshop for student and faculty.

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

The institution regularly organizes conferences, seminars and workshops in order to rope in researchers of eminence to visit the campus and interact with teachers and students. So far the college has organized the following conferences, workshops and symposium

- In session 2010-11 a National conference organized on the topic of “New Horizon of Service Sector: Challenges and Opportunities” on 12.03.2011 was organized.

- In session 2011-12, a National workshop on ‘Faculty Development: A Quality Initiative’ with the Association of Indian College Principals on 17.03.2012 was organized.
- In session 2012-13, Regional workshop on ‘Towards Effective Communication: Through Classroom Management’ on 12.03.2013 was organized.
- In session 2013-14, One day National symposium on ‘Role of Ethics in Professional Excellence’ on 10.01.2014 was organized

Besides these conferences and workshops the college has also organized various extension lectures by inviting eminent scholars. A list of all these distinguished scholars is given in 3.1.6 and 3.1.8.

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

We have not signed any formal MoU/Agreement. Our college carries out activities in collaboration with various agencies as detailed in 3.7.3.

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

Faculty regularly interacts with representatives of industries and organizes industrial visits to various enterprises. It provides all support and assistance to organizations that come for recruitment at the College. It also takes proactive steps to create linkages with institutions that can help students for developing skill. Quality enhancement is the major objective of our college. For promotion of quality and to provide a platform for healthy exchange of ideas, National level programmes like conferences and seminars are organized; Professors with high score in research from various universities are invited to share their views on burning issues. This linkage is further strengthened through exchange of mails. Industry-academia interface is promoted through industrial visits, invited talks by business experts, interaction with successful entrepreneurs, training programmes etc. In future steps will be taken to improve industry related consultancy, project for BBA , BCA and PGDCA students.

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

## **CRITERIA – 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?

For the enhancement of infrastructure, there is a functional body Academic Council in the college, which regularly monitors the need for the updated infrastructure. Its recommendations are passed to College Management Committee for the approval and implementation. The construction committee under supervision of its Chairman is responsible for the execution of work assigned by the College Management Committee.

In order to facilitate effective teaching and learning during last four years the initiatives taken to meet the growing needs of the college in view of expanding new age programs are:

- Installation of CCTV cameras.
- Construction of new Canteen.
- Updation of Auditorium.
- Construction of new classrooms.
- Expansion of Library.
- Creation of 400 meters sports track, volley ball court, cemented basket ball court.
- New Parking Area.
- Smart Classroom with Smart board, LCD project and Audio Visual aids.
- Gymnasium with latest Workout Machines.
- E-Resource Center with INFLIBNET etc.

##### 4.1.2 Detail the facilities available for

A) curriculum and co-curricular activities — classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical gardens, animal house, specialized facilities and equipment for teaching, learning and research etc.

Infrastructure Facilities for curricular and co-curricular activities are as under.

Sr. No	Infrastructure	Number
1.	Number of classrooms and with lecture theatre (Sitting Capacity = 80)	20
2.	Music Room	01
3.	Smart Class Room with Smart Board and LCD Projector	01
4.	Air Conditioned Computer Labs (Total Sitting Capacity = 90)	03
5.	Air Conditioned Journalism and Mass communication lab.	01
6.	Language Lab (I.T enabled Learning) Shared with Gobindgarh Public School	01
7.	Well equipped library with E - Resource centre (Air Conditioned)	01
8.	Study Room	01
9.	Seminar Hall Shared with Gobindgarh College of	01



	Education With ICT and Audio Visual facility and large sitting capacity.	
10.	Seminar Room With LCD Projector Installed.	01
11.	Tutorial Room	01
12.	Gymnasium Room with Area 22'.9" X 30' = 687 Sq. feet.	01
13.	Air Conditioned Staff Room	01
14.	Girl Common Room	01
15.	Registrar Room/Placement Room and Counseling & Career Guidance cell	01
16.	NSS Office , Grievance Redressal Unit & Women Cell	01
17.	NCC Office	01
18.	Security Room	01
19.	Strong Room	01
20.	Generator Room	01
21.	Sports Room	01
22.	Store	02
23.	Health Center (Shared with PIMT)	01
24.	Cafeteria	01

Sr. No	Teaching Equipments/Aids	Numbers
1.	Overhead projector	01
2.	Multimedia LCD projector	03
3.	Xerox Machine, Scanner cum Printer	01
4.	Audio player	01
5.	Bar Code Printer	01
6.	Bar Code Scanner	01
7.	Internet Lab	01
8.	Domain Controller	01
9.	File Server	01
10.	Internet Server installed at PIMT.	01

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.

Sr. No	Sports, Outdoor and Indoor Games	Number
1.	Sports Play ground – spread in area of Four acres.	01
2.	Four Hundred Meters Running Track	01
3.	Basket Ball Court (Shared With Gobindgarh Public School) (28'L x 15W)	02
4.	Practice Cemented Cricket Pitch (Shared With Gobindgarh Public School)	01
5.	Skating Cemented Floor (Shared With Gobindgarh Public School)	01

6.	Yoga Room Shared With Gobindgarh College of Education	01
7.	Table Tennis Shared With Gobindgarh College of Education.	01
8.	Badminton Court Shared With Gobindgarh Public School	02
9.	Gymnasium Room (22'.9'' X 30 = 687 Sq. feets)	01
10.	Volleyball Court	02

Sr. No	Public Speaking Facilities	Number
1.	Multipurpose Hall/Auditorium with Hi-Tech, Air Conditioned, Acoustically treated with latest audio visual facilities used jointly by school and college for mega events and ceremonious celebrations only. (127'L x 71'W with stage), without stage sitting area 82.5'L x 85.6'W having 700 chair (Hall), Balcony sitting capacity - 300 chairs.	01
2.	Smart Classroom with smart board and LCD projector	01
3.	Seminar Hall	01

Sr. No	Health and Hygiene
1.	<b>Gymnasium</b> Multi station Machine – (8 Stations) for all body exercise. - 01 Tread Mill Machine – 01, Cycle – 01, Dumbles – 06 Pairs, Skipping Rope – 8, Weighing Machine – 01
2.	Yoga Centre Shared With Gobindgarh College of Education
3.	A Qualified Nurse (Mrs. Bincymal-Sebastian) at Gobindgarh Public School.
4.	Service of an M.D doctor available in case of emergencies (Dr. Manmohan Kaushal) and Ambulance facility available from Mahant Prabhat Puri Hospital.

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

The college is having a huge campus area covering 7.756 acre of land that accommodates to the diverse needs of students and faculty. The thoroughly dedicated administration take care that the available infrastructure is effectively employed under the supervision of Principal.

**Noticeable features of Campus Infrastructure:-**

- The college campus area is 7.756 acres and Campus built up area is 4313.84 sq.mtr.

- The college play ground is in 4 acres including 400 meters racing track in it.
- The scheme of college campus is designed keeping in view, the proper ventilation and optimal utilization of natural resources (Natural air and sunlight), this also help in green view and substantial reduction in excess use of electrical resources.
- Airy classroom and lectures theatres are used in scheduled hours for effective learning and practices.
- The Computer and Mass Communication Laboratories are utilized in the scheduled hours for coordinating practicals of various subjects.
- The college Auditorium is regularly used for both academic activities like Convocation, National, State level Conferences and Workshops, Cultural programs, indoor games, stage practice for university and state level carnivals.
- The Air Conditioned Library is always utterly occupied with students concentrating on reference books.
- The Seminar Hall is constantly engaged for organizing seminars and presentations.

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

<b>Year</b>	<b>Facility Developed /Augmented</b>	<b>Features</b>	<b>Amount Spent</b>
2010-11	Building: Water pipe for Drainage System (54283.00) Fencing College gate (23237.00)		77523.00
	Furniture: Sofa, curtain cloths (19760.00) Library Almira: (29257.00) Computer Lab Almira: (11703.00) Glass Shelf (3413.00) Fine Arts Almira: (5226.00) Staff Room and Airport chairs (26105.00) Notice Board- 15000.00		114289.00
	Equipments: Electrical (13480.00) Office (13890.00) Music (9700.00) Sports (24101.00)		61171.00
	Computers: Laser Printer (6014.00) N-Computing Server and Nodes (205979.00) Keyboard Mouse (1471.00) Pen Drive (760.00)		289254.00

	Software (Mass Communication Lab)	Licensed Software is purchased for the Mass Communications.	75030.00
	Video Camera	Latest Video Camera (Sony) purchased for practice of video recording and editing for mass communication students.	174375.00
	Coffee and Tea Machine	To meet needs of students for hygienic soft drinks.	37538.00
2011-12	Building: Material, Labour, Sand, cement, Parking, Passage Tiles, Aluminium Door, Ramps, Water Cooler, Levelling	For misc. Building Material and maintenance	744801.00
	Furniture: Bookstand Spot (8923.00) Reception Counter (25030.00)		33953.00
	Equipments: Office (5446.00) Electrical (9225.00) Sports(22164.00)		36835.00
	Computers: Keyboard (5639.00) Proj. Mount Kit (2958.00)		8597.00
	CCTV Camera	For Campus surveillance and security to track any unwanted incidence.	152761.00
	400 Meters Track with Stage	For the practice of student to prepare for University sports event and College Sports Day.	33690.00
2012-13	Building: P.G. Block construction (6460633.00) P.G. Block Labour (535000.00) Old Building Maintenance (243870.00)		7239503.00
	Furniture: Staff Room Panel (14000.00) Carpet (27300.00) 3 Seater chairs (21375.00) Almirah (19431.00)		82106.00
	Equipments:		178524.00

	Office (31831.00) Electrical (86131.00) Music (45800.00) Sports (14762.00)		
	Computers: Online UPS (29158.00) UPS Batteries (27249.00) Wifi Cards (2560.00)		58967.00
	Photostat cum Scanner and Printer Machine	For the Students and administration needs.	45389.00
	Air Conditioner	For Installation in Principal office.	40482.00
2013-14	Building: P.G Block Construction (4593227.00) P.G Block Labour (1074500.00)		5667727.00
	Furniture: P.G. Block including 2 lecture room, labour		1415922.00
	Equipments: Electrical (219406.00)		219406.00
	Computers: Barcode Reader,Scanner (20945.00) Printer cable (450.00) RJ Connectors (590.00) DLink Media converter (3984.00) UPS Batteries (26100.00) Laptop (32500.00)		84569.00
	Air Conditioner	For the Library	128400.00
	CCTV		24800.00
	Software Updation (5000.00)	For the updation of library functioning and needs	5000.00
	Water Cooler	For safe Drinking water to students	42600.00

**Developed Campus area:-**

Sr. No	Building	Area (Sq. Feet)
1.	Post Graduate Block (all covered Area)	9700.00
2.	Seminar Hall	696.90
3.	Teaching Area (LT, Classrooms, Labs, SCR, Music Room, Media Lab & Tutorial Room)	14349.50
4.	Principal Office	561.00
5.	Registrar Room	220.00
6.	Cafeteria	2016.16

7.	Security Room	56.00
8.	Auditorium	9017.00
9.	Hostel Building	30000.00
10.	Library	2780.00
11.	Study Room	696.90
12.	Parking Area	15095.26
13.	Staff Room (31' x 25')	775.00
14.	Store – I (8' x 6.2')	50.00
15.	Store – II (10' x 10')	100
16.	Common Room	775.00
17.	Administration Office	561.00

**Master Plan of the Institution Indicating the existing physical infrastructure and future planned expansions is enclosed as Annxure -IV**

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

Every year hardly one student with physical disability takes admission.

- Our newly built block has gently sloping ramp for the differently-able students. Moreover, the college ensures that these students' classes are confined to the ground floor.
- Washroom, drinking safe water is also available on ground floor.
- The administration keeps on vigil on their needs to accommodate them on priority. Support Staff and students take extra care in helping them by several ways.
- During the Final examinations an extra observer is given to them by providing sitting arrangement on ground floor.

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

**Hostel Facility - Accommodation available:- (BOYS AND GIRLS)**

The hostels are maintained and administered directly by the Punjab Institute of Management & Technology under Gobindgarh Educational & Social Welfare Trust. The hostel premise is equipped with attentive security that include manned and CCTV surveillance to provide the students a homely and comfortable environment for study and relax.

- At present all our students are day scholar. Only unmarried teaching staff have availed hostel facility.
- Boys Hostel is having 45 Room with a capacity of 125 Persons constructed in an area of 14000 sq. feet.
- Sitting capacity of Boys Mess is 130 persons.
- Sitting capacity of Girls Mess is 63 persons.
- Girls Hostel is having 21 Room with a capacity of 60 Persons constructed in area of 16000 sq. feet.
- For the comfort of students in Boys and Girls hostel comfortable Beds, Study Table, Chair, wardrobe and shelves are provided to manage their belongings.
- 24 Hours Power Supply and Generator facility are ensured.

- Bathrooms and toilets are regularly upgraded to ensure better sanitation.
- Special Solar Water Heating System is installed in the hostel for eco-friendly environment
- The mess committee consisting of the Warden, assistants and student representatives to ensure the quality of food and hygiene.

#### Recreational facilities, Gymnasium, yoga center etc.:-

- Boys and Girls Hostels are furnishing facilities like, newspapers/magazines, indoor games, TV, and communication through intercoms.
- The hostel students are also trained to perform Yoga by providing them yoga classes.
- Gymnasium established in the campus is used by the hostel students.

#### Computer facility including access to Internet Wi-Fi Facility in hostel:-

- Wi-Fi Internet facilities are provided to students to help them access online e-resources. Students are issued with their login and password to access internet in Wi-Fi zone for 24 hours on their personal Laptops.

#### Facilities for medical emergencies:-

- In case of emergencies, Medical assistance and 24 hours Ambulance Service are also provided in alliance with the Kaushal and Parbhat Puri Hospital.
- There is a health centre on campus with a nursing assistant available in working hours.

#### Recreational facility-common room with audio-visual equipments:-

- Both Boys and Girls Hostel is Common Room with Audio Visual aids TV with DTH connection.

#### Constant supply of safe drinking water:-

- For the safe Drinking water RO System and water coolers are installed in both the hostel as per requirement of students.
- 24 Hours safe drinking water supply is ensured and monitored by Hostel Administration.

#### Security:-

- Regular Hostel warden has been appointed for boys and Girls Hostel Separately.
- Hostel security Watchman is available.
- The hostel premise is equipped with attentive security that include manned and CCTV surveillance to provide the students a homely and comfortable environment for study and relaxation.

#### Library Facility in the Hostel: - N.A

#### Residential facility for the staff and occupancy constant supply of safe drinking water

Yes, residential facility for staff is available in Trust Hostel (Boys and Girls) and R.O System for safe drinking has been installed.

#### 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?

- First aid facilities, basic medicines, are available in the College sports office.



- Medical assistance also provided in alliance with the Dr. Kaushal Nursing Home and ambulance facility from Mahant Prabhatpuri Hospital.
- There is a Health Centre (shared with Gobindgarh Public School) with a qualified nurse throughout the working hours to attend to the needs of staff and students.
- Corporate LIC insurance and accidental insurance Policy both for Staff and students is in force for insurance needs. Beside most of staff is covered under E.S.I scheme of government to take free medical treatment at ESI Hospitals.
- Reverse Osmosis Water Purification System is installed along with all water coolers to provide safe drinking water.

4.1.7 Give details of the Common Facilities available on the campus and off 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.

#### **IQAC:-**

- Internal Quality Assurance cell is shared with its office is shared with Journalism and Mass Communication Laboratory. However all the meetings are held at Principal office.
- IQAC is functional in college from 20-07-2010.

#### **Grievance Redressal Unit & Women's Cell:-**

- Is functional and is shared with NSS office

#### **Counseling and Career Guidance & Placement Unit:-**

- Is functional and is shared with Registrar's office

#### **Health Centre:-**

- In case of emergencies, Medical assistance and 24 hour Ambulance as stated earlier.

#### **Others Facilities:-**

- Student Welfare Office
- Recreational space, Gymnasium and Common room for girls.

#### **Canteen:-**

- College canteen is having a build up area of 2016.16 sq. feet and is equipped with hygienic food and beverages at discounted fixed prices. A variety of eatable are available according to needs of students.

#### **Safe Drinking Water Facility:-**

- Six Reverse Osmosis Water purification systems are installed with every water cooler to provide safe drinking water.

#### **Auditorium:-**

- Auditorium is constantly used for academics activities, National, State level conferences and workshops, cultural programs, indoor games and also for stage practice for university and state level carnivals.
- Auditorium is occupying a space of (127'L x 71'W with stage), without stage sitting area 82.5'L x 85.6'W having 700 chair (Hall), Balcony sitting capacity - 300 chairs. All the necessary audio visual aids are available in Auditorium.

## 4.2 Library as a Learning Resource.

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

Eight members Library Committee is functional to address various issues regarding needs of various department and students in accordance to syllabi and research. The committee is made up by engaging faculty from almost each department to address the diverse needs.

Library advisory Committee consist of Librarian, faculty members of Punjabi, Political Science, Commerce, Computer Science, Management along with four topper students of different streams as student representatives. All meetings are conducted under the supervision of Principal.

The following significant initiatives have been implemented by the committee to render the library, student/user friendly.

- Extension of Library was done in the year 2013-14 to increase its sitting capacity. INFLIBNET and Gale-Cengage Consortia are subscribed and E-Resource centre is established in the Library. Three computer systems have been installed to read CD/DVD data.
- Air conditioner and Bar Coding system was installed in the Library.
- Separate timings for separate classes are adjusted according to the time table.
- Photostat, scanning, printing, downloading (for teachers) and internet facility.

### 4.2.2 Provide details of the following:

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

Description	Details
Total area of the library (in Sq. Mts.)	2780 Sq. Feets
Study Room	696.9 Sq. Feets
Total seating capacity	130
Working hours (on working days, on holidays, before examination days, during examination days, during vacation)	9.00 A.M to 04.00 PM on all working days. During vacations library is open from 09.30 AM to 02.30 PM and remains closed on national and state holidays.
Reading Zone	YES
IT zone from accessing and downloading E-Resources	YES

**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.**

- During start of session all publishers who visit college are sent to college library to provide update and list of new editions.
- All the latest catalogues of publishers are given to the subject incharge for selection of new titles.
- Library committee approve list of books to be purchased for a session.
- Current titles are purchased and displayed on Library notice board.
- Books can also be purchased on direct request of students to Principal (due to unavailability of books).

Amount spent during last Four Years:

Session	Number (A)	Textbooks & Reference Books (A)	Journals, Periodical & Newspaper (B)	E-Resources (C)	CD/D VD (D)	Total Cost = A+B+C+D
2010-11	253	67143.00	16784.00	Nil	Nil	83927.00
2011-12	200	29904.00	11742.00	Nil	Nil	41646.00
2012-13	346	63079.00	15651.00	5000.00	Nil	83730.00
2013-14	327	41416.00	17313.00	5000.00	Nil	63729.00

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

OPAC	04 Logins Per Day
Electronics Resource Management Package for E-Journals.	College Library Subscribed N-LIST scheme of INFLIBNET and GALE-CENGAGE
Federated Searching Tools to search articles in Multiple Database	NO
Library Website	NO
Library Automation	Library Automation has been done through eLibsys software developed by The UltraSoft Computers Pvt Limited, Mohali
Total Number of Computers for Public Access	03
Total Number of Printers for Public Access	01
Internet Bandwidth/Speed	7 Mbps Lease Line
Institutional Repository	NO
Content Management system for e-Learning	No
Participation in Resource Sharing networks/Consortia like INFLIBNET	Resource Sharing is implemented with INFLIBNET and GALE-CENGAGE
In House and remote access of e-publications	Available

#### 4.2.5 Provide details on the following items:

Average Number of Walk-ins	80-90
Average Number of Books Issued/Returned	20-25
Ratio of Library Books to Student Enrolled	2:15
Average Number of Books added during last three years (1171/3)	390.34
Average Number of Login to OPAC	04
Average Number of Login to E-Resources	03
Average Number of Login to E-Resources Downloaded Printed	NIL
Number of Information Literacy Training Organized (in-house only)	01
Details of Weeding out of books and other Materials	NIL

#### 4.2.6 Give details of the specialized services provided by the library

Manuscripts	YES
References	YES
Reprography	YES (One Photocopier, Scanner cum Printer is available)
Inter Library Loan	NO
Information Deployment and Notification	Separate Notice Board for Library is available for this purpose
Download	Available through E-Resource Center in Library
Printing	Xerox, Scanners and Printer Available for students.
Reading/Bibliography Compilation	NIL
In House Remote Access to E-Resources	Provided through INFLIBNET.
User Orientation and Awareness	Yes, general orientation before start of session and user access to e resources user-id has been allotted to faculty and students for download and browsing online resources
Assistance in Searching Databases	Database Access is provided through INFLIBNET & GALE-CENAGE Consortia Students terminals for access of e-resources are also available.
INLIBNET/IUC facilities	College has subscribed to N-LIST and GALE-CENAGE Consortia.

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

- New arrivals are displayed on Notice Board.
- Students participating in competition exams can avail books for longer durations.

- Library Staff help staff and students to locate books.
- Library staff is always accessible and ready to assist students and staff.
- Library staff is constantly engaged to make familiar students and staff about the online e-resources and circulate catalogues among staff.
- Facility of Downloading, Scanning, Xerox and Printing is also made available.
- Students also avails Book Bank Facility where books for whole session is issued.
- During annual function, Library Committee purchase books to gift academic achievers.

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

- With the special permission of Principal, Physically challenged students are allowed to appoint his/her library representative.
- Student Representative is allowed for searching and issuance of book on the behalf of physically challenged student.
- Library staff gives assistance by bringing the library register for signature at ground floor for physically challenged student.

#### 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?)

Both formal and informal feedback is taken from students about library of the college. Some students keep informing their teachers about library and other give in writing to librarian. Based on feedback received in the year 2012-13 Library is fully air-conditioned further whatever suggestion come via class incharges or class representatives is timely implemented. Student member of library committee also give feedback.

### 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
- Internet/Wi-Fi Facility
- Licensed software
- Number of Nodes/computers with internet facility

#### Any Other

This college possess three state of the art well furnished and well equipped computer laboratories with 92 machines having latest configuration. College has computing as well as 24\*7 internet facility through LAN/ Wi-Fi. Students from all streams can enhance their skills using procured number of licensed and latest software.

**Hardware Setup:****Distribution of Computers**

<b>Teaching</b>		
<b>Sr.No</b>	<b>Faculty</b>	<b>Quantity</b>
1	Computer Lab –I	28
2	Computer Lab –II	28
3	Computer Lab –III	10
4	Windows NT Server – Computer Science Lab.	01
5	N-Computing Server – Computer Science Lab.	02
6	N-Computing Nodes - – Computer Science Lab.	18
7	Music Room	01
8	Mass Communication Lab	05
	Total	93
<b>Non Teaching</b>		
<b>Sr.No</b>	<b>Faculty</b>	<b>Quantity</b>
1	Library	05
2	Administration Office	04
3	Time Machine	01
4	Principal Office	01
	Total	11
<b>Laptops</b>		
<b>Sr.No</b>	<b>Items</b>	<b>Quantity</b>
1	Administration Office - Dell	01
2	Principal Office - HP Laptop 250	01
	Total	02

**Peripheral Device**

<b>Printer</b>			
<b>Sr.No</b>	<b>Faculty</b>	<b>Item</b>	<b>Quantity</b>
1	Computer Science Dept.	TVS ProX900 – DOT Matrix	03
2	Administration Office	HP laser1020	02
		Wipro WeP EX 330	01
3	Principal Office	Canon Laser Printer	01
Total Printers			07
<b>Teaching aids(Projector/OHP)</b>			
	Projector - Sanyo PLC XW55A,		01
	Projector – Hitachi CPDX250		01
	X16 INFOCUS		01
	Over Head Projector		01
	Total Projectors		04
	Laser Pen		01
	Projector Screen		01
	White Boards C- Computer Science Dept.		03
	Interactive Smart Board		01
<b>Scanner</b>			

1	Administration Office	Canon lide 25	01
2	Library	Canon lide 100	01
	Total Scanner -		02
<b>Online UPS</b>			
1	Administration Office	Emerson	01
2	Computer Science Dept. Lab	Emerson	03
	Total UPS		04
<b>Bar Code Reader</b>			
1	Library	Bar Code Reader TVS	01
2	Library	Bar Code Printer Zebra	01
	Total		02

**Configuration of Some latest Machines:**

<b>Configuration of Computers in Lab</b>			
<b>Sr.No</b>	<b>Configuration Description</b>		<b>Quantity</b>
1	Wipro, Intel Pentium Dual CPU,256MB RAM, 80 GB HDD, 18"Monitor		20
2	Dell , Intel Pentium Dual CPU,512 MB RAM, 80 GB HDD, 18"Monitor		5
3	Compac, Intel Pentium Dual CPU,256MB RAM, 80GB HDD, 15"Monitor		8
4	HP, Intel Core 2 Duo CPU,1 GB RAM, 120 GB HDD, 18" Monitor		1
5	HP, Intel Core 2 Duo CPU,1 GB RAM, 120 GB HDD, 18.5"TFT		2
6	HP Mini, HP VIA C7 Processor,1GB RAM, 80 GB HDD, 18.5 TFT		30
<b>Servers</b>			
1	HP, Intel Core Quad CPU,6 GB RAM, 500 GB HDD, 15" Monitor (Window Server)		2
2	HP, Intel Xenon,1 GB RAM, 80 GB HDD, 18" Monitor (Window Server)		1
3	18 N Computing Nodes of HP,15" Monitor		
<b>Other Faculty</b>			
1	JMC Lab- HP Intel Core 2 Duo,4 GB,320 GB RAM,LCD 18"		5
2	Office +Reception + Principal Office -HP Intel Core 2 Duo,1 GB,160 GB RAM,LCD 18.5"		5
3	Time Machine - Compact, Intel Pentium CPU,256 Mb RAM, 80GB HDD, 15" Monitor		1
5	Library - Intel Pentium Dual CPU, 256 Mb RAM, 80GB HDD, 18" LCD		2
6	Music Room -Compact, Intel Pentium CPU,256MB RAM, 80GB HDD, 15" Monitor		1
<b>Configuration of Computers in Library (E-Resource Center)</b>			
1	Dell – Intel core I3, 2 Gb Ram, 500 Gb HDD, DVD Writer, Win-7		3



### Computer-Student Ratio

Total Number of computers in the teaching Faculty:- 93

Total Number of students who are studying Computer Science as part of their curriculum:- 249

Computer Student Ratio:- 1:3

LAN Facility: Available

### Licensed Software:

Sr.No	Description
1	Microsoft Open CASA Desktop Educational License Pack.
2	WinMultiPointSvr 2010 SNGL OLP NL Acdmc
3	WinMultiPointSvrCAL 2010 SNGL OLP NL Acdmc
4	Oracle Standard Edition Database
5	Desktop Campus Lic/Soft Pack
6	Visual Studio Pro Addition Lic/soft Pack
7	Win Server STD Pack MVL
8	Visio Pro Win 32 Lic Pack MVL
9	SQL Server Sandard Edition Lic/Soft Pack
10	SQL CAL 2008 Single Operational
11	Microsoft Media
<b>Journalism and Mass Communication</b>	
1	Adobe Photoshop CS4 Extended 11.0 DVD Academic
2	Adobe Premiere Pro CS4 4.0 DVD Academic
3	QuarkXPress 7.0
4	Corel Draw Graphic Suite X4(Academic)CD

### Number of Nodes with Internet Facility

Internet Facility			
Sr.No	Faculty/Office	Type of Connection	Quantity
1	Principal Office	Wi-Fi	1
2	Office	Wi-Fi	4
3	Library	Wi-Fi	3
4	JMC Lab	Wi-Fi	5
5	Computer Lab 1	Wired Network	30
6	Smart Classroom	Wi-Fi	1
	Total		44

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

- Whole campus and Hostel is having 24 x 7 Wi-Fi internet connectivity.
- Students, having subject of computer science can work on computer in Computer Lab.

- Administration office is provided with Four Computer System and is connected to internet through Wi-Fi, Two Laser Printers and One Dot-Matrix Printer.
- Principal office is provided with One Desktop, One Laptop connected to internet and One Laser Printer.
- The students are free to access Internet Facility in the Library or Computer labs for downloading, e-resources or other information.
- A Separate Internet Computer Lab having 30 Computers is available for students and faculty to access e-resources.
- Students and Faculty are provided with Wi-Fi Internet access for using on their personal Laptops or mobile devices.

#### 4.3.3 What are the institutional Plans and Strategies for deploying and upgrading the IT Infrastructure associated facilities?

The college deploys and upgrades its IT Infrastructure and every year on the basis of following.

1. To fulfill the needs of students either due to increase in the strength.
2. To meet the needs for change in the syllabi.
3. To resolve the compatibility issues in hardware and software for latest software and hardware.
4. To meet the latest trends in Information Technology whole campus made connected to Wi-Fi Internet facility with high speed internet lease line.
5. Smart class room project for new innovative practices is being implemented in the college campus.
6. Automation system of Library is computerized for smooth operations of Library.
7. Bar Code system for Book keeping is implemented in college library and is functional.

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

Year wise Detail of Expenditure on Computer and Accessories.

Year	Facility Developed /Augmented	Description/Features	Amount Spent
2010-11	Software (Mass Communication Lab)	Procurement	75030.00
	Almirah for Computer Lab	Accessories	11703.00
	Laser Printer	Procurement	6014.00
	N-Computing Server and Nodes	Procurement	205979.00
	AMC - UPS	Maintenance	13236.00
	Website Domain Charges	For website annual domain charges	2500.00
2011-12	AMC - UPS	Maintenance	3300.00
	Website Domain Charges	Maintenance	3000.00

<b>2012-13</b>	Online UPS	Procurement	29158.00
	Wi-Fi Cards	Procurement	2560.00
	AMC - UPS	Maintenance	
	Website Domain Charges	Maintenance	3500.00
<b>2013-14</b>	Bar Code Scanner and Reader	Procurement	20945.00
	Laptop	Procurement	32500.00
	Software Updation (Library)	Upgradation	5000.00
	AMC - UPS	Maintenance	25178.00
	Website Domain Charges	Maintenance	4000.00
<b>2014-15</b>	SmartBoard	Procurement	39900.00
	Computers	Procurement	95700.00
	Accessories	UPS Batteries, DVD, Keyboard Mouse Kits	43032.75
	LCD Projector	For Smart classroom	32695.00

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

- The Seminar Hall with LCD projectors and audio system are used by the entire Faculty.
- Staff members prepare multimedia presentation using laptop and desktop.
- One smart classroom is available with the latest ICT components.
- The institution provides digital library facility for all staff and students.
- The internet facilities are widely used for downloading the subject materials which are helpful in teaching-learning process.
- Three LCD projectors are available for interactive and innovative learning.
- One OHP is available for the Overhead Slide Presentations.
- Central Computing facility connected through LAN and Internet is available for online access of information.
- Online Journals through JSTOR subscription
- Free e-books and online journals available through membership of UGC NLIST program for colleges.

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

- A Separate internet Lab is provided to students for accessing online information and E-learning.

- Students are also provided internet for online application to job portals and for registering online applications to IBPS, railways, Banking and UPSC and other exams.
- College Library contains a rich collection of E-Books and online journals available through membership of UGC N-LIST Program.
- College Library provides its Computer students a CD library to access to study material.
- One smart class room is available to facilitate innovative teaching practices.
- Faculty prepares PowerPoint presentations for various topics from study material to make them more understandable and usable for students.
- One seminar hall with LCD projector is available for students for Paper presentation.
- College Library is equipped with Xerox Machine to facilitate students for photocopy of important topics/notes as and when needed.
- Laser/Dot Matrix Printer/Scanners are available for student to help them in their project and presentation work.

4.3.7 Does the institution avail of the National Knowledge Network Connectivity directly or through affiliated University? If so, what are the services availed of?

No, the institution does not avail connectivity to National Knowledge Network, as affiliating university does not extend such facility for colleges.

#### 4.4 Maintenance of Campus Facilities.

4.4.1 How does the institution ensure optimal allocation and utilization of available financial resources for maintenance and upkeep of following facilities (Substantiate your statement by providing details of Budget Allocated during last Four Years)?

	Details	2010-11	2011-12	2012-13	2013-14
A.	Building	77523.00	744801.00	7239503.00	5667727.00
B.	Furniture	114289.00	33953.00	82106.00	1415922.00
C.	Equipment	61171.00	36835.00	178524.00	219406.00
D.	Computers/ Accessories	289254.00	8597.00	58967.00	84569.00
E.	Vehicles	-	-		
<b>Any Others</b>					
F.	Air Conditioner	-	-	40482.00	128400.00
G.	Water Cooler	-	-	-	42600.00
H.	Photostat	-	-	45389.00	-
I.	CCTV	152761.00	-	-	24800.00
J.	Coffee Maker	37538.00	-	-	-

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

- For any kind of civil construction, there is a separate infrastructure maintenance committee i.e. College Campus Beautification Committee. This committee from time to time proposes recommendations which are analyzed and approved by Principal and forwarded to College Managing Committee for execution of development plan.
- There is a full time electrician available in college to upkeep all the related electrical equipments.
- For the maintenance of Computer Labs a full time Lab Incharge is appointed. Beside this AMC for online UPS and services of Hardware Engineer is also hired as and when required.
- Services of plumber are ensured to lay and maintain all the sanitation and water pipeline works.
- Services of carpenter for upkeep of furniture including repair work or for new furniture as and when required are also available.
- Gardener and Ground man services are available to upkeep the lush green campus and sports track.
- Vehicles are maintained by drivers and a workshop with mechanic to repair buses is provided by trust at Gobindgarh Public School.

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

The maintenance work of campus is done annually as detailed below:

- AMC for Online UPS.
- Servicing of Water Purifier System.
- Servicing and Checking of Electrical Components as and when required.
- Carpentry and Masoning Jobs.
- Security.
- Generator maintenance.

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

College has installed Silent electrical Generator and transformer for constant and uninterrupted power supply. All the equipments are installed so that they can be approached for its maintenance and usage. Special attention has been provided to install these equipment so that they remain out of reach from students within the campus.

- 82.5 KVA Electrical Silent Generator and separate transformer for power regulation are maintained by electrician of the institute.
- For regulation of voltage in Computer Laboratory and Administration Block, four online UPS available of capacity (3 X6 KV, 1X3KV)
- Air Conditioners are regularly serviced and maintained.
- Water cooler and R.O. Systems are regularly maintained and serviced for satisfactory functioning.
- AMC for Online UPS in computer laboratories and administrative block are given.

**Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.**

**CRITERIA – 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?

Yes, the institution publishes its updated Prospectus annually. To ensure its commitment and accountability towards various stakeholders, the following information is imparted to the students through this document.

- Gobindgarh Educational & Social Welfare Trust along with GPC Managing Committee
- Governing Trust members Information
- Administrative Pillars
- Vision & Mission Statement
- College academic calendar & Academic programme
- Visitant's perspective
- Profile of College, Location, Affiliation & courses
- Admission Dates as per Panjab University calendar & news coverage in various newspapers
- Code of conduct
- Freeships to Merit holders & Sports Achievers
- Procedure for admission & Migration
- Parking Rules
- College Leave and House Test rules
- University exams eligibility & various committees
- Photographs of meritorious students and College Color
- Photographs of Position holder in Sports.

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

The College is a un-aided institution. It takes fee according to Panjab University rules. The fee structure for various courses is same as other aided & unaided colleges. The college is providing scholarships and free ships for needy, meritorious and Sports students to enhance their capabilities so that they can excel in their field. The financial assistance or scholarships received from other agencies and government are effectively disbursed on time.

The Type of scholarships availed by our students during the last four years are as follows:

- Under NRI student Aid Fund-
  - Ranjit Kaura Scholarship
  - Lala Dina Lal Karir & Smt. Vidya Wanti Karir Scholarship and Sh. Hansraj Sarin & Smt. Vidya Wati Sarin Scholarship
  - Smt. Nirmla Devi & Smt. Gurmej Kaur Scholarship
  - Gobindgarh Education and Social Welfare Trust Scholarship
- Scholarship from Dean, College Development Council, Panjab University, Chandigarh
- Sports wing Diet from Sports Department of Punjab Government
- Sita Ram Jindal Foundation, new Delhi
- Post matric Scholarship for Minorities
- Scholarship to Inter-university sports medalists



- State Government Merit Scholarship from DPI, Punjab
- Scholarship for SC/BC students by Punjab government

**The Type of Freeships/Concessions given in last four years is as follows:**

- Freeships to University Position Holders in Academics to new enterants and old students.
- Freeships to National level Medalist in sports
- Fee concession to merit positionsholders in sports - 20%to 80% of total fees.
- Tuition fee waive off- use of cycle under Eco-friendly drive.
- To increase enrollment in BCA, a fee concession of Rs. 2500.00 is given to students who score more than 60% in aggregate in 10+2 and a fee concession of Rs. 3500.00 is given to those students who score more than 70% in aggregate in 10+2.
- To increase enrollment in BBA fee concession of Rs. 3000.00 is given to students who score more than 80% in aggregate in 10+2 with commerce.
- To motivate students to opt Arts stream a Fee concession is given if student's marks more than 90%
- 2 seats over and above sanctioned strength are reserved for Single Girl Child and scholarship is given to needy.
- Needy students are given books from book bank

<b>Institutional Scholarships/Freeships</b>			
<b>Years</b>	<b>Type of aid</b>	<b>No. of students</b>	<b>Amount</b>
<b>2010-2011</b>	NRI student Aid fund	45	208470.00
	State Govt merit Scholarship	02	1650.00
	SC/BC Scholarship	09	22265.00
	Post matric Scholarship for minorities	06	29100.00
	Sports Wing Diet- Sports Deptt. Punjab	07	38500.00
	Scholarships from Dean, College Development, Panjab University, Chandigarh	06	30000.00
<b>2011-2012</b>	NRI student Aid fund	70	2483500.00
	State Govt.merit Scholarship	02	1650.00
	SC/BC Scholarship	10	53820.00
	Sports Wing Diet- Sports Deptt. Punjab	05	28000.00
	Scholarship to Inter-University Sports Medalist.	01	5000.00
	Freeship for Meritorious students	01	10178.00
	Scholarships from Dean, College Development, P.U, Chd	10	60000.00

	Amount distributed to sports students.	17	135700.00
	College color	02	2200.00
<b>2012-2013</b>	NRI student Aid fund	63	1,54,000.00
	Sports wing diet- sports Deptt. Punjab	11	170700.00
	Scholarship to Inter-University Sports Medalist.	01	5000.00
	Freeship for Sports students.	01	10588.00
	Freeship for Meritorious students	01	10178.00
	Scholarships from Dean, College Development, P.U, Chd	06	36000.00
	Amount distributed to sports students	26	261758.00
	Fee concession to new entrants	01	1000.00
	College color	03	3300.00
<b>2013-2014</b>	NRI student Aid fund	77	293000.00
	SitaRam Jindal Foundation	03	21600.00
	Online Post Matric Scholarship for SC students	10	36970.00
	State Govt Merit Scholarship	06	16500.00
	Eco-friendly incentive	01	378.00
	Sports Wing Diet- Sports Dept. Punjab	01	5000.00
	Scholarship to Inter-University Sports Medalist	01	13178.00
	Freeship for Sports students	01	12284.00
	Scholarships from Dean, College Development, P.U, Chd	Result Awaited	-
	Amount distributed to sports students	37	429300.00
	Fee concession to new entrants	09	22470.00
	College color	02	2200.00

Other prizes also given to position holders in university exams & Sports position holder students, house exam, and in subjects.

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

Approximately 3% on an average of the students received financial assistance from state government in last four years in form of online post matric scholarship for SC/BC students, Scholarship to inter-university sports medalists, Minority and Dean, College development council, P.U. Chandigarh.

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

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

- Fee concessions are provided. Deserving & eligible can apply online for state SC scholarship through college.
- 'Book Bank' is available for weaker section.

- Reservation in admission as per P.U.Chd. rules and scholarships are provided.

**b. Students with physical disabilities**

- Adjustment in the time table is also done.
- Special washroom is built for physically disabled students.
- During exam separate seating arrangement is provided
- Make comfortable arrangement during fee submission and extra co-curricular participation.
- Specially built ramp and confinement of classes to the ground floor.

**c. Overseas Students**

No Overseas student has sought admission in our college.

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

- For sports, students who achieve sports positions at National and International level given 20 % to 80 % concession in total fees.
- Sports students are provided excellent coaching by coaches appointed by sports authority of India. They are also provided diet.
- Given leaves for attending camps.
- Exempted from House Examination during Competitions and allowed to appear in conditional test for clearing their eligibility to appear in final examination.
- Relaxation in attendance
- Reservation in admission to B.Com-1.
- They are further motivated by Group photos display, News in Media, Magazine & Prospectus.
- College Color and Prizes are given at Annual Athletic Meet, Annual Prize distribution function.
- T.A and D.A is given to and from attending various competition.

**e. Medical assistance to students health center, health insurance etc.**

- 24-hours driver and Van facility provided in the hostel.
- Accidental insurance of all the staff & students is done.
- College has a tie-up with 'Prabhat Puri Hospital', At Mandi Gobindgarh for 24 hrs. Ambulance facility.
- Trust provide medical facility to all institutes at school & has one visiting doctor (Dr. Manmohan Kaushal) and one permanent nurse (Bincymal Sebastien).

**f. Organizing coaching classes for competitive exams.**

- Seminars held for awareness.
- Remedial classes are taken.
- Competitive Magazines and other reference journals and books are arranged.
- Internet facility is given (Wi-Fi CAMPUS)
- Special classes for the students to prepare for competitive exams are arranged on request in vacations and pamphlets are distributed for the same.

**g. Skill Development (computer literacy etc...) certificate courses**

- College gives training in Computerized Financial Accounting, yoga, Music, Communication skills and Personality Development, Computer fundamentals and Office automation, Desktop Publishing, Photography,

Videography and Cinematography. These courses are run by college in non-formal mode.

- The duration of the courses are from 2-3 months at nominal fee so as to raise the employability of the students.
- Art of living foundation conduct YES (Youth Empowerment and Skill Workshop) in the college. Yes programme is conducted in 7 days format. Each session is about 4.5 hrs per day. Yes are conducted by the World Alliance for Youth Empowerment (WAYE) to equip students to excel both academically and professionally. WAYE is a youth NZO formed by The Art of living Foundation, inspired and guided by his Holiness Sri Sri Ravi Shankar, with the objective of all round development and empowerment of youth.
- Arts students can opt computer science as elective subject.

#### **h. Support for 'Slow learners'**

- Extra and Remedial classes are conducted for slow learners.
- Simplified hand-written notes are provided.
- Lectures are delivered in mother tongue to simplify.
- Responsibilities are given to students to enlighten their dampen spirits.
- Simplified versions of books are recommended.
- The Xerox copies of the previous university question papers are also made available for the students in the library.
- Special tests are organized in the classes to improve their performance.

#### **I. Exposure of students to other institution of higher learning/corporate/ business houses/ social awareness etc.**

##### **Social awareness**

- Every year our students organize rallies for traffic awareness, social evils. These rallies are carried out in nearby villages, in and around Gobindgarh market with banners and playcards.
- To organize extension lectures on Environment education, future prospects of NCC for NCC Cadets and lectures on First Aid training during NSS camps is a regular feature of the college. It was followed by medical checkup for NSS volunteers. NSS volunteer also visit old age home, leprosy home, deaf and dumb school, clean ground and crematorium of adapted village, maintain ground of senior secondary school, and organize community lunch etc.
- Every year college organize Ram Charit Manas Test (under value education), various cultural and co-curricular activities to create social awareness among students.

##### **Corporate business houses**

- Our students of Journalism and Mass Communication and Students of B.B.A made visit to media houses and industries.

##### **Higher learning**

- For enhancing the knowledge of students a National level test (Commerce Talent Search Examination) organized in college in 2011 and 2012 conducted by Commerce Talent Search Examination Foundation (Regd.) for B.com students 24 students participated and got prizes.

- Eminent Resource persons and experts of various fields are invited for delivering lectures on relevant themes and subjects which generate interest among students for higher learning and further research.
- The college organized Personality Development Programme, Entrepreneurial workshops, Communication workshops and various inter-college competitions for overall development of the students.
- College is running certificate courses (non-formal mode) in Computerized Financial Accounting, yoga, Music, Communication skills and Personality Development, Computer fundamentals and Office automation, Desktop Publishing, Photography, Videography, Cinematography, YES (Youth Empowerment and Skill Workshop) by Art of Living foundation for enhancing the entrepreneurial skills of students which increase their employability.
- The college organized various study tours, trips, press visits, industrial visits for students and national seminars, workshops for increasing exposure of faculty so that they enrich students with knowledge.
- Students are also exposed to higher learning courses introduced in the sister concern Punjab Institute of Management and Technology.

#### j. Publication of student magazines

The college annually publishes a magazine for students called the 'The Virtuous'. We have published four volumes of this magazine. It is an ideal platform for students to realize their creative potential and enhance their creative skills.

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

The college has provided infrastructural facilities like Resource Centre with Wi-Fi, Seminar room, Smart classroom, Language Labs etc. The college has taken following steps to develop entrepreneurial skills among the students:

- A compulsory paper on entrepreneurial skills in B.COM-3<sup>rd</sup> & BBA-3<sup>rd</sup> entitled entrepreneurship and small scale business & entrepreneurship development respectively.
- Every year students of Journalism and Mass Communication visit to Press (media house) which help them to be entrepreneur in future.
- The Students of B.B.A made industrial visits annually and submit project reports on any business related topics which help them to be entrepreneurs later on in life.
- College is running skill development certificate courses as stated earlier. To improve the entrepreneurial skills of students, various inter-college competitions are conducted in the college.
- The College organized Personality Development Programs, entrepreneurial workshops and extension lectures for improving entrepreneurial skills of students.

#### Impact of these efforts:

- Our students have been employed in various public and private sector such as banking, electricity department and insurance sector along with education sector.
- Due to these efforts our students running their inherited business and some of them are self employed.
- These efforts help students to be more professionally competent.

- Helped students in pursuing higher study.

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

The college encourages participation of students in extra-curricular and co-curricular activities, the Sports wing and Youth welfare club. Dean Cocurricular Activities and Youth Welfare Constitute a committee to conduct auditions to select the talented students in their respective fields. Once the trials and auditions are over the students are enrolled in various clubs and committees and guided rigorously in their chosen areas. For this purpose the institution avails services of the talented faculty as well as external experts.

The policies and strategies of the institution regarding additional academic support, flexibility in examinations, special dietary requirements, sports uniform and materials can be elucidated in the manner given below:

Additional Academic support	<ul style="list-style-type: none"> <li>• Reservation in admission in B.COM (under sports category)</li> <li>• Felicitations during Annual Athletic Meet &amp; Academic Prize Distribution.</li> </ul>
Flexibility in Examinations	<ul style="list-style-type: none"> <li>• Flexibility in conducting house test</li> <li>• Relaxation in Attendance.</li> </ul>
Special Dietary requirements	<ul style="list-style-type: none"> <li>• Special diets given during various competitions.</li> <li>• Day-Scholar Sports wing students are given diet @ 100 per day except holiday by Sports Department, Punjab.</li> <li>• Sports Residential wing students are given diet @ 200 per day by Sports Department, Punjab.</li> </ul>
Sports Uniform, Materials and Equipments	<ul style="list-style-type: none"> <li>• Sports kit.</li> <li>• Sports material like Volley Ball, Cricket Kit and Gymnasium.</li> <li>• All entry fees for youth festivals, sports and other inter-college competitions paid by college.</li> </ul>
Any other	<ul style="list-style-type: none"> <li>• Concession in total fee, Freeships to International/participation &amp; National position holders.</li> <li>• Free Bus facility to carry them for various competitions.</li> <li>• Provide special coaches for cultural and sports activities.</li> <li>• NCC &amp; NSS students activities photographs, news displayed in newspapers, magazine and in</li> </ul>

	prospectus. • Each participation carry weightage for entitling College color. • Prize distribution to students during Annual Prize Distribution function, Annual Athletic Meet, NSS function motivates and encourages students.
--	---

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

The institution facilitates and support students for appearing and qualifying in various competitive examinations in following way.

- The time table is set in such a manner so that students will get ample time for preparation of competitive exams.
- To train them for interviews and group discussions, if needed, the lecture condition (as per University norms) of 75% is relaxed.
- Seminars for personality development and for enhancing communication skills are also organized.

We impart education upto graduation so we do not have complete record of all students who appear for competitive examinations as they appear in these exams after leaving college. As per data from Alumni Association following students have cleared UGC-NET.

Students Name	Exam Passed	Year
Gurpreet Kaur	UGC-NET	2010
Manisha	UGC-NET	2011
Rohini Gupta	UGC-NET	2011
Jagmohan Goyal	UGC-NET	2012
Hanish Jindal	UGC-NET	2012
Jatinder Kumar	JRF-NET	2013

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

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

#### **Academic counseling**

Admission committee is being formed for the counseling of students. Members of committees guide the pupils to choose appropriate stream and subjects. Various seminars and lectures are organized for the same. Academic Counseling is also provided to week students.

#### **Personal Counseling**

Personal Counseling of students for self esteem, self development are done by the senior teachers as and when required. College does not have any professional counselor.



### **Career Counseling**

- Career Counseling starts from the beginning of the session till the end of the session. Convenor of placement and guidance cell guides and directs the students regarding the choice of stream/subjects. Seminars are organized for disseminating information among the students.
- Personality Development Workshop for students of B.A-III is organized every year. Prof. Manmeet Kaur from Punjab Institute of Management and Technology, Mandi Gobindgarh was the resource person last year. She taught the students about communication skills and interview skills.
- Vocational Guidance and placement Cell of the college organized an extension lecture on “Study Abroad” on 19<sup>th</sup> November, 2013. Sh. Gagandeep Singh from “Edwise Consultants Pvt. Ltd.”, Chandigarh was the resource person. He guided the students about study in foreign universities in various countries like U.S.A, Canada and Australia etc.

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

Yes, the institution has a structured mechanism for career guidance and placements of its students in the form of the Admission Committee, Career Counseling and vocational guidance cell, headed by Mr. Gopal Krishan, who is assisted by teaching faculty of all stream. Composition of Vocational Guidance and Placement Cell as follows:

- Mr. Gopal Krishan- Convener
- Ms. Sushma Miglani (Asst. Prof. in Hindi)
- Mr. Varinder Kumar (Asst. Prof. in Commerce)
- Mr. Narinder Pal Singh (Asst. Prof. in Comp. Science)
- Mr. Rajesh Kumar (Asst. Prof. in Business Management)
- Ms. Ruchika Jain (Asst. Prof. in Commerce)
- Career Guidance Workshop organized at College by Mr. Munish Dewan, CEO (IMS) Ludhiana on 25<sup>th</sup> February, 2012.
- Career Counseling starts from the beginning of the session till the end of the session. Placement cell guides and directs the students regarding the choice of stream/subjects. Seminars are organized for disseminating information among the students.
- Organised a personality development workshop for students of B.A-III. Prof. Manmeet Kaur from PIMT, Mandi Gobindgarh was the resource person. She taught the students about communication skills and interview skills.
- Vocational Guidance and placement Cell of GPC organized an extension lecture on “Study Abroad” on 19<sup>th</sup> November, 2013. Sh. Gagandeep Singh from “Edwise Consultants Pvt. Ltd.”, Chandigarh was the resource person. He guided the students about study in foreign universities in various countries like U.S.A, Canada and Australia etc.

### Students Selection by different Employers

S.No	Session	Class	Student Name	Post	Company
1	2007-08	B.Com-III	Chandni Bansal	Insurance Advisor	Bajaj Allianz
2	2007-08	B.Com-III	Aditi Gupta	Insurance Advisor	Bajaj Allianz
3	2007-08	B.Com-III	Teena Goyal	Insurance Advisor	Bajaj Allianz
4	2007-08	B.Com-III	Deepika Batta	Insurance Advisor	Bajaj Allianz
5	2007-08	B.Com-III	Manoj Bassi	Insurance Advisor	Bajaj Allianz
6	2008-09	B.Com-III	Sushil Kumar	Accounts Trainee	Sunil Khullar info tech pvt. ltd
7	2009-10	B.Com-III	Ankit Kaushal	Accounts Trainee	Sunil Khullar info tech pvt. ltd
8	2009-10	B.Com-III	Punit Kumar	Accounts Trainee	Sunil Khullar infotechpvt. ltd
9	2009-10	B.Com-III	Nitish Kumar	Accounts Trainee	Sunil Khullarinfotechpvt. ltd
10	2009-10	B.A-III	Varun Lamba	BPO Executive	HUGHES
11	2009-10	B.Com-III	Ravi Soni	BPO Executive	HUGHES
12	2009-10	B.Com-III	AnkitaPrashar	BPO Executive	HUGHES
13	2009-10	B.Com-III	Aditi Gupta	BPO Executive	HUGHES
14	2009-10	B.Com-III	Vishal Mehra	Accounts Trainee	Sunil Khullarinfotechpvt. ltd
15	2009-10	B.Com-III	SushilKwatra	Accounts Trainee	Sunil Khullarinfotechpvt. ltd
16	2009-10	B.A-III	Amit Kumar	DLF-Life Associate	DLF PRA-AMERICA
17	2009-10	B.Com-III	AnkitKaushal	DLF-Life Associate	DLF PRA-AMERICA

18	2009-10	B.Com-III	Misha Sharma	Accounts Trainee	Sunil Khullarinfot echpvt. ltd
19	2009-10	B.Com-III	Rajesh Kumar Gupta	Accounts Trainee	Sunil Khullarinfot echpvt. ltd
20	2009-10	B.Com-III	Pritpal Singh	Accounts Trainee	Sunil Khullarinfot echpvt. ltd
21	2010-11	B.Com-II	Munish Gupta	Accounts Trainee	DattaSingla & Co.
22	2011-12	B.A-III	Gurpinder Singh	Sales Executive	HDFC Bank
23	2012-13	PGDCA	Prabhjot Singh	Accounts Trainee	Sunil Khullarinfot echpvt. ltd
24	2012-13	PGDCA	Kiran Kumar	Accounts Trainee	Sunil Khullarinfot echpvt. ltd
25	2012-13	B.Com-III	Manjit Singh	Accounts Trainee	Sunil Khullarinfot echpvt.Ltd
26	2013-14	B.Com-III	Rupali Sharma	Accounts Trainee	Sunil Khullar info tech pvt. Ltd
27	2013-14	B.Com-III	Arvind Kumar	Accounts Trainee	Sunil Khullar infotech pvt. Ltd

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

Yes, the institute has grievance redressal cell headed by Principal with all class incharges, office superintendent and administrative officer as its members. Written/oral grievances are addressed speedily. Most of grievances are for repair. Main grievances were

	<b>Complaint</b>	<b>Redressal</b>
1.	To change canteen contractors	Changed from session 2014-15
2.	To air condition library	Provided in 2013-14
3.	To provide Gymnasium facility	Provided
4	To provide fix chairs in canteen as most of students take them to ground	Fix green lawn chairs provided
5.	Fans of some rooms not working	Repaired and changed

	(2011-12, 2012-13)	
6.	To provide personal password of Internet to BA-I student to open it on mobile	Denied as mobile is not allowed.
7.	Repair ROs and water coolers (2012-13)	Redressed
8.	Stinking problem in boys hostel in ground floor (2010-11, 2011-12)	<ul style="list-style-type: none"> <li>• Extra sweeper appointed to clean it twice.</li> <li>• Keeping in view the increasing rush, more boys toilet provided in new block.</li> </ul>
9.	Internet interrupted on ground floor	Access point replaced
10.	Internet interrupted in Principal room	Access point replaced
11.	No intercom connection to canteen for office	Intercom provided
12.	Extra classes for mathematics and computers (2012-13)	Arranged in winter vacations
13.	To replace English teacher for B.Com classes (2013-14)	Redressed
14.	Good feedback on 'Art of living' classes (2011-12)	Classes arranged in 2012-13 also both for students and teachers. Principal also attended 'Art of living' course
15.	To claim accident Insurance of two students expired in accident	Reimbursed from concerned agency through college
16.	To provide competitive exam books in library (2012-13)	Provided
17.	To extend office space (2011-12)	New office is built in old staff room 2013-14
18.	To enclose canteen sitting area by walls (2013-14)	No action taken
19.	Request to refund fees as students got seat in Chandigarh/home town/ want to go abroad.	Fees refunded as per university norms if applied with in time limit.
20.	Permission to give fees in installment (every year 50 to 100 applications)	Allowed
21.	To change location of water cooler in ground floor in front of washroom.	It is shifted to near entrance gate so that security guards, outsiders need not to enter class room area, one water cooler is provided at canteen also.
22.	To start MA in English, Sociology and Punjabi	MA in English and Punjabi from session 2014-15

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

The institution has the sexual harassment committee headed by Ms. Ruchika Jain (Asst. Prof. in Commerce) along with all female teachers. The committee organizes lectures and interactive sessions for the students where they are motivated and empowered to handle any kind of harassment they face in or outside the college premises. This committee work in coordination with discipline and anti ragging committee, Principal aware and sensitize female students against eve teasing. No complaint of sexual harassment is received till date.

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

**Yes**, the institution has anti-ragging committee. Mr. Bhupinder Shahi (Convenor, Anti-ragging committee for Boys), Ms. Sushma Miglani (Convenor, Anti-ragging committee for Girls) and all Class Incharges are available to address the grievances of the students. As ragging is a cognizable offence and is strictly prohibited in any form inside or outside the college premises. So in the beginning of the session anti-ragging notices and banners are displayed in the college to curb any forthcoming problem. The undertaking is taken from students at the time of admission that they will no indulge in ragging. No complaint of ragging has been made by any student for last four years.

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

- a) The college gives scholarships to needy students. From year 2009 to 2014, 265 the students have been benefited under this scheme.
- b) To promote Sports, 20% to 80% concession in total fees under this scheme is given for last three years, 83 students have been benefited.
- c) Freeship with books are given to University position holders.
- d) Freeship, Game Kit and diet allowance are given to National Position Holders in Sports.
- e) Accidental insurance is made for all students.
- f) Subsidized canteen.
- g) Quality products at lower price than the market price. The canteen committee works in tandem with the canteen contractor to ensure cleanliness, nutritious drinks and eatables. The rate list of products is displayed in the canteen. Recently college has signed MoU with Verka Milk Plant. It will helpful to maintain hygiene in food products and will break the habit of junk food.
- h) Special diets arrangements are made for sports person and youth festival participants during their practice and performance in competition.
- i) Student counseling support whenever asked is provided.
- j) Student counseling support is available to the students at the time of admission till their completion of study in the college.
- k) Book Bank for needy students.
- l) Door to Door bus facility for girl students.

- m) NCC and NSS unit is running in college.
- n) Wi-Fi, Photostat, Stationary and Printing facility.
- o) Gymnasium (Separate timing for Boys and Girls).
- p) Clean and Filter water on all floors and key areas.
- q) Play Ground, indoor and outdoor game facility.
- r) Separate Common room for Girl students.
- s) 24 hours security.
- t) 24 hours uninterrupted power supply and backup.

**5.1.14. Does the institution have a registered alumni association? If yes, what are the activities and major contributions for institutional, academic and infrastructure development?**

**Yes**, the college has Alumni Association with its face book account. It was formed in year 2011-12 and in year 2014 (exactly after 10 years of establishment of the college) has been registered as ‘GPC Alumni Social Welfare Society’ under Indian Societies Act, 1860. Following are the members of this society:

1. Mr. Vimal Vinod Bansal..... (Patron 1)
2. Dr. Neena Seth Pajni.....(Patron 2)
3. Prof. Ruchika Jain .....(Convener)
4. Mr. Jorawar Singh.....(President)
5. Mr. Varun Lamba.....(Vice-President)
6. Mr. Money Kansal.....(Secretary)
7. Prof. Hanish Jindal.....(Treasurer)

200 alumni’s have been registered so far.

**Activities during the last two years:**

- Registration of Association.
- Various fun loving activities on Annual Alumni Function upto now three Alumni meet have been organized.

**Contribution to the growth/development of the institution:**

The college is fortunate in having a dedicated Alumni who are generous in sparing their time and experience in promoting the college.

- They participate in admission process of the college by creating awareness and spreading maximum information about the college through their social contacts.
- One of our old students also contributed towards NRI scholarship fund of the college which is used to meet the fee requirement of needy students.
- Two of our Alumni students conduct Art of Living workshop for our students twice in a year.

**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.**

The Percentage of students progressing to higher education or employment (for the last four Batches) is given below:

Students Progressing (for the last four batches)		
Year	Higher Education	Employment
2013-14	U.G. to P.G. Approx. 60%	Approx. 15-20 %
2012-13	U.G. to P.G. Approx. 65%	Approx. 15-20 %
2011-12	U.G. to P.G. Approx. 55%	Approx. 10-15 %
2010-11	U.G. to P.G. Approx. 60%	Approx. 10-15 %

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.

**Completion rate of Students enrolled for various Bachelor Programme who commenced in 2011 and completed degree in 2013 is as under.**

Three year Degree Programme	No. of Student Enrolled	No. of Students Completed Degree Course	Completion Rate (%)
B.A.	185	123	66.49
B.Com	74	65	87.84
B.B.A.	41	19	46.34
B.C.A.	19	13	68.42

**Year wise completion rate for the last four years is as follows:**

Class	Session 2010-11		Session 2011-12		Session 2012-13		Session 2013-14	
	Coll Pass %	Uni Pass %	Coll Pass %	Uni Pass %	Coll Pass %	Uni Pass %	Coll Pass %	Uni Pass %
BA-I	77.40	46.93	77.32	55.59	77.40	49.76	69.93	45.62
BA-II	97.62	78.42	95.65	67.30	95.14	71.62	96.21	64.94
BA-III	94.83	60.60	95.23	58.82	89.94	66.89	97.22	69.20
B.Com- I	79.48	63.75	94.52	63.63	91.30	61.75	89.46	55.56
B.Com-II	98.52	72.77	92.10	69.31	97.10	75.93	97.10	74.31
B.Com-III	98.08	93.74	98.50	91.71	96.15	91.31	100	96.66
BBA-I	45.94	40.94	54.05	56.18	67.64	54.89	65.78	48.73
BBA-II	100	89.91	100	92.67	90.47	89.87	100	83.19
BBA-III	100	98.06	100	96.35	100	97.52	100	90.58
BCA-I	56.52	49.04	50.00	43.81	25.00	21.83	52.17	39.55
BCA-II	85.71	84.46	84.61	83.72	81.81	59.85	100	81.97
BCA-III	100	81.19	100	89.69	100	89.27	100	85.21
PGDCA	100	63.88	95.65	59.59	76.92	58.24	100	65.20

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

- Due to good teaching and learning practices, the pass percentage and merit positions of students have improved. It has opened avenues for increasing their chances of getting admission to higher level and also for employment.



- The brochures from Higher learning Institutions are displayed for making them aware about higher courses.
- For Personality Development and Skill Enhancement for employment college has started courses (Non-Formal) in Computerized Financial Accounting, Yoga, Music, Communication skills and Personality Development, Photography, YES (Youth Empowerment Seminar), Art of Living.
- Special classes for the students to prepare for competitive exams are arranged on request in vacations and pamphlets are distributed for the same.
- Students get exposure to markets need by visiting industry or interacting with resource person from University.

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

The following steps taken to support students who are at risk of failure and dropout:

- a) NRI Scholarships and Fee concessions are given to the needy students who want to leave the course due to weak financial condition.
- b) Teaching is imparted in three languages English, Hindi and mother tongue Punjabi (for students coming from rural areas).
- c) Remedial classes are arranged.
- d) Peer learning is encouraged.
- e) Easy notes, extra time are devoted by teachers.
- f) Extra attention in English, Mathematics and Economics subjects.
- g) Some non serious students who do not turn up during practical and final examination are telephonically informed by office clerk.
- h) Applications of all drop outs reach the Principal through subject incharge. She herself counsel not to leave the course.

### 5.3. Student Participation and Activities.

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

The College has its Youth Welfare Club, the Sports Wing, NCC and NSS wing for its students to participate and show their talent.

The College has participation in 14 games and events in session 2013-14. The College provides a variety of Cultural and Co-Curricular activities. The College had participated in 37 items in Youth festival in year 2012-13.

#### **Sports and Games available to students:-**

Athletics, Boxing, Wrestling, Cricket, Volleyball, Weightlifting (Boys), Power lifting, Best Physique (Boys), Judo, Chess, Badminton, Yoga (Girls), Kabbaddi, Football

#### **Cultural and other extra Co-Curricular Activities (list of items available to students) :-**

Shabad/Bhajan, Group Song, Geet/ Gazal, Folk Song, Classical Music Vocal, Ghoris, Kavishri, Vaar, Folk Instruments, Collage Making, Poster Making, Cartooning, Rangoli, Painting on the Spot, Still Life Drawing, Clay Modelling, Spot Photography, One Act Play, Skit, Histrionics, Mime,

Mimicry, Quiz, Classical Dance, Gidha, Poem Writing, Essay Writing, Short Story Writing, Debate, Poem Recitation, Elocution, Phulkari, Cross Stitch, Pakhi Designing, Crochet Work, Knitting, Mehendi, Instalation.

**Cultural and other extra Co-Curricular Activities  
GPC Calendar Cultural Activities 2013-14**

August	<b>Talent Hunt Competition</b>
	Music and Fine arts
	Independence Day Celebration - 14 <sup>th</sup> Aug.
	Sadhbhavana Day - 20 <sup>th</sup> Aug.
September	Literary Items and Dance Items - 2 <sup>nd</sup> week of Sept.
	Hindi Divas - 14 <sup>th</sup> Sept.
	Preparation & participants of youth festival Items - 25-28 <sup>th</sup> Sep.
October	Karva Chauth - 3 <sup>rd</sup> week of Oct.
	Dipawali Celebration - 23 <sup>rd</sup> Oct.
November	Inter college and school competition - 2 <sup>nd</sup> week of Nov.
January	National Youth Day - 12 <sup>th</sup> Jan.
	Lohri Celebration - 13 <sup>th</sup> Jan.
	Republic Day Celebration - 25 <sup>th</sup> Jan.
	Annual Prize Distribution Function -Last week of Jan.
February	Basant Panchmi - 1 <sup>st</sup> week of Feb
	Sports Day - 13 <sup>th</sup> Feb
March	Farewell Party for 2 <sup>nd</sup> year to 3 <sup>rd</sup> year classes - 1 <sup>st</sup> week of Mar.
	International women Day Lecture and Felicitation - 8 <sup>th</sup> Mar.
June	Youth Leadership Camp - 29 <sup>th</sup> Jun to 6 <sup>th</sup> Jul

**Sports and Games: Calendar 2013-14**

**Sports Convenor:-**

Prof. Rupinder Singh (Boys)

Prof. Monika Sharma (Girls)

**Sports Calendar 2013-14**

Sr.No	Game	Schedule
1	Volleyball	3 <sup>rd</sup> Week of September
2	Table Tennis	1 <sup>st</sup> Week of October
3	Badminton	2 <sup>nd</sup> Week of October
4	Cricket	2 <sup>nd</sup> Week of November
5	Boxing	3 <sup>rd</sup> Week of November
6	Wrestling	3 <sup>rd</sup> Week of November
7	Athletics	4 <sup>th</sup> Week of November
8	Weightlifting (Boys & Girls)	1 <sup>st</sup> Week of January
9	Power lifting (Boys & Girls)	1 <sup>st</sup> Week of January
10	Best Physique	1 <sup>st</sup> Week of January
11	Yoga (Girls)	2 <sup>nd</sup> Week of January
The Sports Trial for each game will conduct 2 weeks before above schedule.		

Sr.No.	Games	Name of Coach	Student Incharge
1	Athletics	S. Mohinder Sigh	Tarundeep Singh
2	Boxing	S. Sohan Lal	Mani Kumar
3	Wrestling	S. Gurinder Singh	Karanveer Sharma
4	Cricket	S.Dilshad Rana	Karanveer Saini
5	Volleyball	S. Amrik Singh	Navdeep Singh
6	Weightlifting (Boys)	S. Shubh Karan	Jagjeet Singh
7	Power lifting (Boys)	S. Shubh Karan	Gurpreet Singh
8	Best Physique ( Boys)	S. Sonu Singh	Jagmeet Singh
9	Chess	S. Rinku	Narinder Joshi
10	Badminton	S.Puneet	Ankit
11	Yoga (Girls)	Prof. Monika Sharma	Reetika
12	Weightlifting (Girls)	S. Gurinder Singh	Khushveer Kaur
13	Power lifting (Girls)	S. Gurinder Singh	Khushveer Kaur

#### **NCC:**

The College has a NCC unit (from session 2013-14) which is affiliated with 5-Punjab Battalion Patiala (Army Wing) and this year it has enrolled 19 cadets. The College NCC unit selected for Republic day parade at Division Amloh. College NCC cadet Manish Misra gave command to all the 22 groups which will participate in Republic day prade. Three girls cadet attended Thal sena at 23PB Battalion Ropar, NCC cadet Maninderjeet Kaur secured 1<sup>st</sup> position in riffle shooting.

#### **Tentative calendar of NCC (2014-15)**

Sr. No	Name of Activity/Camp	Tentative Date	Venue
1	National Integration Camp	20 <sup>th</sup> June	Amritsar
2	Annual Training Camp	23 <sup>rd</sup> June	Ropar
3	Enrolment of cadets	2 <sup>nd</sup> week of August	College Campus
4	D-CAT	2 <sup>nd</sup> week of August	Patiala
5	Pre RD Training	2 <sup>nd</sup> week of Nov	Delhi
6	Army Attachment Camp	Last week of December	Amritsar

#### **NSS:**

The College has a NSS unit which was started in 2006 with 50 students and 4 non student volunteers of 10 days duration. Now it has 100 students and 10 non student volunteers and its duration is of 7 days. The basic purpose of NSS unit to make aware students about social evils by organizing social awareness rallies, Seminars, and sensitize them about problems faced by old people, deaf and dumb.

5.3.2. Furnish the details of Major Student's achievements in co-curricular, extra-curricular and cultural activities at different levels: university/ state/ zonal/ national/ international etc. for the previous four years.

**Major Students Achievements:**  
**Cultural Activities/Achievements (2013-2014)**

**At Inter Zonal Level:-**

- Participated in creative writing (short story) held at A.S. college, Khanna from 28<sup>th</sup> Oct to 31<sup>st</sup> Oct, 2013.

**At Zonal Level:-**

- College bagged 1<sup>st</sup> positions in Group Song (Individual by Sunaina Rani, B.A.III)
- College got 2<sup>nd</sup> positions in Folk song, Short Story and Photography.
- College bagged 3<sup>rd</sup> positions in classical Vocal, Folk Instrument, Ladies Traditional, Knitting, mimicry and Mime.

**At Inter College Level:-**

- College participated in various items at 'Aaftab' held at Punjab Institute of Management and Technology and Mrs. Nirmla Verma Memorial Cancer Cry Trust, Patiala.
- Harshita Goyal in Extempore secured 1<sup>st</sup> position.
- Harshita Goyal in Slogan Writing secured 1<sup>st</sup> position.
- Group Dance (Western) secured 3<sup>rd</sup> position at 'Aaftab' held at Punjab Institute of Management and Technology .
- College got 2<sup>nd</sup> position in Group song, Group song (Individual), Folk song and Shabad Bhajan (Individual).
- College bagged 3<sup>rd</sup> position in Classical Music (Individual).
- Ram Charit Manas test organized by our college and distributed prizes to the students who got 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> positions.
- In Gurmat Sangeet partiyogita, 2013 college bagged 2<sup>nd</sup> position in group song and 3<sup>rd</sup> position in group shabad.

**At Inter Class Competition:-**

- Hindi Diwas organized by college and three students got 1<sup>st</sup> positions in Essay writing, Mehendi competition and Declamation competition.
- Three students secured 2<sup>nd</sup> positions in Essay writing, Declamation contest and Mehendi competition.
- Three students got 3<sup>rd</sup> position in Declamation contest, Mehendi competition and in Essay writing.

A youth leadership camp held at student holiday home, Dalhousie organized by Panjab University, Chandigarh. Student bagged 19 prizes. They were judged as Best group and was also awarded trophy for Best in sociality & Cooperational, Best in Cultural and Recreational, Best camper, Best in Personality trait, Best in Rock climbing and Best camper.

**Cultural Achievements (2012-2013)**

**At Inter Zonal Level:-**

- College secured 2<sup>nd</sup> position in Mime (Individual).

**At Zonal Level:-**

- College secured 1<sup>st</sup> position in Mime Group and Mime (individual).
- College got 2<sup>nd</sup> position in Clay Modelling, Group song, Group song (Individual), on the Spot Painting, Vaar Gaayan, and Vaar Gaayan (Individual).

- College got 3<sup>rd</sup> positions in Classical Vocal, Elocution, Mime (Individual), Folk Instruments and Pakhi Designing.

**At Inter College Level:-**

- Ram Charit Manas test organized by college campus and three students secured 1<sup>st</sup> position, three students got secured 2<sup>nd</sup> position and three students got 3<sup>rd</sup> position.

**At Inter Class Level:-**

- Hindi Diwas organized in the college campus .Three students got 1<sup>st</sup> position in Essay writing, Declamation contest and Mehendi competition (Karwa Chauth)
- Three students secured 2<sup>nd</sup> position in Essay writing, Mehendi writing and Declamation contest.
- Three students got 3<sup>rd</sup> positions in Declamation contest, Mehendi competition, and Essay writing.

A youth leadership camp held at Dr. Y.S.Parmar University Of Horticulture & Forestry, Solan (H.P) organized by Panjab University, Chandigarh.

**Cultural Achievements (2011-2012)**

**At Inter Zonal Level:-**

- College secured 2<sup>nd</sup> position in Folk song and Clay Modeling.

**At Zonal Level:-**

- College bagged 1<sup>st</sup> positions in Folk song, Pakhi Designing and Knitting.
- College got 2<sup>nd</sup> positions in Classical Vocal, Clay Modelling, Knitting, Gidha, Crochet work, Vaar and Poetical Recitation.
- College secured 3<sup>rd</sup> position in Shabad Bhajan (Individual), Group Song, Mime, Mehendi and Vaar (Individual).

**At Inter college Level:-**

- Ram Charit Manas test organized by college campus and students got 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> positions.

**At Inter Class Level:-**

- Hindi Diwas organized by college. Three students bagged 1<sup>st</sup> positions in Declamation Contest, Essay writing and Mehendi competition (Karwa Chauth).
- Three students secured 2<sup>nd</sup> positions in Mehendi competition, Essay writing and Declamation contest.
- Three students got 3<sup>rd</sup> positions in Mehendi competition, Declamation contest and in Essay writing.

A youth leadership camp held at Dr. Y.S.Parmar University Of Horticulture and Forestry, Solan (H.P) organized by Panjab University, Chandigarh.

**Cultural Achievements (2010-2011)**

**At Inter Zonal Level:-**

College secured 2<sup>nd</sup> position in Folk song.

**At Zonal Level:-**

- College bagged 1<sup>st</sup> positions in Rangoli, Knitting, Cross stitching, Pakhi Making, Poem recitation and Folk song.
- College got 2<sup>nd</sup> positions in Rangoli, Crochet work, Vaar Gaayan (Team and Individual), Geet and Group song.
- College secured 3<sup>rd</sup> position in Clay Modeling, Poem Writing and Group song.

**At Inter College Level:-**

- College got 1<sup>st</sup> position in Folk song and Ad-mad show held at Doraha Institute of Management and Technology, Doraha.
- College got 2<sup>nd</sup> position in Declamation.
- College got 3<sup>rd</sup> position in Dance to the Tune.
- Ram CharitManas organized in college campus and students got 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> positions.

**At Inter Class Level:-**

- Hindi Diwas organized by college. 50 students participated in Declamation contest, Essay writing and Mehendi competition and students got 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> positions.

A youth leadership camp held at Student Holiday Home, Dalhousie Organized by Panjab University, Chandigarh.

**Sports Achievements (2013-14)****COLLEGE WON OVERALL SECOND POSITION IN SPORTS IN  
MEN 'B' DIVISION CATEGORY****Second Junior South Asian Federation Games 2013-14**

Second Junior South Asian Federation Games held at Ranchi, Jharkhand from 10 November-12 November, 2013 in which 8 countries from South Asia Region participated in these Games. Our college student Tarundeep Singh of BA-II represented India in these Games. He won **Bronze** medal in 110 m hurdle event.

**25<sup>th</sup> North India Junior Athletic Championship 2013-14**

25<sup>th</sup> North India Junior Athletic Championship held at Aligarh, UP. Tarundeep Singh of BA-II represented Punjab & won **Gold** Medal in 110 m hurdle event.

**Panjab University Inter College Volleyball (B Division) Tournament  
2013-14**

Panjab University Inter College Volleyball (B Division) Tournament held at P.U. playgrounds from 18 September-20 September, 2013. The college Volleyball team secured **1<sup>st</sup> position** in this tournament.

**All India Inter Zone Athletic Championship 2013-14**

All India Inter Zone Athletic Championship held at Kochi, Kerala from 22 September-24 September, 2013. Our college student Tarundeep Singh of BA-II represented Punjab in these Games. He won **Gold** medal in 110 m hurdle event & selected for Second Junior South Asian Federation Games.

**Panjab University Inter College Table Tennis Tournament 2013-14**

Panjab University Inter College Table Tennis Tournament held at Panjab University, Chandigarh Campus. Our College team participation in this event.

**Panjab University Inter College Boxing Competition 2013-14**

Panjab University Inter College Boxing Competition held at P.U. Gymnasium hall from 19 November-21 November, 2013. The college students Mani Kumar of BA-II & Gurinder Singh of BA-I won **Bronze** Medal.

**Panjab University Inter College Wrestling Competition 2013-14**

Panjab University Inter College Wrestling Competition held at P.U. gymnasium hall from 21 November-22 November, 2013. Our student Karanveer Sharma and Gurpreet Singh won **Gold** Medals in their respective weight categories & team secured **Overall Second Position**.

**Panjab University Inter College Annual Athletic Meet 2013-14**



Panjab University Inter College Annual Athletic Meet held at P.U. playgrounds from 26 November – 29 November, 2013. The college student Tarundeep Singh won **Gold** Medal in 110 m hurdle event & qualified for all India Athletic Championship. Manpreet Singh of BA-II won **Silver** medal in Hammer throw event.

#### **All India Inter University Athletic Championship 2013-14**

All India Inter University Athletic Championship held at Punjabi University, Patiala from 23 December- 28 December, 2013. Tarundeep Singh of BA-II represented Panjab University and participated in 110m hurdle event.

#### **National Roller Skating 2013-14**

Navjot Singh student of BBA-III participated at National open Roller Hockey Premier League held in Pune in last week of January.

#### **P.U. Inter College weightlifting competition (women) 2013-14**

P.U. Inter college weightlifting competition (women) 2013-14 held at P.U. gymnasium on 1<sup>st</sup> January & 2<sup>nd</sup> January, 2014. Khushveer Kaur of B.A-III won **Gold** medal in 56kg weight category.

#### **P.U. Inter College power lifting competition (women) 2013-14**

P.U. Inter college power lifting competition (women) 2013-14 held at P.U. gymnasium on 2<sup>nd</sup> January & 3<sup>rd</sup> January, 2014. Khushveer Kaur of B.A-III won **Silver** medal in 56kg weight category.

#### **P.U. Inter College weightlifting competition (men) 2013-14**

Panjab University, Chandigarh Inter college weightlifting competition (Men) 2013-14 held at Panjab University, Chandigarh gymnasium on 3<sup>rd</sup> January & 4<sup>th</sup> January, 2014. Jagjit Singh of B.A-I qualified for **All India Inter University Weightlifting Competition** in 105kg weight category.

#### **P.U. Inter College Best physique competition 2013-14**

P.U. Inter college Best physique competition 2013-14 held at Panjab University, Chandigarh gymnasium on 5<sup>th</sup> January & 6<sup>th</sup> January, 2014. Sanjay Kumar of B.A-III won **Gold** medal in 50-55kg weight category. Ravi kumar of B.A-I won **Gold** medal in 55-60kg weight category. Jagmeet Singh of B.A-II won **Silver** medal in 60-65kg weight category. Team secured **Overall 2<sup>nd</sup> Position**.

#### **All India Inter University Volleyball tournament 2013-14**

All India Inter University Volleyball tournament to be held at Kolapur (Maharashtra) on 24 February, 2014. College student Navdeep Singh of B.A-III & Vikas kumar of B.A-I represented, Panjab University, Chandigarh in this competition.

#### **Senior National Volleyball championship 2013-14**

Senior National Volleyball championship 2013-14 held at Moradabad from 21<sup>st</sup> January to 28<sup>th</sup> January, 2013. College student Vipul kumar represented **Punjab State** and team secured 5<sup>th</sup> position.

#### **Junior National Weightlifting competition 2013-14**

Junior National Weightlifting competition 2013-14 held at Guwahati (Assam) from 22<sup>nd</sup> December to 24<sup>th</sup> December, 2013. Jagjit Singh of B.A-I represented Punjab state and won **Silver** medal in Snatch Event in 105kg weight category.

#### **All India Inter University Weightlifting Competition 2013-14**

Jagjit Singh of B.A-I won **Bronze** medal in All India Inter University Weightlifting Competition held at Andhra Pradesh on 4<sup>th</sup> March, 2014 in 105 kg weight category.



### **Senior Punjab State Volleyball championship 2013-14**

Senior Punjab State Volleyball championship 2013-14 held at Amargarh (Sangrur) from 29<sup>th</sup> November to 1<sup>st</sup> December, 2013. College students Navdeep Singh (B.A-III), Rohit Kumar (B.A-III), Vikas Kumar (B.A-I) and Vipul Kumar (B.A-I) represented Ludhiana district and Team secured **2<sup>nd</sup> position**.

### **Punjab State Sub-Junior Bodybuilding competition 2013-14**

Punjab State Sub-Junior Bodybuilding competition 2013-14 held at Jalandhar on 29<sup>th</sup> December, 2013. Jagmeet Singh of B.A-II won **Silver** medal in 70kg weight category.

### **Youth State Volleyball Tournament 2013-14**

Youth state Volleyball Tournament held at PAU, Ludhiana from 17<sup>th</sup> January to 19<sup>th</sup> January, 2014. Navdeep Singh of B.A-III, Vipul Kumar of B.A-I and Vikas Kumar of B.A-I represented Ludhiana district. Team secured **1<sup>st</sup> position**.

### **COLLEGE WON OVERALL FIRST POSITION IN SPORTS FOR MEN 'B' DIVISION.**

#### **Sports Achievements (2012-13)**

#### **Fatehgarh Sahib Open District Athletic meet (2012-13)**

Fatehgarh Sahib Open District Athletic meet held at G.H.G.S. Sen. Sec. School, Mandi Gobindgarh. Our college Athletes participated in this meet. Their achievements are written below:

<b>Sr. No</b>	<b>Name</b>	<b>Class</b>	<b>Event</b>	<b>Position/Medal</b>
<b>1</b>	Sukhjinder Singh	B.A-III	Hammer Throw, Discus Throw	1 <sup>st</sup>
<b>2</b>	Beant Singh	B.A-III	Javelin Throw	1 <sup>st</sup>

#### **Ludhiana District Open Athletic Meet (2012-13)**

Ludhiana District Open Athletic Meet held at Guru Nanak Stadium Ludhiana on 5<sup>th</sup> October, 2012 and 6<sup>th</sup> October, 2012. Our college student Tarundeep Singh of B.A-I, participated in this competition and won two **Gold** medals in 110m hurdle and 400m hurdle.

#### **Punjab State Open Athletic meet(2012-13)**

Punjab State Open Athletic meet held at Firozpur from 11<sup>th</sup> October 2012 to 14<sup>th</sup> October, 2012. Our college student Tarundeep Singh of B.A-I, participated in this competition and won **Silver** medal in 110m hurdle event and selected for **Junior National Athletic Competition**.

#### **Panjab University Inter college Cricket B-Division Tournament (2012-13)**

Panjab University Inter college Cricket B-Division tournament held at P.U. play grounds, 29 September, 2012 to 06 October, 2012. Our college team participated in this competition and clears the first round.

#### **Panjab University Inter College boxing competition (2012-13)**

Panjab University Inter college boxing tournament held at P.U gymnasium hall from 4th October 2012 to 6th October, 2012. Our college team participated in this competition their names and achievements are written below:

	Name	Class	Wt. Category	Position/Medal
1	Arun Sharma	B.A-I	Middle wt.	Silver
2	Rajinder Singh	B.A-I	Light fly	Participation
3	Mani Kumar	B.A-I	Bantom Wt.	Participation
4	Randhir Singh	B.A-I	Fly wt.	Participation

**Arun Sharma selected for all India Inter University Boxing competition.**

**Panjab University Inter College Wrestling Competition (2012-13)**

Panjab University, Chandigarh inter college wrestling Competition for boys held at Panjab University, Chandigarh Gymnasium hall from 2nd October,2012 to 3rd October,2012. Our college students participated in this competition. Their name and achievements are written below:

	Name	Class	Wt.category	Position/Medal
1	Beant Singh	B.A-III	66kg.	Participation
2	Satnaam Singh	B.A-III	74 Kg.	Participation
3	Karanveer Sharma	BA-I	84 kg.	Gold
4	Gurpreetsingh	BA-I	Super	Gold
5	Sukhwinder Singh	BA-I	96 Kg.	Bronze

**Karanveer Sharma and Gurpreet Singh selected for all India Wrestling competition.**

**All India Inter University Wrestling Competition (2012-13)**

All India Inter University wrestling) Competition (Men) held Amravati (Maharashtra). Our college students represented Panjab University, Chandigarh in this competition. Their performance is written below:

	Name	Class	Wt.Category	Position/Medal
1	Gurpreet Singh	B.A-I	Super Heavy	Bronze
2	Karanveer Sharma	B.A-I	82 Kg.	Participation

**Panjab University Inter College Annual Athletic Meet (2012-13)**

Panjab University Inter college annual athletic meet held at P.U. playgrounds from 7<sup>th</sup> November, 2012 to 10<sup>th</sup> November, 2012. Our college athletic team participated in this competition. Performance of the team is written below:

	Name	Class	Position/Medal
1	Abhishek Chaudhary	B.A-III	Participation
2	Beant Singh	B.A-III	Participation
3	Manpreet Singh	B.A-I	Participation
4	Tirlochan Singh	B.A-II	Participation
5	Pardeep Singh	B.A-III	Participation
6	Gurpreet Singh	B.A-II	Participation
7	Tarundeep Singh	B.A-I	1 <sup>st</sup> position in 110m and 400m hurdle

8	Sukhdev Singh	B.A-III	2 <sup>nd</sup> position
---	---------------	---------	--------------------------

**Panjab University Inter College B-Division Volleyball Tournament (2012-13)**

Panjab University Inter College B-Division Volleyball Tournament held at P.U. playgrounds from 24<sup>th</sup> October, 2012 to 27<sup>th</sup> October, 2012. Our college volleyball team participated in this tournament and got **1<sup>st</sup> position**.

**Panjab University Inter College Power-Lifting (Women) Competition (2012-13)**

Panjab University Inter College Power-lifting competition for women held at P.U. gymnasium hall on January 25<sup>th</sup>, 2013. Our college power-lifters participated in this competition. Their performance is written below:

	Name	Class	Wt.category	Position/Medal
1	Khushveer kaur	B.A-II	56 kg	2 <sup>nd</sup>

**Panjab University Inter College Weight-Lifting (Women) Competition (2012-13)**

Panjab University, Chandigarh Inter College weight-lifting competition for women held at Panjab University, Chandigarh gymnasium hall on January 24<sup>th</sup>, 2013. Our college weight-lifters participated in this competition. Their performance is written below:

	Name	Class	Wt.category	Position/Medal
1	Khushveer Kaur	B.A-II	53 kg	1 <sup>st</sup>

**Panjab University Inter College Weight lifting (Men) Competition (2012-13)**

Panjab University Inter college weight lifting competition (Men) held on 26<sup>th</sup> January, 2013. Our college weight lifters participated in this competition. Their performance is as below:

	Name	Class	Position/Medal
1	Kuldeep Singh	B.A-III	Participation
2	Parwinder Singh	B.A-III	Participation
3	Hardeep Sharma	B.A-III	Participation

**Panjab University Inter College Power lifting (Men) Competition (2012-13)**

Panjab University, Chandigarh Inter College Power lifting (Men) Competition held at Panjab University, Chandigarh gymnasium hall on 27<sup>th</sup> January, 2013. Our college power lifters participated in this competition. And got **overall First Position second time consecutively**. Individual performance of team members is written below:

	Name	Class	Position/Medal
1	Tarandeep Singh	PGDCA	2 <sup>nd</sup>
2	Veerdevinder Singh	B.A-II	2 <sup>nd</sup>
3	Gurpreet Singh	B.A-II	2 <sup>nd</sup>
4	Parwinder Singh	B.A-I	2 <sup>nd</sup>
5	Gurpreet Singh	B.A-I	2 <sup>nd</sup>
6	Baljinder Singh	B.A-I	Participation

**Sports Achievements (2011-12)**

**Panjab University Inter College Chess Competition (2011-12)**

Panjab University Inter college chess competition held at Panjab University Chandigarh.. Our college team (boys) participated in this competition.

**Panjab University Inter College Kabaddi (P.S.) competition (2011-12)**

Panjab University Inter college Kabaddi (P.S.) tournament held P.U. playgrounds from 16<sup>th</sup> October, 2011 to 17<sup>th</sup> October, 2011. Our college Kabaddi team participated in this competition and clear the first round and loose in the second round.

#### **Panjab University Inter College Boxing competition (2011-12)**

Panjab University, Chandigarh Inter college Boxing tournament held at P.U. Chd. from 29<sup>th</sup> October, 2011 to 31<sup>st</sup> October, 2011. Our college team participated in this competition. Our college won total six medals in this competition and won overall third position. Detail of performance is written below:-

	<b>Name</b>	<b>Class</b>	<b>Position/Medal</b>
<b>1</b>	Gaurav Sharma	B.A-III	Participation
<b>2</b>	Arun Sharma	B.A-I	Gold
<b>3</b>	NippumUppal	B.A-I	Silver
<b>4</b>	Varinder Singh	B.A-II	Bronze
<b>5</b>	Gurpreet Singh	B.A-III	Bronze
<b>6</b>	Vaibhav Sharma	B.A-I	Bronze
<b>7</b>	Suchit Kumar	B.A-II	Bronze
<b>8</b>	Deepak Pandey	B.A-II	Participation

#### **Panjab University Inter College Annual Athletic meet (2011-2012)**

Panjab University, Chandigarh Inter College Annual Athletic meet held at Panjab University, Chandigarh campus playgrounds from 7<sup>th</sup> November, 2011 to 10<sup>th</sup> November, 2011. Our college athletic team participated in this competition. Detail of performance is written below:-

	<b>Name</b>	<b>Class</b>	<b>Position/Medal</b>
<b>1</b>	Narinder Singh (Long Jump)	B.A-I	Gold
<b>2</b>	Abhishek Chaudhary	B.A-II	Bronze
<b>3</b>	Gurjant Singh (1500 m)	B.A-II	Participation
<b>4</b>	Sukhpreet Singh (100 m)	B.A-II	Participation
<b>5</b>	Manpreet Singh (Discuss Throw)	B.A-III	Participation
<b>6</b>	Beant Singh (Javellin Throw)	B.A-II	Participation
<b>7</b>	Pardeep Singh (200 m)	B.A-II	Participation
<b>8</b>	Ranjot Singh (Shotput)	B.A-III	Participation
<b>9</b>	Sukhdev Singh (20 km walk)	B.A-II	Participation
<b>10</b>	Sukhjinder Singh(Hammer Throw)	B.A-I	Participation

#### **Panjab State Junior weight lifting competition (2011-12)**

Panjab State junior open weight lifting competition held at Phagwara. Our student Khushvir Kaur participated in this competition and won **Gold** Medal in 53 kg Weight category.

#### **Panjab State open Senior weight lifting Championship (2011-12)**

Panjab state open senior weight lifting Championship (Men and Women) held at Jalandhar. Our college student Parminder Singh of B.A.II won **Silver** Medal in the competition. In Women section Khushvir Kaur of B.A-I won **Silver** medal in this competition.

#### **Panjab University Inter College Volleyball B-Division Competition (2011-12)**

Panjab University Inter College Volleyball B-Division Competition held at P.U. playgrounds from 21<sup>st</sup> December and 22<sup>nd</sup> December, 2011. Our college volleyball team participated in this competition and clears the first round.

**Panjab University Inter College weight-lifting competition (Women) (2011-12)**

Panjab University, Chandigarh Inter College weight lifting competition for women held at Panjab University, Chandigarh gymnasium hall on 6<sup>th</sup> January, 2012. Our college student Khushvir Kaur of B.A-I won **Gold** Medal in this competition.

**Panjab University Inter College Power-lifting competition (Women) (2011-12)**

Panjab University, Chandigarh Inter College power lifting competition for women held at Panjab University, Chandigarh gymnasium hall on 7<sup>th</sup> January, 2012. Our college student Khushvir Kaur of B.A-I won **Gold** Medal in this competition.

**Panjab University Inter College weight-lifting competition (Men) (2011-12)**

Panjab University Inter College weight lifting competition for men held at Panjab University, Chandigarh gymnasium hall on 8<sup>th</sup> January, 2012. Our college team participated in this competition and won three medals and got overall second position. Detail of performance is written below:

	Name	Class	Wt. Category	Position/Medal
1	Parminder Singh	B.A-II	67 kg	Gold
2	Kuldeep Singh	B.A-II	56 kg	Gold
3	Karan Verma	B.A-II	93 kg	Bronze

**Panjab University Inter College Power-lifting competition (Men) (2011-12)**

Panjab University Inter College power lifting competition for men held at P.U. gymnasium hall on 9<sup>th</sup> January, 2012. Our college team participated in this competition and won three medals and got overall first position. Detail of performance is written below:

	Name	Class	Wt. Category	Position/Medal
1	Tarandeep Singh	B.A-III	93 kg	Gold
2	Navtej Singh	B.A-III	82 kg	Silver
3	Veer Davinder Singh	B.A-I	82 kg	Bronze

**Panjab State Open senior Boxing Competition (Men) (2011-2012)**

Panjab State Open senior Boxing Competition (Men) held at Sangrur. Our college boxers participated in this competition. Detail of performance is written below:-

	Name	Class	Position/Medal
1	Arun Sharma	B.A-I	Silver
2	Varinder Singh	B.A-II	Participation
3	Gurpreet Singh	B.A-III	Participation
4	Suchit Kumar	B.A-II	Participation

**Panjab University Inter College Best Physique Competition (2011-12)**

Panjab University Inter college Best Physique competition held at P.U. Gymnasium hall on 10<sup>th</sup> January, 2012. Our college student Joginder Kumar of PGDCA won **Gold** medal in this competition.

**All India Inter University Boxing (Men) Competition (2011-12)**

All India Inter University Boxing (Men) Competition held at Lovely Professional University, Jalandhar. Our college student Arun Sharma participated in this competition and won **Bronze** medal in this competition.

#### **Sports Achievements (2010-11)**

##### **Panjab University Inter College Weight lifting Competition Women (2010-11)**

Panjab University Inter College Weight lifting Competition for Women held at Panjab University, Chandigarh Gymnasium hall 25<sup>th</sup> August and 26<sup>th</sup> August, 2010. Our college student Narinderjeet Kaur and Neha Kaushal and Shalu Shukla participated in this competition and their performance is as follows.

	<b>Name</b>	<b>Class</b>	<b>Position/Medal</b>
<b>1</b>	Narinderjeet Kaur	B.A-II	Gold
<b>2</b>	Neha Kaushal	B.A-III	Participation
<b>3</b>	Shalu Shukla	B.A-III	Participation

##### **Panjab University Inter College Weight lifting Competition Men (2010-11)**

Panjab University, Chandigarh Inter College Weight lifting Competition for men held at Panjab University, Chandigarh Gymnasium hall 26<sup>th</sup> August and 27<sup>th</sup> August, 2010. Three of our college student participated in this competition and their performance is as follows.

	<b>Name</b>	<b>Class</b>	<b>Position/Medal</b>
<b>1</b>	Kuldeep Singh	B.A-I	Gold
<b>2</b>	Hardeep Sharma	B.A-I	Participation
<b>3</b>	Parminder Singh	B.A-I	Participation

##### **Panjab State Inter College Power lifting Competition Boys (2010-11)**

Panjab University, Chandigarh Inter College Power lifting Competition held at Panjab University, Chandigarh Gymnasium held from 26<sup>th</sup> and 27<sup>th</sup> August, 2010. Three of our college students participated in this competition. Their performance is written below:

	<b>Name</b>	<b>Class</b>	<b>Position/Medal</b>
<b>1</b>	Navtej Singh	B.A-II	Silver
<b>2</b>	Tarandeep Singh	B.A-II	Bronze
<b>3</b>	Gurdarshan Singh	B.A-I	Participation

##### **Panjab University Inter College Best Physique Competition (2010-11)**

Panjab University Inter College Best Physique Competition held at Panjab University, Chandigarh Gymnasium hall from 28<sup>th</sup> August and 29<sup>th</sup> August 2010. Three of our college students participated in this competition and their performance is as follows.

	<b>Name</b>	<b>Class</b>	<b>Position/Medal</b>
<b>1</b>	Gaganjeet Singh	P.G.D.C.A	Gold
<b>2</b>	Pritpal Singh	B.Com-III	Bronze
<b>3</b>	Pushpinder Singh	B.A-III	Bronze

##### **Panjab University Inter College Badminton Competition (Girls) B-Division (2010-11)**

Panjab University, Chandigarh inter college Badminton Competition for girls (B-Division) held at Panjab University, Chandigarh hall from 9-September to 11-September, 2010. Our college Badminton girl's team participated in this competition and reaches in semifinal and base to G.N.C narangwal.

##### **PanjabUniversity Inter College T.T Competition (Boys) (2010-11)**



Panjab University inter- college T.T Competition for boys held at Panjab University, Chandigarh Gymnasium hall. Our college team participated in this competition.

**Panjab University Inter College Badminton Competition (Boys) B-Division (2010-11)**

Panjab University, Chandigarh inter college Badminton Competition for boys (B-Division) held at Panjab University, Chandigarh Gymnasium hall from 2<sup>nd</sup> October to 4<sup>th</sup> October, 2010. Our college Badminton team participated in this competition.

**Panjab University Inter College Wrestling Competition (Boys) (2010-11)**

Panjab University inter college wrestling Competition for boys held at Panjab University, Chandigarh Gymnasium hall from 11<sup>th</sup> October to 12<sup>th</sup> October, 2010. Seven of our college wrestlers participated in this competition and their performance is as follows.

	Name	Class	Position/Medal
1	Sandeep Singh	B.A-I	Participation
2	Gurdarshan Singh	B.A-III	Participation
3	Jaspreet Singh	BA-II	Participation
4	Satnaam Singh	BA-I	Participation
5	Beant Singh	BA-I	Participation
6	Ranbir Singh	B.A-I	Participation
7	Gurdeep Singh	B.A-I	Participation

**Panjab University Inter College Boxing Competition (2010-11)**

Panjab University inter college Boxing Competition for boys held at Panjab University, Chandigarh Gymnasium hall from 21<sup>st</sup> December to 23<sup>rd</sup> December, 2010. Our college Boxing team participated in this competition. Name of the position holders are written below:

	Name	Class	Position/Medal
1	Varinder Singh	B.A-I	Gold
2	Amit Sharma	B.ComIII	Silver
3	NippunUppal	BA-I	Silver
4	Gurpreet Singh	BA-II	Bronze

**Panjab University Inter College Annual Athletic meet (2010-11)**

Panjab University Inter College Annual Athletic meet held at P.U. Play grounds from 2<sup>nd</sup> November, 2010 to 5<sup>th</sup> November, 2010. Our College Athletic team participated in this meet and the name of the position holders are written below:-

	Name	Class	Position/Medal
1	Ranjot Singh	B.A-II	Bronze(short put)
2	Sukhdev Singh	B.A-I	Bronze(20km walk)

**Panjab University Inter College Yoga Competition (2010-11)**

Panjab University Inter College Yoga competition held at Panjab University, Chandigarh Gymnasium on 12 February, 2011. Our college yoga team got 1<sup>st</sup> position in this competition. Name of the position holders are written below:

	Name	Class	Position/Medal
1	Shibha Singh	B.A-III	Gold
2	HasanpreetKaur	B.A-III	Gold



3	Sangeen	B.A-III	Gold
4	AmandeepKaur	B.A-III	Gold
5	Preeti Sharma	B.A-III	Gold
6	HarmandeepKaur	B.A-I	Gold
7	SatwinderKaur	B.A-I	Gold
8	Shiwani Sharma	B.A-I	Gold

**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 is taken from students at the end of the session to access course content and teacher performance. The feedback is collected by formal and non-formal way in the classes & after classes, during Alumni meet and during placement. This feedback is discussed in the academic council to find out the ways to improve performance and quality of the institution.
- On the basis of regular interaction with employer the weaknesses of Institution are improvised. Based on that remedial actions are taken during monthly meeting of Principal and staff with management.
- Corrective steps are also taken based on feedbacks given by sports coaches. School Principals, various employers who provide placement to our students, Journalists, lions Club Members & various industrialists from nearby area.

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

The College encourages students to publish their thoughts /articles / essays /poems etc in College magazine “The Virtuous”. The Students are also members of Editorial Board for College Magazine. The publications/materials of students are published in college magazine and is available in college library.

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

The nominations are invited from students at start of session for various committees like Student Welfare, Canteen, Library, cultural, Sports, NSS, NCC and class representatives under separate Deanship for Boys and Girls. The activeness and punctuality of student is taken care for appointing CR's of classes. The college has a practice of constituting College association comprising teacher class incharge (nominated during staff meeting) and 2 class representatives (one boy & one girl student) with the consent of respective classes for each session. One student representative of each game is also selected for a session.

**Major activities of the students under various committees:**

- To create a link between administration and students.
- To highlight the grievances of the students to the administration.

- To help in functions like Talent Hunt, Farewell Party, and help in other functions in the college.
- To maintain discipline in functions and take care of making campus neat and clean.

**Funding of this Council:**

The Financial requirements of student Council are met by the college itself sanctioned by Principal out of Amalgamated fund in consultation with Amalgamated Fund Committee.

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

Academic Bodies	Administrative Bodies
Library Committee	Canteen Committee
Editorial Board for College Magazine	Environmental Club and Campus Beautification Committee
Literary Society	Excursion Committee
Press Committee	Cultural Affairs Committee
	Event Management Committee
	Discipline and Anti-Ragging Committee

**5.3.7. How does the institution network and collaborate with the alumni and former faculty of the institution. Any other relevant information regarding student support and progression which the college would like to include.**

The College interacts with former faculty and the Alumni through Alumni association, Alumni meets and Face book account (Alumni Association of GPC) through which all information is disseminated. The former faculty members are invited during conferences and workshops. They also visit college on invigilation & flying duties. Most of our alumni at present working as Lectures and on non-teaching post also. The College discusses its growth with Alumni and takes advice on upliftment of academic and overall growth of the Institution. Our Alumni Mr. Jorawar Singh and Mr. Varun Lamba, President and Vice-President respectively are organizing Art of Living camps for students and teachers for stress free life. Our Alumni Mr. Mani Kansal contributes to the needy students by contributing in NRI student aid fund.

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

# **CRITERIA – 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 the term of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientation, vision for the future, etc.?

### **Vision**

*To be a centre of excellence with value based education, upliftment of urban & rural youth through societal responsiveness and by fostering global competencies.*

### **MISSION**

*Gobindgarh Educational & Social Welfare Trust is committed to EXCELLENCE in the provision of value based education through various institutions. This commitment shall reflect in our comprehensive programmes, educational services to students, professionalism of Faculty & Staff and a regimented campus discipline.*

*We happen to be harbingers of quality and high class education. True education is training of both the head and the heart. Intellectual education influences the head, value based education influences the heart. We believe in education that builds fundamental traits of character such as honesty, compassion, courage, discipline, persistence and responsibility. What a broad based education really means is that the students are prepared for life, without losing their area of specialization or competence. We are committed to produce noble and knowledgeable citizens who have a strong National character, a universal outlook and the passion to serve mankind.*

*We shall encourage and recognize EXCELLENCE in learning as the Principal pursuit of our students; in teaching as the Principal pursuit of our faculty; and in serving as the Principal pursuit of our administration and management. Our commitment to EXCELLENCE shall be sustained by continuous self-renewal and self-appraisal, which will enable us to be innovative, efficient and effective leaders among our peer institutions of the region.*

*The mission statement of Gobindgarh Educational & Social Welfare Trust lay emphasis on excellence in education, value based education, empowerment of youth. It also emphasis on broad based education to prepare student for their life without losing competence. The trust is committed to produced novel and knowledgble citizens. Who have a strong national character, universal outlook & passion to serve the mankind.*

6.1.2 What is the role of top management, Principal & faculty in design & implementation of its quality policy & plans?

Gobindgarh Educational and Social Welfare Trust consist of 22 members. College managing committee is elected for a term of two years. The college managing committee has 12 members including Principal (ex-officio) and two staff representatives. The managing committee of college work under its chairman.

**Role:-**

- To work in tandem with mission of Gobindgarh Educational & Social Welfare Trust. It gives opportunity to Principal and faculty members to express their views for formulation and implementation of policies and plans.
- Some of the policies are made and decided by the academic council of the college and other are forwarded to college managing committee for approval.
- Management gives full co-operation to Principal by sanctioning necessary financial support and facilities whenever required.
- Principal gives freedom to faculty to implement the action plan as per desired goals.

**6.1.3 What is the Involvement of the leadership in ensuring?****1) The policy statement and action plans for the fulfillment of the stated mission**

The college managing committee along with Principal is fully involved in ensuring that stated mission of the trust is achieved. For this Principal and staff regularly interact with students, parents, alumni, persons from social organizations. There is regular monthly meeting of College Management at college. All the policy decisions are clearly communicated.

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

Academic college calendar is designed for the session at the start of session. Monthly action plans are further made by academic council.

**3) Interaction with Stakeholders**

Parent teacher meeting are organized in BBA, BCA and B.Com streams. Parents can meet Principal and faculty members. Experts from universities, alumni, Journalists, Parents, Headmasters of the schools, Coaches of various teams and representatives of social organizations are invited by the Principal during various functions.

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

- Once College Managing committee gives approval to start new courses and appointment of faculty, efforts are initiated at all level. Feedback is taken from old students, parents, faculty and employees to open new courses.
- Qualified teaching and non teaching staff is recruited on time according to work load of the session by university selection board.
- College Managing Committee also gives approval to build extra infrastructure according to need.

**5) Reinforcing the culture of excellence.**

At Gobindgarh Public College excellence in academic and sports has become a habit. It is all due to new and innovative ideas and suggestions taken and given at all the levels. All approved ideas are implemented at Principal and management level with democratic approach.

#### 6) Champion organizational change.

In last four years,

- Discipline is maintained in campus after installation of CCTV cameras.
- Enlistment of college under 12-B of UGC Act 1956.
- Bar coding, e journals & INFLIBNET and GALE-CENGAGE Consortia.
- Study room for teachers
- Gymnasium & new PG block
- NCC unit, Research culture promoted
- Positions in Academic & Sports
- Best pay master among unaided colleges
- Alumni registered, books published
- Book bank, Wi fi campus
- Punctuality award
- Tuition fee wave off to cycle users
- Student scholarship
- Post Graduate courses from 2014-15

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

- To monitor the plans of the institution for the effective implementation, various committees are formed involving regular staff members as Convenors and four to five teaching and non teaching staff along with students as its members. Principal is overall incharge of all the committees and give full freedom to the Convenors to plan and implement the decision. All committee meets once or twice in a month according to need. Dean also convenes meetings of Convenor associated with them.
- To evaluate the policies and plans college managing committee meet once in a month to review the last month meeting and agenda for next month along with action taken.
- All the policies proposed by academic council of the college and are discussed in college managing committee for final approval.
- Support and guidance is given at all the levels starting from management to Principal and staff.
- There is separate committee of management for purchase, transport and construction working under respective chairman from the management.

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

- Management and Principal provide conducive environment. The Principal delegates its duties by designating teachers as Registrar Examination, Deputy Registrar (Examination), Dean, Convenors, IQAC coordinator, representation of two faculty members in managing committee.
- Management and Principal allow faculty to participate in various faculty development programmes and youth leadership programmes.

- Management allows Principal and Faculty members to represent and elect on various bodies of Panjab University, Chandigarh.

#### 6.1.6. How does the college groom leadership at various levels?

- Principal during staff meeting allocate classes to the teachers and give them charge of respective classes.
- The class incharges selects male and female class representative.
- All the regular faculty members are Convenors of one or more academic/ sport/cultural/ examinations committees.
- Even in non teaching staff there are incharges for different designations.
- Best male and female student as games representative is selected. Student from academic background are chosen in every academic session as class representative.
- Students and faculty encourages to participate in Youth Leadership Camp, NSS and NCC camp.
- Student's editors of various section of college magazine show their leadership qualities.

Therefore at Gobindgarh Public College, we have decentralization of work at various levels.

#### 6.1.7. How does the college delegate authority and provide operational autonomy to the department/ units of the institution and work towards decentralized governance system?

The college has various components, societies and delegates authority to class incharges and Convenors of various committees to work independently and chalk out all programmes consulting other faculty members. With the different committees and societies, the teachers and students work in a co – operative spirit, helping and motivating each other and encouraging every individual to grow.

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

The college has a democratic set up where each unit is given fullest freedom to innovate and plan its perspectives of development, yet it operates through a structured organization for disciplined and smooth functioning. Two members among teaching staff are elected to the college managing committee as per Panjab University calendar norms.

### 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 college is committed to provide quality with excellence. Gobindgarh Educational and Social Welfare Trust was established in the year 1978 with clearly stated mission. New quality measures are formulated based on feedback received from various stakeholders by innovative ideas of IQAC. These ideas/policies are then passed in academic council of college and wherever necessary send to college managing committee for approval. Policies are reviewed as per need.



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

Prospective plan for development include upgradation of new infrastructure, new courses and increase in enrollment ratio.

**6.2.3 Describe the internal organizational structure and decision making processes:-**

Gobindgarh Public College is a private unaided institute managed by Gobindgarh Educational and Social Welfare Trust (regd.). The ultimate authority of the management of the college is its Governing body with two representatives from teaching staff. Next in organizational structure is subject in-charge and class in-charge among teachers. College governing committee is headed by Chairman along with eleven members. Trust constitutes Governing Council for two years. Governing body of all institutes is headed by a Chairman while Gobindgarh Educational & Social Welfare Trust has President, Vice president, Secretary, Joint Secretary, Treasurer & Joint Treasurer, as ex-officio member of committee. College has various committees for smooth functioning of day to day activities. All suggestions & feedback discussed in various committees are approved by academic council of college under supervision of Principal. The college has constituted Deans and Registrar for monitoring mechanisms. Most of the decisions are taken by Academic council comprising of senior staff members. Decisions regarding infrastructure are forwarded to college managing committee for approval while Academic/Co-Curricular/Innovative decision are forwarded to committees for implementations. List of various committees functioning in college are attached as Annexure - VII.

**6.2.4 Give a broad description of our quality improvement strategies of the institution for each of the following:-**

**Teaching & Learning:**

College Academic calendar, unitization of syllabus, PPT presentations, extension lecture planning in advance, planning of house examination schedule, planning for seminars and assignments, regular class tests, feedback Proforma get filled from students, adding of new books in the library every year, introduction of new courses, recruitment of new faculty with good academic record every year (as per requirement).

**Research & Development**

Research committee is constituted and college provides library and Internet facility to Ph.D pursuing faculty. Faculty members are allowed to enroll for Ph.D & various faculty development programs along with duty leave for attending conferences & reimbursement of registration fee after approval from the Principal.

**Community Engagement**

College is managed by Gobindgarh Educational and Social Welfare Trust. Every year it gives scholarships to brilliant and needy students and gives fee concession to sports achievers thus contributing towards quality improvement of youth of rural area. College also observes Van Mahotsav day, Youth day and organize various community benefit camp in association with Lions Club supreme, Mandi Gobindgarh. College has NSS unit of 100 students. Every

year, this unit adopts one village and takes the responsibility of cleaning it. Keeping in mind the idea of social responsiveness, visits are made to old age homes and rallies taken out and blood donation camp is also organized. NCC unit of the college was also engaged for maintaining line order during election days. The unit also participated in Republic Day Parade.

#### **Human Resource Management.**

- Faculty members are encouraged to attend Refreshers, Orientation courses and Induction Training Programme.
- They are also sanctioned duty leave to participate in Conferences and Workshops.
- Tuition fee waive off scheme at Gobindgarh Public School for kids of all employees of the college.
- Day care facility for kids of working mother.
- Give benefits like casual leave, duty leave, earned leave, gratuity, CPF and ESI.
- The college provides uniform to 4<sup>th</sup> class employees twice in a year
- Gobindgarh Educational & Social Welfare Trust management provides flats to teaching staff, hostel facility is also available for both male and female single staff.
- Trust observes teacher's day and get together of teacher of all institutes by arranging staff picnic and also celebrates Diwali & encourages the teachers by giving gifts and appreciation prizes.
- In addition to these, Accidental Insurance for staff and students is done.
- Faculty Development Programme and Stress free teaching workshop is organized.
- Dearness Allowance is revised in April and increment is given in July every year.
- Salary is transferred to Bank Account before 7<sup>th</sup> day of the month.
- Faculty is allowed to enroll for Ph.D, also is allowed to go for invigilation duty to station of their choice.
- Assistant Professors are given promotion under CAS from stage - I to stage - II.

#### **Industry Interaction:**

College has conducted visits to Press 'The Tribune', 'Dainik Bhaskar', 'Daily Ajit' to give practical knowledge of its operationalization and various industries, in nearby towns, Ralson Tyres, Ludhiana Stock Exchange, Madhav Industries, Nahar Sugar Mills, Vardhman Mill to acknowledge the students about the industries' production process, human resource policies, sales strategies and marketing ventures. Since the management of the institute are also renowned industrialist, they encourage the students by giving them opportunity to work in their industries thus opening their doors to job placement.

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

- There is regular monthly meeting of College Management committee comprising of Principal, staff representatives and management to review the activities of the institution.

- All the committee meets Principal at least twice in a month for review and further action plan.
- Register is provided at the reception for feedback and complaint of students.
- Stakeholders are also communicated through news in newspapers, hoarding display of major achievements and by distributing pamphlets during admission days and publishing the photos of student achievers( academic and sports) in magazine and prospectus.
- Feedback from students and parents is directly communicated to the teachers concerned.
- Feedback about infrastructure and facility available are discussed in managing committee meeting for improvisation.
- Principal personally interact with students, parents, teachers and non-teaching to solve various problems encountered.

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

To improve effectiveness and efficiency of institutional process, management encourage:

- Inclusion of Staff representatives in the college managing committee
- Every regular teacher is in-charge/convenor of one or two committee
- Ad-hoc staff is also member of various committees
- All committees are constituted in staff meeting and members are selected to their interest. To improve efficiency, every committee frame and review its function and further work is divided according to caliber to fix responsibilities.
- Demand by Academic Council and every committee are fulfilled by the management
- Incentives are given to teachers to raise enrollment in their streams.
- Punctuality award among teachers and non teaching is given to encourage them.
- To award teachers giving good academic results, sports results, participation in Youth activities are awarded on Annual day, Sports Day, NSS function, Teachers Day etc.
- Promotion of teachers from Stage – I to II.
- Dearness allowance increase in every April, increment is in every July.
- ESI, CPF, Accidental Insurance to Faculty.
- Uniform to Class IV employee twice in a year.

#### 6.2.7 Enumerate the resolution made by the management council in the last year & the status of implementation of such resolution.

These are the list of Resolutions and its implementation.

##### **January, 2013**

- It was approved to award suitably to Prof. Rupinder Singh, Assistant Professor in Physical Education for his contribution towards overall sports achievements of the college.

##### **February, 2013**

- Approved to purchase of Books worth Rs 19,000/-.

### **March, 2013**

- Selection of Prof. Bangera Rupinder Kaur (Asstt. Prof. in English) by University Selection Committee on Probation is approved.

### **April, 2013**

- Case of Regular grade to Gurmukh Singh (Restorer cum Driver) forward to the Trust.
- Waive off Tuition fees of those students who use bicycle to commute.

### **May, 2013**

- Approved to expand the seating capacity of Library.
- To start the Bar Code system for Library Books & Students Identity card.

### **June, 2013**

- Sonia Sehgal of B.A-III topped Panjab University, Chandigarh (First class first position) by securing 83.5%. She was given 5000.00 Rs. In total fees to pursue B.Ed in sister concern

### **July, 2013**

- Assistant Clerk Mr. Gagandeep Singh put in the regular scale after six months of Job as per trust norm.
- Charanjit Kaur, Gurmeet Kaur & Gurmeet Singh (Peons) put in scale as per trust norm.

### **August, 2013**

- NCC unit allotted to the College

### **September, 2013**

- It is approved to organize “Know your Blood Group” camp organized by Lions Club Supreme on 11<sup>th</sup> October, 2013.

### **Novemebr, 2013**

- Approved to start M.A (English ) & M.A (Punjabi) proposed & passed to purchase books of Rs. 50,000/- (Rs 40,000/- for Punjabi & Rs 10,000/-

### **December, 2013**

- Approved to RUSA scheme. Approved to submit LOI to NAAC.

### **January, 2014**

- To establish smart class room approved.
- Proposal to register “Alumni Association” approved.

### **February, 2014**

- Selection of two Asstt. Professors each in English & Punjabi viz. Mr. Mandeep Singh (Punjabi) and Mr. Dilsherbir Singh (English) is approved at a scale of (15600 – 39000) +AGP 6000/-.

### **April, 2014**

- Approved to purchase 20 fans, 1 R.O, & 1 water cooler for new block.

### **May, 2014**

- Approved to enclose the Canteen with brick walls & replace fibre sheet with cemented roof.

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?

- Yes the university made a provision for according the status & autonomy Our College was established just 10 year back and we are in developing stage

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

- Besides grievance redressal cell, Dean Student welfare, in-charge discipline, Teacher in-charge of classes, student class representatives and all faculty members including non-teaching is instructed in the start of the session to hear the complaints and solve them immediately according to their capacity. Big complaints like Student fights or conflict are brought to the knowledge of the Principal to solve it on the same day. Student can directly meet Principal for complaint against teachers/non teaching staff. Parents of the students are free to meet the Principal from 10a.m to 3p.m on all six days of the week. They can express their opinion freely and frankly.
- Grievance regarding infrastructure facilities is communicated to the managing committee which in turn has various committees to solve the problems.
- Class in-charge and student class representatives solve small problems at their end or can also request Principal for action.

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 issue and decisions of the courts on these?

- No case has been filed by and against the institute.

6.2.11 Does the institution have a mechanism for analyzing student feedback institutional performance? If “Yes” what was the outcome and response of the institution to such an effort. ?

- Various class in-charge interact with students of their classes and take oral feedback about library and other infrastructure including cafeteria, transport facility etc. Student feedback about teaching staff and infrastructure are taken on a self designed feedback proforma by Academic Council. Infrastructure & staff feedback is taken from old student during Alumni association meet the overall feedback is positive. However if there is need, corrective action are taken by Principal.
- Oral Feedback at the end of session is taken by Principal and staff by personal interaction, Feedback and corrective measures are discussed in staff meeting.
- Academic Council has prepared self designed questionnaire about Faculty and Infrastructure feedback. For last two years these are filled randomly. Feedback is also taken from other stake holders like placement industries, Lions club, Media persons, Alumni, School Principals, from visitors(in visitor’s book), coaches etc.
- All these valued opinions are highly appreciated by managing committee for direction they provide to the institution to ensure academic excellence.
- Various development plans (Academics and Infrastructure) passed by management are result of these feedback under which new building, new canteen constructed and new courses opened.

### 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?

Various steps taken to enhance the Professional development of its teaching and non-teaching staff:

- Teachers are allowed to attend seminars, conferences, workshops, orientation, refresher course, various youth leadership and sports camps. Every year a good number of teachers attend general orientation and refresher courses conducted by various universities for the upgradation of their skills and knowledge. College provides duty leave, TA & DA and other support when required to motivate the faculty to attend such programme.
- College also organizes at least one National Conferences/faculty development programme for the teaching staff in a session.
- Registration fees to attend conference/seminar can be reimbursed out of staff fund.
- Self appraisal is taken from the faculty & their achievements are published in the college magazine to encourage them. Principal read out their achievement during Annual Prize distribution function.
- Faculty is allowed to enroll for Ph.D/other courses.
- Faculty is provided with separate usernames and passwords for an easy access to Internet/INFLIBNET.
- Faculty publications/achievements are communicated to staff and students by notice/display boards.
- Computer facility is also available for non-teaching staff. Non- teaching staff is also allowed to pursue higher education.
- Non- teaching are put in regular scale after six months of satisfactory work.
- Teaching staff are allowed to send their nominations for various professional bodies.
- Staff is also allowed to attend various programmes outside institution for judgement, Board of Studies etc.
- Sincerity and Punctuality among teaching and non teaching staff is appreciated by giving punctuality award on Annual Prize Distribution function.

#### 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 responsibilities they perform?

- Enhancement under Career Advancement Scheme (CAS).Registration fee for attending seminars is also reimbursed by the institution.
- Faculty is allowed to enroll for Ph.D and other courses.
- Duty Leave is granted (28 days) for Orientation and Refresher Courses.
- INFLIBNET, Gale-Cengage Consortia is subscribed in Library whereby e-resources are available to faculty free of cost for 24 x 7 days.
- Separate passwords are given to them to access INFLIBNET and Internet.
- Every year on Teacher's day trust distributes gifts and major achievements of faculty are read out by Principal in the formal functions.

- Principal read out achievements of faculty in front of parents and teachers on Annual Prize Distribution function and same is published in college magazine and sent to university.
- Trust organizes short trips, staff picnics along with lunch at the end of session to encourage the faculty.
- Tuition fee is waived off for wards of our teaching and non-teaching staff studying at Gobindgarh Public School run by the same management.
- TA/DA to staff for various works outside the campus is sanctioned.

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

- Self-assessment performs, prepared as per the guidelines of UGC and requirement of the management, are filled by each and every regular member of the faculty on the completion of session.
- Convenor Press Committee along with its committee members are responsible for maintaining college event, record along with photographs and news clipping. It is published as annual report (both for Academic and Sports).
- Research and Academic records are maintained by research committee.
- Proper record regarding different activities such as academic cultural and sports are maintained by respective Deans and Incharges.
- Service books are regularly maintained to keep the record of increments, fixation, higher scale etc.
- Performance appraisal of teachers in the form of student's feedback is taken for better performance without revealing the identity of the students.
- Principal communicates with students personally to know their views about their teachers and share or counsel the teachers individually (sometimes in the presence of management).

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

- The review of performance appraisal have been found satisfactory by the management upto 2012-13 and communicated to the both teaching & non-teaching staff members in writing. D.A enhancement in April and increment in July is outcome of review of performance.

### 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 year?

Various welfare measures have been taken for the satisfaction and motivation of the faculty and the staff.

- The College has adopted Contributory Provident Fund scheme whereby the management contributes its share equal to the share of the employee every month.
- Accidental insurance by management.



- Gratitude on the retirement.
- Earned Leave
- Teaching flats/ hostel for unmarried staff are provided
- ESI card facility All the Adhoc staff & non-teaching staff ESI scheme can avail.
- Free transport is provided.
- Children Day care facility is provided by trust at GPS.
- Tuition fee is waived off for wards of our teaching and non-teaching staff, whose wards are studying in Gobindgarh Public School run by same management.
- College is privately managed still regular teaching faculty is given UGC scale (with 80% D.A.)
- An insurance policy of LIC is given to staff members whose premium is automatically deducted from their salary.
- Staff both teaching and non-teaching are given “No Objection” to apply for posts outside the college.

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

- College is unaided and established in year 2003. All the staff members are young and are retained by management by giving best pay scales among unaided colleges of Panjab University. Besides transparency in system, overall reputation, outside academic exposure, welfare schemes are other measures taken for attracting and retaining the faculty.

### 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 available financial resources are only from the fees collected from the students.
- The books of the A/c of the college and trust are audited annually by competent Chartered Accountants.
- The enforcement inspector from outside annually audited EPF & ESI account.

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

Internal audit is conducted by the management periodically. It sends its staff for the conduct of the audit at random.

- Internal audit done by college office itself for process of payment of bills. Vouchers have been designed with the signature of 7 members (three from college and four from managing committee).
- Management constitutes purchase and construction committee every year with one of its member as chairman. Bills amounting above Rs 20,000/ are sanctioned by them after verification from concerned incharge.
- Amalgamated fund committee is constituted comprising senior teachers to sanction the amount for student activities.

- The Management committee appoints an eligible chartered accountant who along with the team conducts external audit regularly. The external audit is upto date. It has been completed by financial year 2014-15.

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 the institution, if any.

- The major source of institute fund is from fees collection from students. If the deficit arises it is managed by trust. Audited increment & expenditure statements of previous 4 years have been analyzed and is attached as Annexure V.

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

S. No	Year	Grant Received From	Purpose	Amount	Utilization
1.	2009	Sh. Madan Mohan Mittal, Transport officer, Punjab The Block Development and Panchayat Officer, Khanna	Construction of New Rooms	200000.00	YES
2.	2010	Sh. Gulzar Singh Ranike, Minister of Animal Husbandry, Sports welfare of SC/BC and Department of Youth Welfare, Govt. of Punjab	To develop the sports activities in the college	100000.00	YES

## 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 process?

Yes, the Internal Quality Assurance Cell (IQAC) was established in college on 26<sup>th</sup> July, 2010. The motive behind setting up of IQAC is to maintain the momentum of quality conscious, quality culture, planning, guiding and quality ensurance & quality enhancement activity of institute. IQAC was constituted with the guidance of Principal Dr. Neena Seth Pajni. Its present composition is as under:

Name	Designation
Dr. Neena Seth Pajni (Principal)	(Convenor)
Mr. Bhupinder Shahi (Registrar Exam, incharge Anti ragging & Discipline)	Member

Mrs. Sushma Miglani (Dean student welfare and co-curricular activities)	Member
Mr. Gopal Krishan(staff secretary & convenor VG and Placement cell)	Member
Mr. Somdutt (Librarian)	Member
Mr. Rupinder Singh(Incharge NCC, sports incharge and Dean student welfare for Boys)	Member
Mr. Narinder Pal Singh (convenor Research cell)	Member
Mrs. Ruchika Jain (Convenor Alumni Association and incharge Womwn redressal, Programme officer NSS)	Member
Mr. Varinder Kumar(convenor Industry Institute cell)	Co-ordinator
Mr. Shiv Kumar (Office superintendent)	Office Superitendant
Shri. Anil Agrawal (Secretary GESWT and Managing Director Kumar Hammers Pvt. Ltd	External expert
Dr. Manisha Gupta (Director, Punjab Institute of Management and Technology)	External expert

Among other things, the IQAC has immensely contributed in the following manner for last 4 years:

- Attendance and general discipline is enhanced in class and during examination.
- Admission of B.Com is done strictly on merit basis for last 3yrs.
- CCTV camera installed for better discipline.
- Internal assessment is displayed and communicated to University on time.
- To increase the student attendance names of students with low attendance are struck off.
- College website is developed by staff, facebook account is maintained by faculty.
- Alumni association was started on 2011 and now on its third anniversary it has been registered under Indian Society Registration Act under the name, “GPC Alumni and Welfare Society”.
- Ground with 400 hundred metre tract, gymnasium was created to facilitate sports persons.
- Parking area and new building was constructed along with disable friendly washrooms and smart classrooms.
- Clerical office shifted and canteen renovated.
- Exam evaluation critically analyzed, result card of house exams sent to parents.
- PTM organized for B.Com, BBA and BCA.
- Various scholarships and fee concession was started for students.
- Subscription to INFLIBNET in the library.

- P.G courses were started for English and Punjabi as per student demand.

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

All the suggestions made by IQAC are approved by the management; about 99.9% have been actually implemented.

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

IQAC have two external members to give valuable suggestions on overall quality of this institution. First one is Sh. Anil Agrawal. Sh. Agrawal is a renowned industrialist of the area and also one of the trust member. He always guides us to improve practical knowledge of student as per industry needs. : Dr. Manisha Gupta , Director PIMT, has helped us during admission campaigning has provided sharing in PIMT boys and girls hostel, WI-FI connection is also maintained at PIMT.

Sh. Anil Kumar Agrawal has also helped us by giving job training to our students in his industry “Kumar Hammers”. They also check our IT infrastructure and academics. He interacts with faculty during IQAC and this year D.A is enhanced by 17% on the request of faculty. All faculty welfare schemes are suggested by him.

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

Students and alumni feedback are taken to bring quality in teaching, infrastructure, co-curricular activities and library. College is going to start M.A (English) & M.A (Punjabi) on the basis of feedback given by alumnus. Alumni helped us to register our Alumni association. They regularly conduct Youth Empowerment and stress free teaching workshops under Art of Living Foundation. One of our alumni has donated rupees 40,000/- for providing monetary help to needy and brilliant students. In this way they regularly contribute to quality assurance of the college.

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

The IQAC comprises members from various committee of the college such as Library committee, Examination Committee, Dean Extra co- curricular activities- (both male and female), Dean Student Welfare (both male and female), Subject In-charge, NCC incharge, Sports incharge, incharge Women Redressal, Convenor Research and Infrastructure, NSS Programme officer and Supporting Staff. Whatever decision is taken in IQAC is communicated to other staff members by circulating photocopy of minutes of the meeting.

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

To improve the educational quality system besides IQAC we have Academic Council for Academic audit; Managing Committee for administrative audit, Principal audit and also functioning of all committees, office superintendent

take care of all clerical activities, Administrative offices distribute work among fourth class non teaching staff take and also take care need of non-teaching staff. In short all the members starting from top to non-teaching work in a team to contribute for quality assurance. Feedback from external auditors like University selection committee, University Inspection Committee, External ESI and Accounts auditors also help us in maintaining and improving the quality.

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

Yes, for effective implementation of quality assurance procedures, college gives opportunity to staff to get proficiency by providing computer facility, allowed to attend Refresher and Orientation courses , management sanctions leave and sponsors registration fees for EDP (Executive Development Programme) and SAM workshop (attended by the Principal). Teachers are also sent to various business establishment and University for interaction/training/consultation (non-formal mode). Principal conducts various meetings to enhance quality of teaching & results and also gives various suggestions like class test, dispatching result card, teaching through PPT to inculcate in the students the habit of reading. Utilization, e-resources, remedial classes, various workshops are conducted like, effective communication through classroom management Role of ethics in professional excellence. This has resulted in wonderful achievements of college in academics, sports and cultural activities.

**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?**

We have Academic Cell for academic audit. University Inspection team along with Placement Agencies visiting the college act as external audit agencies. These external agencies have provided the institution with insights to usher in improvement of library facilities, teaching faculty and curriculum enrichment.

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

Our Internal Quality Assurance Cell and Academic Council work by following calendar guidelines of Panjab University, Chandigarh and UGC. Whenever the college has to undergo an inspection, IQAC committee check and modify the necessary and quality requirements. We have University inspection and selection team as external quality agency. Whatever suggestions they make are promptly fulfilled and compliance is send to University.

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

- In elaborative examination system headed by Registrar Examination is there, to review teaching learning. Besides college take formal and informal feedback from students to continuously review the teaching learning process.

- Internal assessment based on house test and attendance is clearly displayed on notice board and criteria are conveyed well in advance to students.
- Various subjects in-charge evaluate the performance of faculty in their subjects.
- Through Parent-Teacher meeting progress of students is reviewed, result card of House Examination are sent to student home address twice in a year.
- Easy notes of difficult subjects/topics are prepared by teachers.
- Unitization of Syllabus according to house examination is conveyed to students at the start of session and then kept in library for late comers.
- Comparative result statement is prepared.

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

Quality assurance policies are communicated to stake holders by Prospectus Pamphlets, News Papers, Parent-Teaching meetings, Annual Magazine, Alumni Association, Annual Prize Distribution Function, Athletic meet, during visit to various schools for counseling, through visit of college faculty to other institute, through various interaction programmes, through notice board, monthly meeting with management, circular and notices on all notice board and send separately for teaching and non teaching staff.

**Any other relevant information regarding Governance leadership and Management which the college would like to include.**

# CRITERIA – VII

## INNOVATION AND BEST PRACTICES





## 7.1 Environment Consciousness.

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

No, College has conducted soil audit by Krishnam Engineers and consultants Patiala, we have not conducted any formal audit of air. However, our internal audit team ensures green campus with clean water air and minimum use of energy. It makes continuous efforts to maximize the bio-diversity of the area.

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

- Energy Conservation
- Use of renewable energy
- Water harvesting
- Check dam construction
- Efforts for Carbon neutrality
- Plantation
- Hazardous waste management
- E-waste management

#### Energy Conservation

The architecture of the college is so well designed that there is sufficient light and aeration in almost all the rooms resulting in minimal use of electricity.

Following measures have been taken to save energy:

- Use of fluorescent tubes instead of incandescent bulbs in the new block
- Lights are switched off immediately when not required
- Computers, printers and all electrical appliances which are not in use are switched off and disconnected at the end of the day.
- All electronic appliances are shut – off during non-working hours.
- All the windows of staff room and office are covered by curtains to reduce heat conduction.
- Split units have been set in the college wherever necessary like in the college library, staff room, office and Principal office. Unit settings for all ACs are done at 20-24<sup>0</sup>c.
- Class incharge, Class Representatives, Non Teaching Staff have been deputed to check the wastage of electrical energy by ensuring that fans should not run in unoccupied classrooms or laboratories

#### Use of renewable energy:

- Office re-use (printed pages) i.e. blank on one side for rough work.
- Waste Paper sold to vendor for recycling.

#### Water Harvesting

Three storage tanks have been set up and two bore well (one inside and one outside on the road) constructed to harvest rain water.

#### Check Dam Construction – NA

#### Efforts for Carbon Neutrality

- Plantation of trees has been increased to decrease the amount of CO<sub>2</sub> produced in the atmosphere due to industrial units surrounding the college campus.
- Burning of any wastage material emitting smoke is strictly prohibited in the campus.

- To discourage the use of vehicles that emits various hydro-fluoro gases in the air, the college encourages the use of bi-cycle by every student and to promote this eco- friendly cause, fee concession is given to students using bicycle to commute.

#### **Plantation**

- In the last three years the college has planted about 400 ornamental and shady plants in the campus.
- Beautiful lawns (having multiple no. of ornamental plants) have been set in various parts of the college.
- College has conducted soil audit as stated earlier.

#### **Hazardous Waste – Management:**

No, non-degradable or chemical waste is produced.

E-Waste Management:

- Electronic wastes such as discarded computers, office electronic equipments, are disposed off.
- Printer cartridges are refilled
- UPS batteries are returned to vendor for exchange.

### **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?**

During the last four years, various new innovations are introduced in the college that has created positive impact on the functioning of the college. These are enlisted as under:

#### **Student Support:-**

- **Smart Classrooms:** Construction of smart class rooms has been done.
- Stream wise Award to Highest attendance in each class is given.
- **Alumni Association:** Alumni Association of college was constituted in 2012. First alumni meet was held on 8<sup>th</sup> January 2012 under the guidance of Principal Dr. Neena Seth Pajni. Again on 2<sup>nd</sup> April 2013 and 29<sup>th</sup> March 2014 second and third alumni meet was held. So far 295 Alumni have been registered with this society. On 1<sup>st</sup> april 2014, this association was registered as “GPC Alumni Social Welfare Society” under Society’s registration act (xxi of 1860) and as amended by Punjab Amendment Act 1957. Following are the executive members of this society:
  - Mr. Vimal Vinod Bansal.....(Patron 1)
  - Dr. Neena Seth Pajni..... (Patron 2)
  - Prof. Ruchika Jain.....(Convenor)
  - Mr. Jorawar Singh.....(President)
  - Mr. Varun Lamba.....(Vice President)
  - Mr. Money Kansal..... (Secretary)
  - Prof. Hanish Jindal..... (Treasurer)
- **Notice boards** at various parts of institution have been placed to make announcements to the students regarding time table, functions, holidays, displaying datasheets of exams and other information.
- **Freeship to Meritorious and Sport Students:** College provides freeship to sports students (achievers at various levels in games) by exempting them from payment of admission fees.

Year	Type of Aid	No. of Students	Amount
2011-2012	Freeship for Meritorious students	01	10,178
2012-2013	Freeship for Sports students	01	10,588
2013-2014	Freeship for Sports students	01	13,178

- **Art of Living:** The College conducts Art of Living workshops time to time. Our two alumni members Jorawar Singh and Varun Lamba being the full time faculty of Art of Living Club, Khanna takes active part for the conduct of the same. Art of living foundation conduct YES (Youth Empowerment and Skill Workshop) in the college. Yes programme is conducted in 7 days format. Each session is about 4.5 hrs per day. Yes are conducted by the World Alliance for Youth Empowerment (WAYE) to equip students to excel both academically and professionally. WAYE is a youth NZO formed by The Art of living Foundation, inspired and guided by his Holiness Sri Sri Ravi Shankar, with the objective of all round development and empowerment of youth. The main objective of these workshops is to develop positive attitude among the learners and encourage Yoga and Meditation for a healthy, stress free living. Details of Workshops conducted are as under:
  - Art of Living was organized in August, 2011. Swami Santoshanand Avdoot was the resource person.
  - Art of Living was organized during NSS camp in December, 2011. Swami Santoshanand Avdoot from Delhi, was the resource person.
  - Six days Art of Living workshop was organized in July, 2012. Conducted by Jorawar Singh and Varun Lamba, Art of Living Club, Khanna.
  - Six days workshop on 'Art of Living' was organized in September, 2012. The theme of the workshop was 'YES' (Youth Empowerment Skills) for the age group of 18 to 28 years.
  - 'Stress free Teaching Workshop' under Art of Living for the faculty of the college in March, 2014.

#### **Clean and Green Environment:-**

**Tree Plantation:** The College every year initiates at celebrating Van Mahotsav by planting trees in the campus itself and also in the surrounding areas to promote clean, green environment. To adhere to this noble activity the college had constituted Campus Beautification, Maintenance and cleanliness Committee. Detailed list of the activity performed.

- On 28<sup>th</sup> July 2010 the members of Lions Club, Mandi Gobindgarh and State Bank of Patiala planted 215 plants in the college during a plantation programme.
- On 2<sup>nd</sup> August 2010 Environment Day was celebrated in the college. The day was celebrated by planting 200 plants. All the staff members and trustees of the college were present at the occasion and participated actively. The surrounding of the college was also beautified by planting ornamental plants. The motto 'Each one Grow one' and 'keep Your Environment Clean and Green' was followed by the Principal, Faculty and the Students.

- On 24<sup>th</sup> August 2012 Environment Day and Van Mahotsav was celebrated in the college. The members of Lions Club, Mandi Gobindgarh and Members of Gobindgarh Educational and Social Welfare Trust along with the Principal (Gobindgarh Public College) planted 151 plants in the college campus during this occasion.
- On 24<sup>th</sup> July 2013 the college celebrated Environment Day in the presence of Lions Club Multiple Council P.R.O Lion Gopal Krishan Sharma along with other members of the council and Principal of the college. This tree plantation drive was done under “Ajit Lehar”.
- An Extension Lecture on ‘Environment Education’ was organized on 21<sup>st</sup> September, 2013. Prof. Jagbir Singh, Department of Zoology & Environment Biology, Punjabi University, Patiala delivered a lecture on the same and emphasized on the importance of tree plantation for maintaining eco-friendly and clean green environment.
- Promotes the use of Bicycle, the college had taken an initiative by exempting the tuition fee for those students who use bicycle during their one year stay in the college. This scheme was started in the session 2013-14. This initiative not only encouraged students but also contributed to the eco-friendly environment of the college. One student of class B.A I, namely Prashant Kumar availed this exemption in his tuition fees.

#### **To maintain discipline in the Campus:-**

- **Proctorial Duties:** To adhere to the strict discipline and maintenance of decorum of the college, the Principal has assigned two periods per day as Proctorial Duty to every staff member on every floor of the building during college working hours. Use of mobile or other A.V devices are banned in teaching and administrative area.
- **Placement of CCTV Cameras:** To maintain the scenario of Discipline, the college has got placed CCTV cameras at every spots in the college campus. This helps to keep a check on every activity of the students taking place in the college. The installation of CCTV cameras is helpful in watching and controlling and also promotes the smooth working of the college.

#### **Staff Motivation:-**

- **Staff Representative:** Every two year, two staff representatives are elected to become the member of the managing committee. This encourages staff contribution in the management and smooth functioning of the college.
- On every **Diwali**, the trust of the institute encourages and appreciates the staff with gifts and college diary.
- Various other people like **Journalists, Coaches** who contribute with their support during various functions are motivated and encouraged with **awards** during the Annual Day Celebration of the college.
- Principal and the faculty of the college make **Noble Monetary Contribution** while organizing prayer and community lunch on martyrdom day of Guru Teg Bahadur ji every year in the month of Nov-Dec. In addition to this, they also contribute to help few needy students of the college.

- **Decentralization** has also been done by the Principal. All senior members are given opportunity to officiate in absence of Principal (in rotation). Principal had assigned teacher in-charge of all the classes and under her guidance student representatives of these classes are also elected. This helps the in-charges know from the student representatives about the working of the class and also helps student to consult the in-charge about the problems, if any.
- **Reimbursement of Registration fee to the faculty:** The Principal of the college decided that from session 2014-15, a subsidy of Rs. 500 will be given to each regular staff member for reimbursement of registration fee of Conferences, Seminars, Workshops etc attended by the concerned faculty.
- Punctuality award to teaching and non teaching faculty is given on annual prize distribution function.
- Students with highest attendance in every class are awarded on annual prize distribution.
- National Conferences has been started since 2010-11 and by 2014, four conferences have been organized.
- Encourages the students' achievers in various academic and sports activities with awards and also by waiving off their fees.
- Encourages the Staff with gifts on the occasion of Teachers day and Diwali.
- Provision of Security within the campus.
- Various software like accounts, admission entries, and fine record has been developed and are being used by the office employees. This software is helpful to maintain these records for long time.
- Username and password has been provided to campus staff to avail internet facility to access INFLIBNET, GALE-CENGAGE Consortia.

### 7.3 Best Practices.

7.3.1 Elaborate on any two best practices in the given format, which have contributed to the achievement of the institutional objective and/ or contributed to the quality improvement of the core activities of the college.

#### Format for Presentation of Best Practice

#### BEST PRACTICE – PART 1

##### Best Practice 1

*Title: To bring excellence in academics and sports by catering to the need of diverse student population*

##### **Goal :**

Goal: As the college is situated in village Alour, most of the students are from economic weaker section of society. Every year 20% to 30% students seek concession in fees based on their good academic or sports performance. Request of some were addressed, other remained un-attended due to paucity of money. In year 2008, former principal Dr Suresh tendon took initiative to collect funds from NRI friends to help needy and brilliant students. In year

2009, policy was framed by managing committee to open scholarship in the name of the donor. Four scholarships were opened from contribution from NRI and one from managing committee.

Now the problem was that the above said category was for needy and brilliant students in academics only. The requests of sports achievers were not addressed. In 2010 Dr Neena Seth Pajni joined as principal, she took the initiative to inculcate sportsmanship and team culture among rural students. It was approved from management to give 20% to 100% fee concession will be given to sports achievers based on their level of participation

**The Context** : The college was fully aware that due to inflation it is not possible for all talented youth to take education. We want to promote in rural students a sense of responsibility and understanding of their obligations as a member of a society they live in. These underprivileged students also deserve to improve their capabilities; we raise their level of self confidence in interacting with fellow students and peers. As the institute is not getting grant from any sector, there is a great challenge to give free/affordable education to needy and meritorius students in academics and sports.

**The Practice**: In 2009 the college made a conscious decision to initiate and address these pressing issues. Initially, in 2009 with the efforts of former Principal Dr. Suresh Tondon NRI student AID fund was created with the donation of 1000 pound by Sh. Ajay Kaura of U.K. for starting scholarship to needy & brilliant students of our college. Later on two more families from U.K. (Sh. Desh Deepak Karir and Sh. Lalit Vij) also donated money to the tune of 500 pounds to this fund. Later on by year 2011, a fix deposit from three NRI families with an amount contributed by college Managing Committee was made, It was decided to give interest of fixed deposit in the form of scholarship, with an additional amount added every year. Based on that at present we have a fixed deposit of Rs. 1248752.00 and four scholarships are running as follows.

- Sh. Ranjit Kaura Scholarship
- Lala Deena Nath Karir and Smt. Vidya Wanti Karir & Sh. Hans Raj Sareen & Smt. Vidya Wanti Sareen Scholarship
- Smt. Nirmala Devi and Smt. Gurmej Kaur Scholarship
- Gobindgarh Educational and Social Welfare Trust Scholarship

For NRI student Aid fund, every year applications are invited from Needy & Brilliant students in the month of August (schedule given in college calendar in prospectus) through notices, interviews are conducted in the month of September. Before that performance of previous beneficiaries is emailed to donor and aid for forthcoming session is sought. NRI donors visit have visited (since 2009) two times to meet beneficiaries and to take their feed back.

Upto now, total 322 students have been benefitted with a scholarship amount of 1199375.00 lac, based on performance in previous class and economic condition of family.

- Among Sports Person based on their performance at State, inter-college, inter-university, National or International participation, a total 80 students have given fee concession for a total amount of 826751.00 for last three years.



**Evidence of Success can be judged by:**

- Increase in enrollment in BA classes from 421 in 2009 to 678 in 2013.
- More than 250 brilliant students under needy and brilliant categories have been educated.
- A few students bring laurels in Academics to name Sonia Sehgal was given freeship & excelled by getting first class first position in Panjab University continuously in BA II (2012-13) & BA III (2013-14). Other beneficiaries have also scored 2<sup>nd</sup>, 7<sup>th</sup>, 4<sup>th</sup> or 6<sup>th</sup> position. Handicap beneficiary students have also excelled in exam
- Sports concession have resulted in getting 34 gold, 23 silver and 19 bronze medal in total events for the last four years.
- Students have participated in international events & got bronze medal
- As a result of promotion of sports by giving concessions and encouragement, college has won overall Champion Trophy for Men (B div) in year 2012-13 & Runner-up Trophy for Men (B div) in year 2013-14.
- Physical Education Asst. Prof. and Principal are felicitated continuously as Sports Promoter by Punjab University, Sports Council for year 2012-13 & 2013-14.
- College team participated in more than 12 sports events.
- Students have excelled in cultural activities upto inter-college & zonal level.
- The college student Tarundeep Singh of class B.A-II was given freeship for his outstanding performance in sports in the year 2013-14. He won bronze medal in second junior South Asian Federation games held at Ranchi, Jharkhand in 110 mtr. Hurdle event in the year 2013.
- College won overall Men B division General Sports Trophy for 2012-13.
- College won overall Runner up Men B division General Sports Trophy for 2013-14.
- Total 72 merit positions in academics have been observed during the last four years.

**No. of beneficiaries and amount sanctioned during Last Four year wise  
Under NRI Student Aid Fund:**

Years	Type of aid	No. of students	Amount
2010-2011	NRI student Aid fund	45	208470.00
2011-2012	NRI student Aid fund	70	248355.00
2012-2013	NRI student Aid fund	63	154000.00
2013-2014	NRI student Aid fund	77	293000.00

**Impact:-**

- This practice has increased our total enrolment from 700 in the year 2009 to 1050 in the year 2011.
- More and more brilliant students under rural, needy and deserving category have been benefitted. Results of some classes are continuously 100%. Our pass percentage is higher than that of University.



**Problem encountered and resources required:**

- Due to unaided status and paucity of funds, it becomes difficult to give scholarship to all applicants, therefore both for academics and sports, we revised standard criteria to short list the candidates
- During initial years some student left the course in between after availing scholarship, therefore it was decided to transfer the scholarship amount directly to their fees account. This exercise is done in last installment of fees.
- Committed staff is required to verify eligibility, interviewing, sending performance of beneficiaries to benefactor and convincing benefactor to donate more funds for forthcoming need.

**Contact Details:**

Dr. Neena Seth Pajni (Principal)  
Gobindgarh Public College, Alour, Post Box No. 31, Khanna  
Dist-Ludhiana, Punjab (141401)  
(Affiliated to Panjab University, Chandigarh)  
Ph. No. 01765-251770  
Fax.no. 01765-259779  
Email: [gpc\\_alour03@yahoo.com](mailto:gpc_alour03@yahoo.com)  
Website: [www.gpcalour.com](http://www.gpcalour.com)

**INNOVATIONS AND BEST PRACTICES II**

**Title of the Practice:** Smooth Examinations with Zero Malpractices

**Goal:** The College aims at conducting of Smooth Examinations and ensures that zero malpractice takes place during the same. The college at first endeavors to educate its prospective students through value based education, while focusing on the curriculum, the college ensures in meeting and catering to the diverse needs of the students and preparing them for examination with honesty and competitive spirit.

**Context:** The College aims at to educate the learners and instill into them the values that are basic to the building of their character. The College undergoes yearly (annual) examination for the courses it runs. To make the students qualify for the final exams, the attempts to tests and polish the students by conducting two House Exams in a year. The students are also assessed by taking regular class tests, taking written assignments, viva voce etc. In addition to this, they are also assessed through their regular attendance and class performance. The students who are unable to qualify in House Exams, the college makes provision to them by conducting special conditional exams so that they may qualify to appear in the annual final exams. Besides, the conducting of examination, the college regularly polishes the students' written skills and ensures to solve various problems they encounter while attempting the paper in House Exams. The college regularly motivates and encourages the students by providing them extra resource material from library, assisting them in remedial classes to deal with the problems in concerned subjects and so on.

**JUSTIFICATION FOR CHOOSING THIS PRACTICE:**

Due to strict discipline followed during examinations, not even a single case of unfair means have been registered for the past five years. We have established our ethical identity in the community.

**Practice:** The College makes special following endeavors to ensure smooth conducting of examinations with zero malpractices to take place:

- Installation of CCTV cameras are done in the corridors and various crucial junctures of the college to keep check on various activities that take place during the examination and also functioning of the college.
- Students are instructed to take their respective seats, half an hour before the commencement of the examination. They are also not allowed to exit the exam hall, not before the half time is over.
- While the exam centre is in action, no staff (teaching and non-teaching) is allowed to move outside the examination centre.
- College exhibits regular flying squad during the days of examination.
- No outside interference takes place during examination as regular visits and rounds of Principal (Chief co-ordinator) are made. During these visits, examinees are personally checked and physically searched for incriminating material possession, if any.
- Students during the time of examination are not allowed to go to the washrooms until necessary. To refrain the examinees, from indulging into unfair menace, they are assisted by a security staff to the same. Sweeper's duty is also assigned on each and every toilet.
- Before the commencement of the exam, the examinees are physically searched to enter the exam centre, and any study material, mobile phones and other incriminating material, if found is asked to keep outside.
- Examinees are strictly asked to carry identity cards and PUPIN cards (issued by the university) during every exam they appear for.
- To keep check and maintain discipline, the Superintendent sits inside the exam centre and also makes rounds in various other rooms where examination is taking place.
- Teacher invigilators are also not allowed to use mobile phones inside the exam centre.
- Jammers are installed during the examination (both morning and evening) to prevent malpractices, if any taking place.
- House exams and Conditional exams are taken. To ensure that the examinee qualify to appear in the final examination.
- Windows of the exam centre are not allowed to open, for any outer exposure to take place. The installation of Exhaust fans in every room, gives an airy exposure to the rooms, making the students comfortable while appearing for their examination.
- Seating arrangement is done meticulously. The Principal and the Superintendent ensures mixed students (from different courses) appear in each centre, for no menace of copying to take place.
- The Principal and Staff are highly devoted towards maintaining discipline during the days of examination.

**Evidence of Success:**

For last two years, maximum strength (private and regular candidates) has been observed in the college during annual examination. The college has, also during the last five years of the conducting of examination, **not registered any unfair means case.**

**Problems Encountered/Obstacles Faced:**

The college as such faces no problems in the conducting of examination. Smooth examination with no malpractices and zero unfair menace is observed under the able guidance of the Principal and faculty (external and internal). However at times, if an invigilator could not give duty due to some health issue or some urgent work, he/she is asked to give a substitute for the invigilation duty.

**Contact Details:**

Dr. Neena Seth Pajni (Principal)  
Gobindgarh Public College, Alour, Post Box No. 31, Khanna  
Dist-Ludhiana, Punjab (141401)  
(Affiliated to Panjab University, Chandigarh)  
Ph. No. 01765-251770  
Fax.no. 01765-259779  
Email: [gpc\\_alour03@yahoo.com](mailto:gpc_alour03@yahoo.com)  
Website: [www.gpcalour.com](http://www.gpcalour.com)

# **EVALUATION REPORTS OF THE PROGRAMMES**

## EVALUATIVE REPORT OF THE PROGRAMME BACHELOR OF ARTS

1. Name of the Programme : **B.A.**
2. Year of Establishment : **2003**
3. Name of Courses offered : **B.A.**
4. Name of Interdisciplinary courses and the departments involved:  
The course of B.A. is multidisciplinary and the faculty members from various disciplines teach this course apart from the faculty of social sciences and languages. The subject of Computer science is taught by computer faculty. The subject of environment education is taught by faculty of science. The subject of mathematics is taught by faculty of mathematics.
5. Annual/semester/choice based credit system :  
From session 2014-15 semester System is being followed in B.A. (I) while in B.A.(II,III) annual system is being followed and in M.A English and M.A. Punjabi semester system is being followed.  
(Panjab University has started semester system in all UG programmes from the session 2014-15).
6. Participation of the department in the courses offered by other departments:  
The faculty members teaching this course are involved in teaching of students of other faculties such as BBA, B.Com and BCA.
7. Courses in collaboration with other universities, industries, foreign institutes:  
The Faculty members of B.A. are collaborating with industries for placement of the students of B.A, B.COM., B.B.A., BCA and PGDCA.
8. Details of courses/programmes discontinued (if any) with reasons: **NIL**
9. Number of Teaching posts:

Teaching Post	Sanctioned	Filled
Professor	NIL	NIL
Associate Professors	NIL	NIL
Assistant Professors	26	26

### 10. Faculty Profile with name, qualification, designation, specialization:

Sr No	Name	Designation	Qualification	Experience (years)
1.	Mr. Bhupinder Shahi	Asst. Prof. in Punjabi	M.A (Pbi) M.Phil	16
2.	Mr. Sushma Miglani	Asst. Prof. in Hindi	M.A. (Hindi) M.Phil.	24
3.	Mr. Gopal Krishan	Asst. Prof. in Political Science	M.A. (Pol.Sci.) UGC (NET) in Pol Sc UGC NET in Human Rights and duties	11
4.	Mr. Rupinder Singh	Asst. Prof. in Phy. Education	M.P.Ed; UGC (NET); M.Phil	08
5.	Mr. Narinder Pal	Asst. Prof. in Music (V)	M.A.(Music-V); M.Phil, Sangeet	07

			visharad	
6.	Mr. Gaurav Verma	Asst. Prof. in Mathematics	M.Sc.; UGC(NET);B.Ed.	05
7.	Mr. Bharat Bhushan	Asst. Prof. in Journalism & Mass.Comm.	M.A. (Journalism); UGC	09
8.	Ms. Bangera Rupinder Kaur	Asst. Prof. in English	M.A. (Eng); UGC (NET)	07
9.	Mr. Mandeep Singh	Asst. Prof. in Punjabi	M.A.(Pbi)-UGC (NET) M.Phil;	07
10.	Mr. Dillsher Bir Singh	Asst. Prof. in English	M.A., UGC(NET)	1.6
11.	Dr. Tejinder Singh	Asst. Prof. in Punjabi	M.A., UGC(NET);Ph. D.	2.6
12.	Mr. Sunil Dutt	Asst. Prof. in English	M.A., UGC(NET)	02
13.	Ms. Baljeet Kaur	Asst. Prof. in Computer Sc.	MCA; M.A(Pbi);M.Phil;	06
14.	Mr. Ompal	Asst. Prof. in History	M.A (Hist); M. Phil.	14
15.	Ms. Jyoti Gulati	Asst. Prof. in Economics	M.B.E.	08
16.	Ms. Monika Sharma	Asst. Prof. in Phy. Edu.	M.A.(P.Ed.),M.Phil;	08
17.	Mr. Surinder Singh	Asst. Prof. in Punjabi	M.A.(Pbi), M.Phil	02
18.	Ms. Renu Sharma	Asst. Prof. in English	M.A; M.Phil;	04
19.	Ms. Gursharan Kaur	Asst. Prof. in Mathematics	M.Sc, MBA	04
20.	Ms. Puneet Kaur	Asst. Prof. in English	M.A.(Eng)	04
21.	Ms. Ishu Gupta	Asst. Prof. in Economics	M.A.	-
22.	Ms. Mandeep Kaur	Asst. Prof. in Sociology	M.A.(Soc); M.A.(Social Works); B.Ed.	-
23.	Mr. Maninder Singh	Asst. Prof. in Punjabi	M.A.(Pbi), UGC(NET)	-
24.	Ms. Ramanjeet Kaur	Asst. Prof. in Env. edu.(Guest Faculty)	M.Sc.; UGC(NET);	12
25.	Ms. Seema Sharma	Asst. Prof. in Phy. edu.(Guest Faculty)	B.P.Ed, M.P.Ed	-

11. List of senior visiting faculty :- NIL

12. Percentage of lectures delivered / practical classes handled by temporary faculty :- 60%

13. Student – Teacher Ratio (2013-14) : 29:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: 06
15. Qualification of teaching faculty: Ph.D:1; PG :15; M.Phil 10
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 :NA
19. Publications : refer 3.4.3
20. Areas of consultancy and income generated : NIL
21. Faculty as members in National/International Committees/Editorial Boards: NIL
22. Student projects:  
There is no provision by Panjab University Chandigarh for student's projects in B.A.

**23. Awards / Recognition received by faculty and students**

**Recognition received by Faculty**

- Punjab Hindi Parishad (Regd.) Ludhiana honored Mrs. Shushma Miglani, Asstt. Prof. in Hindi in year 2003 and 2004.
- Sunil Khullar Infotech Pvt. Ltd., Mandi Gobindgarh honored Mr. Gopal Krishan, Asstt. Prof. in Political Science, for regularly placing students in this company.
- Mrs. Bangera Rupinder Kaur, Asstt Prof. in English Department awarded with certificate of active participation in Rotary Youth Leadership Award held at Panchagani - Mahabaleshwar in year 2003.
- Govt. Mahindra College, Patiala awarded Shri R.P.Kad Memorial Medal and certificate to Mr. Dilsher Bir Singh, Assistant Prof. in English Department for being best social worker in 2009. He also got best orator prize in Sood Memorial Paper Reading Contest in 2011.

**Recognition received by Student**

- Upto now 35 students have scored Merit position in Panjab University, Chandigarh annual examination to name a few Ms. Sonia Sehgal (1<sup>st</sup> position in University) and she also and received college color award in session 2012-13.
- Various college teams have won first position in inter college competitions resulted in overall championship for man (B Division) in year 2012-13 and runner up for man (B division) in year 2013-14.
- For last four year students of physical education have participated more than 14 games every year resulted in 34 gold, 23 silver and 19 bronze.
- Tarundeep Singh of class B.A-II year won bronze medal in second junior South Asian Federation games held at Ranchi, Jharkhand in 110 mtr. Hurdle event in the year 2013 and received college color award in session 2013-14.



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

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

a) National :- refer 3.1.2

b) International :NIL

26. Student profile programme / course wise: (2013-14):

Name of Course / Programme	Applications Received	Selected	Enrolled		Pass Percentage
			M	F	
B.A-I	356	318	260	58	69.93
B.A-II	186	183	145	38	96.21
B.A-III	145	144	98	40	97.22

27. Diversity of students (2013-14)

Class	%age of Students from same state	%age of Students from Other state	%age of Students from Abroad
BAI	100	Nil	Nil
BAII	100	Nil	Nil
BAIII	100	Nil	Nil

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

As the college has been imparting education up to under graduate level so far therefore there is no exact data is available.

29. Student progressions: (2013-14)

As the college has been imparting education up to under graduate as far data received from registered alumni, 70% students have progressed to PG Classes and about 5% progress to self employment.

30. Details of Infrastructural facilities:

Library:

The faculty of B.A. does not have library of its own. The books are available in central library of college.

Internet Facilities for staff and students :

7 Mbps Leased Line, Separate internet Lab, Fully Wi-Fi Campus for access of internet on portable devices.

Class rooms with ICT facility: One Smart Class Room with Interactive Board for teaching.

Seminar Room: One seminar room with LCD projector

Computer Laboratories: 3 Labs with computers.

31. Number of students receiving financial assistance from college, university, government or other agencies: refer 5.1.2 and 5.1.3

32. Detail on student enrichment programmes (special lectures / workshops / seminar) with external experts: refer 3.7.4

33. Teaching methods adopted to improve student learning: Case study method, PPT, OHP, Practical Assignments, Presentations, Class tests, Projects Report, Seminars.

- Students are provided online access to E-Resource in separate internet Lab.
- Smart classroom is available for online presentation work and Power point presentations.
- PowerPoint slides on various subjects are made by faculty for innovative and Practical aspect of Teaching and Learning.
- Wi-Fi Internet Campus and Internet Lab is available for downloading relative study material online.
- Classroom tests are conducted for the performance evaluation of students.

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

- Volunteer perform duties in all function of college.
- Every year students participate in NSS and NCC camp which make students responsible for institution and for society. Students conducts social relly, clean college playground, prepare dustbin, visit old age home, Kusht Aashram

35. SWOC analysis of the department and Future plans:

Strength

- The faculty members are very dedicated
- There is one smart class room for the use of students of faculty of Arts
- The students are provided scholarships which include NRI Student Aid Fund.
- Audio-Visual equipment for teaching aids
- Ad-hoc faculty recruited through experts and reappointed year after year
- Wi-fi Campus for the internet access on portable devices
- E-Books, E-Resources and E-Journals availability in Library.

Weaknesses

- The most of the students from rural areas are weak in English.

Opportunities

- A wide scope to get selected through competitive exams in various governmental jobs, to pursue higher education, to join various private establishments, to run their own business etc..

Challenges

- Courses Provided by numbers of Universities- even in distance mode
- Due to mushrooming of institutes affiliating to different universities in near by area it become a challenge to increase the student strength

## EVALUATIVE REPORT OF THE COMMERCE AND BUSINESS ADMINISTRATION PROGRAMME

1. Name of the Programme : **B.COM and B.B.A**
2. Year of Establishment : **B.COM(2003), B.B.A (2007)**
3. Name of Courses offered : : **B.COM, B.B.A**
4. Name of Interdisciplinary courses and the departments involved:  
Courses offered are interdisciplinary. The Departments of English, Punjabi /History and Mathematics, Computer Science, Economics are involved in teaching these subjects in B.COM and B.B.A
5. Annual/semester/choice based credit system :  
From session 2014-2015 Semester System is being followed in B.Com and B.B.A Ist year classes and Annual System in B.COM, B.B.A IInd and III yearClasses.  
(Affiliating university has started semester system in all UG programmes from the session 2014-15.)
6. Participation of the department in the courses offered by other departments:  
The department is involved in the teaching of computer science subjects in B.C.A and P.G.D.C.A
7. Courses in collaboration with other universities, industries, foreign institutes:  
The department collaborates with industries for placement for the students of B.COM/ B.B.A
8. Details of courses/programmes discontinued (if any) with reasons: **NIL**
9. Number of Teaching posts:

Teaching Post	Sanctioned	Filled
Professor	NIL	NIL
Associate Professors	NIL	NIL
Assistant Professors	08	08

### 10. Faculty Profile with name, qualification, designation, specialization:

S. No	Name	Designation	Qualification	Experience (Years)
1.	Mr. Varinder Kumar	Asst. Professor in Commerce and Management	M.Com, M.Phil UGC(NET)	10
2.	Mr. Rajesh Kumar	Asst. Professor in Commerce and Management	M.Com, M.Phil UGC(NET), PGD CA	7
3.	Ms. Ruchika Jain	Asst. Professor in Commerce and Management	MBA, UGC(NET)	9
4.	Ms. Vartika Bassi	Asst. Professor in Commerce and Management	MBA	3
5.	Ms. Aradhana Sharma	Asst. Professor in Commerce and Management	M.Com, M.Phil UGC(NET)	3
6.	Hanish Jindal	Asst. Professor in Commerce and	M.Com, MBA, UGC(NET)	5

		Management		
7.	Navneet Bhaskar	Asst. Professor in Commerce and Management	M.Com	1
8.	Ramanjot Kaur	Asst. Professor in Commerce and Management	M.Com	-

11. List of senior visiting faculty :- NIL

12. Percentage of lectures delivered / practical classes handled by temporary faculty : 62.5%

13. Student – Teacher Ratio : (2013-14)

Programme	Student Teacher Ratio
<b>B.Com</b>	27:1
<b>BBA</b>	10:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: 06

15. Qualification of teaching faculty : PG :05; M.Phil 03:UGC(NET):05

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 : NA

19. Publications : refer 3.4.3

20. Areas of consultancy and income generated : NIL

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

22. Student projects:

a) Percentage of students who have done in-house projects including inter departmental/programme : 100%

b) 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

- Punjab Rural Education Development Council gave award to Mrs. Ruchika Jain, Assistant Prof. in Commerce Department for Eminent Teacher for promoting the cause of Rural Education in the year 2009.

Awards Received by Students

- Tavleen Suman of BBA - II year received college color award in session 2011-12.
- Cristy Goyal of B.Com- II year received college color award in session 2012-13.
- Harshita Goyal of B.Com- II year received college color award in session 2013-14.

24. List of eminent academicians and scientists / visitors to the department.  
Refer to 3.1.8

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

a) National :- refer 3.1.2

b) International :- NIL

26. Student profile programme / course wise: (2013-14)

Name of Course / Programme	Applications Received	Selected	Enrolled		Pass Percentage
			M	F	
B.Com – I	158	76	39	37	89.47
B.Com – II	70	69	41	28	97.10
B.Com – III	68	66	45	21	100.00
B.B.A-I	41	41	35	6	65.78
B.B.A-II	21	21	13	8	100.00
B.B.A-III	19	19	10	9	100.00

27. Diversity of Students: (2013-14)

Name of Course	% of Student from Same State	% of Student from Other State	% of Student from Abroad
B.Com	100%	NIL	NIL
B.B.A	100%	NIL	NIL

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

Sr.No	Session	No. of students qualifying competitive exams						
		Net/JRF	CAT	MAT	MET	IELTS	TET	IBPS
1.	2009-10	01	NIL	NIL	NIL	NIL	NIL	03
2.	2010-11	01	NIL	NIL	NIL	NIL	NIL	NIL
3.	2011-12	02	NIL	NIL	NIL	NIL	NIL	NIL
4.	2012-13	01	NIL	NIL	NIL	NIL	NIL	NIL
5.	2013-14	01	NIL	NIL	NIL	01	NIL	NIL

29. Student progression: (2013-14)

As the college has been imparting education up to under graduate as far data received from registered alumni, 70% students have progressed to PG Classes and about 15% progress to self employment.

30. Details of Infrastructural facilities:

Library:

- The Department does not have library of its own. The books are available in central library of college.
- Separate Book Bank has been established for needy and meritorious students. College has subscribed many online journals, magazines, newspapers, employment news.
- Three computer has been installed in the library for the students to access study material.
- Separate study room is maintained.

Internet Facilities for staff and students:

7 Mbps Leased Line, Separate internet Lab, Fully Wi-Fi Campus for access of internet on portable devices.

**Class rooms with ICT facility:** One Smart Class Room with Interactive Board for teaching.

**Seminar Room:** One seminar room with LCD projector

**Computer Laboratories:** 3 Labs with 87 computers.

**31. Number of students receiving financial assistance from college, university, government or other agencies:(2013-14) :** refer 5.1.2 and 5

**32. Detail on student enrichment programmes (special lectures / workshops / seminar) with external experts :** refer 3.7.4

**33. Teaching methods adopted to improve student learning:**

Case study method, PPT, OHP, Practical Assignments, Presentations, Class tests, Projects Report, Seminars.

- Students are provided online access to E-Resource in separate internet Lab.
- For inhouse projects student of BBA are allotted extra time slots to carry their Project and Presentations
- Projector and Smart classroom is available for online presentation work and Power point presentations.
- PowerPoint slides on various subjects are made by faculty for innovative and Practical aspect of Teaching and Learning.
- Wi-Fi Internet Campus and Internet Lab is available for downloading relative study material online.
- Classroom tests are conducted for the performance evaluation of students.

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

- Volunteer perform duties in all function of college.
- Every year students participate in NSS and NCC camp which make students responsible for institution and for society. Students conducts social relly, clean college playground, prepare dustbin, visit old age home, Kusht Aashram

**35. SWOC analysis of the department and Future plans:**

**Strength**

- Highly Qualified and laborious teaching staff
- Good academic result.
- Good Placement of students in industries, school, college.
- Audio/Video equipment for teaching aids.
- Well Equipped and maintained labs with sufficient number of computers and internet facility.
- Wi-Fi Campus for the internet access on portable devices
- E-Books, E-Resoruces and E-Journals availability in Library.
- Sufficient availability of Text/Reference Book, GALE-CENGATE, Consortial e-resources available.

**Weaknesses**

- Limited seats

**Opportunities**

- A wide scope to provide highly paid jobs in Industry , Business, Research, Teaching

**Challenges**

- Courses Provided by numbers of Universities- even in distance mode

- Late counseling of centralized Panjab University admission affecting regular admission.
- Due to exhaustive syllabus in theoretical subject, faculty has great challenge prepare students as per practical aspect of society.



## **EVALUATIVE REPORT OF THE PROGRAMME OF COMPUTER SCIENCE AND APPLICATIONS**

1. Name of the Programme : **BCA, PGDCA**
2. Year of Establishment : 2007, 2009
3. Name of Courses offered : : **BCA, PGDCA**
4. Name of Interdisciplinary courses and the departments involved:  
Courses offered are interdisciplinary. The Departments of English, Punjabi /History and Mathematics are involved in teaching these subjects in BCA and the Department of Commerce is involved in teaching BCA and PGDCA. The teachers of Computer Science are also involved in teaching the compulsory/Elective subject of Computers in BBA, B.COM AND B.A.
5. Annual/semester/choice based credit system :  
Semester System is being followed in BCA and Annual System in PGDCA.  
(Affiliating university has started semester system in all UG programmes from the session 2014-15.)
6. Participation of the department in the courses offered by other departments:  
The department is involved in the teaching of computer science subjects in B.A., BBA, B.Com.
7. Courses in collaboration with other universities, industries, foreign institutes:  
The department collaborates with industries for placement for the students of BCA/PGDCA.
8. Details of courses/programmes discontinued (if any) with reasons: **NIL**
9. Number of Teaching posts:

Teaching Post	Sanctioned	Filled
Professor	NIL	NIL
Associate Professors	NIL	NIL
Assistant Professors	06	06

### 10. Faculty Profile with name, qualification, designation, specialization:

Sr. No	Name	Designation	Qualification	Experience (Years)
1.	Narinder Pal Singh	Asst. Professor in Comp.Science.	MCA, M.Phil	7 Years
2.	Baljeet Kaur	Asst. Professor in Comp.Science.	MCA, M.Phil	6 Years
3.	Manpreet Kaur	Asst. Professor in Comp.Science.	MCA	6 Years
4.	Priya Gupta	Asst. Professor in Comp.Science.	MCA, M.Sc (Gold Medalist)	3 Years
5.	Shilpa Moudgill	Asst. Professor in Comp.Science.	MCA	1 Years
6.	Preeti	Asst. Professor in Comp.Science.	MCA	1 Years

11. List of senior visiting faculty :- **NIL**
12. Percentage of lectures delivered / practical classes handled by temporary faculty :- 83.33%
13. Student – Teacher Ratio : (2013-14)

Programme	Student Teacher Ratio
BA	18:1
BCA	7:1
BBA	26:1
PGDCA	3:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : 06
15. Qualification of teaching faculty PG :04; M.Phil 02
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 : NA
19. Publications : refer 3.4.3
20. Areas of consultancy and income generated: NIL
21. Faculty as members in National/International Committees/Editorial Boards: NIL
22. Student projects:
  - a) Percentage of students who have done in-house projects including inter departmental/programme : 100%
  - b) 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  
Awards Received by Students
  - Sunny Verma of BCA - II year received college color award in session 2012-13.
24. List of eminent academicians and scientists / visitors to the department. refer 3.1.8
25. Seminars / Conferences / Workshops organized & the source of funding
  - a) National :- refer 3.1.2
  - b) International :- NIL
26. Student profile programme / course wise: (2013-14)

Name of Course / Programme	Applications Received	Selected	Enrolled		Pass Percentage (2013-14)
			M	F	
BCA – I	24	24	13	11	52%
BCA – II	4	4	1	3	100%
BCA – III	13	13	4	9	100%
PGDCA	17	17	6	11	100%

## 27. Diversity of Students: (2013-14)

Name of Course	% of Student from Same State	% of Student from Other State	% of Student from Abroad
BCA	100%	NIL	NIL
PGDCA	100%	NIL	NIL

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

As the college has been imparting education up to under graduate level so far therefore there is no exact data available related to these examinations.

## 29. Student progression: (2013-14)

As the college has been imparting education up to under graduate as far data received from registered alumni, 70% students have progressed to PG Classes and about 10% progress to self employment.

## 30. Details of Infrastructural facilities:

### Library:

The Department does not have library of its own. The books are available in central library of college.

### Internet Facilities for staff and students :

7 Mbps Leased Line, Separate internet Lab, Fully Wi-Fi Campus for access of internet on portable devices.

**Class rooms with ICT facility:** One Smart Class Room with Interactive Board for teaching.

**Seminar Room :** One seminar room with LCD projector

**Computer Laboratories :** 3 Labs with 87 computers.

## 31. Number of students receiving financial assistance from college, university, government or other agencies: refer 5.1.2 and 5.1.3

## 32. Detail on student enrichment programmes (special lectures / workshops / seminar) with external experts : NIL

## 33. Teaching methods adopted to improve student learning:

- Students are provided online access to E-Resource in separate internet Lab.
- For inhouse projects student of BCA, PGDCA are allotted extra time slots to carry their Project and Presentations
- Projector and Smart classroom is available for online presentation work and Power point presentations.
- PowerPoint slides on various subjects are made by faculty for innovative and Practical aspect of Teaching and Learning.
- Wi-Fi Internet Campus and Internet Lab is available for downloading relative study material online.
- Classroom tests are conducted for the performance evaluation of students.

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

- Volunteer perform duties in all function of college.
- Every year students participate in NSS and NCC camp which make students responsible for institution and for society. Students conducts

social rally, clean college playground, prepare dustbin, visit old age home, Kusht Aashram

### 35. SWOC analysis of the department and Future plans:

#### **Strength**

- Audio/Video equipment for teaching aids
- Contractual faculty recruited through experts and reappointed year after year
- Well Equipped and maintained labs with sufficient number of computers and internet facility.
- Wi-fi Campus for the internet access on portable devices
- E-Books, E-Resources and E-Journals availability in Library.
- Maintenance and handling College Software (Fee Project, internal assessment Project, College Website)

#### **Weaknesses**

- Fear of students to opt the English Medium Course.

#### **Opportunities**

- A wide scope to provide highly paid jobs in Information Technology, Research, Teaching, Industry and Business.

#### **Challenges**

- Courses Provided by numbers of Universities- even in distance mode
- New concept of Information technology are lacking in syllabus
- Heavy fee structure, leaving many financially weaker students to leave the course.
- Industrial Training for software development is lacking.

#### **Others**

- Regular AMC for online UPS and services of Hardware engineer when required.

## Annexure – I

21232001, 21232004, 21232005, 21232006  
21232007, 21232008, 21232009, 21232010  
[www.ugc.ac.in](http://www.ugc.ac.in)

F.8-181/2007 (CPP-I)

The Registrar,  
Punjab University,  
Chandigarh (Punjab).

Sub:- List of Colleges prepared under Section 2 (f) of the UGC Act, 1956- Inclusion of New Colleges-

Sir,

I am directed to refer to your letter No. Misc-A-4/173 dated 10.01.2007 on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree-

Name of the College	Year of Establishment	Remarks
Gobindgarh Public College, Alour, Post Box No. 31, Khanna-141 401, District Ludhiana (Punjab). <u>(On permanent affiliation)</u>	2003	The College is <u>not</u> eligible to receive Central assistance under Section 12 (B) of the UGC Act, 1956 as the UGC has not yet finalised the details to provide financial assistance to "Self Financed Colleges".

The Indemnity Bond and other documents in respect of the above College have been accepted by the Commission.

Yours faithfully,

(Mrs. Urmil Gulati)  
Under Secretary

**Copy forwarded to:-**

1. The Principal, Gobindgarh Public College, Alour, Post Box No. 31, Khanna-141 401, District Ludhiana (Punjab).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education & Higher Education, Shastri Bhavan, New Delhi-110 001.
3. The Secretary to the Government of Punjab, Department of Higher Education, Chandigarh (Punjab).
4. The Joint Secretary, UGC, Northern Regional College Bureau, 35, Ferozshah Road, New Delhi.
5. Publication Officer, (UGC-Website), New Delhi.
6. Section Officer (F.D.-III Section) U.G.C., New Delhi.
7. All Sections, U.G.C., New Delhi.
8. Guard file.

(Mrs. Urmil Gulati)  
Under Secretary

## Annexure – II

0-5 for Record  
 Pk. 23236751, 23232707, 23237721  
 23234176, 23235733, 23232817  
 23236735, 23239437, 23239627

Extension No. 413 (CPP-I Colleges)  
 UGC Website: [www.ugc.ac.in](http://www.ugc.ac.in)  
 F. No. 8-181/2007 (CPP-I/C)

The Registrar,  
 Panjab University,  
 Chandigarh- 160 014.



विश्वविद्यालय अनुदान आयोग  
 बहादुरशाह जफर मार्ग  
 नई दिल्ली-110 002  
 UNIVERSITY GRANTS COMMISSION  
 BAHADURSHAH ZAFAR MARG  
 NEW DELHI-110 002

May, 2012

**Sub:** - Declaring a College fit to receive Central Assistance under Section 12 (B) of the UGC Act, 1956.

Sir,

I am directed to refer to the letter No. 646/GPC: 2012/G-27 dated 03.02.2012 received from the Principal, Gobindgarh Public College, Alour, Post Box No. 31, Khanna -141 401, Distt. Ludhiana, (Punjab) on the above subject and to say that it is noted that the following college is **un-aided/self financed and permanently affiliated to Panjab University. The college is already included under Section 2 (f) of the UGC Act, 1956 vide this office letter of even No. dated 12.05.2007.** I am further to say that the name of the following college has been included in the list of colleges prepared under Section 12 (B) of the UGC Act, 1956 under the head **'Non-Government, self financed College teaching upto Bachelor's Degree'** to make it eligible to receive Central assistance from sources other than UGC:-

Name of the College	Year of Establishment	Remarks
Gobindgarh Public College, Alour, Post Box No. 31, Khanna -141 401, Distt. Ludhiana, (Punjab)	2003	As the College is charging fee as per State/University norms and a certificate in this regard has been received in UGC. The College would also be eligible to get grant for all UGC schemes related to teachers and students only as per the decision of the Commission dated 8 <sup>th</sup> July 2011.

The documents submitted in respect of the above College have been accepted by the University Grants Commission.

Yours faithfully,

(A.K. Dogra)  
 Joint Secretary

Copy to:-

1. The Principal, Gobindgarh Public College, Alour, Post Box No. 31, Khanna -141 401, Distt. Ludhiana, (Punjab)
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi - 110 001.
3. The Special Secretary (Higher Education), Government of Punjab, Room No. 408, 4<sup>th</sup> Floor, Mini Secretariat, Chandigarh - 160 009.
4. The Joint Secretary, UGC, Northern Regional College Bureau (NRCB), 35, Ferozeshah Road, New Delhi - 110 001.
5. Publication Officer (UGC-Website), New Delhi.
6. Section Officer (FD-III Section), UGC, New Delhi.
7. Guard file.

(Sunita Gulati)  
 Section Officer

### Annexure – III

From:

The Tehsildar,  
Khanna Tehsil,  
Khanna.

To

The Principal,  
Gobindgarh Public College,  
Alour- Khanna,  
Memo No. 131/402 Dated, 21/2/06

Subject:- Rural Area Certificate.

Reference your letter no 1307/C.A./2005/239 dated 21/2/06

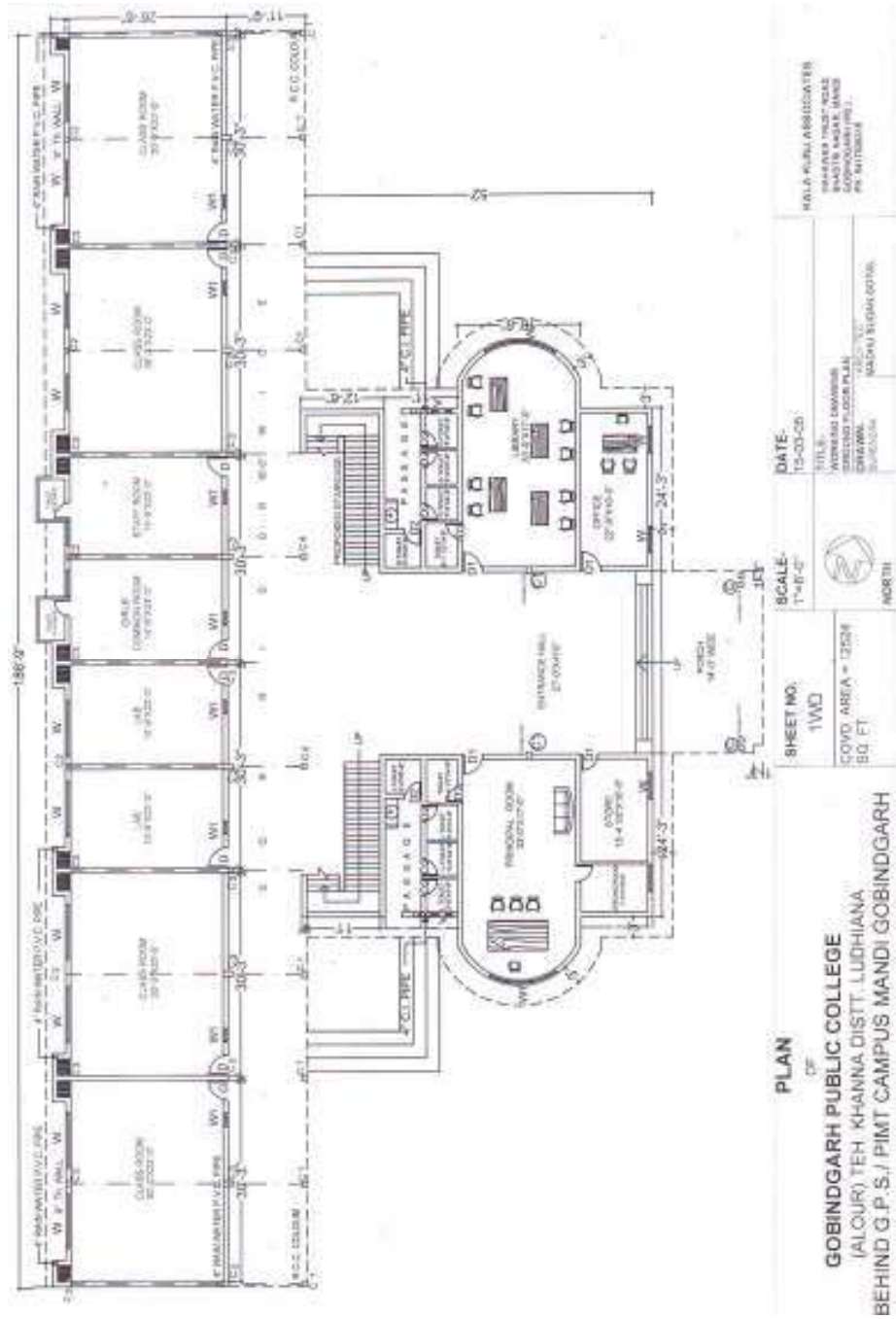
subject cited above.

It is certified that Gobindgarh Public College Alour, Tehsil  
Khanna Distt. Ludhiana is in the vicinity of Village, Alour, in rural area.  
The College has been functioning since 2003 and is running degree classes  
in Humanities and Commerce successfully. This may be treated as rural  
area certificate.

  
Tehsildar, DAB  
Khanna Tehsil,  
Khanna 21/2/06



## M-1



SHOWING SECOND FLOOR PLAN / LIBRARY OF GORINDGARH PUBLIC COLLEGE. (BEHIND G.P.S. / PINT CAMPUS MANSHI GORINDGARH VILLAGE, ALOU, THIRU KANNA DISTT. LUDHIANA, P.B.)

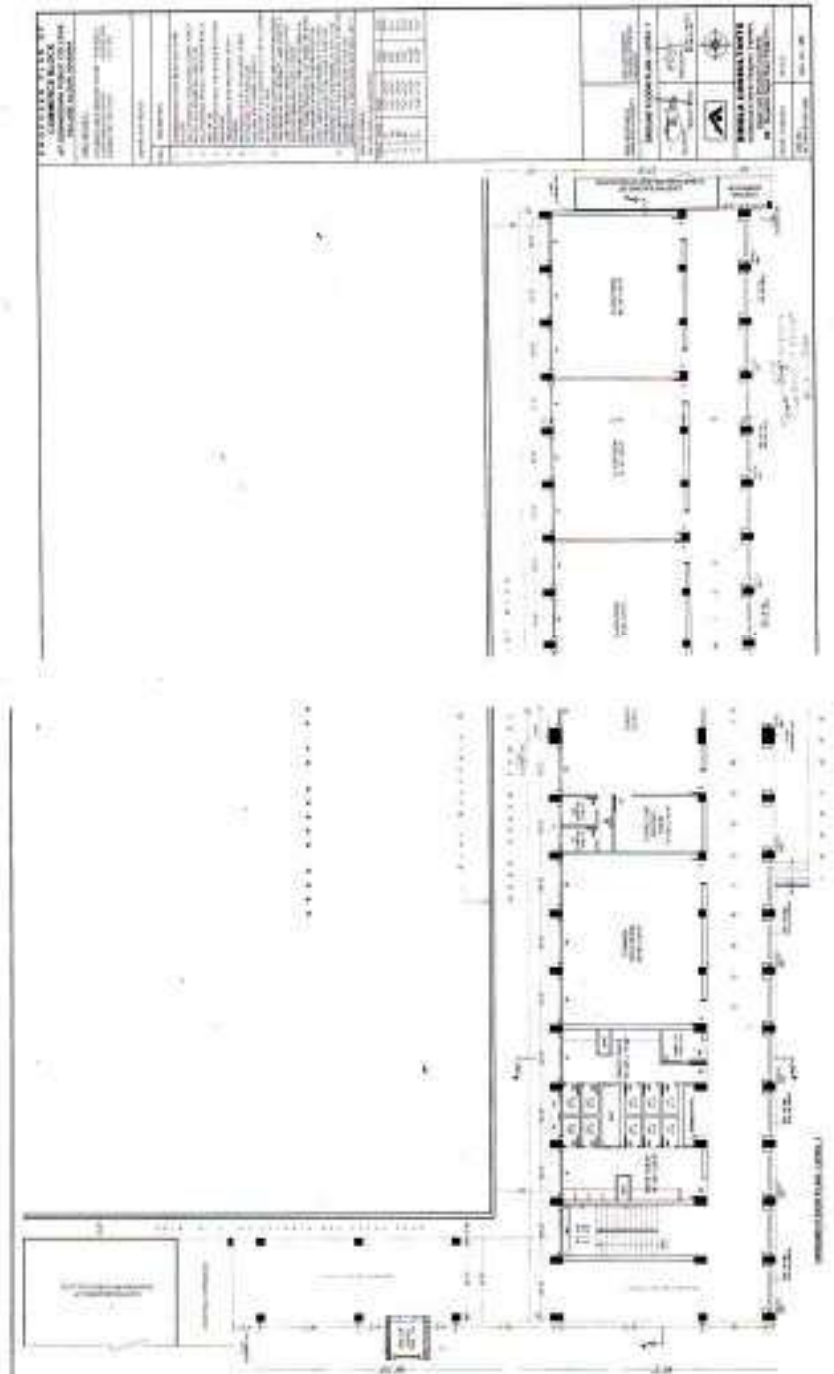
**SECOND FLOOR PLAN**

**DRAWN BY**  
*P. K. SHAH*  
P. K. SHAH  
Architect, Engineer, Surveyor & Estimator.  
Badrinath, Mansi Gahindgarh (P. O. Sahib)

**LIBRARY** 31'-5" X 23'-0"  
**LIBRARY** 27'-5" X 6'-0"  
**LIBRARY** 31'-5" X 23'-0"  
**CLASS ROOM** 30'-0" X 23'-0"  
**CLASS ROOM** 30'-0" X 23'-0"  
**CLASS ROOM** 30'-0" X 23'-0"  
**CLASS ROOM** 30'-0" X 23'-0"  
**CLASS ROOM** 30'-0" X 23'-0"  
**CLASS ROOM** 30'-0" X 23'-0"  
**CORRIDOR** 11'-0" WIDE  
**CORRIDOR** 11'-0" WIDE  
**VILL.** 11'-0" WIDE

**SIGNATURE**  
NOTED DRAWN AS PER OWNER'S INSTRUCTIONS  
NOT TO BE USED FOR OTHER PURPOSE

# M - III



[illegible]

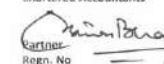
## Annexure - V

### Income Expenditure Statement (2010-11)

Annexure			
GOBINDGARH PUBLIC COLLEGE, ALOUR-(KHANNA)			
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31 MARCH 2011			
EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary A/c	7,491,685.00	By Admission Fee A/c	150,645.00
To E. Provident Fund A/c	73,343.00	By National Conference Fee A/c	2,596.00
To Provident Fund A/c Teaching	207,432.00	By Bus Fee A/c	172,175.00
To E.S.I A/c	96,161.00	By Retirement fund A/c	1,289,103.00
To Honorarium A/c	12,451.00	By Casual Fees A/c	222,765.00
To Student & Staff Welfare A/c	18,727.00	By College Sports Fee A/c	269,100.00
To Uniform Exp. A/c	15,369.00	By Computer Practical A/c	43,600.00
To Advertisement Exp.A/c	156,101.00	By Fine A/c	915,794.00
To Affiliation Fee A/c	8,500.00	By Dilapidation Charges A/c	359,600.00
To Annual Athletic Meet Exp.A/c	56,100.00	By Faculty Change fee A/c	5,000.00
To Bank Commission A/c	632.00	By Environment Education Fee	211,132.00
To Canteen Maintenance Exp. A/c	371,323.00	By Absentee Fine A/c	330.00
To Cleaning Exp. A/c	93,774.00	By Honours fee A/c	105,000.00
To Computer Lab. Maintenance A/c	7,581.00	By House Exam fee A/c	272,700.00
To Extra Cocurricular Activities A/c	21,970.00	By Identity Card & Lib. Card Ch.	45,460.00
To Function Exp. A/c	27,704.00	By Late Fee Charges a/c	51,600.00
To Guest Faculty Exp.A/c	11,612.00	By Magazine Fee A/c	136,050.00
To Insurance A/c	13,701.00	By Medical Fee a/c	90,400.00
To Interview & Inspection Exp.A/c	28,559.00	By Music Fee A/c	98,000.00
To Library Maintenance A/c	27,220.00	By Mass Communication Fee	23,200.00
To Misc. Exp.A/c	4,425.00	By Genertor Charges A/c	182,126.00
To Music Exp. A/c	47,105.00	By Physical Education Fee A/c	354,015.00
To News Paper & Periodicals A/c	16,784.00	By Prize Distribution Fund A/c	91,200.00
To Office Exp.A/c	19,898.00	By Pupil Fee A/c	80,600.00
To Printing & Stationary A/c	208,220.00	By Scooter parking Fee A/c	78,688.00
To Prize Distribution Exp.A/c	54,439.00	By Unaided Staff Fund A/c	5,973,931.00
To Road Tax & Permit Fee Exp. A/c	47,750.00	By Tuition Fee A/c	652,375.00
To Sports Exp. A/c	45,507.00	By Registration Fee A/c	17,000.00
To Subscription Exp.A/c	2,975.00	By Alumni Association Fee A/c	1,000.00
To Postage & Telegramme A/c	1,937.00	By Establishment Fund A/c	91,090.00
To Telephone Exp. A/c	30,446.00	By NSS A/c	1,565.00
To Transport Exp. A/c	75,250.00	By Canteen Income A/c	399,201.00
To Travelling Exp. A/c	6,312.00	By Donation A/c	458,630.00
To Youth Festival Exp. A/c	82,117.00	By College News Reports A/c	45,570.00
To Watch & Ward Exp. A/c	25,271.00	By Bank Interest A/c(SB)	190,253.92
To Electricity Exp. A/c	738,666.00	By FDR Interest A/c	336,742.17
To University Charges A/c	37,128.00	By Lease line Internet A/c	136,650.00
To Ground Maintenance A/c	135,760.00	By Electricity & Water Charges	518,160.00
To Car Repair A/c	3,352.00	By College Campus Maintenance	360,400.00
To Diesel Exp. A/c	125,701.00	By Summer Tranning Charges	538,200.00
To Misc. Repair & Maintenance A/c	68,386.00	By Grant A/c (Pb Govt.)	100,000.00
To Garden Maintenance A/c	4,263.00	By Gymnasium Charges a/c	45,600.00
To Petrol Exp. A/c	13,996.00	By Youth Welfare Fund A/c	100,310.00
To Bus Repair A/c	8,100.00	By Sale of Prospectus A/c	226,650.00
To White Wash Exp. A/c	353,000.00	By Special Test Fee A/c	18,300.00
To Depreciation A/c	1,744,901.46	By Subject Change Fee a/c	17,200.00
To Excess of Income over	3,349,394.63	By Leave Encashemtn A/c	91,140.00
Expenditure		By Seminar/ Club Charges A/c	91,141.00
		By Misc. Income A/c	73,511.00
		By Library Fund A/c	227,050.00
		By NCC/NSS Fee Charges	18,180.00
		By Grant Red Ribbon A/c	2,500.00
		By Remedial Classes Fee A/c	2,800.00
		By Campus Maintenance A/c	5,000.00
TOTAL	15,991,029.09	TOTAL	15,991,029.09

#### AUDITOR'S REPORTS

We have audited Income & Expenditures Account for the year ended March31,2011 on the basis of information and explanations furnished to us.  
We have found these in agreement with the book of account and vouchers produced before us.  
For Datta Singla & Co.  
Chartered Accountants

  
 Regn. No. \_\_\_\_\_  
 Place: Mandi Gobindgarh  
**(ASHISH YASHPAL BHARDWAJ)**  
**M.No. 501320**  
**FIRM R. No. 006185N**

  
 Principal

**Gobindgarh Public College**  
**ALOUR (Khanna)**



## Income Expenditure Statement (2011-12)

Annexure			
GOBINDGARH PUBLIC COLLEGE, ALOUR (KHANNA)			
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31 MARCH 2012			
EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary A/c	8,243,746.00	By Admission Fee A/c	147,180.00
To E. Provident Fund A/c	86,043.00	By Certificate Course Fee A/c	18,000.00
To Provident Fund A/c Teaching	191,049.00	By Bus Fee A/c	206,200.00
To E.S.I A/c	122,676.00	By Canteen Rent A/c	68,000.00
To Honorarium A/c	8,590.00	By Casual Fees A/c	172,900.00
To Student & Staff Welfare A/c	50,366.00	By College Sports Fee A/c	263,665.00
To Uniform Exp. A/c	8,620.00	By Computer Practical A/c	69,500.00
To Advertisement Exp. A/c	123,056.00	By CTSE A/c	1,000.00
To Affiliation Fee A/c	1,000.00	By Dilapidation Charges A/c	352,000.00
To Annual Athletic Meet Exp. A/c	54,930.00	By Faculty Change fee A/c	3,500.00
To Bank Commission A/c	1,060.00	By Environment Education Fee	206,303.00
To Canteen Maintenance Exp. A/c	38,130.00	By Absentee Fine A/c	1,039,121.00
To Cleaning Exp. A/c	108,710.00	By Honours fee A/c	100,000.00
To Computer Lab. Maintenance A/c	4,000.00	By House Exam fee A/c	265,800.00
To Extra Occurricular Activities A/c	7,935.00	By Identity Card & Lib. Card Ch.	88,720.00
To AMC	3,392.00	By Late Fee Charges a/c	68,500.00
To Guest Faculty Exp. A/c	4,645.00	By Magazine Fee A/c	133,650.00
To Insurance A/c	53,239.00	By Medical Fee a/c	89,000.00
To Interview & Inspection Exp. A/c	17,450.00	By Music Fee A/c	137,460.00
To Library Maintenance A/c	39,900.00	By Mass Communication Fee	103,200.00
To Misc. Exp. A/c	2,261.00	By Generator Charges A/c	264,435.00
To Music Exp. A/c	47,220.00	By Physical Education Fee A/c	336,640.00
To News Paper & Periodicals A/c	11,742.00	By Prize Distribution Fund A/c	88,716.00
To Office Exp. A/c	107,455.00	By Pugin Fee A/c	67,920.00
To Printing & Stationary A/c	212,607.00	By Scooter parking Fee A/c	106,274.00
To Prize Distribution Exp. A/c	53,150.00	By Unaided Staff Fund A/c	5,726,260.00
To Road Tax Exp. A/c	35,000.00	By Tuition Fee A/c	646,849.00
To Sports Exp. A/c	44,060.00	By Registration Fee A/c	47,000.00
To Subscription Exp. A/c	950.00	By Alumni Association Fee A/c	3,075.00
To Postage & Telegramme A/c	6,160.00	By Establishment Fund A/c	89,388.00
To Telephone Exp. A/c	29,202.00	By NSS A/c	7,528.00
To Transport Exp. A/c	80,360.00	By Canteen Income A/c	39,018.00
To Travelling Exp. A/c	13,829.00	By Retirement Benefit Charges A/c	1,258,336.00
To Youth Festival Exp. A/c	104,660.00	By College News Reports A/c	44,590.00
To National Conference A/c	7,250.00	By Bank Interest A/c (SB)	240,074.00
To Electricity Exp. A/c	100,543.00	By FDR Interest A/c	962,254.08
To Fees Refunded A/c	9,455.00	By Lease Line Internet A/c	133,790.00
To University Charges A/c	50,736.00	By Electricity & Water Charges	513,060.00
To National Workshop A/c	76,832.00	By College Campus Maintenance	352,600.00
To Ground Maintenance A/c	113,077.00	By Summer Training Charges	525,000.00
To Car Repair A/c	2,060.00	By Grant A/c (Pb Govt.)	100,000.00
To Diesel Exp. A/c	151,545.00	By Gymnasium Charges a/c	44,560.00
To Misc. Repair & Maintenance A/c	121,766.00	By Youth Welfare Fund A/c	98,010.00
To Garden Maintenance A/c	3,450.00	By Sale of Prospectus A/c	222,969.00
To Petrol Exp. A/c	13,389.00	By Special Test Fee A/c	23,200.00
To Bus Repair A/c	13,336.00	By Subject Change Fee A/c	18,600.00
To Seminar/Extension Lecture Exp. A/c	10,300.00	By Leave Encashment A/c	88,900.00
To Depreciation A/c	1,408,519.07	By Seminar/ Club Charges A/c	88,800.00
To Excess of Income over	4,163,775.01	By Misc. Income A/c	68,197.00
Expenditure		By Notice Period Salary A/c	359,094.00
		By NCC/NSS Fee Charges	62,390.00
TOTAL	16,163,226.08	TOTAL	16,163,226.08

### AUDITOR'S REPORTS

We have audited Income & Expenditures Account for the year ended March 31, 2012 on the basis of information and explanations furnished to us.  
We have found these in agreement with the book of account and vouchers produced before us.  
For Datta Singla & Co.  
Chartered Accountants

*Amir Bhardwaj*  
Partner  
Regn. No. 123456  
M. No. 501320  
FIRM R. No. 006185  
Datta Singla & Co.  
Chartered Accountants  
GOBINDGARH

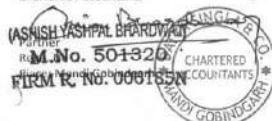
*Principal*  
Principal  
Gobindgarh Public College  
ALOUR (Khanna)

## Income Expenditure Statement (2012-13)

Annexure			
GOBINDGARH PUBLIC COLLEGE, ALOUR-(KHANNA)			
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31 MARCH 2013			
EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary A/c	8,855,246.00	By Admission Fee A/c	160,215.00
To E. Provident Fund A/c	72,688.00	By Re-Admission Fee A/c	94,100.00
To Provident Fund A/c Teaching	328,561.00	By Bus Fee A/c	91,550.00
To E.S.I A/c	249,449.00	By Car Parking Fee A/c	45,900.00
To Honorarium A/c	1,000.00	By Casual Fees A/c	194,880.00
To Student & Staff Welfare A/c	29,427.00	By College Sports Fee A/c	286,731.00
To Advertisement Exp.A/c	188,966.00	By Computer Practical A/c	77,600.00
To Affiliation Fee A/c	6,320.00	By National Conference Fee A/c	450.00
To Annual Athletic Meet Exp.A/c	50,300.00	By Dilapidation Charges A/c	384,299.00
To Bank Commission A/c	2,110.00	By Faculty Change fee A/c	2,800.00
To N.S.S. Camp A/c	10,685.00	By Environment Education Fee	236,640.00
To Cleaning Exp. A/c	162,669.00	By Absentee Fine A/c	301,450.00
To Computer Lab. Maintenance A/c	3,500.00	By Honours fee A/c	95,000.00
To Extra Curricular Activities A/c	10,389.00	By House Exam fee A/c	287,195.00
To AMC	25,808.00	By Identity Card & Lib. Card Ch.	95,830.00
To Guest Faculty Exp.A/c	24,470.00	By Late Fee Charges a/c	40,800.00
To Insurance A/c	65,081.00	By Magazine Fee A/c	142,900.00
To Interview & Inspection Exp.A/c	22,622.00	By Medical Fee a/c	95,855.00
To Library Maintenance A/c	33,420.00	By Music Fee A/c	134,840.00
To Misc. Exp.A/c	7,975.00	By Mass Communication Fee	132,800.00
To Music Exp. A/c	40,065.00	By Faculty Change fee A/c	66,800.00
To News Paper & Periodicals A/c	15,651.00	By Physical Education Fee A/c	386,175.00
To Office Exp.A/c	159,564.00	By Prize Distribution Fund A/c	95,800.00
To College Parking Exp. A/c	73,575.00	By Pupil Fee A/c	80,000.00
To Printing & Stationary A/c	205,008.00	By Scooter parking Fee A/c	195,615.00
To Prize Distribution Exp.A/c	41,628.00	By Unaided Staff Fund A/c	5,300,186.00
To Road Tax Exp. A/c	60,830.00	By Tuition Fee A/c	707,866.00
To Sports Exp. A/c	69,265.00	By Registration Fee A/c	24,500.00
To Subscription Exp.A/c	5,000.00	By University Charges A/c	25,794.00
To Postage & Telegramme A/c	2,358.00	By Unaided per Subject Fee A/c	1,667,655.00
To Telephone Exp. A/c	25,393.00	By Alumni Association Fee A/c	1,400.00
To Transport Exp. A/c	72,650.00	By Establishment Fund A/c	97,500.00
To Travelling Exp. A/c	11,340.00	By Fine A/c	770,305.00
To Youth Festival Exp. A/c	122,474.00	By Canteen Rent A/c	114,800.00
To Regional Workshop A/c	44,824.00	By Scholarship U.K	75,000.00
To Electricity Exp. A/c	679,294.00	By College News Reports A/c	47,880.00
To Fees Refunded A/c	51,145.00	By Bank Interest A/c(SB)	242,093.00
To Car Repair A/c	10,795.00	By FDR Interest A/c	1,282,456.42
To Diesel Exp. A/c	99,579.00	By LeaseLine Internet A/c	143,700.00
To Misc. Repair & Maintenance A/c	37,594.00	By Electricity & Water Charges	561,665.00
To Garden Maintenance A/c	2,800.00	By College Campus Maintenance	383,643.00
To Petrol Exp. A/c	13,773.00	By Summer Training Charges	576,500.00
To Bus Repair A/c	51,276.00	By Grant Red Ribbon Club A/c	2,500.00
To Depreciation A/c	1,268,290.11	By Gymnasium Charges a/c	47,850.00
To Excess of Income over	3,811,956.31	By Youth Welfare Fund A/c	105,370.00
Expenditure		By Sale of Prospectus A/c	282,050.00
		By Special Test Fee A/c	20,800.00
		By Subject Change Fee a/c	15,250.00
		By Leave Encashment A/c	95,978.00
		By Seminar/ Club Charges A/c	95,700.00
		By Misc. Income A/c	178,351.00
		By Lapsed Library Security	533,796.00
TOTAL	17,126,813.42	TOTAL	17,126,813.42

### AUDITOR'S REPORTS

We have audited Income & Expenditures Account for the year ended March 31, 2013 on the basis of information and explanations furnished to us. We have found these in agreement with the book of account and vouchers produced before us. For Gupta Singla & Co. Chartered Accountants



*Accountant*

*Principal*  
Gobindgarh Public College  
ALOUR (Khanna)



## Income Expenditure Statement (2013-14)

GOBINDGARH PUBLIC COLLEGE, ALOUR (KHANNA)			
PROVISIONAL INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31 MARCH 2014			
EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary A/c	10,433,288.00	By Admission Fee A/c	103,533.00
To E. President Fund A/c	56,031.00	By Re-Admission Fee A/c	36,500.00
To President Fund A/c Teaching	223,058.40	By Bus Fee A/c	98,686.00
To T.S.I A/c	137,475.00	By Car Parking Fee A/c	46,900.00
To Incorporation A/c	148,465.00	By Casual Fee A/c	120,000.00
To Students & Staff Welfare A/c	65,127.00	By College Sports Fee A/c	295,200.00
To Advancement Exp.A/c	96,930.00	By Computer Practical A/c	104,800.00
To Affiliation Fee A/c	6,900.00	By Disputation Charges A/c	481,200.00
To Annual Academic Meet Exp.A/c	340.00	By Faculty Charge fee A/c	5,000.00
To Book Commission A/c	3,829.00	By Environment Education Fee	261,815.00
To B.S.S. Camp A/c	27,750.00	By Inc fee A/c	70,250.00
To Clothing Exp. A/c	121,807.00	By Honors fee A/c	177,000.00
To Computer Lab. Maintenance A/c	18,690.00	By House Exam fee A/c	383,200.00
To Extra Curricular Activities A/c	26,151.00	By Identity Card & Lib. Card Ch.	100,505.00
To Audit	22,734.00	By Late Fee Charges A/c	100,500.00
To Guest Faculty Exp.A/c	28,750.00	By Magazine Fee A/c	148,733.00
To Insurance A/c	88,455.00	By Medical Fee A/c	88,175.00
To Interview & Inspection Exp. A/c	12,794.00	By Music Fee A/c	122,600.00
To Library Maintenance A/c	16,830.00	By Mass Communication Fee	140,200.00
To Misc. Exp. A/c	16,183.00	By Physical Education Fee A/c	433,640.00
To Music Exp. A/c	15,300.00	By Price Distribution Fund A/c	100,400.00
To Room Paper & Printing A/c	17,313.00	By Pupil Fee A/c	92,730.00
To Office Exp.A/c	38,910.00	By Scooter parking Fee A/c	270,200.00
To College Parking Exp. A/c	100,730.00	By Unaided Staff Fund A/c	5,103,330.00
To Printing & Stationery A/c	148,714.00	By Tuition Fee A/c	732,950.00
To Price Distribution Exp.A/c	87,776.00	By Registration Fee A/c	22,400.00
To Road Tax Exp. A/c	45,000.00	By Placement Cell Charges A/c	300.00
To Sports Exp. A/c	81,500.00	By Unaided per Subject Fee A/c	1,200,335.00
To Subscription Exp.A/c	3,400.00	By Alumni Association Fee A/c	6,270.00
To Postage & Telephones A/c	8,267.00	By Establishment Fund A/c	200,900.00
To Telephone Exp. A/c	20,479.00	By Absentee Fee A/c	234,684.00
To Transport Exp. A/c	31,430.00	By Fine A/c	1,189,899.00
To Traveling Exp. A/c	8,290.00	By Guest Rent A/c	98,189.00
To Youth Festival Exp. A/c	134,185.00	By Scholarship U.K.	82,385.00
To National Conference A/c	34,844.00	By College News Reports A/c	48,730.00
To Electricity Exp. A/c	447,275.00	By Bank Interest A/c(SBI)	187,264.00
To Free Refunded A/c	74,773.00	By FDR Interest A/c	401,837.50
To Car Repair A/c	13,548.00	By Leasehold Interest A/c	156,750.00
To Diesel Exp. A/c	168,943.00	By Electricity & Water Charges	582,200.00
To Misc. Repair & Maintenance A/c	144,025.00	By College Campus Maintenance	403,210.00
To Ground Maintenance A/c	2,500.00	By Summer Training Charges	599,400.00
To Petrol Exp. A/c	18,176.00	By Grand Red Ribbon Club A/c	2,000.00
To Fuel Repair A/c	2,243.00	By Gymnasium Charges A/c	30,250.00
To Uniform Exp. A/c	16,312.00	By Youth Welfare Fund A/c	110,550.00
To Admission-Competing Exp. A/c	146,176.00	By Sale of Prospectus A/c	205,710.00
To Car Insurance Exp. A/c	50,204.00	By Special Test Fee A/c	34,400.00
To Internship Fee Exp.A/c	2,900.00	By Subject Change Fee A/c	10,700.00
BAAC Exp. A/c	28,090.00	By Leave Encashment A/c	100,000.00
Bus Exp. A/c	8,800.00	By Seminar/ Club Charges A/c	100,000.00
University Charges Exp. A/c	35,180.00	By Misc. Income A/c	112,540.00
To Depreciation A/c	1,289,848.83	By Notice Period Salary A/c	115,457.00
To Excess of Income over	1,574,688.87		
Expenditure			
TOTAL	16,486,748.50	TOTAL	16,486,748.50

### AUDITOR'S REPORTS

We have audited Income & Expenditure Account for the year ended March 31, 2014 on the basis of information and documents furnished to us. We have based these in accordance with the book of account and vouchers produced before us.

For Datta Singh & Co.  
Chartered Accountants

Partner

Sign: No

Place: Murli Gobindgarh

Principal  
Gobindgarh Public College  
ALOUR (Khanna)