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INTRODUCTION OF THE COLLEGE

Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College, Bela, Ropar came into existence in the memory of Sahibzada Ajit Singh and Jujhar Singh, the elder sons & the true disciples of Guru Gobind Singh, who laid their lives fighting the cause of religion, peace and independence at their tender age. The college was inaugurated by the then chief-minister Mr. Giani Zail Singh on 6th February, 1975. The history of this college is very inimitable. The fort of S. Hardyal Singh Bela, the Sardar of Manauli, who belongs to the kin of Nawab Kapoor Singh, was rehabilitated fort first into school and then into college. S. Hardyal Singh ji was a very religious-minded person who had also constructed the gurudwara Katalgarh Sahib at Chamkaur Sahib in the memory of the Sahibzadas Baba Ajit Singh and Baba Jujhar Singh. It was low-lying and flood prone land of about 7 acres was donated and it was to be raised up with 6 feet of soil to level the area. A number of well-intentioned persons, sants and local people have contributed their mite in their own way to make this institution a viable institution.

The campus alone now stands on a 6 acres land and the rest of the area is built up which is rented out for commercial purpose where 10 shops and two banks with ATM facility are working.

The college has a Managing Committee consisting of 20 eminent persons from different walks of life to look after the affairs of the college.

The gradual and steady growth of the college can be seen from various courses it has added to its curriculum in the following years:

| 1975 | - | NSS |
|------|---|----------------------------------------------------------|
| 1986 | - | NCC Faculty |
| 1993 | - | D-Pharma |
| 2000 | - | B-Pharma |
| 2004 | - | B.Sc. Non-Medical |
| 2008 | - | B.Sc . Bio-Tech/PGDCA, M. Pharmacy in different branches |
| 2009 | - | BCA, M.Sc (IT), Journalism, Ph.D. in Pharmacy |
| 2010 | - | BBA |
| 2011 | - | M.Sc. Biotech, M.Sc (IT)(LE) |

The college is now planning to introduce MCA + MBA courses, shortly.

The college has a team of dedicated and highly qualified staff and faculty to impart education to its about 900 students. That the college aims to provide good and attentive education to its students is evident from the fact that when there were only 250 students, the staff/faculty strength was just 11 teaching and 7 non-teaching staff as against the present strength of 35 teaching and 25 non-teaching staff.

The college plays a significant role in the education of girls from rural area and empowering the women folk.

In the field of environmental conservation, the college encourages and assist people to do agriculture and tree plantation like popular trees.

The college has produced a number of students who have attained great heights in their life. Mr Dilbag Singh AIG Punjab, Mr. D.S. Rana, DSP,Fatehgarh Sahib was an old outstanding student of this college.

The college also earned a distinct place in the field of sports also by producing a number of players especially in athletics.

The institute is committed to promote cultural activities is evident from the fact that it has organized Youth Festival of Punjabi University, Patiala and other functions even during the period of militancy in Punjab.

The college remained as a Govt. recognized Training Centre for CET/PMT between 1989-2003. More than 20 students did their MBBS/Engineering / Annually.

It is a matter of pride for this institution that Navneet Kaur of B.Sc. Bio-Tech (III) got first position in university in session of 2010-11 and Maninder Kaur of B.Sc. Biotechnology (Ilyr.) got third position in university. The coeducational institution has proven as a boon for this rural and remote area. The environment of this college is highly congenial from the educational point of view.

The college is affiliated to Punjabi University and is running successfully various courses like M.Sc. (I.T.), PGDCA, PGDJM, B. Sc. (Non Medical), B. Sc. (Biotechnology), B. Sc. (Computer Application), B. Sc (Computer Maintenance), B.C.A., B.B.A. and various add on courses. Students can avail M.Sc.-IT (LE) & M.Sc.(Bio-Technology.) from this session.

College has sought assessment and accreditation by NAAC, Bangalore with the primary objective of striving towards total quality management and continuous improvement in the quality of education. The intensive survey necessitated for the self study report has helped the institution to become aware of its assets & strengths and to capitalize on them. It has also enabled to pin-point weaknesses and work towards turning them into opportunities for advancement. It has renewed our identity & opened new dimensions of opportunity, using innovative & modern methods of pedagogy. We also hope that it will provide society with reliable information on the quality of education offered by the institution. We further hope to network with accredited institutions to promote exchange of 'best practices', obtain financial support for conducting programmes related to education & to develop national & international linkages for quality enhancement of higher education.

In order to evolve a systematic procedure for conducting the self study exercise, a screening committee was set up as a first step. A 7 member committee was formed with converor & co-converor, Prof. Mamta Arora as the co-ordinator.Each committee consists of convener, co convener and three other faculty members.Seven criterion of NAAC were distributed among these committees depending upon their expertise and experience.Each committee held regular meetings with its members to gather inputs about its working.

The steering committee was confronted with a number of problems while preparing the report. The majot obstacle was in procuring old records/reports of the college and the placement information about its passouts due to paucity of time and changes in addresses many of the college alumni could not be contacted. However despite all this limitations the steering committee and staff members have done a commendable job. The efforts of Prof. Mamta co-ordinator are especially praiseworthy. I also take this opportunity to appreciate and thank the Convener, Co-conveners and Teaching and Non Teaching Staff members. Mr Ajendrapal Singh (Computer Lab Technician) deserves special thanks for extending cooperartion in preparing the Self-Study report.

The College is also in Debted to the following individual for their support and co-operation:

- 1. Prof. B.S.Styal. (Govt. College Ropar) for providing information & motivation.
- 2. Mr Harpreet Singh, Secretary Alumni Association
- 3. Incharges of parents teacher association.

Thank you all very much.

Dr M.S.Dhillon

Principal

A.S.B.S.J.S.M COLLEGE, BELA





Part I: Institutional Data

A) Profile of the College

1. Name and address of the college:

| Name: | Amar Shaheed Baba Ajit | t Singh Jujhar Singh Memorial Co | llege |
|-----------|------------------------|----------------------------------|---------------|
| Address: | V.P.O. Bela | | |
| | | | |
| City: Rop | bar | District: Ropar | State: Punjab |
| Pin code: | 140111 | | |
| Website: | www.belacollege.org | | |

2. For communication: <u>Office</u>

| Name | Area/ | Tel. | Fax No. | E-mail |
|--------------------|----------|--------|---------|----------------------------|
| | STD code | No. | | |
| D' ' 1 | 01001 | 262522 | 0(2522 | |
| Principal | 01881 | 263533 | 263533 | mail@belacollege.org |
| Dr.M.S.Dhillon | | | | |
| | | | | |
| Vice Principal | | 98156 | 263533 | satwant.shahi@yahoo.com |
| | | 20645 | | |
| Prof. Satwant Kaur | | | | |
| Shahi | | | | |
| | | | | |
| Steering Committee | 01881 | 263533 | 263533 | mamtaarora.2007@rediff.com |
| Coordinator | | | | |
| | | | | |
| Ms. Mamta Arora | | | | |
| | | | | |

Residence

| Name | Area/ STD code | Tel. No. | Mobile No. | |
|-----------------------------------|----------------|----------|------------|--|
| Principal Dr.M.S.Dhillon | | | 9815037123 | |
| Vice Principal | 01881 | 220645 | 9815620645 | |
| Steering Committee Coordinator | 01881 | 228885 | 9463027367 | |

3. Type of Institution:

- a. By management
- i. Affiliated College $\mathbf{\nabla}$

ii. Constituent College

| b. By funding | i. Gov | vernment | | | |
|----------------------------------------------------------------------|-----------------------------------|-----------------------|--------------|-------------|------|
| | ii. Gra | nt-in-aid | | | |
| | iii. Seli iv. Any | f-financed y other | | | |
| | (Spec | ify the type) | | | |
| | | | | | |
| c. By Gender | i. For | Men | | | |
| | ii. For | Women | [| | |
| | iii. Co- | education | 5 | Z | |
| 4. Is it a recognized minority institut Yes | No |) 🗹 | / on woth or | | |
| If yes specify the minority statu (Provide the necessary supporting) | | | any other | ·) | |
| | | | | | |
| 5. a) Date of establishment of the co | ollege: | _ | | | |
| | | Date | Month | Year | |
| | | 06 | 02 | 1975 | |
| b) University to which the colle | ge is affi | liated (If it is | an affiliate | ed college) | |
| or which governs the college | Punjabi University, Patiala | | | | |
| | | | | | N.A. |
| 6. Date of UGC recognition: | | | | | |

| | Under Section | | | e, Month & Yea mm-yyyy) | r | Remarks (If any) | |
|------------|------------------------|-----------------------------------------|-------------|----------------------------|---------------------------------|------------------------------------|---------------------------------------------------------|
| | i. 2 (f) (12-A) | | N.A | | | | |
| | ii. 12 (B) | | 08/0 | 9/1982 | | Certificate of | enclosed |
| | (Enclose the Co | ertificate of rec | cognition u | u/s 2 (f) and 12 | (B) of the U | GC Act) (Ap | pendix – |
| 51. No. | Programme Level | Name of the Programme / Course | Duration | Entry Qualificatio n | Medium of instructio n | Sanctione d Student Strength | Number of students admitted 1 yr./2yr./3yr. |
| | | BA-I/II/III | 3yrs | +2 | Punjabi | Open | 279/120/55 |
| | | BSc- (NM/CA/C M)I/II/III | 3yrs | +2 Science& computer | English | Open | 26/12/18 |
|) | Under-graduate | BSc(Bio- Tech)I/II/II I | 3yrs | +2 Science | English | 46/46/46 | 33/20/33 |
| | | BCA-I/II | 3yrs | +2 any | English | 46/46 | 46/36 |
| | | BBA-I | 3yrs | +2 any | English | 58 | 51 |
| i) | Post-graduate | MSc- (IT)I/II | 2yrs | Graduation | English | 34/34 | 24/35 |
| ii) | M.Phil | | | | | | |
| v) | Ph. D. | | | | | | |
| 7) | Certificate course | | | | | | |
| vi) | UG Diploma | | | | | | |
| | | PGDCA | 1yr | Graduation | English | 34 | 35 |
| vii) | PG Diploma | PGDJMC | 1 yr | Graduation | English, Hindi, Punjabi | 34 | 16 |
| viii) | Any Other (specify) | | | | | | |
| | 1) | l | 1 | 1 | 1 | L | l |

Yes 🗹 No 🗌

If yes, has the college applied for autonomy?

Yes 🗌 No 🗹

| 8. Campus area in acres/sq.m | nts |
|------------------------------|-----|
|------------------------------|-----|

7 acres

9. Location of the college: (based on Govt. of India census)

| Urban | |
|---------------------|---------------|
| Semi-urban | |
| Rural | \checkmark |
| Tribal | |
| Hilly area | |
| Any other (specify) | Backward area |

10. Details of programmes offered by the institution: (Give last year's data)

(Additional rows may be inserted as per requirement)

11. List the departments:

| Science | |
|--------------|-----------------------------------------|
| Departments: | Chemistry, Biotechnology, Physics, Math |

| Arts (Language and Social sciences included) | | | | |
|-----------------------------------------------------------|--|--|--|--|
| Departments: English, Punjabi, History, Economics, RDAgro | | | | |
| Commerce | | | | |
| Departments: | | | | |
| Any Other (Specify) | | | | |
| Departments: Computer, Management, Journalism | | | | |

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

(a) including the salary component = Rs. 19267(b) excluding the salary component = Rs. 9696

B) Criterion-wise Inputs

Criterion I: Curricular Aspects

| 1. | Does the College have a stated | | | | | |
|----|--------------------------------------------------|-------|------|-------------------------|----|--|
| | Vision? | | Yes | \mathbf{N} | No | |
| | | | Yes | $\mathbf{\overline{A}}$ | No | |
| | Mission? | | Yes | \checkmark | No | |
| | Objectives? | | | | | |
| 2. | Does the college offer self-financed Programmes? | Yes 🗹 | No 🗆 | | | |
| | If yes, how many? | 9 | | | | |

13

Fee charged for each programme (include Certificate , Diploma, Add-on courses etc.)

| Sl.N | Drogramma | Fee |
|------------|--------------------|-------------|
| | Programme | |
| 0. | (B.sc., B.Com. | charged in |
| | etc.) | Rs. |
| | | |
| 1. | M.Sc.(Biotechnolo | 60,000/p.a. |
| | gy) | |
| 2. | M.Sc.(Information | 23,5000/p.a |
| ۷. | | 23,3000/p.a |
| | Technology) | • |
| 3. | Post Graduate | 16,000/p.a. |
| | Diploma in | |
| | Computer | |
| | - | |
| | Application | |
| 4. | Post Graduate | 16,000/p.a. |
| | Diploma in | _ |
| | Journalism and | |
| | Mass | |
| | Communication | |
| | Communication | |
| 5. | B.Sc.(Biotechnolog | 28,000/p.a. |
| | y) | _ |
| - | | 0.000/ |
| 6. | B.Sc.(Non- | 8,000/p.a. |
| | Medical) | |
| 7. | B.Sc.(Computer | 10,000/p.a. |
| <i>,</i> . | Application) | 10,000/p.u. |
| | | |
| 8. | B.A. | 8,000/p.a. |
| 9. | B.B.A. | 23,000/p.a. |
|). | | 23,000/p.a. |
| 10. | B.C.A. | 23,000/p.a. |
| 11. | Add on Course | Only |
| | | university |
| | | charges |
| | | |

3. Number of Programmes offered under

a. annual system



9

b. semester system



| | c. trimester system | N.A. |
|----|-------------------------------------------------------|-----------------|
| 4. | Programmes with a. choice based credit system | Yes No Number 3 |
| | b. Inter/multidisciplinary approach | Yes No Number 3 |
| | c. Any other, specify | Yes No Mumber |
| 5. | Are there Programmes where assessment | Yes No Number 4 |
| | of teachers by students is practiced? | |
| 6. | Are there Programmes taught only by visiting faculty? | Yes No 🗹 Number |
| 7. | New programmes introduced | |

7. New programmes introduring the last five years

UG

PG

Others (specify)

| Yes | \checkmark | No | Number | 5 |
|-----|--------------|----|--------|---|
| Yes | V | No | Number | 5 |
| Yes | | No | Number | |

8. How long does it take for the institution to introduce a new programme within the existing system?

ONE SEMESTER

9. Does the institution develop and deploy action plans for effective implementation of the curriculum?

| Yes | \checkmark | No | |
|-----|--------------|----|--|
| | | | |

10. Was there major syllabus revision during the last five years? If yes, indicate the number.

| Yes 🗹 No | | Number | |
|----------|--|--------|--|
|----------|--|--------|--|

11. Is there a provision for Project work etc. in the programme? If yes, indicate the number.

| Yes 🔽 | No | | Number | 3 |
|-------|----|--|--------|---|
|-------|----|--|--------|---|

- 12. Is there any mechanism to obtain feedback on curricular aspects from
 - a. Academic Peers?
 - b. Alumni?
 - c. Students?
 - d. Employers?
 - e. Any other?

| Yes | V | No | |
|-----|--------------|----|--|
| Yes | N | No | |
| Yes | V | No | |
| Yes | V | No | |
| Yes | \checkmark | No | |

Criterion II: Teaching-Learning and Evaluation

1.

How are students selected for admission to various courses?
a) Through an entrance test developed by the institution
b) Common entrance test conducted by the University/Government
c) Through interview

- d) Entrance test and interview
- e) Merit at the previous qualifying examination
- f) Any other (specify)

(If more than one method is followed, kindly specify the weightages)

2. Highest and Lowest percentage of marks at the qualifying examination considered

for admission during the previous academic year

| Program | mes | Open cat | en category SC/ST category Any other (| | SC/ST category | | (specify) |
|---------|-----|----------|----------------------------------------|---------|----------------|---------|-----------|
| (UG | and | Highest | Lowest | Highest | Lowest | Highest | Lowest |
| PG) | | (%) | (%) | (%) | (%) | (%) | (%) |
| UG | | 85% | Passing | 67% | Passing | | |
| | | | marks | | marks | | |
| | | 750/ | Passing | | | | |
| PG | | 75% | marks | 64% | D . | | |
| 10 | | | | | Passing | | |
| | | | | | marks | | |

3. Number of working days during the last academic year

216

 \checkmark

| 4. | Num | nber of teaching days during the la | st academic year | 19: | 5 | | |
|----|-----|-------------------------------------|------------------------------------------------------|--------|--------|-------|------|
| 5. | Num | ber of positions sanctioned and fil | led S | Sancti | ioned/ | Fille | d |
| | | | Teaching | 35 | | 34 | 7 |
| | | | Non-teaching | 16 | | 15 | _ |
| | | | Technical | 5 | | 5 | _ |
| 6. | a. | Number of regular and permane | nt teachers (gender-v | vise) | | | |
| | | | Professors | | M | l F | - |
| | | | Readers | | M | 2 F | 1 |
| | | | Sr. Gr | ade | M - | F | - |
| | | | lecturers | | M | 3 F | 8 |
| | | | Lecturers | | | | |
| | b. | Number of temporary teachers | Lecturers – | | Μ | F | |
| | | (gender-wise) | Full- time | | | | |
| | | | Lecturers – Petime | art- | Μ | F | |
| | | | Lecturers | | M 3 | B F | 11 |
| | | | (Management appointees) Full time | - | | | |
| | | | Lecturers (Management appointees) Part time | - | Μ | F | |
| | | | Any other | | Μ | | F |
| | | | Total | | Μ | 14 | F 20 |
| | | | | | | 1 | I |
| | c. | Number of teachers | | ame | 3 | 3 | |
| | | | State | | 0 | 1 | |
| | | 1 | 8 | | L | | |

From other States

* M – Male F – Female

Number

%

| 7. | a. | Number of qualified/ permanent teachers and their 20/34 58.8 percentage to the total number of faculty | 8 % |
|----|----|--------------------------------------------------------------------------------------------------------|-------|
| | b. | Teacher: student ratio 26.4 | |
| | | | |
| | c. | Number of teachers with Ph.D. as the highest qualification 4 11.7 | 6 |
| | | and their percentage to the total faculty strength | |
| | d. | Number of teachers with M. Phil as the highest 5 14.7 | |
| | | qualification and their percentage to the total faculty strength | |
| | e. | Percentage of the teachers who have completed UGC, 8.82 NET and SLET exams | |
| | f. | Percentage of the faculty who have served as resource 2.9% | |
| | | persons in Workshop/ Seminars/ Conferences during the last five years | |
| | g | Number of faculty development programmes availed by 1 2 3 4 5 teachers (last five years) | |
| | | UGC/ FIP programme 1 | |
| | | Refresher: 1 | |
| | | Orientation: | |
| | | Any other (specify) | |
| | | | |
| | h | Number of faculty development programmes organized by the college du the last five years | uring |
| | | Seminars/ workshops/symposia on curricular 1 2 3 4 5 development, teaching- learning, assessment, etc. | |
| | | | |
| | | Research management | |
| | | Invited/endowment lectures | 5 |

Any other (specify)

19

| | Num | ber % |
|-----|--------------------------------------------------------------------------------------------|-----------|
| 8. | Number and percentage of the courses where 3 predominantly the lecture method is practiced | 30% |
| 9. | Does the college have the tutor-ward system? | ✓ Yes No |
| | If yes, how many students are under the care of a teacher? | 20 |
| 10. | Are remedial programmes offered? Yes No | Number 10 |
| 11. | Are bridge courses offered? Yes Ves No | Number 2 |
| 12. | Are there Courses with ICT-enabled Yes No teaching-learning processes? | Number 7 |
| 13. | Is there a mechanism for: | |
| | a. Self appraisal of faculty ? | Yes |
| | b. Student assessment of faculty performance? | Yes |
| | c. Expert /Peer assessment of faculty performance? | ☑ No |

14. Do the faculty members perform additional administrative work? If yes, the average number of hours spent by the faculty per week

| \checkmark | No |
|--------------|----|
| N.A. | |

Criterion III: Research, Consultancy and Extension

1. How many teaching faculty are actively involved in research? (Guiding student research, managing research projects etc.,)

| research, managing research projects etc | .,) Number % of total N.A. |
|-------------------------------------------|--------------------------------------------|
| 2. Research collaborations | |
| a) National | Yes □ No □ |
| If yes, how many? | NO |
| b) International | |
| If yes, how many? | Yes 🗆 No 🗆 |
| | NO |
| 3. Is the faculty involved in consultancy | Yes 🗆 No 🗆 |
| work? | NO |
| If yes, consultancy earnings/ | |
| year (average of last two years may b | e |
| given) | |
| | |
| | |
| a. Do the teachers have ongoing/ c | ompleted research Yes 🗆 No 🗆 |
| projects? | NO |
| If yes, how | many? N.A. |
| Ongoing | N.A. |
| Completed | |
| b. Provide the following details about | the ongoing research NO |
| projects | |

5. Research publications:

4.

| International journals | Yes | | No | NO | Number | |
|-------------------------------------------------------|-----|-----|----|----|--------|----|
| National journals – refereed papers | Yes | YES | No | | Number | 13 |
| College journal | Yes | | No | NO | Number | |
| Books | Yes | YES | No | | Number | 2 |
| Abstracts | Yes | YES | No | | Number | 30 |
| Any other (specify) | Yes | | No | | Number | |
| Awards, recognition, patents etc. if any (specify) NA | | | | | | |

6. Has the faculty

| a) Participated in Conferences? | \checkmark | Yes 🗆 No | Number : 15 |
|---------------------------------|--------------|----------|-------------|
| b) Presented research papers in | \checkmark | Yes 🗆 No | Number : 5 |
| Conferences? | | | |

- 7. Number of extension activities organized in collaboration with other agencies/NGOs (such as Rotary/Lions Club) (average of last two years)
- 8. Number of regular extension programmes organized by NSS and NCC (average of last two years)

| NSS | NCC |
|-----|-----|
| 5 | 8 |

YES 15

9. Number of NCC Cadets/units

| Μ | 15 | F | 37 | Units | 52 | 1 |
|---|----|---|----|-------|----|---|
|---|----|---|----|-------|----|---|

10. Number of NSS Volunteers/units

| Μ | 51 | F | 57 | Units | 108 |
|---|----|---|----|-------|-----|
| | | | | | |

Criterion IV: Infrastructure and Learning Resources

| 1. | (a) Campus area in acres | 7 acres |
|----|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| | (b) Built up area in Sq. Meters | 12141 sq.mt. |
| | (*1 sq.ft. = 0.093 sq.mt) | |
| | | |
| 2. | Working hours of the Library | |
| | (a) On working days | 7 hours |
| | (b) On holidays | 7 hours |
| | (c) On Examination days | 7 hours |
| | | |
| 3. | Average number of faculty visiting the library/day (average for the last two years) | 6 This average is based on the data available from 7/3/11 to 8/4/11 |
| 4. | Average number of students visiting the library/day (average for the last two years) | 37 This average is based on the data available from 14/9/10 to 8/4/11 |
| 5. | Number of journals subscribed to the institution | 2119 |
| 6. | Does the library have the open access system? | Yes $$ No |
| | | |

| 7. | Total collection (Number) | Books | 12,101 |
|----|---------------------------|------------|--------------|
| | | Journals | 2,100(e- |
| | | | journals)+81 |
| | | Magazines | 435 |
| | | Total | 14,717 |
| | | collection | |
| a. | Books (Other books) | 10285 | |
| b. | Textbooks | 1,337 | |
| c. | Reference books | 479 | |
| d. | Magazines | 435 | |
| e. | Current journals | | |
| | Indian journals | 12 | |
| | Foreign journals | 1 | |
| f. | Peer- reviewed journals | | |
| g. | Back volumes of journals | | |
| h. | E-resources | |] |
| | CDs/ DVDs | 100 | |

2100

| Databases |
|-----------|
|-----------|

Online journals

Audio- Visual resources

i. Special collections (numbers)

Repository

(World Bank, OECD, UNESCO etc.)

Interlibrary borrowing facility

Materials acquired under special schemes (UGC, DST etc.)

Materials for Competitive examinations including Employment news, Yojana etc.

Book Bank

Braille materials

Manuscripts

8

Any other (specify)

| Yes | N | No | |
|-----|---|-----|--|
| | 0 | • | |
| | | | |
| | | | |
| | | 400 | |
| | | | |
| | | 1 | |
| | | | |
| | | | |
| | | | |
| | | | |

Number of books/journals / periodicals added during the last two years and their total cost

| | The year before (May 2009-A | | Last Year (May 2010-April 2011) | |
|----------------------|-----------------------------|-----------------|------------------------------------|---------------------|
| | NumberTotal Cost(Rs.) | | Number | Total Cost (Rs.) |
| Text books | 94 | 28,971 | 226 | 67,284 |
| Reference Books | 63 | 66,530 | 64 | 88,955 |
| Other books | 713 | 4,10,057 | 919 | 5,07,212 |
| Journals/Periodicals | 23/185 | 1,650/ 9,355 | 59/224 | 5,225/ 10,299 |
| Encyclopedia | 39 | 61,955 | 36 | 54,600 |
| Any other(specify) | | | | |

| 9. | Mention the | 330.33sqr.mtr |
|-----|------------------------------------------------------------------------|-------------------------|
| | Total carpet area of the Central Library (in sq. ft) | |
| | Number of departmental libraries | |
| | Average carpet area of the departmental libraries | 70 students |
| | Seating capacity of the Central Library (Reading room) | |
| 10. | Status of Automation of the Library | |
| | not initiated | \times |
| | fully automated | \boxtimes |
| | partially automated | \boxtimes |
| 11. | Percentage of library budget in relation to the total budget | 4% |
| 12. | Services/facilities available in the library (If yes, tick in the box) | |
| | Circulation | \checkmark |
| | Clipping | $\overline{\checkmark}$ |
| | Bibliographic compilation | \checkmark |
| | Reference | \checkmark |
| | Reprography | \checkmark |
| | Computer and Printing | \checkmark |
| | Internet | \checkmark |
| | Inter-library loan | \boxtimes |
| | Power back up | \checkmark |
| | Information display and notification | \checkmark |
| | User orientation /information literacy | ⊠ |
| | Any other (specify) | |



Average number of books issued/returned per day

14. Ratio of library books to the number of students enrolled

14.51

5. <u>Student support and progression</u>

1) A. Student strength <u>2008-09</u>

| Student enrollment | UG | | | PG | | | M.] | Phil | | Ph. | D | | _ | olom: tifica | | Sel fun | f- ded | l |
|------------------------------------------------------------------------------------|-----|-----|-----|----|---|----|-------------|------|---|-----|---|---|----|-----------------|----|------------|-----------|---|
| | Μ | F | Τ | Μ | F | Т | Μ | F | T | Μ | F | Т | Μ | F | Т | Μ | F | Т |
| No. of students from the same state where the college is located | 198 | 112 | 340 | | | 36 | - | - | - | - | - | - | 14 | 19 | 36 | - | - | - |
| No. of students from other states | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| No. of NRI students | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| No. of foreign students | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

<u>2009-10</u>

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| Student enrollme nt | UG | | | PG | г Г | | M. | Phi | l | Ph | .D | | _ | olom tific: | | Sel | f-fur | nded |
|---------------------------------------------------------------------------------------|---------|---------|---------|----|--------|---------|-----------|-----|---|----|----|---|-----|----------------|--------|-----|--------|---------|
| | Μ | F | Т | M | F | Т | Μ | F | T | Μ | F | Τ | Μ | F | Т | Μ | F | Т |
| No. of students from the same state where the college is located | 24 0 | 19 2 | 46 7 | 27 | 3 9 | 10 2 | - | - | - | - | - | - | 2 4 | 1 4 | 6 8 | 33 | 9 8 | 17 2 |
| No. of students from other states | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| No. of NRI students | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| No. of foreign students | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

B) Dropout rate in UG and PG (average last two years)

Ans:-

| Course | Number | Percentage % |
|----------------------|--------|--------------|
| Under graduation(UG) | 35 | 5% |
| Post | 2 | 1% |
| graduation(PG) | | |

2) <u>Financial support for students (last year)</u>

| | Number of students | Amount | Specification |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------|
| Endowments | - | - | |
| Freeships | - | - | |
| Scholarship(Government) | 105 | Rs.633655/- | Sikh minority+ SC/BC |
| Scholarship(institute) | 11 | Rs.11000/- | Merit base |
| Number of loan facilities | - | - | |
| Any other financial support | Fee Concession to a lot of students There are many organisations who provide support to students on merit and mean basis. | | Needy students,Fatherless cases. |

3) Does the college obtain feedback from students on their campus experience?

Yes, college obtained feedback from students on their campus experience.

| Course | Number | Percentage % |
|----------------------|--------|--------------|
| Under graduation(UG) | 150 | 21.4% |
| Post | 30 | 20% |
| graduation(PG) | | |

4) Major cultural events(2010-11)

| Events | Organiz | zed | | Participa | Participated | | | | | |
|------------------|---------|-----|--------|-----------|--------------|--------|--|--|--|--|
| | Yes | No | Number | Yes | No | Number | | | | |
| Inter-collegiate | Yes | - | 01 | Yes | - | 10 | | | | |
| Inter-university | - | - | 00 | - | - | 00 | | | | |
| National | - | - | 00 | - | - | 00 | | | | |
| Any other | - | - | 00 | - | - | 00 | | | | |

5) Examination results (data of past five years 2005-2010)

| Results | Under | Under graduation | | | | | | | luation | | M.phil | |
|---------------------|-------|------------------|-----------|------|-----------|---|---|---|-----------|-------|---------------|--|
| | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | No classes | |
| Pass percentage | 92.72 | 97.87 | 57.1 3 | 95.0 | 87.8 6 | - | - | - | 81.8 1 | 98.41 | | |
| No.of first classes | 20 | 18 | 14 | 31 | 34 | - | - | - | 1 | 30 | | |
| No. of distinctions | 1 | 9 | 3 | 14 | 5 | - | - | - | - | - | | |
| Ranks | | | | | | | | | | | | |

6) <u>Number of overseas programs on campus and income earned:</u>

The exclusive support services are not generated for the overseas students.

| Number | Amount | Agency |
|--------|--------|--------|
| -N.A. | - | - |

7) <u>Number of students who have passed the following examinations during the</u> <u>last five years</u>

The college has started gathering information regaeding this aspect.

8) Is there a student counseling centre?

Yes, there is a student counseling centre.

9) Is there a grievance redressal cell?

| Yes | \checkmark | No | |
|-----|--------------|----|--|
| | | | |

10) Does the college have an alumni association?

| YES | \checkmark | NO | Formed in | 1996 |
|-----|--------------|----|-----------|------|
| | | | the year | |
| | | | | |

11) Does the college have parent-teacher association?

| YES | \checkmark | NO | Formed | in | 1996 |
|-----|--------------|----|----------|----|------|
| | | | the year | | |
| | | | | | |

| | Criterion VI: Governance and Leadership | | | |
|-------------------|-----------------------------------------------------------------------------------------------|---------------------|-------|----|
| 1. | Has the institution appointed a permanent Principal? | Yes | No. | |
| If Yes, denote | the qualifications | M.A M.Pl Ph.D | nil., | |
| If No, | | | | |
| for how | v long has the position been vacant? | N.A. | | |
| 2. | Number of professional development programmes held for Non-teaching staff (last two years) | r the | 02 | 03 |
| | | | | |

3. Financial resources of the college (approximate amount) – Last year's data

Grant-in-aid Fee from aided courses Donation

| 32,07,315 | |
|-----------|--|
| 7,45,005 | |
| 12,75,987 | |

Fee from Self-funded courses

| 34,03,089 |
|-----------|
| 2,66,251 |

Any other (specify) Rents of Shops,canteen,bank building, tower space etc.

Statement of Expenditure (for last two years)

1

| Item | Before last | last year |
|-----------------------------------------------------------------------------------------------------------|-------------|-----------|
| % spent on the salaries of faculty | 50% | 51% |
| % spent on the salaries of non-teaching employees including contractual workers | 7% | 8% |
| % spent on books and journals | 5% | 4.30% |
| % spent on Building development | 2% | 0.16% |
| % spent on hostels, and other student amenities | | |
| % spent on maintenance - electricity, water, telephones, infrastructure | 2% | 1.02% |
| % spent on academic activities of departments - laboratories, green house, animal house, field trips etc. | | |
| .% spent on research, seminars, etc. | | |
| % spent on miscellaneous expenditure | 34% | 44.52% |

Note: The institution may provide the details regarding the above table as per the heads of accounts being maintained. However, care may be taken to cover the above items.

| 5. Dates of meetings of Academic and Administrative Bodies during the last two years: | Last year (09-10) | Year before last (08-09) |
|---------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------|
| Governing Body | 29/1/10,04/03/10,06/09/10,10/09/10, | 01/07/08,19/09/08,27/09/08, |
| | 21/09/10,04/10/10,01/11/10,22/12/10 | 23/01/09 |

| Internal Admn. Bodies (mention only three most important bodies) Any other (specify) | 30/04/08,10/09/08,18/04/09,18 15/10/09 | 3/09/0 | 9, 1 | 7/03/2 | 10,07/06/1 | 0,12/11/10 |
|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------|--------------|----------------|------------|
| 6. Are there Welfare Sch | emes for the academic community | ity? | | | | |
| | Loans: | Yes | | No | | |
| | Medical allowance | Yes | | No | | |
| | Any other (specify) | Yes | | No | | |
| e t | supported / Computerised etivities for the following? a) Administrative section/ Office b) Finance Unit c) Student Admissions | _ | Yes Yes Yes | √ √ | No No No | |
| | l) Placements | [| Yes | √ | No | |
| e | e) Aptitude Testing | [| Yes | | No | |
| f |) Examinations | [| Yes | | No | |
| g |) Student Records | | Yes | \checkmark | No | |

Criterion VII: Innovative Practices

- 1. Has the institution established Internal Quality Assurance Mechanisms ?
- 2. Do students participate in the Quality Enhancement initiatives of the Institution?
- 3. What is the percentage of the following student categories in the institution? a. SC

b. ST
c. OBC
d. Women
e. Differently-abled
f. Rural
h. Tribal

i. Any other (specify)

4. What is the percentage of the following category of staff?

| Yes | No. | |
|-----|-----|--|

√ No

Yes

| 187 | 22% | |
|-------|-------|--|
| - | | |
| - 110 | 13% | |
| 364 | 43% | |
| - | | |
| 684 | 80.4% | |
| - | | |
| | | |
| | | |

| | Category | Teaching staff | % | Non-teaching staff | % |
|---|-----------------------|-------------------|----|-----------------------|------|
| A | SC | 4 | 12 | 3 | 37.5 |
| В | ST | - | | | - |
| С | OBC | - | | 1 | 12 |
| D | Women | 20 | 60 | 1 | 12 |
| E | Physically-challenged | - | | | |
| F | General Category | 29 | 88 | 3 | 37.5 |
| G | Any other | - | - | - | - |
| | (specify) | | | | |

5. What is the percentage incremental academic growth of the following category of students for the last two batches?

| | Category | At Admission | | On completion of the course | |
|----|-----------------------|--------------|----------|-----------------------------|----------|
| | | Batch I | Batch II | Batch I | Batch II |
| a. | SC | 14 | 08 | 13 | 07 |
| b. | ST | - | - | | |
| c. | OBC | 1 | 2 | 1 | 2 |
| d. | Women | 25 | 16 | 25 | 25 |
| e. | Physically challenged | - | 1 | | 1 |
| f. | General Category | 18 | 10 | 18 | 17 |
| g | Any other | | | | |
| | (specify) | | | | |

EXECUTIVE SUMMARY

Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College, Bela (Ropar) Punajb is located in rural backward area, existing since 1975,affiliated to Punjabi University, Patiala. It is a non profitable institution run by managing committee of 20 persons from different disciplines. The land of this college was donated by S. Hardyal Singh for educational purpose. It was low lying flood prone area. A number of well-intentioned persons, saints and local people have contributed their mite in their own way to make this institution a viable institution. The college has a team of dedicated and qualified staff to impart education to its about 900 students. The college is running various self financing courses like M.Sc.(Biotechnology), M.Sc. (I.T.), PGDCA, PGDJM, B. Sc. (Biotechnology), B. Sc. (Computer Application), B. Sc (Computer Maintenance), B.C.A., B.B.A apart B.Sc. Non Medical & B.A. The college has defined its vision, Mission & Objectives .ASBASJSM College of Pharmacy was established by this institution in 1993 Which is upgraded now to M.Pharm . & Ph.D.

Institute is offering education at affordable cost to rural area students. Expect B.A. all courses are offered under semester system scheme. Students can easily move from one discipline to another. Self financing curses are introduced since 2008 and every year institute introduces 1-2 new professional courses. Students get admission on the basis of marks at the previous qualifying examination. College is working 5 days a week for professional students (timing 9.20 a.m. to 4.40 p.m.) & 6 days a week for humanities classes and bridge courses like mathematics. All sanctioned posts are filled .Presently 34 faculty members are working in different disciplines. Number will increase during this session. Faculties for professional courses are appointed by panel of Punjabi University, Patiala. Other faculty members are appointed by managing committee. Faculty who is appointed on adhoc basis is not relieved .4 faculty members are with Ph.D., 5 with M.Phil. 3 are NET qualified,7 M.C.A.,2 B.Tech.,2 M.B.A. and with master degree in their respective field. Most of the departments are equipped with LCD., O.H.P.LAP TOPS etc. therefore they follow innovative methods of teaching. Campus is Wi Fi with four computer labs, five biotech. Lab, one Physics, one Chemistry, one Journalism ,indoor and

outdoor sports facility, Canteen facility, Bank Facility, Animal House Facility, Herbarium etc. Two faculty members have published books. Faculty is involved in action research.NCC, NSS and various other extension activities are organized by the institution. College has constructed PG Block with cost of 1 crore Rs. During 2010-11.

Library is equipped with sufficient no. of books, Journals, Magazines newspapers etc.

INFLIBNET Facility was provided last year. Automation of the library has been initiated. Students have got all the basic facilities like transportation, vehicle parking, canteen, ATM etc. during last three years strength of college has increased from 250 to 900.Drop rate for PG is 1%,for UG is 5%.Different type of scholarships are provided to the students like SC,BC ,Sikh minority, Saini ,Sita Ram Jindal Foundation etc. Some scholarships are given by the managing committee. College has organized maximum no. of youth festivals of Punjabi University, Patiala .this year (May 2011) result of B.Sc. IIII Biotechnology; N on Medical, Computer Application is 100%, with two university positions. College has Grievance Redress cell, Placement cell, Alumni Association, PTA.

College is getting grant from UGC under various schemes (Annexure attached) .It has

Generated its own resources by starting self financing courses. Most of the work has been computerized for Finance unit it is going to start from this session. College has applied to AICTE for MCA & MBA. In professional courses number of girls is higher as compared to boys. The coeducational institution has proven as a boon for this rural and remote area. We shall try our best to improve our institution.

CRITERION 1 CURRICULAR ASPECTS

- Curricular design and development
- Academic flexibility
- Feedback on curriculum
- Curriculum update
- Best practices in curricular aspects

Criterion I: Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stakeholders?

Vision of the Institution

The college has far sighted vision i.e.

- To provide value based and career oriented quality education and training.
- To provide academic excellence.
- To provide innovative research and development programs.
- To promote entrepreneurship in youth.
- To promote industry academic interactions.

Mission of the Institution

The mission of A.S.B.A.S.J.S.M. College is to provide opportunities to the rural youth for educational, professional, social, and cultural development to the people of all abilities and backgrounds so that they can discover their potential and fulfill their aspirations. This college is playing vital role in society by providing opportunities for multidimensional development of personality by providing opportunities to participate in religious, sports, cultural, co curricular, academic, NCC, NSS activities. The college is committed to offer quality education to the people and to promote technological advancement and innovations in educational domains. The institution is responsive to extension of education and to promote creativity, morality and value originality. The logo of the college is



There are different items in the logo, which have a symbolic meaning:

- A chakkar which is circular .It represents the eternal nature of God, there is only one God ,never beginning and never ending .It is symbol of oneness of humanity.
- Two single edged swords are crossed at the bottom, one being Temporal power and the other Spirituality.
- In the centre burning Mashaal represents enlightment .It means knowledge is power.
- Equality, Liberity, Fraternity is inscribed on the symbol. By this the institute contributes to National Development by serving the cause of social justice, ensuring equity and increasing access to higher education.
- It is displayed on all official documents, college gate, banners etc.

Shabad of the college is

<u>In Punjabi</u>

d/j f;tk po w'j/ f]j?

;[G eowB s/ epjz{ B No'..

B vo'A nfo ;' ip ikf) bo'

fB;u? eo ngBh ihs eo'..

no[*f*;y*j*' ngB/ jh wB e'

f]j bkbu j'A r[B sT[T[uo'A..

ip nkt eh nT[X fBXkB pB?

ns jh oB w/ sp i{M wo'A..

TRANSLATION IN ENGLISH (Shabad)

Oh Lord,

Shower this blessing

Upon me that

I may not hesitate partaking in noble deeds,

With no fear, and with fortitude

I may enter the fight

and seek the victory.

And then I enlighten my mind

And be enticed to extol you.

As the life end seems nearer, I may jump

the struggle and sacrifice.

A.S.B.A.S.J.S.M. College, Bela is striving to build a thriving learning culture responsive to the needs of the community at large through value based education.

1. To stimulate the academic environment for promotion of quality in teaching, learning in higher education.

2. Recognizing and accepting social responsibility.

3. Fostering and encouraging, innovation and creativity.

4. Encouraging and disseminating social harmony and unity in diversity.

5. Creating an environment of intellectual stimulus and cultural sensibility.

6. Integrating a global prospective.

7. Striving to collaborate with other stake holders for quality, evaluation, promotion and sustenance

1.1.2 How does the mission statement reflect the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientation?

The outstanding characteristic of A.S.B.A.S.J.S.M. College, Bela is commitment to excellence with social educational and cultural sensitivity. The College has been promoting growth of human resources and seks to achieve excellence the in all aspects on the basis of its mission. The college has moulded produced thousands of men and women of competence possessing social and cultural sensitivity fellow beings and society at large. The Institution emphasizes to and commitment to develop human resources in order to face the forth coming challenges based socio on economic, political, cultural and technological reality.

1.1.3 Are the academic programmes in line with the institution's goals and objectives?If yes,

give details on how the curricula developed / adopted, address the needs of the society and have relevance to the regional / national and global trends and developmental needs? (access to the Disadvantaged, Equity, Self development, Community and National Development, Ecology and environment, Value orientation, Employment, ICT introduction, Global and National demands and so on)

Yes, the academic programmes are in line with the institution's goals and objectives.

The development of curriculum was undertaken with due involvement of the stake holders, teachers, students, alumni, NGOS, professional and employers. So we address the needs of the society and have relevance to the regional, national and global trends.

Our institution aims at participating in the development of our nation and our society through the on-going process of dissemination of knowledge and active involvement in such programmes and issues globally. ICT has been introduced with internet facilities to fulfill the objectives.

Objectives

To help students to become self-reliant

To make students and teachers educationally, socially and culturally sensitive.

To develop a critical approach to dehumanizing social values.

To provide quality based education to all students through LCD Projector & Over Head Projector. **1.1.4** How does the curriculum cater to inclusion/integration of Information and

Communication Technology (ICT) in the curriculum, for equipping the students to compete in the global employment markets?

With a hope to meet the global trends in employment opportunities and to meet the growing demands of the Govt. and Private sectors, the college has offered courses in computers to create students with basic computer knowledge supplementing the traditional courses.

The programmes on computer applications (I.T.) and management have been introduced in the interest of the students to meet the global demand.

1.1.5 Specify the initiatives and contributions of the institution in the curriculum design and development process. (Need assessment, development of information database, feedback from faculty, students, alumni, employees and academic peers, and communicating the information and feedback for appropriate inclusion and decisions in statutory academic bodies, Membership of BOS and by sending agenda items etc.)

The institute has Agro services & Rural development as one of the main subject in humanities stream for arts students. These subjects are boon for rural area students whose main occupation is agriculture. Syllabus of this subject was prepared by faculty of this institution. Later on university added this subject in B.Sc. stream, but in our college it is opted by Arts students.

Prof. Surmukh Singh is member of board of studies of Social Sciences.

Prof.Satwant Kaur is member of board of studies of chemical sciences.

Prof. Mamta is member of board of studies of Biotechnology & life sciences.

Prof. Amrita is member of board of studies of Computers.

Recently Prof. Mamta has designed the syllabus of Sports physiology & nutrition ,Prof. Amrita has designed the syllabus of I.T. as add on course. The institute is going to start these add on courses from this session.Syllabus of B.Sc. Biotechnology III ,semester system of B.Sc. Biotechnology I has been revised by the Faculty of this institution.

1.2 Academic Flexibility

1.2.1 What are the range of programme options available to learners in terms of Degrees, Certificates and Diplomas?

<u>UG</u>

- i. B.A. (Bachelor of Arts)
- ii. B.B.A. (Bachelor of Business Administration)
- ii. B.C.A. (Bachelor of Computer Applications)
- iv .B.Sc. Bio. Tech. (Bachelor of Science-Bio. Technology)
- v. B.Sc. C.A. (Bachelor of Science-Computer Applications)

- vi. B.Sc. C.M. (Bachelor of Science-Computer Maintenance)
- vii. B.Sc. N.M. (Bachelor of Science Non Medical)

<u>PG</u>

- i. M.Sc. I.T. (Master of Science-Information Technology)
- ii. PGDC A (Post Graduate Diploma in Computer Applications)
- iii. PGDJMC (Post Graduate Diploma in Journalism and Mass Communication)

Add on Courses

Various U.G.C. sponsored add on courses are being taught in the college:-

- i. Spoken English
- ii. Information Technology
- iv. Computer accounting
- v. Data Base Management
- vi. Library Science
- vii. Journalism
- viii. Sports Physiology and Nutrition

1.2.2 Give details on the following provisions with reference to academic flexibility, value

addition and course enrichment:

a) Core options

b) Elective options

c) Add on courses

d) Interdisciplinary courses

e) Flexibility to the students to move from one discipline to another

f) Flexibility to pursue the programme with reference to the time frame (flexible time for completion)

A. Core options-Compulsory subjects like English, Punjabi are the part of curriculum most of the courses.

B. Elective options – Elective options are available.

C. Add on Courses- Various U.G.C. sponsored add on courses like spoken English,

I.T., Computer Accounting, Data Base Management, Library Science ,

Journalism

of

D. Inter-disciplinary Courses – With the financial aid of UGC various add on courses have been introduced which are inter disciplinary in nature.

and Sports Physiology and Nutrition

E. N/A

F. As our college is affiliated to Punjabi University Patiala, so it is bound by the rules and regulations framed by the said University. Various Under Graduate program of 3 years duration are being offered. One Post Graduate program (M.Sc. I.T.) of 2 years duration and Two Post Graduate Diploma Courses of 1 year duration each are also being offered at present. The students, who are unable to complete the program during stipulated periods, are given extra chance to clear it by the university.

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1.2.3 Give details of the programmes and other facilities available for international Students (if any)

N/A

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

Yes.

Self Financed Courses

<u>UG</u>

- i. B.B.A. (Bachelor of Business Administration)
- ii. B.C.A. (Bachelor of Computer Applications)
- iii. B.Sc. Bio. Tech. (Bachelor of Science-Bio. Technology)
- iv. B.Sc. C.A. (Bachelor of Science-Computer Applications)
- ix. B.Sc. C.M. (Bachelor of Science-Computer Maintenance)

<u>PG</u>

i. M.Sc. I.T. (Master of Science-Information Technology)

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ii. PGDC A (Post Graduate Diploma in Computer Applications)

iii. PGDJMC (Post Graduate Diploma in Journalism and Mass Communication)

Admission

Admission to the above listed self financed courses is based purely on merit.

Curriculum

The curriculum of the above listed self financed courses is defined by Punjabi University Patiala to which our college is affiliated.

Fee Structure

The college provides quality education at subsidized rates. The fee structure of the various self financed courses being taught in our college is given below:

| S.No. | Course | Fee per Annum (Rs.) |
|-------|------------------|---------------------|
| 1 | B.B.A. | 23,000 |
| 2 | B.C.A. | 23,000 |
| 3 | B.Sc. Bio. Tech. | 28,000 |
| 4 | B.Sc. (C.A.) | 10,000 |
| 5 | B.Sc. (C.M.) | 10,000 |
| 6 | M.Sc. I.T. | 23,500 |

| 7 | PGDCA | 16,000 |
|---|--------|--------|
| 8 | PGDJMC | 16,000 |

Teacher Qualifications

Teachers are appointed according to rules and regulations as specified by U.G.C./Punjab Govt. / Punjabi University Patiala.

Teacher Salaries

Teachers are paid salaries according to U.G.C./Punjab Govt. / Punjabi University Patiala norms.

1.3 Feedback on Curriculum

1.3.1. How does the college obtain feedback on curriculum from

- a) Students?
- b) alumni?
- c) Parents?
- d) employers / industries?
- e) academic peers?
- f) community?

- a) **Students** Curriculum feedback is obtained through conduct of monthly, mid semester, Half- yearly and annual test examinations.
- b) Alumni- The college has an Alumni Association. Feedback from them is during Alumni Association meetings.

c) Parents-During the PTA meetings the suggestions given by the parents
 regarding the curriculum are taken into consideration.

d) Employers/ Industries – Feedback is taken through meetings with them from time to time.

e) Academic Peers – Yes. Through the organization of seminars, feedback is taken from the academic peers.

 f) Community – With a hope to make the students self reliant NGOs are also involved to train the students in different need based programmes.

1.3.2. How is the above feedback analyzed and the outcome / suggestions used for continuous improvements, and communicated to the affiliating university for appropriate inclusion?

The feedback obtained from students, Alumni, Parents and employers is discussed/ analyzed in the staff council meetings and the steps which are meant for better academic improvement are implemented at the college level through various college committees

formed for this purpose. Advice/ Suggestions regarding change/improvement/addition in curriculum is communicated to University which acts on it according to its policy.

1.4 Curriculum update

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1.4.1. What is the frequency and the basis for syllabus revision and what are the major revisions made during the last two years?

The major revisions for syllabus are done during this session. Faculty of Biotechnology sent the request for semester system of B.Sc. Biotechnology. Later on this system is implemented on all courses according to U.G.C. guidelines. Syllabus for first semester of B.Sc. Biotechnology is revised by taking feedback from concerned teachers & students. It has been passed by Board of studies of Biotechnology & Life Sciences.

1.4.2. How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC?

The College substantially contributes to the process of National Development by providing quality education, compulsory computer education for all students. Information technology has been introduced through UGC to enable the students become globally competent. With a hope to harness the benefits available globally and to face the challenges of competition, we are striving to develop the students with knowledge, skills and character, holistic development, cosmic & social awareness. Besides we aim at making our students (both boys & girls) ready for offering selfless services for the progress and prosperity of our country as a whole.

1.4.3 Does the institution use the guidelines of statutory bodies (UGC/ AICTE / State Councils of HE and other bodies) for developing and/or restructuring the curricula?

The college is permanently affiliated to Punjabi University Patiala & Aided since 1975. The College has followed the guidelines supplied by UGC and Department of Higher Education,

Govt. of Punjab for developing and restructuring the curriculum.

1.4.4. How are the existing courses modified to meet the emerging/ changing national and global trends?

As our college is guided and controlled by the University and UGC, so we are strictly following the courses provided by the University to meet the emerging / changing national & Global trends. Besides we are striving to prepare students with holistic development, knowledge, skill and character leading to social transformation and national development and to offer their selfless services for the progress and prosperity of the nation and the people as a whole.Revision of syllabus is done regularly.New add on coruses and various other courses are introduced annually to meet the emerging national and global trends.College has recently applied to AICTE for M.C.A.& M.B.A.

1.5 Best Practices in Curricular Aspects

- **1.5.1.** What are the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects?
 - a. Ensuring participation of experts and resource persons in order to interact with the students.

b. Providing compulsory computer education and internet facilities to all students.

c. Inclusion of various add on courses.

- **1.5.2.** What best practices in 'Curricular Aspects' have been planned/ implemented by the institution?
- The college has planned and introduced monthly tests, remedial and extra classes for the academic benefits of the students.Now we are going to construct ultramodern Auditorium and conversing existing classrooms into seminar rooms.

Criterion II: Teaching

Learning and Evaluation

- Admission process and student profile
- Catering to diverse needs
- Teaching-learning process
- Teacher quality
- Evaluation process and reforms
- Best practices in teaching, learning and evaluation

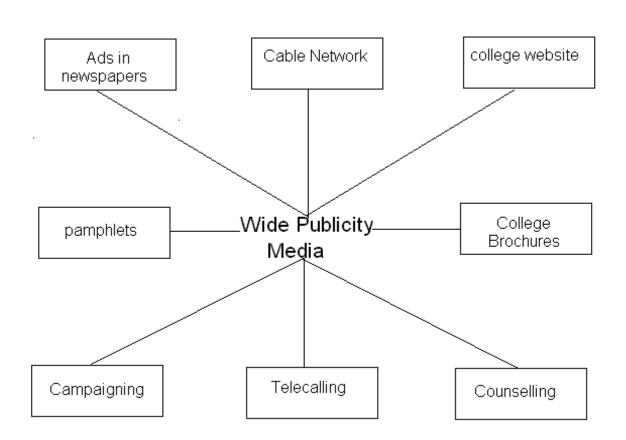
Criterion II: Teaching – Learning and Evaluation

2.1 Admission Process and Student Profile.

2.1.1 How does the institution ensure wide publicity to the admission process?

For ensuring wide publicity:

Admissions no doubt, are lifeline for any institution. So a number of steps are taken to ensure wide publicity to the admission process, which include:-



- Admission notification is uploaded on college website.
- College prospectus containing all the academic, administrative and financial aspects related to admission process is made available to students.
- Awareness seminars in various educational institutions in the surrounding area.
- Door to door campaigning in nearby rural areas is done by dividing whole faculty in no. of groups.
- Advertisements in newspapers as well as in local cable network are broadcast.
- Brochures, pamphlets and hoardings are used for publicity of various courses being run in the college.
- Telecalling is done to provide in-depth detail of various courses to the students.

- Admission fee for various courses is less as compared to the other educational institutions of the nearby area.
- Also fee concession is available for students with disabilities, reserved categories and students having distinction in sports and cultural activities.

2.1.2 How does the Institution ensure transparency in the Admission process?

Ensures transparency as under:

- a) College follows academic calendar of events giving last date for receipt of application, publication of lists and last date fixed for admission based on availability of seats.
- b) Preparation of merit gradation cum reservation list and its notification.
- c) The list of selected candidates is displayed on the notice boards of college, indicating the percentage of marks and reservation category.
- d) Inter departmental transfer is allowed based on the availability of seats.

Thus transparency is ensured from the stage of notification till the completion of admission process.

2.1.3 How are the students selected for admission to the following courses? Give the cut off percentage for admission at the entry level

a) General

For general UG courses like B.A & B.Sc. (NM,CA) the admission is based on first come first get basis along with the criterion of having minimum qualifying marks in the previous examination. Also the policy of reservation is followed as per the rules of state government and Punjabi University, Patiala.

b) Professional

For professional UG courses like BBA, BCA & B.Sc.(Bio-Tech) as well as the PG courses like M.Sc.(IT),PGDCA & PGDJMC, the admission is based on the first come first get basis along with the criterion of having minimum qualifying marks in the previous examination.. Also the policy of reservation is followed as per the rules of state government and Punjabi University, Patiala.

2.1.4 How do you promote access to ensure equity?

 a) Disadvantaged Community: There is reservation for students belonging to disadvantaged

communities as per Govt. of Punjab notification.

- b) Women: There is no particular reservation for women at the time of admission but women candidates are provided with equal opportunity at each and every level. Separate hostel and bus facilities are available for girls from remote rural areas. In professional courses strength of girls students is more as compared to boys.
- c) Differently-abled: As per norms of Punjabi University, Patiala, there is reservation as well as scholarship for differently-abled students.

- d) Economically-weaker sections: As per norms of Punjab Govt. & Punjabi University, Patiala, there is reservation as well as scholarship for students belonging to economically-weaker sections.
- e) Sports personnel: At the time of admission relaxation in fee as well as scholarship and opportunity for taking part at higher level on the expenses of college is available for sports personnel.
- f) Any other: Same facilities are provided to the following students -

✓ Students having good academic records.

✓ Students having achievements in cultural activities.

2.2 Catering to Diverse Needs

- 2.2.1 Is there a provision for assessing the students' knowledge and skills before the commencement of the programme? If yes, give details on the strategies of the institution to bridge the knowledge gap of the incoming students for enabling them to cope with the programme to which they are enrolled.
 - At the introductory session each faculty member is instructed to assess the students on the basis of:
 - Marks in qualifying examination
 - o Communication Skills

- o Group discussion
- o General Assignment

As a part of syllabus, each faculty member has to give internal assessment to the students, which is done on the basis of:

- Performance in Mid Semester Examination(MST)
- Various assignments based on syllabus
- o Class Tests
- Submission of projects
- \circ Seminars
- Percentage of attendance
- o Class performance
- 2.2.2 How does the institution identify slow and advanced learners? Give details on the strategies adopted for facilitating slow and advanced learners.

For identification of slow and advanced learners various points taken into consideration are:

- Marks in qualifying examination
- Communication Skills
- Group discussion
- General Assignment
- Performance in Mid Semester Examination(MST)

- Various assignments based on syllabus
- Class Tests
- Submission of projects
- \circ Seminars
- Percentage of attendance
- o Class performance
- o Extracurricular activities

4 Various strategies adopted to facilitate the slow learners are:

- o Counseling
- PTM (Parent Teacher Meeting)
- Remedial Classes
- o Lectures are delivered in simple and understandable language
- o Continuous revision and tests
- Group discussions are organized between slow students and Intelligent students
- Steps to enhance their communication skills, art of reading and learning.
- o Monitoring their progress at regular intervals

4 Various strategies adopted to facilitate the advanced learners are:

• Participation in competition in other educational institutions.

- There is facility for advanced students that they can get issued as many books as they want to read on teacher's recommendations.
- They are involved in various extra-curricular activities so as to improve their communication skills.
- They can access internet labs whenever they want so they can get extra knowledge and guidance from e-content available on various websites.
- To increase the confidence level of advanced learners, they are made to deliver the lecture already discussed with the lecturer, whenever he/she is absent.

2.2.3 Does the institution have a provision for tutorials for the students? If yes, give details.

Yes, there is provision for tutorials for the students to enable them to discuss their problems. Each tutor is assigned with 20 students .He/She has to prepare their personal & academic data.Tutor provide remedy to different types of problems of students.

2.2.4 Is there a provision for mentoring of students or any similar process? If yes, give details.

There is no any provision for mentoring of students as such but any student can go to any faculty member to get guidance or to discuss his/her problem.

2.2.5 How does the institution cater to the needs of differently- abled students?

Positive environment is maintained in the college with respect to each and every student whether he/she is differently- abled or normal. All the students and faculty members work in a cooperative and friendly manner so as to give support and help to cater to the needs of differently-abled students. Such students are made to participate in all events without any discrimination.

2.3 Teaching -Learning Process

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

- The college follows the university academic calendar for carrying out various important activities related to the institution.
- For internal affairs related to the college, academic calendar is prepared in the college by the college committee formed for that purpose.
- There are some differences in the academic calendar for UG & PG as well as for semester and annual classes, which are mentioned differently in the calendar.

Academic calendar of the college is based on the following considerations:

- Academic calendar of Punjabi University, Patiala.
- UGC guidelines on academic working days.
- Feedback from faculty members and students.

- Policy and orders of Govt. of Punjab & India.
- Proceedings of meetings between Principal and MC of the college.
- The regulations of each course mentioned by the University.
- Detailed syllabus of each subject.
- The schedule of examinations is prepared by the Controller of the examinations in the college.So, academic calendar of the college helps in planning and organizing the teaching-learning and evaluation schedules.

2.3.2 What are the various teaching- learning methods used by the teachers? Give details.

The following teaching-learning methods are adopted by teachers depending upon the course and subject being taught:

- Lecture Method
- Interactive Method
- 4 Assignment-based Learning
- **4** Internet-assisted Learning
- \rm Seminars
- **Group Discussion**
- ↓ Inter-class quiz Competition
- Class Debates
- 🖊 Class Tests
- Field Visits
- Industrial Visits

2.3.3 How is learning made student-centric? What are the institutional strategies, which contribute to acquisition of life skills, knowledge management skills and lifelong learning?

- a) Student participatory learning activities like presentation of seminars, assignments, project work and Group discussion etc. are used to make the learning student centric.
- b) Students are involved at the time of deciding dates and syllabus of class tests so that students can prepare for the tests in a better way.
- c) By organizing quiz contests, debates, declamation and other activities, effort is done to increase the confidence level of students.
- d) As our institution is situated in rural area, the communication skills of our students need to get improved, so extra efforts are made by faculty members to improve the weakness of students during the lectures. By such efforts, students are prepared to pass the professional courses with good percentage.
- e) Each faculty member is advised to clear all the topics to the students by taking real life examples.
- f) Entertainment along with study is also positive strategy in our institution which keeps students fresh and involved.
- g) Some departments assign tutorials, assignments, project works, seminars, etc. A few departments organize quizzes, group discussion, debates and poetry competitions. An important element of the participatory learning actively is the numerous debates, poetry reading competition, public lectures by eminent persons.

2.3.4 How does the institution ensure that the students have effective learning experiences?

- a) The use of modern multimedia teaching aids like LCD, OHP, Projects and computer systems are usually employed in class room instructions as well as other student learning experiences.
- b) The students are also encouraged to use computer software packages for meaningful analysis of the experimental data collected by them.
- c) Computer based packages are used to increase the knowledge as well as pronunciation of the students. For that purpose the college has purchased a language software and have a well established language lab.

d) Most of departments are equipped with modern teaching aids like Computers, OHP, LCD, charts, models, maps etc. Some have computer software in language lab to enhance the communication skills of the students. Special efforts are made for B.Sc (Non Med./ CA & CM) students to prepare programme in Fortman language.

2.3.5 How do the students and faculty keep pace with the recent developments in the various subjects?

The students and the faculty keep pace with the recent developments in their respective disciplines by using the following:

- Research journals
- 🖊 E-journals
- **4** Magazines
- Latest reference books

- Participatinginnational/internationalconferences/seminars/workshops/sympo siums
- Participating in university level refresher courses and workshops
- **H** Browsing internet
- Interaction with experts
- ✤ Lecture by invitees
- Give encouragement to the students to give seminar on recent developments.

All these are being done to enable the students and faculty to keep pace with the recent developments Both students and faculty have easy access to e- journal facility in the Central Library, internet facility in cyber café. Magazines, newspapers as well as latest books available in central and departmental libraries. Internet facility is also available in some departments .Faculty members attened seminars, workshops and symposia organized in India. Various departments organized the educational tours for their students.

2.3.6. Are there departmental libraries for the use of faculty and students? If yes, how effectively are they used for the enhancement of teaching and learning?

There are no such departmental libraries available in the college but college has a central library for all the departments with latest books, journals, updated magazines, news papers etc.

Some faculty members have their personal collection of a large number of books and they share the books with the fellow colleagues, UG and PG students round the clock. Our college has purchased the membership of UGC recommended internet library (inflibnet) which is regularly accessed by faculty members.

2.3.6. Has the institution introduced evaluation of the teachers by students? If yes, how

is the feedback analyzed and implemented for the improvement of teaching?

Yes, our college has introduced evaluation mechanism of the teachers by students. For that purpose a questionnaire has been prepared which carry 1 to 5 marks corresponding to each question. The college committee constituted for this purpose conducts the survey from students of each and every class. Students give ranks to teacher with respect to each question. The total marks and percentage along with the suggestions given by students is analyzed by the committee. These suggestions are, and then conveyed to the faculty members, so that they can improve theirselves according to the need of students.

2.4 Teacher Quality

2.4.1 How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to handle all the courses? If not, how does the institution cope with the requirements?

First of all the advertisement providing number of vacancies along with necessary qualification is published in the newspaper following which applications of eligible candidates from the received applications are selected. The candidates are then conveyed about date of interview. The faculty members are then selected by the authorized panel of Punjabi University, Patiala, which consists of subject experts and VC nominee.

Yes, our college has the required numbers of faculty members and they are competent teachers to handle all the courses run by the institute.

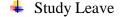
2.4.2 How does the college appoint additional faculty to teach new programmes/ modern areas of study? How many such appointments were made during the last three years?

Additional Faculty is appointed by the managing committee on adhoc basis. Although faculty is appointed on adhoc basis, but is not relieved . 15 such appointments are done during the last three years.

2.4.3 What efforts are made by the management for professional development of the faculty? How many faculties have availed these facilities during the last three years?

Staff development in general refers to those programs which focus on the individual member. The most common focus for programs of this type is the University or faculty member as a teacher. Faculty development specialists provide consultation on teaching, including class organization, evaluation of students, in class presentation skills, questioning and all aspects of design and presentation. They also advise faculty on their aspects of teacher/student interaction, such as advising, tutoring, discipline policies and administration and give some instructions and information about Curriculum development.

The management committee provide following facilities to the professional development of faculty members:



- Permission to attend national/international conferences/seminars/workshops etc
- **4** Outside expert lectures
- **4** Teachers are deputed to attend refresher courses

2.4.4 Give details on the awards/ recognitions received by the faculty during the last five years?

Prideinstn. Award and best teacher award are given to deserving teachers to improve quality of education.

2.4.5 How often does the institution organize training programmes for the faculty in the use of?

- a) Computers
- b) Internet
- c) Audio Visual Aids
- d) Computer-Aided Packages
- e) Material development for CAL, multi-media etc.

Till date out of 34 faculty members,13 are either M.C.A. or B.Tech. in Computers. 5 are from professional background like Biotechnology,M.B.A.They guide other faculty members to use Computer, Internet,INFLIBNET,LCD projectors,

e -learning, e –lectures, use of hardwares & softwares, latest softwares etc. The institute is planning to start online e –teaching & learning.

2.5 Evaluation Process and Reforms

2.5.1 How are the evaluation methods communicated to the students and other institutional members?

The evaluation methods are communicated to the students and other institutional members by

- I. Classroom Interaction
- II. Notice boards
- III. College website
- IV. Letters to parents

2.5.2 How does the institution monitor the progress of the students and communicate it to the students and their parents?

Yes, the institution monitors the progress of the students and communicates it to the students and their parents by the use of following:

- o Classroom Interaction
- Notice boards
- College website

Letters to parents In post graduation and under grauation courses the semester and annual examination system is followed. The students are informed about their performance in classes and respective performance award list is displayed on all the departmental notice boards. Parents are informed about it by the postal facility.

2.5.3 What is the mechanism for redressal of grievances regarding evaluation?

Evaluation is done on the basis of class attendance, classroom interaction, presentation of seminars, marks in class tests and mid semester exams. So all details

of evaluation of students are prepared transparently by the faculty members. Any student or his/her parents can communicate with the faculty members or check any details of evaluation for redressal of grievances. There is a system of re- checking and re- evaluation of answer – scripts for redressal of grievances regarding evaluation.

2.5.4 What are the major evaluation reforms initiated by the affiliating University? How does the institution ensure effective implementation of these reforms?

- a) Yes, the institution has introduced modern evaluation reforms according to the guidelines of Punjabi University, Patiala involving continuous internal assessment of each student in every semester with 20% weightage for professional courses.
- b) The continuous internal assessment system comprises of components like internal tests, assignments, seminars, periodic evaluation of practical and projects work in objective manner.
- c) Project work evaluation(for M.Sc. IT)
- d) College is planning to buy software for evaluation reforms.

e) The component of internal assessment was introduced by the Punjabi University, Patiala at undergraduate and post graduate level. The internal assessment is based on attendance, assignments, seminars, practical works etc. to be determined by individual departments.

2.6 Best Practices in Teaching -Learning Process

2.6.1 Detail any significant innovations in teaching/learning/evaluation introduced by

the institution?

- a) Evaluation of teachers by students is done so as to judge the performance of teacher and suggestions are given to the teacher.
- b) Students are subject to continuous assessment by way of Seminars, Group discussion, Quiz, class tests and Mid Semester Examinations.
- c) Students of professional courses like B.Sc. (Bio-technology) and PGDJMC are made to undergo field visits and trainings to appraise themselves with the direct application of Knowledge/skills to the real life problems.
- d) The most of the students of the institution belong to rural area so the language of notes is made understood to the students in the language which they can learn in a better way.
- e) Students of non computer courses are also taught about the use of computers so as to enable them to compete with the students of other colleges while studying in higher courses.
- f) Spoken English and personality development classes are are organized for professional students at free of cost.

Both students and faculty have easy access to e- journal facility in the Central Library, internet facility in cyber café. Magazines, newspapers as well as latest books available in central and departmental libraries. Internet facility is also available in some departments .Faculty members attened seminars, workshops and symposia organized in India. Various departments organized the educational tours for their students.

Criterion III: Research,

Consultancy and Extension

- Promotion of research
- Research and publication output
- Consultancy
- Extension activities
- Collaborations
- Best practices in research, consultancy & extension

3.1 Promotion of Research

- 3.1.1 Is there a Research Committee to facilitate and monitor research activity? If yes, give details on its activities, major decisions taken (during last year) and composition of the Committee.
 The college is planning to stress upon this factor. Committee is constituted for promotion of research.
- 3.1.2 How does the institution promote faculty participation in research? (Providing seed money, research grants, leave, other facilities)

College has various resources related to research in library where e Journals, Research Report, e books and Computer facility are made available to the Research students as well as to the faculty. The college does not provide any seed money or research grants. But the faculty is encouraged for their research participation by giving study leave and by providing the available infrastructural facilities in each department. The college encourages the faculty to submit research proposals to various funding agencies and motivate faculty and students, to undertake projects, to organize and present papers in national and international seminars.

3.1.3. Does the institutional budget have a provision for research and development? If Yes, give details.

NA

3.1.4 Does the institution promote participation of students in research activities? If yes, give details.

The institution promotes participation of students in research activities. Student participation in research is encouraged to some extent in all departments through research projects that form part of the evaluation process at the UG level.

3.1.5 . What are the major research facilities developed in the campus?

Major research facilities developed on the campus include:

- Wi-fi Internet connection is provided to all Departments by utilizing the fund from UGC, which helps the students to access e journals.
- 2. Subscription to e-journals and easy access

The institution has well equipped laboratories in Biotechnology Department.
 The Biotechnology Departments have sophisticated instruments such as

- UV visible spectrophotometer double beam
- Fermenter [BRIO BT],
- Ultra low deepfreezer $^{-}20^{0}$ C
- PCR machine
- Electrophoretic unit (Vertical & Horizontal)
- Binocular research microscope

4. Purchase of new books & Journals utilizing funds from different sources

5. computers to teachers

| 6. | Well | equipped | library |
|----|------|----------|---------|
|----|------|----------|---------|

7. Four Computers labs

8. List of subscribed research journals

| S.No. | Name of Journal |
|------------|----------------------------------------------------|
| 1. | Bhatiya Vaigyanik Evam Audyogikanusandhan Patrika |
| 2. | CSIR News (Pregress, Promise and Prospects) |
| 3. | RIMT Journal of strategic Management & Information |
| Technology | |
| 4. | Journal of Biosciences |
| 5. | Current Science |
| 6. | Indian Journal of Biotechnology |
| 7. | Resonance |
| 8. | Annals of Library and Information Studies |

3.1.6 Give details of the initiatives taken by the institution for collaborative research (with national/ foreign Universities/ Research/Scientific organizations / Industries / NGOs).

The college has signed MoU with Mata Guri College.College also utilize all the facilities of sister institution which is equipped with latest facilities for research.

3.2 Research and Publication Output

3.2.1 Give details of the research guides and research students of the institution (Number of students registered for Ph. D. and M. Phil., fellowship/scholarship, funding agency, Ph. Ds and M. Phils awarded during the last five years, major achievements, etc.)

NA

3.2.2 Give details of the following:

3.2.3 What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, to the Industry needs, community development, patents etc.)?

In The Dept of Biotechnology some eco-friendly products are produced, which can be produced by easy fermentation process, and can be produced by any person at home. Some other work has also been done related to organic farming, some biofertilizers and biopesticides are produced in the department. The team is encouraging peoples in nearby villages to use eco-friendly products at home and to opt organic farming and to use cow dung based biofertilizers for safe and healthy crops, fruits and vegetables so that we can live in a clean, safe and pollution free environment.

3.2.4 Are there research papers published in referred journals by the faculty? If yes, give details for the last five years including citation index and impact factor.

Yes, research papers are regularly published by college faculty in referred journals. The details in this regard have been provided in the individual biodata of teachers.

Total number of Publications in referred journals for the last five years12

1. Give Details of publication of faculty

| Name of faculty | Department | No of |
|----------------------|----------------------|----------------------|
| a. Books/ book chap | oter | |
| Dr. Ashwani Kumar | Biotechnlogy | 1 |
| Dr. Davinder Singh | Punjabi | 1 |
| b. National journal | s/ Research Articles | 5 |
| Dr. Ashwani Kumar | Biotechnlogy | 5 |
| General Articles | | |
| Dr. Davinder Singh | Punjabi | 8 |
| c. Abstracts publish | ned in Conferences/ | Seminars proceedings |
| Dr. Ashwani kumar | Biotechnlo | gy 15 |
| Mamta Arora | Biotechnlogy | 12 |
| Harpreet Kaur | Biotechnlogy | 3 |
| Has the faculty | | |

a) Participated in Conference? YES

Total No. 15

b) Presented research papers/posters in Conferences? YES

5

3.3 Consultancy

3.3.1 List the broad areas of consultancy services provided by the Institution during the last five years (free of cost and/or remunerative). Who are the beneficiaries of such consultancy?

Although several departments are willing to offer consultancy services, the same cannot be implemented on an official basis due to procedural snags and periodic transfer of faculty members. Still the following consultancy services are provided: All the consultancy services are open to the public and the students of the neighboring schools and colleges

• Consultancy on preparation of resumes and interview skills with Winners consultancy Pvt Ltd mohali & star consultancy Chandigarh.

3.3.2 How does the institution publicize the expertise available for consultancy services?

There was a detailed write up in Punjabi as well as English news papers highlighting the available expertise. **3.3.3** How does the institution reward the staff for the consultation provided by them?

The same is done as a matter of service to the public.

3.3.4 How does the institution utilize the revenue generated through consultancy services?

NA

3.4 Extension Activities

3.4.1 How does the institution promote the participation of students and faculty in extension activities? (NSS, NCC, YRC and other NGOs)

Students and teachers of this college actively participate in extension activities.

The NCC army wing of the college is very vibrant. Students of the college have been successively selected to participate in competitive activities at the national level. Several students have attained entry into the armed services as commissioned officers. A wide range of activities like community development, social work, health and hygiene, blood donation, campus cleaning and beautification, AIDS awareness, tree plantation etc. are regularly conducted by the college. The college organizes lectures, competitions, etc. to promote extension activities. NSS volunteers and NCC cadets are given grace marks in the University examinations.

Extension classes by the college faculty Dr MS Dhillon and Mamta Arora were conducted in the nearby schools for ETT teachers.

3.4.2 What are the outreach programmes organized by the institution? How are they integrated with the academic curricula?

The institution organizes all its outreach programs through the NSS and the NCC. The NCC cadets of the college have been in the forefront of activities. They have participated in social service activities like rally against drug de-addiction and female foeticide etc.

3.4.3 How does the institution promote college-neighborhood network in which students acquire attitude for service and training, contributive to community development?

The one day camp of the NSS units of the college is usually held in villages where the students take part in community development activities. Some of the students are engaged in literacy programmes both in governmental and nongovernmental organizations. As a part of the curriculum social service has been made compulsory for the UG students. In this program, students are taken outside the campus to offer their services for the welfare of the community.

3.4.4 What are the initiatives taken by the institution to have a partnership with University / Research institutions / Industries / NGOs etc. for extension activities?

Extension activities are organized with the help of NGOs like Nehru Yuva Kendra, Youth festivals of University & varius local clubs of CHK.

3.4.5 How has the local community benefited by the institution? (Contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GOs)

During Census 2011 various faculty members were master trainers or supervisors. Various types of activities like drama, rallies are organized for Drug awareness, female feticide etc.

3.4.6 How has the institution involved the community in its extension activities? (Community participation in institutional development, institution-community networking etc.)

Many of the members of NSS are active participants of Youth CLUB & The Art of Living, a voluntary social organization that offer valuable services. They involved themselves in cleaning, in association with the local bodies. Students have offered their valuable services in tree plantation and save girl child initiatives.

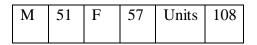
Number of regular extension programmes organized by NSS & NCC (Average of last two years)

| NSS | NCC |
|-----|-----|
| 5 | 8 |

Number of NCC Cadets/units

| М | 15 | F | 37 | Units | 52 |
|---|----|---|----|-------|----|
| | | | | | |

Number of NSS Volunteers/units



3.4.7 Any awards or recognition received by the faculty / students / Institution for the extension activities?

Faculty

 Mrs.Mamta Arora presented paper in the International conference "WOMEN AND DEVELOPMENT: ISSUE AND INITIATIVES" held at Punjabi University Patiala in 2010.

Students

- Navneet Kaur student of B.Sc biotechnology 3rd year achieved first position in University during the session 2009-2010
- Maninder Kaur student of B.Sc biotechnology 1st year achieved third position in University during the session 2009-2010
- Students have got positions in Gurmat studies.

3.5 Collaborations

3.5.1 Give details of the collaborative activities of the institution with the following organizations:

o local bodies/ community College is located in rural backward area

Therefore institute always try to enlighten local community regarding drug awareness,female feticide,pulse polio immunization.

o State offered

8/

o National At national level faculty has participated in Census 2011

o International

o Industry Students have periodic visit to different types of industries like Verka Milk Plant,Bonn Bread,National Agri biotech Institute,ADI ETC.

• Service sector: In collaboration with the Health Dept. institution extends the whole hearted support for the Pulse Polio Immunization Programme. Blood Donation is also done whenever a situation demands it.

• Agriculture sector

Rural development and Agro services facilities are provided by the institution

o Administrative agencies

o Any other (specify)

3.5.2 How has the institution benefited from the collaboration?

(a) Curriculum development

(b) Internship Students

(c) On-the-job training

(d) Faculty exchange and development

(e) Research

(f) Consultancy

(g) Extension

(h) Publication

Curriculum development being within the purview of the Universit. collaborations afford more opportunities for associate ships, attending seminars, workshops etc which aid in faculty development and exchange.

Naturally linkages boost research by opening up avenues for collaborative work and result in the publications of co-authored papers.

(i) Student Placement College has placement cell for students.

3.5.3 Does the institution have any MoU/ MoC / mutually beneficial agreements signed with

A) Other academic institutions

Mata Gujri College Fatehgarh Sahib Punjab

B) Industry

C) Other agencies:

3.6 Best Practices in Research, Consultancy and Extension

3.6.1 What are the significant innovations / good practices in Research, Consultancy and Extension activities of the institution?

- Faculty members presented paper / chaired scientific session in the international seminars abroad and In India
- Students presenting paper/poster in Science Congress/fest and other National / International conferences

CRITERION IV

INFRASTRUCUTRE AND LEARNING RESOURCES

- Physical facilities
- Maintenance of infrastructure
- Library as a learning resource
- ICT as learning resources
- Other facilities
- Best practices in the development of infrastructure and learning resources

4.1 PHYSICAL FACILITIES

4.1.1 What are the infrastructure facilities available for

- (a) Academic activities?
- (b) Co-curricular activities?
- (c) Extra -curricular activities and sports?

For academic activities sufficient number of classrooms, 4 computer labs,5 biotechnology labs, one journalism, physics Chemistry, language lab, library, internet facility etc. are available For co curricular activities internet, LCDs, computers audiovisual aids, two permanent stages, seminar room, A big hall etc. are present.

For extra curricular activities two grounds, canteen, gym., indoor games facilities etc. are present.Planning for ultramodern Auditorium is in process.

4.1.2 Enclose the Master Plan of the college campus indicating the existing physical infrastructure and the projected future expansions.

Enclosed as appendix page no.165-168

4.1.3 Has the institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and the amount spent during the last five years.

The institution has augmented the infrastructure to keep pace with its academic growth. New building has been constructed at the cost of Rs. 1,00,00,000 .Flooring is done with tiles. Aluminium fitting is done.Now plan is going to convert existing classrooms into seminar rooms with fixed LCDs, curtain etc.

4.1.4 Does the institution provide facilities like common room, separate rest rooms for women students and staff?

The institution have separate common room for boys & girls, rest room, quarters for faculty, guest room etc.

4.1.5 How does the institution plan and ensure that the available infrastructure is optimally utilized?

Institute plan in such a way that the available infrastructure is optimally utilized. Three institute are run by the same managing committee, therefore some facilities are utilized reciprocally.

4.1.6 How does the institution ensure that the infrastructure facilities meet the requirements of the differently-abled students?

Common facilities like common rooms, Toilets ,rest room etc. are on the ground floor. Time table is adjusted according to need of differently able students. Comfortable furniture is provided to such students.

4.2 Maintenance of Infrastructure

4.2.1 What is the budget allocation for the maintenance of (last year's data)

- a. Land

| b. Building | - 1 26000 + 8719 = 1 34719 |
|---------------|----------------------------|
| c. Furniture. | - 20, 680 |
| d. Equipment | - 1497457 |
| e. Computer | - 81970 |
| f. Vehicles | |

4.2.2 How does the institution ensure optimal utilization of budget allocated for

various activities?

- Different committees are there for different types of activities. One senior member is coordinator of the committee .It becomes the responsibility of co ordinator to optimally utilize the budget allocated. Work is distributed &Progress of work of the team as well as Coordinator is monitored by principal and secretary of Mnanging committee depending upon type of activity.

4.2.3 Does the institution appoint staff for maintenance and repair? If not, how are

the infrastructure facilities, services and equipment maintained?

Permanent carpenter, electrician, computer technician, Gate keeper, Security etc. have been appointed.

Repair is done through Annual Maintenance Contract

4.3 Library as a Learning Resource

4.3.1 Does the library have a Library Advisory Committee? What are its major

Responsibilities?

Ans. Yes, Library has an advisory committee. Its major responsibilities are giving suggestions about the improvement of the library like, purchasing books, library software and providing best facilities to the students and faculty.

4.3.2 How does the library ensure access, use and security of materials?

Ans. The students show their library cards put their signature on the visiting register and enter. Books are placed on open racks and students have free to access any book. Access to library is easy .All the books are arranged according to the subject.

Students can read the books in the library or get it issued to study at home.

There are staff members who take care of security of books and other reading material and restoring it properly.

4.3.3 What are the various support facilities available in the library? (computers, internet, band width, reprographic facilities etc.)

Ans. Yes, computers, internet and reprographic facilities are available in the library.

4.3.4 How does the library ensure purchase and use of current titles, important journals and other reading materials? Specify the amount spent on new books and journals during the last five years.

Ans. The library has advisory committee .Members of this committee are head of the departments of different disciplines. Above mentioned titles are discussed during meetings. Suggestions of inspection committee of Punjabi University,Patiala are always useful. Recommended Books are also mentioned at the end of the syllabus.The amount spent on new books and journals during the last five years is

Rs.11,30,335/-

4.3.5 Give details on the access of the on-line and Internet services in the library to the students and faculty? (hours, frequency of use, subscriptions, licensed software etc.).

Ans. Students can access any time during working hours of the library. The process for automation of library has been initiated.

4.3.6 Are the library services computerized? If yes, to what extent?

Ans. The process for automation of library has been started.

4.3.7 Does the institution make use of INFLIBNET / DELNET/IUC facilities? If yes, give details.

Ans. The institution makes use of INFLIBNET.Passwords and user name has been given to faculty and students. They can access any type of data at any time.

4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?

Ans. The library staff develops procedures to meet the needs of the library. And handles personally difficult or important problems relating to ordering books, documents periodicals and other materials. They take recommendations from the faculty concerning book selection.

The library staff motivates students/faculty to read existing and new arrivals by making the access of books easy, providing help to locate books, providing facility of INFLIBNET and internet, displaying new magazines and journals and displaying newspapers on stands. **4.3.9** Does the library have interlibrary borrowing facility? If yes, give details of the facility.

Ans. No.

4.3.10 What are the special facilities offered by the library to the visually- and physically-challenged persons?

Ans. No.

- 4.3.11 List the infrastructural development of the library over the last two years.
- Ans 1. New Building:-Library area is under 330.33sqr.mtr including all fittings and fixtures.
 - Furniture:-Sufficient new furniture has been procured and provided to students apart from repair of the broken furniture. New 50 chairs & 5 tables & 1 office almirah, 12 books racks, 3 new paper racks, 1 personnel computer 2 newspaper stands & newly painted almirahs.

4.3.12 What other information services are provided by the library to its users?

Ans. Providing Reference services and newspaper clipping services to the users of the library.

4.4 ICT as Learning Resources

- 4.4.1 Does the Institution have up-to-date computer facility? If yes, give details on the available hardware and software (Number of computers, computer-students ratio, stand alone facility, LAN facility, configuration, licenced software etc.)
- 4.4.1 -Yes the institution have up-to-date computer facility.

Number of computers = 71

Computer-Student ration = 2:1

96

| Stand alone facility | = 69 | |
|----------------------|--------------------------------------|--|
| Lan facility | = 1.Yes 1-8 mbps(Business Plan 4000) | |
| | 2. nme connection. | |
| Configuration | = 15 system | |
| | Intel Pentium Dual core | |
| | E 2200 2.20GHz | |
| | 2GB Ram, 160GB HD | |
| | 2 system | |
| | I core 2 quad q8300 | |
| | 2.50GHz, 2GB RAM, 320GB HD | |
| | 7 system | |
| | Pentium-4, 3.00 GHz, | |
| | 512MB RAM, 62GB HD | |
| | 4 system | |
| | Pentium Dual core E5300, 2.60 GHz, | |
| | 2GB RAM, 320GB HD | |
| | 9 system | |
| | Pentium Dual core E5200, 2.50 GHz, | |
| | 97 | |

2GB RAM, 160GB HD

11 system

Pentium Dual core E5300, 2.60GHz

2GB RAM, 320GB HD

4 system

Pentium -4, 2.26GHz

248MB RAM, 28GB HD

1 system

Pentium Dual core E2140, 1.60GHz

1GB RAM, 160GB HD

18 system

Pentium Dual core E5500, 2.80GHz

2GB RAM, 500GB HD

| Licenced software | = Name | QTY |
|-------------------|-------------|-----|
| | C++ | = 5 |
| | MSDN | = 1 |
| | MS OFFICE-7 | = 7 |

ORACLE = 10

GUARDIAN ANTIVIRUS = 33

LANGUAGE LAB SOFT. = 1

4.4.2Is there a central computing facility? If yes, how is it utilized for staff to students?

-Yes, there is a central computing facility available in Lab-2. It is utilized by staff, students whenever they needed.

4.4.3 How are the faculty facilitated to prepare computer-aided teaching/ learning materials? What are the facilities available in the college for such efforts?

-The following facilities available for the students.

| Printer(Xerox 3117) | = | 3 |
|---------------------------------|---|----|
| Printer Cum Scaner (Xerox 3119) | = | 2 |
| Scaner (HP) | = | 2 |
| LCD Projector (Sony) | = | 2 |
| OHP | = | 2 |
| WIFI Lan Card | = | 22 |
| WIFI AP | = | 2 |
| Crimping Tool | = | 1 |

4.4.4 Does the Institution have a website? How frequently is it updated? Give details.

Yes The institution have website <u>www.belacollege.org.It</u> is updated regularly.Username and password are given to the concerned faculty member and can alter data at their own level at any time.

4.4.5. How often does the institution plan and upgrade its computer systems? What is the provision made in the annual budget for update, deployment and maintenance of the computers in the institution?

5

The institution plan and upgrade its computer systems regularly.Computers are updated and maintained whenever requirement is there from faculty Budget allocated for purchases of computers during the last academic year

81970

5450

45

Amount of spent on maintenance and upgrading of computer facilities

during the last academic year

2008-09 = 4,80,441.20

1-8 mbps (Business Plan 4000) Broadband,

Internet Facility, Connectivity

Number of nodes/computers with Internet facility

4.4.6 How are the computers and their accessories maintained? (AMC etc.)

The Computer and their accessories are maintained by the permenetly appointed computer technician regularly.Major faults are repaired through AMCs with Wahi computers Chandigarh.

4.5 Other Facilities

4.5.1 Give details of the following facilities:

- a) Capacity of the hostels (to be given separately for boys and Girls)
- b) Occupancy
- c) Rooms in the hostel (to be given separately for boys and Girls)
- d) Recreational facilities
- e) Sports and Games (Indoor and Outdoor) facilities
- f) Health and Hygiene (Health Care centre, Ambulance, Nurse, Qualified Doctor) (full time/ part time etc.)
- a) Capacity of boys hostel is for 80 students with guest room, recreational room, coomon room separately.Capacity of girls hostel is for 85 girls students with common room, guest room separately.
- b) Presently 63 boys and 49 girls are staying in the hostel.
- c) 36 rooms are in boys hostel expect common room, 37 rooms are in girls hostel.
- d) Common room with T.V. is provided to boys & girls.
- e) Indoor games like Table tennis etc. are provided. Outdoor games like volleyball are played by students in the ground.
- f) MBBS doctor has been appointed for ensuring health safety of students. He can be called at any time. The institute is going to establish dispensary in the campus .Purified safe drinking water is provided to students. Coolers are there.

4.5.2 How does the institution ensure participation of women in intra-and interinstitutional sports competitions and cultural activities?

Girls are motivated by faculty to participate in extra curricular activities. This year theatre trophy of Punjabi University Patiala is won by our institution. In mime only girls were their .Best actress of Punjabi university, Patiala is our girl student. Similar in drama mainly girls .Similarly in sports female faculty is appointed whose services are utilized by both institution.Whenever students participate in inter institutional sports and cultural activities ,female faculty always accompany girls students.Transportation facility provided,refreshment and coaches for Giddha ,theatre items,Classical etc. are provided by the institution.

4.5.3 Give details of the common facilities available with the Institution (Staff room, day care centre, common room for students, rest rooms, health centre, vehicle parking, guest house, Canteen, telephone, internet cafe, transport, drinking water etc.)

All the above mentioned facilities except café are available.

4.6 Best Practices in Infrastructure and Learning Resources

4.6.1 What innovations/best practices in 'Infrastructure and Learning Resources' are in vogue or adopted/adapted by the institution?.

- Animal house facility & herbarium are existing.
- Since this area is backward, there is problem of electricity, Therefore generator facility for 24 hours uninterrputd electricity supply.
- Internet facility with PCs to all the departments are available.
- LCD projectors for e -teaching and learning are available.
- Air Conditioned Computer labs, Plant tissue culture & Aseptic lab.
- Questionnaires are provided to students.
- Personality development classes for the students.
- Counselling of all the students is done
- The institute is planning to construct ultramodern auditorium.
- Teaching rooms shall be provided with modern teaching aids.

• Career Counselling cell

Criterion V: Student Support and Progression

- Student progression
- Student support
- Student activities
- Best practices in student support and progression

5.1 Student Progression

5.1.1 Give the socio-economic profile (General, SC/ST, OBC etc..)of the students of the last two batches.

Ans:-The socio economic profile of the students is as below:-

Batch 2008-09

| Course | Total | No. | of | Gener | al | SC | | ST | | BC | |
|----------|-------|--------|--------|-------|--------|------|--------|------|--------|------|--------|
| | no. | studeı | nts | | | | | | | | |
| | of | | | | | | | | | | |
| | seats | | | | | | | | | | |
| | | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |
| BA | 165 | 126 | 39 | 70 | 19 | 46 | 11 | | | 10 | 9 |
| Part-I | | | | | | | | | | | |
| BA | 45 | 30 | 15 | 22 | 12 | 5 | 1 | | | 3 | 2 |
| Part-II | | | | | | | | | | | |
| BA | 37 | 22 | 15 | 20 | 13 | 2 | 4 | | | | |
| Part-III | | | | | | | | | | | |
| B.Sc | 6 | 1 | 5 | | 3 | 2 | | | | | |
| (NM)-I | | | | | | | | | | | |
| B.Sc | 9 | 2 | 7 | | 6 | 1 | 1 | | | 1 | |
| (NM)-II | | | | | | | | | | | |
| B.Sc | 9 | 6 | 3 | 3 | 3 | 1 | | | | 2 | |
| (NM)- | | | | | | | | | | | |
| | 1 | 1 | 1 | I | 10 | 5 | 1 | I | 1 | I | 1 |

| III | | | | | | | | | | | |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------|---------------------------------------------|-----------------------------------------------|------------------------|--------------------|----|--------|-------------------------------------------|-------------|
| B.Sc(Bio | 46 | 11 | 28 | 9 | 25 | 1 | 3 | | | 1 | |
| Tech)-I | | | | | | | | | | | |
| B.Sc | 23 | | | | | 1 | 3 | | | | |
| (Comp)- | | | | | | | | | | | |
| I | | | | | | | | | | | |
| PGDCA | 36 | 14 | 19 | 9 | 15 | 4 | 1 | | | 1 | 3 |
| BAT | CH 200 | <u>9-10</u> | | | | | | | | 1 | |
| | Course Total No. of General SC ST BC no. students | | | | | | | | | | |
| Course | no. | | | Gene | ral | SC | | ST | | BC | |
| Course | no. | | | Gener | ral | SC | | ST | | BC | |
| Course | no. of | | | | ral Female | SC Male | Female | | Female | | Female |
| BA Part-I | no. of seats 184 | studer Male | nts Female 46 | | | Male 39 | 14 | | Female | | 4 |
| BA Part-I BA Part-II | no. of seats 184 57 | studer Male 138 30 | nts Female 46 27 | Male 87 18 | Female 28 14 | Male 39 8 | 14 8 | | Female | Male 12 4 | 4 5 |
| BA Part-I BA Part-II BA Part- | no. of seats 184 | studer Male | nts Female 46 | Male 87 | Female 28 | Male 39 | 14 | | Female | Male 12 | 4 |
| BA Part-I BA Part-II BA Part-II III | no. of seats 184 57 36 | studer Male 138 30 17 | nts Female 46 27 19 | Male 87 18 15 | Female 28 14 16 | Male 39 8 2 | 14 8 2 | | Female | Male 12 4 0 | 4 5 1 |
| BA Part-I BA Part-II BA Part- | no. of seats 184 57 | studer Male 138 30 | nts Female 46 27 | Male 87 18 | Female 28 14 | Male 39 8 | 14 8 | | Female | Male 12 4 | 4 5 |
| BA Part-I BA Part-II BA Part- III B.Sc | no. of seats 184 57 36 | studer Male 138 30 17 | nts Female 46 27 19 | Male 87 18 15 | Female 28 14 16 | Male 39 8 2 | 14 8 2 | | Female | Male 12 4 0 | 4 5 1 |

| (NM)-II | | | | | | | | | |
|-------------|----|----|----|----|----|---|---|-------|---|
| B.Sc | 9 | 3 | 6 | 1 | 5 | 1 | 1 | 1 | 0 |
| (NM)-III | | | | | | | | | |
| B.Sc | 14 | 12 | 2 | 5 | 2 | 4 | 0 | 3 | 0 |
| (C.A)-I | | | | | | | | | |
| B.Sc | 16 | 2 | 14 | 1 | 11 | 0 | 3 | 1 | 0 |
| (C.A)-II | | | | | | | | | |
| B.Sc | 5 | 5 | 0 | 2 | 0 | 2 | 0 | 1 | 0 |
| (C.M)-I | | | | | | | | | |
| PGDCA | 34 | 18 | 9 | 15 | 7 | 2 | 2 | 0 | 1 |
| B.Sc | 46 | 6 | 17 | 4 | 7 | 2 | 4 | 0 | 6 |
| (Bio.Tech)- | | | | | | | | | |
| Ι | | | | | | | | | |
| B.Sc | 46 | 8 | 26 | 6 | 23 | 2 | 2 | 0 | 1 |
| (Bio.Tech)- | | | | | | | | | |
| II | | | | | | | | | |
| BCA-I | 46 | 16 | 30 | 8 | 24 | 4 | 3 | 4 | 3 |
| PGDJMC | 34 | 6 | 5 | 0 | 5 | 4 | 0 | 2 | 0 |
| Msc.(IT)-I | 34 | 3 | 25 | 2 | 17 | 1 | 2 | 0 | 6 |

Batch 2010-11

| Course | Total | No.ofstudents | | General | | SC | | ST | | BC | |
|------------------|-------|---------------|--------|---------|--------|------|--------|------|--------|------|--------|
| | no. | | | | | | | | | | |
| | of | | | | | | | | | | |
| | seats | | | | | | | | | | |
| | | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female |
| BA Part-I | 184 | 138 | 46 | 87 | 28 | 39 | 14 | | | 12 | 4 |
| BA Part-II | 57 | 30 | 27 | 18 | 14 | 8 | 8 | | | 4 | 5 |
| BA Part- III | 36 | 17 | 19 | 15 | 16 | 2 | 2 | | | 0 | 1 |
| B.Sc (NM)-I | 4 | 2 | 2 | 2 | 1 | 0 | 0 | | | 0 | 0 |
| B.Sc (NM)-II | 4 | 1 | 3 | 1 | 1 | 0 | 2 | | | 0 | 0 |
| B.Sc (NM)-III | 9 | 3 | 6 | 1 | 5 | 1 | 1 | | | 1 | 0 |
| B.Sc (C.A)-I | 14 | 12 | 2 | 5 | 2 | 4 | 0 | | | 3 | 0 |

| B.Sc | 16 | 2 | 14 | 1 | 11 | 0 | 3 | | 1 | 0 |
|-------------|----|----|----|----|----|---|---|--|---|---|
| (C.A)-II | | | | | | | | | | |
| B.Sc | 5 | 5 | 0 | 2 | 0 | 2 | 0 | | 1 | 0 |
| (C.M)-I | | | | | | | | | | |
| PGDCA | 34 | 18 | 9 | 15 | 7 | 2 | 2 | | 0 | 1 |
| B.Sc | 46 | 6 | 17 | 4 | 7 | 2 | 4 | | 0 | 6 |
| (Bio.Tech)- | | | | | | | | | | |
| I | | | | | | | | | | |
| B.Sc | 46 | 8 | 26 | 6 | 23 | 2 | 2 | | 0 | 1 |
| (Bio.Tech)- | | | | | | | | | | |
| II | | | | | | | | | | |
| BCA-I | 46 | 16 | 30 | 8 | 24 | 4 | 3 | | 4 | 3 |
| PGDJMC | 34 | 6 | 5 | 0 | 5 | 4 | 0 | | 2 | 0 |
| Msc.(IT)-I | 34 | 3 | 25 | 2 | 17 | 1 | 2 | | 0 | 6 |
| L | 1 | 1 | | 1 | 1 | 1 | | | 1 | |

5.1.2 What are the efforts made by the institution to minimize the dropout rate and facility the students to complete the course?

Ans:-To minimize the drop out rate the institute provide following facilities:-

- 1) To provide academic excellence.
- 2) To provide innovative programs.
- 3) To promote entrepreneurship in youth.

- To introduce flexibility in learning techniques and to provide an extended range of Academic disciplines.
- 5) To provide education at affordable cost.
- 6) To promote social, ethical and moral values of life.
- 7) The institute provides sports facility.
- 8) Highly qualified, experienced and committed faculty.
- 9) Innovative techniques through multimedia.
- 10) Development of balanced personality through extra-curricular and social activities.
- 11) Earnest efforts to explore and nurture creative potential of the students.

5.1.3 On an average, what percentage of the students progress to further studies and for employment? Give details for the last two years(UG to PG to Ph.d and/ or to employment).

Ans:-The institute has initiated this process in a professional way recently after the introduction of professional courses. The process for gathering such information is in progress.

5.1.4 How does the institution facilitate the placement of its outgoing students? What proportion of the graduating students has been employed? (Average of last five years).

Ans:- The College offers placement and counseling services to the students. The College has established Students' Placement Cell which caters to the placement needs of the students.

1) Organizations/industries hold campus interviews for students of the Departments of

Biotechnology, Social Work etc. The students are able to get placed in such organizations/industries.

- Counseling services are provided to the students through the Student Counseling Centre and Students Welfare Office.
- 3) The faculty of the respective departments also counsels the students.

5.1.5 How does the institute facilitate and support student for appearing and qualifying in various competitive examination? Give details on the number of students coached, appeared and qualified in various competitive examinations(Average of last five years)(UGC-CSIR-NET, SLET, GATE, CAT, GRE, TOFEL, GMAT, Civil Services-IAS, IPS, IFS, Central/State services etc..).

Ans the process for gathering such information is in progress

5.1.6 Give a comparative analysis of the institutional academic performance with reference to other colleges of the affiliating University and the university average. (Pass percentage, distinction, gold medals and university ranks, marks obtained in relation to university average etc (last five years data).

Ans:

| Results | Under graduation | | | | | | Post graduation | | | | |
|---------|------------------|-------|-------|-------|-------|-------|-----------------|-------|-------|-------|--|
| | 2005- | 2006- | 2007- | 2008- | 2009- | 2005- | 2006- | 2007- | 2008- | 2009- | |
| | 06 | 07 | 08 | 09 | 10 | 06 | 07 | 08 | 09 | 10 | |
| Pass | 92.72 | 97.87 | 57.13 | 95.0 | 87.86 | - | - | - | 81.81 | 98.41 | |

| percentage | | | | | | | | | | |
|--------------|----|----|----|----|----|---|---|---|---|----|
| No.of first | 20 | 18 | 14 | 31 | 34 | - | _ | - | 1 | 30 |
| classes | | | | | | | | | | |
| No. of | 1 | 9 | 3 | 14 | 5 | - | - | - | - | - |
| distinctions | | | | | | | | | | |
| Ranks | | | | | 2 | | | | | |

5.2 Student Support

5.2.1 Does the institution publish its updated prospectus and handbooks annually? If yes, what are the information contents disseminated to Students?

Ans:- Yes. The college publishes the prospectus and brocheures. These contain Information about the profile of the departments, the list of faculty members and their specializations, various programs offered, their regulations and eligibility Conditions, syllabi of academic programs, other support facilities like the Library, Health Centre, Hostels etc. The College also publishes nourishing the creative potential of the students in their respective field in the form of an essay, a debate, a poem or some other innovative art form.

5.2.2 Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/ free ships given to the student last year?

Ans:-Yes, the institution provides financial support to the students. The detail is as follow:-

Financial support for students (2009-2010)

| | Number of students | Amount | Specification |
|-----------------------------|--------------------|-------------|---------------|
| Endowments | - | - | |
| Free ships | - | - | |
| Scholarship(Government) | 105 | Rs.633655/- | Sikh |
| | | | minority+ |
| | | D. OOT/ | SC/BC |
| Scholarship(institute) | 1 | Rs.825/- | Merit base |
| Number of loan facilities | - | - | |
| Any other financial support | - | - | |

5.2.3 Give details of the student welfare? (Insurance, subsidized canteen facilities, special diets, student counseling support, "earn while you learn" scheme etc).

Ans:- Yes, there is a provision for welfare schemes for students. Prominent among them are:

a) Academic

- 1) Tutor mentorship.
- 2) Remedial Teaching for slow learners.
- 3) Book Bank.
- 4) Placement and Counseling.

5) Personality Development

a) Cultural

- 1) Organization of cultural and sports events / activities.
- 2) Youth festivals.
- 3) Encouragement for participation in inter-college debates sports etc.

b) Social and Financial

- 1) Ensuring Reservation.
- 2) Scholarships and Free ships.
- 3) Travel concessions.

c) Infrastructure

- 1) Students Welfare Office.
- 2) Hostel facilities.
- 3) Sports facilities.
- 4) Canteen facility

d) Health

- 1) Free Medical checkup.
- 2) Free medicine and treatment.

5.2.4 What types of support services are available to overseas students?

Ans:- The exclusive support services are not generated for the overseas students at present because there are no overseas students. As the College is located in the interior region without any airport, the College has not been able to attract overseas students.

5.2.5 Does the institution offer placement and counseling services to students?

Ans:- The College offers placement and counseling services to the students. The College has established Student Placement Cell which caters to the placement needs of the

students.

- Organizations/industries hold campus interviews for students of the departments of Biotechnology, computer science, Social Work etc. The students are able to get placed in such organizations/industries.
- 2) The placement cell prepares the curriculum vitae, organize counseling lectures and provide information regarding various careers they can choose.
- Counseling services are provided to the students through the Students Counseling Centre and Students Welfare Office.
- 4) The faculty of the respective departments also counsels the students.

5.2.6 How does the institution encourage and develop entrepreneurial skills among the students?

Ans:-the institution invites different consultant for providing entrepreneurial skills for the students.The institute has collaborated with Star Consultancy and winner Consultancy regarding entrepreneurial skills among students.

5.2.7 Does the faculty participate in academic and personal counseling? If yes, how many have participated last year?

Ans:- Yes. The faculty participates in academic and personal counseling. About 80% of the faculty members of various departments have counseled the students in the academic and personal matters. One-to-one counseling is also available to the students in their respective departments through the mentors/tutors. The faculty members have also helped the students in bringing out their talents.

5.2.8 Is there separate guidance and counseling center for women students? If yes, give enumerate the activities of the center.

Ans:-Yes the institute has separate guidance and counseling center for women students. The detail is as follow:-

- Counseling of the women students is done by the Gender Sensitization Cell and Women's Studies Department. The wardens of the ladies hostels counsel the women students regularly after the evening attendance and help them in solving their personal problems. The lady teachers in the departments also counsel the women students regularly.
- In addition, counseling services are also provided to them by the Counseling Centre, Students Welfare Office, and the senior faculty of the respective departments.

5.2.9 Is there a cell/committee constituted for prevention/action against Sexual Harassment of women students? If yes, detail its constitution and enumerate its activities.

Yes:- The College has established one Cell related to issues of women. The Department of Women Studies is actively associated with this Cell. This Cell deals with "Prevention of Sexual Harassment at Work Place". The Committee has prepared guidelines for prevention of sexual Harassment of women at place of work as per directives of district level.

5.2.10 Does the institution have a grievance redressal cell? If yes, what are its functions?

Ans:-Yes, The institute has a "Grievance Redressal Cell" to redress the grievances of the stakeholders. The detail is as follow:-

1) The students approach the Cell for their grievances regarding accommodation, academic matters, financial matters, health services, library and transportation and other central services. The committee sorts out their problems promptly and judiciously.

2)The committee also redresses the grievances of the stakeholders as and when required. As a result of this mechanism, the College has pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the stakeholders.

3) The composition of the students' Grievance Redressal cell is as under:

I) Senior Professor (Nominated) - Chairman

II) Co-coordinator, Gender Sensitization Cell - Member

III) Senior Professor (Nominated) - Co-coordinator

List of the Number of grievances redressed during the last two years.

Some of the grievances redressed during the last two years are enumerated below:

- 1) The grievances of the students, teachers regarding introduction of the semester scheme at the UG level.
- 2) The grievances of the research scholars regarding smooth implementation of the research program and payment of their fellowships regularly in case of delay in release of funds by various funding agencies.
- The redressal of the grievances of the students staying in the hostels regarding the mess bill charges.
- Grievances of the inmates of the ladies hostels on account of intrusion of outsiders led to construction of the boundary wall around the ladies hostels.

5) Grievances of the students regarding frequency of the city buses during special programs like the youth festivals, sports-meet, conferences/seminars/symposia etc. Such grievances were addressed with the help of the ManagingCommittee.

5.2.11 Is there a provision for acquiring computer skills/ literacy for all students, in the curriculum? If yes, give details on how it is imparted, and level of proficiency.

Ans:- Yes, there is provision for acquiring computer skills and spoken English for all students. Spoken English for communication skills are compulsory for professional students and taught at free of cost. There are four computer labs are available with internet facility where students can come and acquire knowledge.

5.2.12 What value-added courses are introduced by the institution to develop life skills, career training, community orientation, good citizenship to development of the students?

Ans:- Yes, the college has introduced value-added courses like Agro-services, Rural development, Spoken English and the college has also applied for following courses:

a) Computer accounting

b) Computer database management

c) Sports physiology & Nutrition

d) Library science.

5.2.13 How does the institution ensure safety and security of the students, faculty and the institution assets?

Ans:- Yes, the college ensures safety and security of the students, faculty and the institution

assets. There are seven security guards; two security guards are in college boy's hostel and two are in girl's hostel. There are three gate keepers in which one is gun man and rest two swapping their duties in day & night.

5.3 <u>Student activities</u>

5.3.1 Does the institute have an alumni association? If yes,

- I) List its current office bearers.
- II) List its activities during the last two years.

III) Give details of the top ten alumni occupying prominent positions.

Ans:- Yes, the institute have an alumni association formed in 1996. The activities performed by the alumni association are as below:-

- The college have Alumni association which meet on the Inaugural day of the college i.e.on 6th February.(Annexure is attached.)Page No. 169
 - II) Activities of last two years

Coordination regarding new courses

Financial assistance to needy students.

Inviting suggestions

Scholarships to students.

Emphasis on theatre items regarding open theatre

IV) Data of some alumni is given as

| Name | Designation |
|-----------------|-------------|
| S. Dilbag Singh | AIG Punjab |

| S. D.S.Rana | DSP Fatehgarh Sahib | | |
|----------------|-----------------------------|--|--|
| Satvir Singh | ASI Police | | |
| Naib Singh | Indsutrialist | | |
| Gurnam Singh | Industrialist at Ludhiana | | |
| Surinder Singh | Inspector Punjab Roadways | | |
| Iqbal Singh | Inspector Police | | |
| Gurmail Singh | Mananger Co operative | | |
| | Bank | | |
| Mehar Singh | FDM in FCI | | |
| Satnam Singh | Lecturer | | |
| Harbans Singh | Lecturer Poltechnic College | | |

5.3.2 How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details on the achievements of students (institutional level/ inter-collegiate/ inter-university/ inter-state/ national/ international).

Ans:- The institute encourage the students to participate in extra-curriculum activities including sports/ games and regional festivals by giving them incentives that given following:-

 Few seats are reserved for the students who are participating in the sports and games in PG department during admission process. Fee concession is given to such students.

- 2) They are given additional coaching(coaches for Giddha,Bhangra,Theatre item , Traditional dances etc.) sports kits, and uniform for NCC etc. They are provided with travel support when they represent the Institute at regional and national level. They are also supported with the attendance in case shortage if any. Diet refreshment is given to students.
- The institute awards certificate, gold medals, shields etc to the deserving students to motivate them to achieve excellence in their pursuit of sports.
- Free transport service is also provided to the students who participate in the extra curriculum activities.

The achievements in the sports in last two years 2009-10 & 2010-11 are given below:-

| S.No. | GAME/EVENT | COMPETETION | POSITION/PARTCIPATION |
|-------|-----------------------|---------------|----------------------------------------|
| | | LEVEL | |
| 1 | Weight-lifting | Inter-college | Mandeep singh GOLD medal |
| | | competition | in 85 kg |
| 2 | Wrestling | Inter-college | Parminder Singh BRONZE |
| | | competition | medal |
| 3 | Cricket | Inter-college | 2 nd position in Ropar zone |
| | | competition | |
| 4 | Athletics | Inter-college | Participation |
| | | competition | |
| 5 | Annual athletics meet | Inter-college | Maximum students |

Session 2009-10

| | | competition | |
|--|--|-------------|--|
|--|--|-------------|--|

Session 2010-11

| S.No. | GAME/EVENT | COMPETITION LEVEL | POSITION/ |
|-------|-------------------------|---------------------------|-----------------------------------------------------|
| | | | PARTCIPATION |
| 1 | Wrestling | Inter-college competition | 4 th position(in 95 kg) |
| 2 | Cricket | Inter-college competition | Participation |
| 3 | Cross country | Inter-college competition | Participation 13 th and 73 rd |
| | | | position |
| 4 | Athletics | Inter-college competition | 1)half marathon:-3 rd position |
| | | 1)high jump | 2)triple jump:-2 nd position |
| | | 2)triple jump | 3)5000m race:- 4 th position |
| | | 3) javelin throw | 4) high jump |
| | | 4)discus throw | |
| | | 5)5000m race | |
| | | 6)half marathon-21 km | |
| | | 7)1500m race | |
| | | 8)800m race | |
| 5 | Hockey | Inter-college competition | Participation |
| 6 | Kabaddi (Punjab style) | Inter-college competition | Participation |
| 7 | Volleyball | Inter-college competition | Participation |
| 8 | Annual athletic meet | Inter-class competition | |

The achievements in the cultural activities in 2010 given below:-

- 1) The institute got 1st position in **MIMICRY and MIME** in the youth festival.
- The institute got 2nd position PLAY, GIDDHA and CLASSICAL DANCE in youth festival.
- 3) The institute got 3rd position in **SKIT** during youth festival.
- 4) Student of our institute got the best actress in PLAY award during youth festival and also got the best actress award in inter zonal youth festival that is held in the university.
- 5) Student of our institute got 2nd position in FOLK SONG youth festival held in our institute and also got 2nd position in inter zonal youth festival that is held in the university.
- Student of our institute got 4th position in CLAY MODELLING, POETRY RECITATION, ITEM ELOCUTION and CARTOONING during youth festival.
- 5.3.3 How does the institution involve and encourage student to publish material like catalogues, wall magazines, college magazine, and other material? List the major publications/ materials brought out by the students during previous academic session.

Ans:- The institute involves and encourages students to publish catalogues , college magazines etc. The students of the journalism department participate in the publication of the wall magazines and the students also participate in the publication of the college magazine

by giving their poetry, stories, information regarding new technologies etc. The institute motivates and encourages the students to have participations like this by giving prizes to good collections students.

5.3.4 Does the institution have a student council or any similar body? Give details on its constitution, major activities and funding.

Ans:- Yes, the institute have a student council in which student representative is selected departmentally. through the aptitude test, academic performance and he/she shares his/her views with the faculty to organize events like fresher party, farewell party in which the financial liability is shared by the institution and students cordially.

5.3.5 Give details of the various academic and administrative bodies and their activities which have student representation on them.

Ans:- The institute allows and motivate the students ant the faculty to attend the conferences regarding new technologies. And also helps the students to make the presentations during the seminars and conferences on social issues, new technologies etc.Students of the biotechnology department participated in 'BIOTECHNICA' conference where they presented live models.

5.3.6 Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution?

Ans:-The institute collects the address of the employers through feedback questionnaire from the alumni. The department contact the employers with specific questionnaire to obtain

feedback from the employers regarding the expertise, proficiency, efficiency, attitude to work in team spirit, aptitude to perform the assignment, and the skills. The employers also point out deficiencies, if any. Based on these inputs, the institute modifies or revises the existing curricula and introduces new academic programs. This has improved the quality of performance of our alumni and brought-in higher standards in the teaching-learning process.

CRITERION VI

GOVERNANCE

LEADERSHIP

- Institutional vision and leadership
- Organizational arrangements
- Strategy development and deployment
- Human resource management
- Financial management and resource mobilization
- Best practices in governance and leadership

X

6.1. Institutional Vision and Leadership

- 6.1.1 State the Vision and Mission statement of the institution and give details on how the institution
 - a) ensures that the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the Nation?
- b) translates its vision statement into its activities?

Vision of the Institution

The college has far sighted vision i.e.

- To provide value based and career oriented quality education and training.
- To provide academic excellence.
- To provide innovative research and development programs.
- To promote entrepreneurship in youth.
- To promote industry academic interactions.

Mission of the Institution

The mission of A.S.B.A.S.J.S.M. College is to provide opportunities to the rural youth for educational, professional, social, and cultural development to the people of all abilities and backgrounds so that they can discover their potential and fulfill their aspirations. This college is playing vital role in society by providing opportunities for multidimensional development of personality by providing opportunities to participate in religious, sports, cultural, co curricular, academic, NCC, NSS activities. The college is committed to offer quality education to the people and to promote technological advancement and innovations in educational domains. The institution is responsive to extension of education and to promote creativity, morality and value originality. The logo of the college is



There are different items in the logo, which have a symbolic meaning:

- A chakkar which is circular .It represents the eternal nature of God, there is only one God ,never beginning and never ending .It is symbol of oneness of humanity.
- Two single edged swords are crossed at the bottom, one being Temporal power and the other Spirituality.
- In the centre burning Mashaal represents enlightment .It means knowledge is power.
- Equality, Liberity, Fraternity is inscribed on the symbol. By this the institute contributes to National Development by serving the cause of social justice, ensuring equity and increasing access to higher education.
- It is displayed on all official documents, college gate, banners etc.

OBJECTIVES OF THE INSTITUTION ARE

- To introduce flexibility in learning techniques and to provide extended range of academic disciplines.
- > To provide education at affordable cost.
- > To promote social, ethical and moral values of life.

- To stress upon personality development and leadership qualities in students by providing students activities, services and experiences.
- To foster religion and cultural values and to impart co curricular, theatrical, literary and sportsmanship skills.
- > Premier organization.

It is clear from Vision, Mission and Objectives that the institute is contributing to National development. These are in tune with the objectives of Higher Education Policies.

b) Translates its vision statement into activities.

Explanation point wise is

• To provide value based and career oriented quality education and training.

Self financing professional courses have been started to provide career oriented education.

Through Co curricular and extra curricular activitie values are integrated.

In Pharmacy &Biotechnology training is compulsory part of the curriculum.

To provide quality education Faculty is appointed by panel of Punjabi University, Patiaala.

• To provide academic excellence.

100 % results of B.Sc. III (Biotechnology,Non Medical Computer Application) May,2011.Most of the students got first position with two university positions.

• To provide innovative research and development programs.

Facilities are being provided and will be upgraded to faulty for innovative research. In Pharmacy already many candidates are doing Ph.D.New programs are introduced annually.This year institute has applied to AICTE for MCA &MBA.

• To promote entrepreneurship in youth.

Professional courses are provided to promote entrepreneurship in youth.

• To promote industry academic interactions.

Industrial visits are compulsory for students which are organized at free of cost. Eminent persons are invited for industry academic interactions.

6.1.2 Enumerate the Management's commitment, leadership-role and involvement for effective and efficient transaction of the teaching-learning processes.

The College is being managed by a hierarchy of officials and teachers from the government level to that of the institution. The Principal is the administrative head responsible for the management of the institution within the campus. With the support of the college administration and the staff, the Principal ensures the involvement of all stakeholders in the effective and efficient transaction of the teaching-learning processes.

6.1.3 How do the management and the Head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?

The administrative functions of the institution are carried out by the Head of the Institution through a series of committees at the College and Department levels. Powers are delegated to these different bodies for the smooth functioning of the academic activities with the Principal having a supervisory role. The Staff Committee, H.O.D.'s and the Parent Teacher Association assist the Head of the institution in the academic activities. Responsibilities are well defined and communicated to the staff through office communications and the meetings of the various committees. Efforts are on to utilize the Computerized LAN of the institution for communicating with the teaching departments and staff.

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

Department Staff Committees discuss the student feedback and overall academic performance through Staff meetings. The Management and PTA meetings similarly discuss feedback and academic progress which again are recorded and available for review as and when they are needed.

6.1.5 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?

Meeting of the Management, College Staff, PTA, Advisory Committee of the NSS and the Staff Club which are presided by the Principal are the platforms through which all stake holders are encouraged to perform in an effective manner for academic growth.

6.1.6 Describe the leadership role of the Head of the institution, in governance and management of the institution.

The Principal is the administrative and academic head of the institution who liaises with the Government and the higher administrative bodies of education in the State on the one hand and with the staff and students of the institution on the other hand. He establishes good rapport with these stakeholder groups and discharges his duties in an effective manner.

Organizational Arrangements

- 6.2.1 Give the organizational structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities, linkages and examinations held during the last two years.
- The College administration is carried out by the Principal with the help of various bodies including the office, the College Council, the College Development Council and the Staff Council. Principal delegates duties and responsibilities to these bodies for carrying out the administrative activities.

The College Council is an advisory board that helps the Principal in dispensing his academic and administrative functions. It is composed of the Principal, the Head of Departments, Librarian and nominated faculty members. The Council periodically meets to decide upon major academic and administrative matters concerning the institution.

The Parent Teacher Association consists of head of the departments, concerned faculty and parents with Principal as the President . The PTA fund is utilized for student welfare and for the development of the departments.

6.2.2 To what extent is the administration decentralized? How does the institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions?

The administrative functions of the institution are mostly carried out in a participatory

manner through committees. Major administrative decisions of the institution are taken in the meetings of the College Council and the College Development Committee. Teaching departments are given sufficient autonomy in taking decisions about the conduct of academic programmes. Teaching, evaluation and feed back systems are developed by the individual departments according to local situations.

6.2.3 Does the institution have effective internal coordination and monitoring mechanisms? If yes, specify.

Internal co ordination and monitoring is ensured through a network in which the College Council, Staff Council and the administration are involved. A two way flow of information takes place between these bodies.

6.2.4 Does the institution have a Grievance Redressal Cell for its employees? If yes, what are its functions? List the number of grievances redressed during the last two years.

The Principal is the appellate authority of the institution and all employee grievances received by the Principal are placed before the grievance cell which decides upon the issue based on facts.

6.2.5 How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?

Staff meetings are normally held twice or thrice during every academic year. However, under special circumstances such as that of a new committee member taking charge or that of a serious issue affecting the entire college, special meetings are convened. In the Staff meeting that was convened last time, i.e,. in the month of june -matters relating to admission ,publicity, website etc. were discussed.

6.2.6 Is there a Cell to prevent sexual harassment of women staff? How effective is the functioning of the Cell?

In compliance with the directives of the Government based on the Supreme Court judgment, the College has set up a separate cell to prevent sexual harassment of women staff. One senior lady faculty member is the convener of this cell and it allows women staff to get their grievances redressed.

6.3 Strategy Development and Deployment

- **6.3.1** Describe the procedure of developing the perspective institutional plan. How are the teacher, Students and Administrators involved in the planning process?
- Ans. For development of perspective institutional plan, members from all levels are included. The plan is first discussed between Management Committee and Principal, then between Principal and Staff members and in the last with class represented of various classes. After decision at all levels, again a meeting is held between Managing Committee and Principal, with the suggestion from various levels and then a plan is finalized.
- **6.3.2** How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?
- **Ans.** There is open communication between Principal and staff members. So anyone of the employees can go to Principal's office for discussion. Alongwith that, there is a suggestion box outside the Principal's office, in which anyone can put his/her suggestion letter. Also, anyone can send e-mail to Principal.

6.3.3 List the different committees constituted for the management of different institutional activities? Give details of the meetings held and decisions taken, regarding academic management, finance, infrastructure, faculty, research, extension and linkages, and examinations held during the last two years.

Ans. Exam reforms committee

- ✤ Woman Empowerment Cell
- ✤ U.G.C. Resource Development
- Anti Ragging committee
- Sexual Harassement of woman
- Remedial Education Cell
- Students Grievances Cell
- ✤ Admission Committee
- Building committee for infrastructure
- Purchasing Committee
- Resource mobilization centre
- Scholarship Committee
- Public Relation Committee
- Refreshment Committee
- Time Table committee
- Research and extension committee

Meetings are held from time to time.For example-Purchasing committee ask for quotations from different dealers.Depending upon budget and quality, purchasing is done. During last three years instruments of Rs. 20 lacs has been purchased by the purchasing committee. Similar is with Chemicals & teaching kits. Scholarship committee discuss different types of scholarships available from time to time and help students to fill form etc. Remedial Education committee adjust time table, discuss different subjects which are to be taught & arranging faculties etc. Extension committee organizes various types of lectures etc.new P.G. block is constructed with the advice of Building committee.

6.3.4 Has the institution an MIS in place, to select, collect, align and integrate data and information on the academic and administrative aspects of the institution?

The administration is undergoing reforms towards achieving office automation. All organs of the institution such as the academic system, administration and the student support system are now part of a Local Area Network (LAN). It is expected that the institution would channelise all its data and information handling systems, which at present is done through manual methods, through a Management Information System

6.3.5 Does the institution use the various data and information obtained from the feedback, in decision-making and performance improvement? If yes, give details.

Ans. Yes, the suggestions are Student feedback,feedback from parents etc. are considered while decisions are taken on improving the academic performance and academic management. thoroughly discussed in different meetings between Principal and Managing Committee.

6.3.6 What are the institutional initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty?

Ans. For the purpose of promoting co-operation, all staff members are divided into groups and assigned different works which they perform together. In these groups, faculty members from different departments are included. So that they can discuss and apply their ideas in a better way. Faculty members cooperate in the areas of student development, sharing of expertise acquired through training programmes and in student support. Interdisciplinary classes are taken utilizing faculty from other departments.

6.4 Human Resource Management

6.4.1 What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive evaluation by students and peers). Does the institution use the evaluations to improve teaching/ research of the faculty and service of the faculty by other staff? If yes, how?

The institution uses self appraisal method and comprehensive assessment by students to assess the performance of the faculty and staff. The feed back is communicated to the respective faculty members and staff for better performance. Department staff meetings address broad issues in teaching-learning pointed out by the students and university suggest appropriate corrective measures to address them.

6.4.2. What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation)

The strategies adopted by the our college for faculty welfare include monetary benefits for those with higher qualifications such as M.Phil and Ph.D and benefits in promotion schemes for those possessing Ph.D degree. At the institutional level, the College Council motivates faculty members through appreciations for merit and talent and by providing opportunities for self expression. The Staff Club of the College is committed to faculty welfare and it offers a platform for members having talents in the field of art & technology. 6.4.3 What are the strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills?

It is done in accordance to the U.G.C norms and conditions and the rules laid by the State Government and the Punjabi University from time to time. Faculty members are selected through panel of Punjabi University, PatialaTo fill gaps in faculty positions that arise due to different causes, the institution recruits faculty from qualified candidates with requisite skills.

6.4.4 What are the criteria for employing part-time/adhoc faculty? How are the recruitment conditions of part-time/adhoc faculty different from that of the regular faculty? (Eg. salary structure, workload, specialisations).

When a need arises for faculty, the institution advertises the same in the news papers (local and national). Walk in interviews are held on a designated date and candidates are selected based on merit. While the regular faculty receives pay according to the pay fixed by the University, the temporary faculty is paid a consolidated sum taking into account area of specialization ,the number of teaching hours engaged by each.

6.4.5 What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (Eg. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations).

The institution promotes professional development of the faculty to a great extent. The Plan fund is appropriately utilized for professional development by enabling the Teaching departments to organize seminar. Faculty members of the institution actively take part in national and international seminars and conferences .. The institution encourages faculty members to get trained through training programmes and workshops in their respective areas. The teaching staff have membership in professional bodies.

6.4.6 How do you assess the needs of the faculty development? Has the institution conducted any staff development programmes for skill up-gradation and training of the staff? If yes, give details.

Faculty need to be upgraded regularly. There are various U.G.C. schemes which help the institute to assess the needs of the faculty development or these are displayed on websites of various institution & universities.University also send circulars regarding this.Staff development programme was organized by sister institute run by the same management where faculty have got benefits.

6.4.7What are the facilities provided to faculty? (Well-maintained and functional office, infrastructure and other space to carry out their work effectively etc.,)

Faculty members are given adequate facilities for their academic work. While there are separate office rooms for faculty members in some departments, some others have common rooms and rooms for groups. All staff members including non teaching staff are given required office furniture including table, chair and shelf. Provisions are made in staff rooms for internet connectivity through the LAN facility.

6.5 Financial Management and Resource Mobilization

6.5.1 Does the institution get financial support from the Government? If yes, mention the grants received in the last three years under different heads. If no, give details of the sources of revenue and income generated during the last three years?

Yes ,Institute get financial support from U.G.C. Data for last three years is attached in the form of annexures.

6.5.2 What is the quantum of resources mobilized through donations? Give information for the last two years.

The quantum of resource mobilization through donations is Rs.12,75,987

6.5.3 Is there adequate budget to cover the day-to-day expenses? If no, how is the deficit met?

The institute is running self financing courses, therefore there is adequate budget to cover day-to-day expenses.

6.5.4 What are the budgetary resources to fulfill the institution's mission and offer quality programmes? (Budget allocations over the past two years (provide income expenditure statements)

One of the main mission of college is provide education at affordable cost In rural area. A lot of fee concession is given to students. To provide quality education budgets resources are allocated.(Annexure attached)

6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and the audit reports for last two years.

Yes, the accounts are audited regularly. External audit is done by Accountant General Punjab or Internal audit organization (revenue) finance department Ropar. This deptt. deals with Govt. money. i.e.95% grant, scholarships, UGC money etc.

Internal audit is done by C.A. It covers all the area of finance.

Audit reports for the last two years are attached in the form of annexures

6.5.6 Has the institution computerized its finance management systems? If yes, give details. The institution is going to computerize it from this session.

6.6 Best practices in Governance and Leadership

What are the significant best practices in Governance and Leadership carried out by the institution?

- 1. Flood Relief Centre-data gathering & relief measures
- 2. Social Evil Redreesal Cell-N.S.S. Awareness campaign
- 3. Red Cross Medical Aid Cell-Drug awareness
- 4. **Rural Farmers Aid Cell-**Awareness of soils, seeds, manures, water resources & crop rotation etc.-**Agro Service Cell**
- 5. Environmental Education –Purity of water, Air & eatables.
- 6. Health Awareness

Criterion –VII:

Innovative Practices

- Internal quality assurance System
- Inclusive practices
- Stakeholder relationships

7.1. Internal Quality Assurance System

7.1.1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative system?

• The college has developed several quality assurance mechanisms within the existing Academic and administrative system. These are as follows:

a) Academic System:

- i) Preparation of an Academic Calendar.
- ii) Faculty improvement programmes.
- iii) Proper evaluation of Student Feedback.
- iv) Ensuring quality of the faculty at entry level.
- v) Innovative programmes.
- vi) Planning monitoring and evaluation board.
- vii) Revising courses.
- viii) Experiment/Practical collaboration.

b) Administrative System:

- i) College Committees with defined spheres of activity.
- ii) Computerization of office functions.
- iii) Training of office staff to work with computers.

7.1.2 What are the functions carried out by the above mechanisms in the quality enhancement of the Institution?

a) Academic functions:

 The Academic Calendar sets the annual schedule for all academic activities of the College and also co-curricular activities.

- ii) To improve the quality of the faculty, merit is considered the major criterion for recruitment, the college has devised the system where different scores are fixed for different achievements of the applicants applying for the lecturer's post e.g. marks scored at different levels, Ph.D., NET/SET, publications, experience etc.
- Training faculty in the use of multimedia tools enables them to use
 a greater variety of learning resources and create richer learning
 environments.
- iv) Student feedback on Academic Programme and Teaching serve a formative function.
- v) Time to time different faculty actively participated in various programmers, such as seminars, symposia, conferences, orientation programmes and refresher courses are organized by the college.
- vi) The emphasis is laid down to revise and update courses in accordance with the changing needs of the society, industry and knowledge explosion under university guidance.

vii) College is promoting interdisciplinary experimentation/ partials to enhance the quality of result with college of pharmacy.

b) Administraive Functions

i) College Committees emphasize the participatory approach in all aspects of Institutional functioning. The Committees, within their defined spheres of activity, suggest progressive measures and help in their implementation. They proffer advice to the Principal and matters referred to them.

ii) The College has acquired customized software for its office functions and the process of office computerization will lead to

increase in administrative efficiency.

iii) Training office staff to work with computers is a step towards

increasing their productivity.

7.1.3 What role is played by students in assuring quality of education imparted by the Institution?

Feedback obtained from students constitutes a very important input in decision-making regarding the education provided by the College. The student feedback is obtained through various means, viz. questionnaires, direct interaction with students and through student's representatives in

the Students' Union. Student feedback has helped the College set its priorities and decide to provide teachers with modern teaching tools improve the infrastructure in classrooms, create better library facilities, and organize student activity programmes like quiz, poetry recitation, debate declamation etc. Apart from this, various students participated in plays on social issues (drugs, AIDS) music shows and youth festivals.

7.1.4 What initiatives have been taken up by the Institution to promote best practices in the Institution? How does the Institution ensure that the best practices have been internalized?

The College's initiatives to promote best practices include the

following

- Setting up of a Feedback Evaluation Unit to carry out proper and timely analysis of feedback obtained from different stakeholders so that the information can be used in institutional decision-making.
- Planning of Curricular Calendar Maps to achieve greater integration of instruction and make lesson planning more effective.
- Support for an Asynchronous Learning Network to help create a more equitable learning environment
- iv) Providing audio-visual equipment to help create a richer classroom environment.
- iv) Introduction of teacher-led students' projects to create an interest in research among students.
- v) Encouragement to faculty research by supporting presentation of papers at seminars and conferences.
- vi) Make Community Service compulsory for all students to provide a valueorientation to the education it provides.
- vii) Providing financial support to students from economically disadvantaged

sections to facilitate their completion of studies.

ix) Providing for student representation in College committees to give this important stakeholder component a share in decision-making.

7.1.5 In which way has the Institution added value to the quality enhancement of students?

The Institution has added value to quality enhancement of students

through adoption of the following measures:

a) Use of multimedia learning resources and learning strategies like student seminars, discussions, collaborative learning and interdisciplinary teaching to create a rich classroom environment.

b) Setting up student-activity groups to enable students to engage in activities which contribute to a holistic education.

c) Supporting students' study and recreational tours helping them to gain exposure beyond the campus.

d) Providing opportunities for students to interact with community leaders, professional and other role models to develop a positive attitude.

e) Involving students in the College's extension activities to promote in them an attitude of service.

f) Competitive and non-competitive cultural functions at college level.

g) Blood donation camps.

h) Environment awareness campaigns.

i) Planting trees.

J) Celebrating national days.

k) NCC camps.

l) NSS camps.

7.2 INCLUSIVE PRACTICES

7.2.1 WHAT PRACTICES HAVE BEEN TAKEN UP BY THE INSTITUTION TO PROVIDE ACCESS TO STUDENTS FROM THE

FOLLOWING SECTIONS OF THE SOCIETY:

a) SOCIALLY-BACKWARD

b) ECONOMICALLY-WEAKER AND

c) DIFFERENTLY-ABLED

Ans:-1.The college provides financial assistance to the students of the above mentioned sections in the form of concession in admission fees and hostel fees, bus fare etc.

2. The College adheres to the prescribed quotas for student from socially-disadvantaged sections of society, in admissions to all its programmes.

3. The College reserves seats in its academic programmes for differently-abled students.

- 4. Seats are reserved for NSS, NCC, Sports categories also.
- 5. Reservation for physically challenged and differently-abled students is ensured.
- 6. Access to socially backward, economically weaker and differently-abled students:

It is ensured through total implementation of reservation

policy, wide publicity, awareness to students and parents,

transparent open admission policy, provision of all facilities,

(academic, financial, physical), counseling

and attitudinal change.

7. The college organizes programmes of remedial teaching at

college level and

Preparing for job-related competitions.

- 8. Books to needy students.
- 9. Various Scholarships.

7.2.2 WHAT EFFORTS HAVE BEEN MADE BY THE INSTITUTION TO

RECRUIT STAFF FROM THE DISADVANTAGED COMMUNITIES?

SPECIFY?

a) teaching

b) non-teaching

Ans:- 1. The college has the transparent roster system for recruitment

Of the above mentioned communities.

2. Social profile and reservation profile of Teaching and Non-

Teaching staff (percent in parenthesis).

7.2.3 WHAT SPECIAL EFFORTS ARE MADE TO ACHIEVE GENDER BALANCE

AMONGST STUDENTS AND STAFF?

Ans:-1. Gender sensitization and empowerment workshops - seminars

have been conducted to create awareness among women and

their parents on the importance of education.

2. In majority of the Departments, the girl students outnumber boy

Students.

3. Gender Ratio statistic is annually collected from each Department by

the office of the College.

7.2.4 HAS THE INSTITUTION DONE A GENDER AUDIT AND/OR ANY

GENDER-RELATED SENSITIZING COURSES FOR THE

STAFF/STUDENTS? GIVE DETAILS.

Ans:-1. The women's Studies Cell of the College has organized an interactive Session on gender issues for students and staff ..

2. There is proper balance between male and female staff as well as

Students in the college.

3. Two teachers presented papers in International Conferance :----

(a):- Ms. Mamta &M s.Vijeta Taneja presented a paper in the International conference on women wi tthe topic

"ROLE OF MEDIA IN HEALTH EDUCATION OF WOMEN

Held on 26-27 March 2010.

7.2.5 WHAT INTERVENTION STRATEGIES HAVE BEEN ADOPTED BY THE INSTITUTION TO PROMOTE OVERALL DEVELOPMENT OF THE STUDENTS FROM RURAL/TRIBAL BACKGROUND?

Ans:- 1. The college has proper reservation for the admission in the various courses.

2. There are hostel facilities available for the students of tribal areas.

3. There is special provision for their stay in the hostels during winter vacation.

4. The college assists these students in the form of concession in admission/hostel fees.

5. The college organizes special programmes of remedial teaching at college level for these students, and assists them by providing coaching for preparation to various competitions. For these activities no fee is charged.

- 6. Scholarships to SC/ST and OBC students Freeships to SC/ST and OBC students.
- 7. Prizes for I Class Students.
- 8. The college provides books to rural/tribal students.

7.2.6 DOES THE INSTITUTION HAVE A MECHANISM TO RECORD THE INCREMENTAL ACADEMIC GROWTH OF THE STUDENTS ADMITTED FROM THE DISADVANTAGED SECTIONS?

Ans:-

1. The performance of all the students of a class is noted regularly in

departmental register for record purpose.

2. The Academic Section and Statistical Cell, prepares Annual Report every

Year to review the overall performance of students in the examination

under several heads SC/ST, OBC, Woman etc.

7.3 Stakeholder Relationships

7.3.1 How does the institution involve all its stakeholders in planning, implementation and evaluation of the academic programmes?

Ans:

- 1 The representative of students, teaching Staff & non teaching staff are involved in the decision making related to all academic programmes.
- 2 The stakeholder who is presently involved in the planning, implementation & evaluation of academic program include the student's guardians & teachers.
- 3 Student views on the teaching learning process are obtained with the help of feedback formats & also obtained by open ended questionnaire's and used to define the college academic commitments in the student chart.
- 4 The college elicits guardian's views on the implementation of its academic programs through the guardian meet that are hold by each teaching department.
- 5 Teachers are also involved in the planning of college academic programs & they also participate in decision making on issues such as introduction of post graduate programs new subject at undergraduate level, new subject combination.

7.3.2 How does the institution develop new programmes to create an overall climate conductive to learning?

Ans: Proposals for new academic programs are considered keeping in view the relevance of programmes, existing demand, limitation of college physical infrastructure & faculty requirement.

- If the programme is considered viable, steps are taken to introduce the programme.
 The BCA & PGDCA programme have been introduced in the college in the light of these considerations.
- 2 For new course if the syllabus approved by the affiliating university is not available for course, the college initiates the framing of the syllabus.
- 3 Even the existing subjects & courses are thoroughly updated & revised.
- 4 Facilities of library; journals and guidance also enhance learning activities.
- 5 Pedagogical innovations [assignments, students seminars] also make course contents, evaluation more attractive, interesting.
- 6 Special lectures, seminars [national/state level], expert's visit & advice are other learning processes.
- 7 The college organizes educational trips.

7.3.3 What are the key factors that attract students and stakeholders, to the institution and result in stakeholder satisfaction?

Ans

- 1 Innovative courses & subjects.
- 2 Transparency & extension of all facilities.
- 3 Adequate Infrastructure, Library & other resources.
- 4 Good hostel facilities with security.

- 5 Bus facilities from various places.
- 6 Teacher's quality & efforts.
- 7 Students are encouraged to participate in debating, writing, sports & other extracurricular activities and by organizing educational trips.
- 8 Student performs well in the university exam .The institutions results are above the university average & compare well with the best colleges in the region. Some student outshine in university exam by securing university positions.
- 9 The college has dedicated teaching staff, fully competent in discharging their teaching responsibilities.
- 7.3.4 How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and cocurricular activities, research, community, orientation and the personal/spiritual development of the students?

Ans:

- 1 The institute from time to time organizes various Cultural programmes, sports meets, guest lectures etc. involving different stakeholders.
- 2 At each department level meetings of Stakeholders are arranged formally/informally, their opinion & feedback taken into consideration in all academic transaction.
- 3 Public representations are also involved in the form of donors, sponsors, press review& so on. Thus all the stakeholders are involved in the development of the students.
- 4 Celebrating National Days.

- 5 Environment awareness campaigns
- 6 Blood donation camps
- 7 Drop out of students identified by principal & staff and given a financial help and remedial class to complete their course.
- 8 Career guidance.
- 9 Scholarships arranged to all the students of SC, OBC, physically handicapped categories, fees are reimbursed as & when scholarship .are received.
- 10 The students are encouraged to participate in extra-curricular activities sports and games NSS & NCC.
- 11 The institution exposes the students to inter collegiate and intra college sports, cultural activities.

7.3.5 How does the institute anticipate public concerns with current and future programme offerings and operations?

Ans: The College promotes social responsibilities and citizenship roles among students through its support for the College Students' Union and also through students' representation in College Committees. The College has a NSS unit and a NCC unit, both of which promote these objectives. Also, the extension activities of the College make an important contribution in helping students become aware of their social responsibilities and citizenship role.

7.3.6 How does the institution promote the social responsibilities and citizenship roles

among the students? Does it have any exclusive programme for the same?

Ans:

1. The College has NSS & NCC unit both of which promote these objectives. The extension activities of the college make an important contribution in helping students become aware of their social responsibilities & citizenship role.

2. Social responsibilities & citizenship roles among the students are promoted indirectly by encouraging & supporting the students to participate in various cocurricular activities both sports, cultural.

- **a.** It arranges special lectures by experts awareness programmes, celebration of national days, festivals, Value education, social service and community orientation.
- b. The College conducts programmes on independence day, republic day, science day, women's day, environment day &so on.
- c. NSS, NCC give emphasis to service, dedication and discipline.

7.3.7 What are the institutional efforts to bring in community-orientation in its activities?

AnS.

1. The institute has as such no community orientation programmes. However various students organization organize blood donation camps, health camps tree plantations and contribute during calamities like earth quakes and floods etc.

- The institute organizes plays on drugs /Aids (social awareness programmes)
- 3. It arranges special lectures by experts, awareness programmes, celebration of national days, festivals Value education, social service and community orientation.
- 4. The subject forums of several departments jointly organize such programmes.
- The College conducts programmes on independence day, republic day, science day, women's day, environment day &so on.

7.3.8 How does your institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine area of emphasis for organizational involvement and support?

Ans:

- 1. The stakeholder invitation for participation.
- 2. The department directly/indirectly approaches the stakeholders for needs involvement & support.
- 3. NSS programmes & camps at villages.

- 7.3.9 Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?
- Ans: The academic bench marks created to determine the student satisfaction are..
 - 1. Open admission process, merit cum reservation policy.
 - 2. Continuous internal assessment, transparent evaluation system.
 - 3. Calendar of academic events, curricular & extracurricular events.
 - 4. Low fee structure.
 - Good infrastructural facilities class rooms, sports fields, hostel, transport facilities.
 - 6. Good facilities in library, provision of scholarship.
 - 7. Good results with maximum distinction incentive of awards.
 - 8. Career guidance.
 - 9. Personality development programmes like spoken English

7.3.10 How do you build relationships?

- 1. To attract and retain students
- 2. To enhance students performance and
- 3. To meet their expectations of learning.

Ans: To achieve the above.

1. To attract and retain students

- i) Quality teaching, hostel, security discipline.
- ii) Good calendar of events.
- iii) Transparent admission.
- iv) Teachers personal care of students, their problems & issues.
- v) Good results, transparent examination system.

2. To enhance students performance

- i) By creating opportunities for students to engage in educationally purposeful activities
- ii) Providing for a student's role in the decision-making regarding institutional activities.
- iii) Providing opportunities for students to compete with their peers in curricular and extracurricular activities within the institution and in inter-institutional events.

3. To meet their expectations of learning.

- Departments and the College invite resource persons to interact with the students and provide an additional dimension to learning.
- ii) In inviting resource persons, the students' view is given due weight age.

7.3.11 What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in improvement of the organization, and for better stake-holder relationship and satisfaction?

Complaints received may originate from different stakeholders and are addressed Ans: accordingly. Complaints originating within the institution can be from the students, faculty and non-teaching staff. Students' complaints are received by the Heads of Departments or may be addressed directly to the Principal. The complaints are received as representations from individual students or as representations made through the Students' Union. Complaints from teaching and non-teaching staff are addressed directly to the Principal. Students, faculty and non-teaching staff also have the option of appealing to the Governing Body for resolution of complaints. Complaints from guardians, public, bodies like the UGC and the affiliating University and the Government are received directly by the Principal's office. The resolution of complaints is undertaken at different levels. Students' complaints are sought to be resolved by the Departmental Heads, failing which the matter is referred to the Principal. The Principal acts in consultation with the concerned institutional units, including College Committees, to resolve the complaint. Complaints from the faculty and non-teaching staff are resolved by the Principal, again in consultation with the concerned institutional units. The Principal, where necessary, refers the matter to the Governing Body or the Government for advice. In the resolution of all complaints the College is guided by existing rules and regulations. The aggregation of complaints is an administrative function and the College administration ensures that valid points raised in complaints are used as inputs for institutional decisionmaking and improvement of its functions.