

MATA GUJRI COLLEGE

FATEHGARH SAHIB- 140 412(Punjab)

REF.NO.MGC/2003-04/972

Date 24.12.2003

THE DIRECTOR
NATIONAL ASSESSMENT & ACCREDITATION COUNCIL
2/4 DR.RAJ KUMAR ROAD
P.O.BOX NO. 1075,
RAJA JI NAGAR
BANGLORE (Pin-560 010)
Sub: - Request for Assessment & Accreditation of the college by NAAC.

Sir,

It's my privilege to inform you that the Managing Committee of Mata Gujri College, Fatehgarh Sahib has decided to request NAAC to carry-out Assessment & Accreditation of the College at the earliest.

Please find enclosed herewith the following documents:-

SELF STUDY REPORT-FIVE COPIES

Part-I

1. PROFILE OF THE COLLEGE .
2. CRITERION-WISE INPUTS
 - CURRICULAR ASPECTS
 - TEACHING-LEARNING AND EVALUATION
 - RESEARCH, CONSULTANCY AND EXTENSION
 - INFRASTRUCTURE AND LEARNING RESOURCES
 - STUDENT SUPPORT AND PROGRESSION
 - ORGANISATION AND MANAGEMENT
 - HEALTHY PRACTICES
3. INPUTS FROM THE DEPARTMENTS

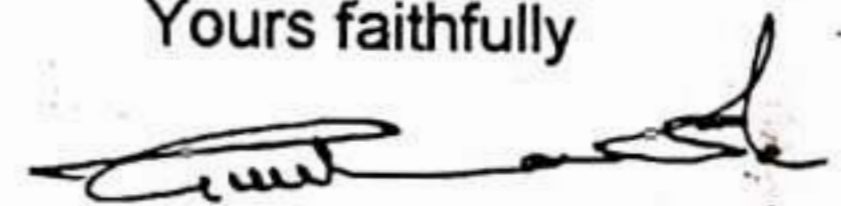
Part-II

1. SELF-ANALYSIS OF THE INSTITUTION
2. PLAN FOR THE IMMEDIATE FUTURE
3. ANNEXURES
4. Draft No. 962359 dated 26.12.2003 for Rs.50,000/- (Rs.Fifty thousand only) in favour of Director, NAAC payable at Bangalore.
5. A photo-copy of the Audited Balance-Sheet of the college for the last two years i.e. 2000-01 & 2001-02. It may be submitted that the accounts for 2002-2003 have already been audited and audit report is awaited from the Chartered Accountant.

You are requested to send a PEER-TEAM of NAAC at the earliest to assess and accredit Mata Gujri College, Fatehgarh Sahib & oblige.

With regards,

Yours faithfully



Principal,
Mata Gujri College,
Fatehgarh Sahib

Letter of Intention

Place: Fatehgarh Sahib
Date: 24.12.2003

From
DR. GURMOHAN SINGH WALIA
DIRECTOR-PRINCIPAL,
MATA GUJRI COLLEGE,
FATEHGARH SAHIB.
PUNJAB -140412

To
Director
National Assessment and Accreditation Council
P.O. Box No. 1075, Rajajinagar,
Bangalore – 560010

Subject: Request for Assessment and Accreditation by NAAC

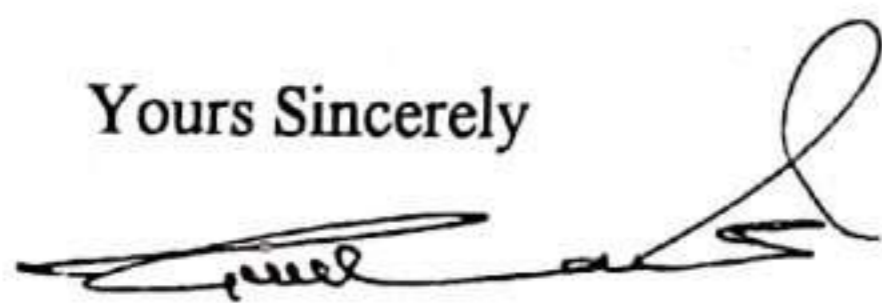
Dear Sir

I am pleased to inform you that the Management Committee have decided to request NAAC to assess and accredit MATA GUJRI COLLEGE, FATEHGARH SAHIB.

The general information about MATA GUJRI COLLEGE, FATEHGARH SAHIB. is enclosed according to the format given by NAAC. I request you to send further information to enable the institution to start the process of self-evaluation.

With Regards

Yours Sincerely



*Principal,
Mata Gujri College,
Fatehgarh Sahib*

General Information of the Institution

- Name of the Institution : **MATA GUJRI COLLEGE**
- Address : Mata Gujri College, Fatehgarh Sahib (Punjab)
Pin Code: 140 412
- Telephone No. : 01763-233715, 232247, 232395 Ext.-315
- Fax No. : 01763-232247
- E- Mail : Mgc_fgs@rediff.com
- Date of Establishment : 1957
- Date of Affiliation : 1959
- Date of Recognition by UGC : Before 1967
- Nature of the Institution : Private Aided College, Affiliated to Punjabi
University, Patiala
- Name of the Principal : Dr. Gurmohan Singh Walia
- Name of the Registrar
/ Administrative Officer : N A
- Nature of Funding : State : 95 % Grant-in-aid.
Private : Self Supporting Courses.
- Geographical Jurisdiction : North-West-India. Punjab
- Total Number of :
 - Faculty 81
 - Administrative Staff 13
 - Technical & Supporting Staff 41
 - Students 1872
 - Programmes Offered 14 Courses


Principal,
Mata Gujri College,
Fatehgarh Sahib

Mata Gujri College

Fatehgarh Sahib

(ESTD . 1957)

Self Study Report

*Submitted to
National Assessment & Accreditation Council
Rajajinagar, Bangalore - 560010.*

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PART – I

1. PROFILE OF THE COLLEGE
2. CRITERION – WISE INPUTS

- I. CURRICULAR ASPECTS
- II. TEACHING LEARNING & EVALUATION
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3. INPUTS FROM DEPARTMENTS

PART – II

1. SELF ANALYSIS OF THE INSTITUTION
2. PLAN FOR THE IMMEDIATE FUTURE
3. ANNEXURES
4. AUDITED BALANCE SHEET FOR THE LAST TWO YEARS

Part-I

**Profile of the
College**

Profile of the College

1. Name and address of the college: **Mata Gujri College, Fatehgarh Sahib – 140 412 (Punjab)**
2. For communication:

Office

Name	Area/ STD code	Tel. No.	Ext. No	Fax	e-mail
Principal : Dr. Gurmohan Singh	01763	232395 233715	315	232247	Mgc_fgs@ rediff.com
Steering Committee Co-ordinator: Prof. Sadhu Singh	01763	232395	328	232247	

Residence

	Area / STD code	Tel. No.(s)	Fax	e-mail
Principal	0175	2308367	---	gswalia48@rediff mail.com
Steering Committee Co-ordinator	01763	220460	---	ss_fgs@yahoo.com

3. What are the goals and objectives of the institution and where are they stated?

Our Vision : *"To seek, to strive, to find & not to yield"*

Mission Statement : The mission of Mata Gujri College is to provide to the rural youth educational opportunities that emphasize skills & knowledge that will allow the student to adjust through a lifetime of social and technological change. We recognize that education is vital in developing skills needed for a productive society and essential in promoting the individual's sense of worth, value and high ethical standards. The college is committed to offer quality education to its students and to

assist them in discovering their leadership qualities and to fulfil their educational goals.

Objectives : In fulfilling the mission of Mata Gujri College, the Institution sets forth the following objectives which reflect the overall goals of the college.

1. To provide a varied selection of academic curricula in business specialized areas and in general education by systematically reviewing classroom facilities, equipment, faculty and staff.
2. To provide the students with a background of job skills which enhance their employability.
3. To provide the students with basic skills which contribute to success in their careers and in their private lives.
4. To make available to our students activities, services and experiences which foster personal growth and leadership qualities that will assist students in their social, vocational and academic pursuits which will also enhance their ethical and moral values.

The objectives & goals of the college are stated in the college prospectus. These have also been displayed at the college entrance as well as in the college library.

4. What major considerations (that is education; training; employment; access; equal opportunities) are addressed by the goals and objectives?
 - 1) Preparing youth especially rural youth for employment opportunities by providing academic, vocational, professional and training.
 - 2) Providing the youth access to employment opportunities by imparting career guidance through Career and Guidance Bureau & Placement Cell and preparing them for various entrance tests by making available to them newspapers, magazines, internet facilities etc.
 - 3) Inculcating moral & cultural values among the younger generation.
 - 4) Developing the latent qualities of the young students especially the rural youth.
 - 5) Providing equal opportunities to the backward and the deprived sections of the society by giving fee-concessions and scholarships.
 - 6) Helping the deprived sections by holding free remedial classes.
 - 7) Addressing the problem of women upliftment by giving them equal opportunities with their male counterparts.

5. Financial Category of the college:

Grant-in-aid
Self-financing
Government funded

6. Type of college:

Affiliated

7. Date of establishment of the college:
Date of Affiliation

1957
July, 1959

8. Dates of UGC recognition:

	Month & Year
i. Under 2f	Before 1967
ii. Under 12B	N.A.

9. Does the University Act provide for autonomy?

Yes No

If yes, has the college applied for autonomy?

Yes, Applied For

10. Campus area in acres:

The college has a huge campus comprising of Management and Commerce Block, Science Block, Arts Block and a separate Girl's Wing spread over more than 25 Acres. It has a modern computer laboratory equipped with Pentium-IV, Server & 128 Kbps Internet Link, a well stocked Library with separate Reading Hall, an Administrative Block, a Stadium with all modern sports amenities, a well furnished Canteen & modern Parking facilities. The college has separate hostel facilities for Boys and Girls. Lush green lawns interspersed with eye catching flowers and ornamental trees welcome the entrants in the college. An ultra modern Computer Research Centre is already under construction & a sum of Rs. 1.50 Crores has been approved for the said project by the SGPC. The detailed college plan with complete built up area is given in

Annexure-I

11. Location of the college:

- Urban
- Semi-urban
- Rural
- Tribal
- Any other (specify)

12. a) Current number of academic programmes offered in the college under the following categories:

Programmes	Number	Courses offered
UG	8	B.Sc(med), B.Sc(non-med), B.Sc(Bio-Tech), B.C.A, B.Com, B.A,B.Com. (Hons.), B.A.(Hons. in Eng.)
PG	3	M.A(Eco), M.B.A, M.C.A
Certificate course	2	In Computers for 3 / 6 Months
Diploma		
PG Diploma	1	PG Diploma in Computer Application
M.Phil.		
Ph.D.		
Any other		
Total	14	

12. b) List of Deptt. Faculty Wise

1. Faculty of Science
Departments 1. Botany 2. Chemistry 3. Mathematics 4. Physics 5. Zoology
2. Faculty of Arts
Departments 1. English & Functional English 2. Economics 3. Political Science 4. History 5. Punjabi 6. Hindi 7. Geography 8. Physical Education 9. Sociology 10. Fine Arts 11. Music (Vocal) 12. Religion
3. Faculty of Commerce
4. Faculty of Management
5. Faculty of Computer Science & Information Technology
6. Faculty of Bio-Technology

13. Give details of the self-financing courses offered by the institution.

Programme	Level of Study	Cut off marks at entry level in %	Student Strength (Max. Seats Allotted)
BCA	UG	45%	40
PGDCA	PG Diploma	35%	30
MBA	PG	50%	60
MCA	PG	50%	60
B.Sc. (Bio-Tech.)	UG	45%	40
Certificate courses of 3 & 6 Months in Computers	+2	Pass	30

14. State the norms and procedures for recruitment of teaching and non-teaching staff of the college.

Recruitment of Teaching Staff

Norms:

The teaching staff is recruited according the UGC/Punjab Govt./Univ. norms

Procedure:

The teachers are recruited on all India basis through advertisements published in important English dailies and vernaculars. The applications are received and the candidates are called for interview. A selection committee is appointed as per UGC/Punjab Govt./Univ. norms. The members of the selection committee are as follows:

- i. President/Nominee of the Managing Committee
- ii. Principal
- iii. VC Nominee
- iv. DPI Nominee
- v. DPI Subject Expert
- vi. University Subject Expert

Recruitment Of Non – Teaching Staff :

The non-teaching staff is recruited by the Managing Committee through advertisement in newspapers through employment exchange or directly inviting applications for various posts or through contractors.

15. Number of permanent and temporary members of the teaching staff at present:

	Female	Male	Total
Permanent teachers			47
No. of teachers with Ph.D. as the highest qualification	2	6	8
No. of teachers with M.Phil. as the highest qualification	7	5	12
No. of teachers with PG as the highest qualification	8	19	27
Adhoc Likely to continue			7
No. of teachers with Ph.D. as the highest qualification	---	---	---
No. of teachers with M.Phil. as the highest qualification	---	---	---
No. of teachers with PG as the highest qualification	2	2	4
No. of teachers with B.Tech as the highest qualification	---	3	3
Contract			8
No. of teachers with Ph.D. as the highest qualification	---	---	---
No. of teachers with M.Phil. as the highest qualification	---	---	---
No. of teachers with PG as the highest qualification	5	3	8

	Female	Male	Total
Adhoc (up to 31 March, 2004)			9
No. of teachers with Ph.D. as the highest qualification	2	---	2
No. of teachers with M.Phil. as the highest qualification	---	---	---
No. of teachers with PG as the highest qualification	6	1	7
Leave Vacancy			2
Teachers with Ph.D. as the highest qualification	---	---	---
Teachers with M.Phil. as the highest qualification	---	---	---
Teachers with PG as the highest qualification	1	1	2
Part – Time			8
Teachers with Ph.D. as the highest qualification	---	---	---
Teachers with M.Phil. as the highest qualification	---	---	---
Teachers with PG as the highest qualification	4	4	8

16 Number of members of the non-teaching staff of the college at present:

	Female	Male	Total
Administrative staff	6	7	13
Technical staff	-	13	13
Library staff	2	2	4
Supporting staff	2	22	24

17 Number of students enrolled in the college for the current academic year according to regions and countries: 2003-2004

Student enrolment	UG BA/B.Sc/ BCom/			PG MA			M.Phil			Ph.D			Diploma / Certificate PGDCA			Self- Financing MBA/MC A/BCA/Bi o-Tech.		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
No. of students from the same state where the college is located	8 7 1	6 7 8	1 5 4 9	7	3 0	3 7							7	2 3	3 0	1 3 3	1 2 5	2 5 8
No. of students from other states																2 3	7	3 0
No. of NRI students																		
No. of overseas students																		

18. Details of the last two batches of students:

Annexure-II

	Batch 1			Batch 2		
	Year of entry:			Year of entry:		
	UG	PG	Total	UG	PG	Total
	1999	2000		2000	2001	
Admitted to the programme (entry year)	644	75	719	607	60	667
Drop-outs(Ist Year)						
* Within four months of joining	49**	05*	54	295	21	316
* Afterwards	73***	0	73			
Appeared for the final year examination	331	70	401	312	39	351
Passed in the final exam	328	70	398	299	39	338
Passed in first class		50			35	
Ranks, if any						

* Joined B.Ed. or such other courses.

** Left studies on their own.

*** Could not clear 10+2 re-appear exam.

19. Give a copy of the last annual budget of the college with details of plan and non-plan revenue / expenditure.

Annexure – III

20. What is the institution's '*unit cost*' of education? [unit cost = total annual expenditure budget (actuals) divided by the number of students enrolled] unit cost calculated excluding salary component may also be given.

Year 2001-2002

Unit cost of education (Including Salary)	20149384/1561	12908
Unit cost of education (Excluding Salary)	3296220/1561	2112

21 What is the temporal plan of academic work in the college:

- Semester System
- Annual System
- Credit based credit system
- Any other (specify)

22. Tick the support services available in the college from the following:

- Central library
- Computer centre
- Health centre
- Sports facilities
- Press
- Workshop
- Hostels
- Guest house
- Housing Principal's residence & Houses for class IV employees
- Canteen
- Grievance redressal cell
- Non-resident centre
- Any other (specify) Seminar Hall, Reading Room, Career & Guidance Bureau,
Army Wing, NSS, Youth Welfare Department, Guru Gobind Singh Study Circle, Separate Girls Wing

NCC

23. How many students have passed the following examinations in the last five years?

UGC - CSIR (NET) Examination	08
UGC - SLET Examination	---
GATE	---
Indian Civil Services Examinations	---
GRE	03
TOEFL/IELTS	01
GMAT	
USMLE	01
Any other (specify)	
CET/PMT	89
B. Ed.	80

24. How many students UGC-CSIR / GATE qualified candidates have registered for research in the college?

Under the university rules, there is no provision for registration of students for research in the college. Yet, the students of the professional courses have to prepare project reports according to the curriculum.

25. Furnish the following details (in figures) for the last three years:

	2000-01	2001-02	2002-03
• Working days of the college	289	295	293
• Working days of the library	289	295	293
• Teaching days of the college	The UGC prescribed norm of 180 teaching days is adhered by conducting extra classes.		
• Books in the library	55,500		
• Journals/Periodicals/magazine/ subscribed by the library			
National :	75		
International :	03		
• Computers in the college	75		
• Research projects completed and their total outlay			
• Teachers who have received national recognition for teaching/research/consultancy	Yes in Biotech		
• Teachers who have received international recognition for teaching/research/consultancy	Nil		
• Teachers who have attended international Seminars	Nil		
• Teachers who were resource persons at national seminars/workshops	02		

26. Give the number of ongoing research projects and their total outlay.
None

27. Does the college have collaborations/ linkages with international institutions?

Yes No

If yes, list the MoUs signed and furnish the important details of those collaborations.

28. Does the management run other educational institutions besides the college?

Yes No

If yes, give details.

Mata Gujri College, Fatehgarh Sahib is one of the premier Institutions out of 46 Schools & Colleges run under the SGPC, Amritsar. The SGPC has already established more than 26 Schools, 20 Degree & P.G. Colleges, and a number of professional Institutes including Guru Nanak Engineering College, Ludhiana, Baba Banda Singh Bahadur Engineering College, Fatehgarh Sahib, Guru Ram Dass Institute of Medical Sciences, Amritsar & Guru Ram Dass Dental College, Amritsar.

-Annexure -IV

29. Give details of the resources generated by the college last year through the following means:

<i>Source of funding</i>	<i>Quantum (Rs.)</i>
i. Donations	
ii. Fund raising drives Rent from shops in the college premises	1,23,100
iii. Consultancy	
iv. Self-financing courses(MBA,MCA,BCA,PGDCA)	1,00,37,778
Any others	
v. M.P. Grant	7,00,000
vi.	

Part –II

Criterion-Wise Inputs

Criterion-I

**Curricular
Aspects**

Curricular Aspects

1. What is the range of programme options available to the students for awards such as degrees, certificates and diplomas?

The college offers 14 courses out of which 8 are under graduate courses, 3 post graduate courses, 2 certificate courses in computer application, 1 PG Diploma in computer applications. UG Courses are in Science, Humanities, Commerce & Computer Applications while the PG Courses are in Management, Computer & Economics. The college also offers two UGC sponsored vocational subjects viz Functional English & Information Technology covered under the UGC Scheme for vocational education at the first degree level.

Three senior secondary courses in Medical, Non-Medical & Commerce are also available.

The college is likely to introduce M.Com., M.Sc. Bio-Technology, PG Diploma in Journalism and Mass Communication, PG Diploma in Insurance and Risk Management, PG Diploma in Computer Applications (Evening), Bachelors Degree Courses in Physiotherapy and Bachelors and Masters Degree Courses in Food Technology courses in order to strengthen the academic and physical infrastructure in the college. The purpose of starting these courses is to enhance the quality of the learning and teaching process at the under graduate and post graduate level so that standards of excellence in education, training and research can be achieved. These courses will enable the youth to compete at the global level and make them self reliant and self dependent.

Programmes	Number	Courses offered
UG	8	B.Sc(med), B.Sc(non-med), B.Sc(Bio-Tech), B.C.A, B.Com, B.A,B.Com. (Hons.), B.A.(Hons. in Eng.)
PG	3	M.A(Eco), M.B.A, M.C.A
Certificate course	2	In Computers for 3/6 Months
Diploma		
PG Diploma	1	PG Diploma in Computer Application
M.Phil.		
Ph.D.		
Total	14	

2. Are programmes flexible enough to offer students the following benefits?

a) Time frame matching student convenience Yes

The students are allowed to take a break for a year or so in these UG Courses & PG Courses for pursuing any other professional courses such as B.Ed. or some computer courses & can rejoin their respective degree courses to complete them. An employed or self employed student will have the option to join one of the evening courses which are likely to be introduced from the next academic session.

b) Horizontal mobility Yes

The students have the flexibility to pursue a program with reference to horizontal mobility. In the beginning of the year of entry, a student can shift from B.Sc., BCA to BA or B.Com. with the special permission of the Principal provided he/she fulfills the basic eligibility. Besides this, the students can change their subjects within a given time frame at the entry level of UG Course.

c) Elective options Yes

The college offers 16 elective subjects including 2 vocational subjects of Functional English & Information Technology to the students of BA Part I. The students of Commerce & Science Streams are allowed to opt for Computer Application / Science as an elective subject in place of the other elective subjects.

The students have to choose 3 elective subjects along with 2 compulsory subjects viz. Communication Skills in English & Punjabi or Punjab History & Culture in lieu of Punjabi for the students of other states or whose mother tongue is not Punjabi.

The college although situated in the semi urban area is a leading Institution of the region offering a wide range of elective subjects/Options & thus catering to the varied needs/ priorities of the students.

d) Non-Core options

No

3. What is the proportion of the following components in the programme options?

Knowledge Skills

Since practical involve imparting of skills in the subjects which have practical as a part of assessment criteria, the proportion of knowledge to skills is- 60:40. whereas in languages such as Punjabi/Hindi the proportion is 50:50 as the grammar portion is totally skill oriented. The students are taken to Industrial visits and provided on the job training program to impart knowledge based skills. The students are further given skills relating to Information Technology & Computer Applications subjects where the proportion is 40:60. The students of MCA are required to undergo 6 months training in established IT Concerns. Similarly students of MBA have to undertake 6 to 8 weeks on the job training. Students of various other disciplines/courses are required to undergo training programmes.

Special certificate courses are conducted by the college to impart basic skills to learners. **The college organised a ten day course in fishery management.**

4. How often are the existing curricula for a subject reviewed and updated?

The curricula of all the courses are designed by the university through its Board of Studies which comprises teaching faculty members of different colleges and the University departments. The recommendations of the Board of Studies are deliberated upon by the faculty of the concerned subject which again comprises the teaching faculty members of various colleges and universities. The final approval to the curricula is given by the Academic Council of the University. Some of our faculty members have been nominated as members of different Boards who play an active role in the formulation of the curricula.

5. What are the courses introduced by the college during the last three years? Give details.

S.No.	Course Started	Year
1	MCA	2000
2	UGC Sponsored Vocational Course in Functional English	2002
3	UGC Sponsored Vocational Course in Information Technology	2002
4	Computer Application as elective subject	1999
5	B.Sc. Bio-Tech	2003
6	Geography, Fine Arts, Sociology & Religion as elective subjects	2003

6. How long does it take to introduce a new programme of study after it has been conceptualized?

For starting a new programme, the college has to submit a proposal to the University and it takes approx. 6 months to one year to begin the new course. The college has started two UGC sponsored vocational courses viz. Functional English and Information Technology from the session 2002 under the UGC scheme of vocationalisation of education. From this session, the college has started a new professional course of B.Sc. Bio Technology & elective subjects such as **Geography, Sociology, Religion & Fine Arts.**

7. What are the contributions of the institution in the curriculum design of the university?

Some of our faculty members have been nominated as members of academic and other bodies who have played and are playing an active and key role in the formulation of the curriculum.

Annexure - V

8. Has there been an academic audit by the university?

Yes

9. Furnish details of the following aspects of curriculum design:

a) Innovation such as modular curricula

Members of teaching faculty who are members of various university bodies suggest various innovations / changes in curricula at the meetings of their respective bodies.

b) Inter/multidisciplinary approach

I. It is an established fact that all the disciplines should be multi disciplinary in approach. Therefore, faculty members who are members of various university bodies make proposals for inclusion of such sections in curricula as have inter disciplinary basis.

II. The college responds to the interdisciplinary needs of courses. e.g. the college has begun new courses :

a. Information Technology

b. Computer Applications , for the students of Bachelor of Arts, Science & Commerce so that apart from their own subjects, they can have some knowledge of computers.

III. In order to encourage inter disciplinary approach, eminent speakers from various fields are often invited and made to interact with the students .

IV. Students of post graduate and under graduate courses like MBA, MCA , BCA & PGDCA are encouraged to participate in seminars and give presentations which are of inter disciplinary nature.

10. Any other highlights.

1. The college plans to start Master of Com. (M.Com.), and three vocationally oriented post graduate diplomas in Journalism, Insurance Business and Computers in the next academic session.

2. The college has started an under-graduate course in Bio-technology to keep pace with the changing technological scenario and is the first college of the Punjabi University, Patiala to do so.

3. A Computer Research Centre is under construction which will help the students in doing research in the field of Computer Applications and Information Technology. The main purpose of this research centre is to develop computer literates of global competitiveness and offer specialized consultancy services to Industry, Trade & Services.
4. A 10 days course in fishery management was conducted in the current academic session. Students were taken to various fish ponds in the nearby areas to give them practical exposure. This course was arranged as a part of the vocationalisation of education programme.
5. The college has applied to UGC for approval to start M.Com., M.Sc. Bio-Technology, PG Diploma in Journalism and Mass Communication, PG Diploma in Insurance and Risk Management, PG Diploma in Computer Applications, Bachelors Degree Courses in Physiotherapy and Bachelors and Masters Degree Courses in Food Technology under UGC Scheme.

Criterion-II

Teaching-learning & Evaluation

Teaching-learning and Evaluation

1. a) How are students selected for admission into various courses?

- a) through special entrance tests
- b) through interviews
- c) through their academic record
- d) through combination of the above

The students of MBA are enrolled in the college through a state level entrance test organized by PTU Jalandhar & MCA students are admitted on the basis of the entrance test conducted by Punjabi University, Patiala.

2 a.) Is there a provision for assessing students' knowledge and skills for a particular programme(after admission)?

Yes No

In order to assess the knowledge of the students' regular class tests, house tests, seminars, class presentations, quiz competitions and mock tests and interviews are conducted. Every year during the session, a talent hunt programme is organized to know the skills and creativity among the students. The College plans to introduce monthly tests for periodical evaluation. Proper record of all these activities is maintained and computerized and is available on the net and parents are intimated about the progress of their wards through progress reports etc..

b. Does the college provide bridge/remedial courses to the educationally disadvantaged students?

Yes No

If yes, cite examples.

The college provides the remedial courses for educationally weak students. The college has arranged extra coaching to BA -I and BA-III students in English after the regular college hours. The college is also planning to extend these courses to some other subjects also.

c. How are advanced learners challenged to work ahead of the rest?

All those learners whose performance is rated excellent on the basis of continuous assessment criteria are given extra coaching / guidance to enable them to excel. Learners with special aptitude /talent are provided with appropriate opportunities to utilize their talent in an efficient and effective manner. Students of post graduate and under graduate courses like MBA, MCA , BCA & PGDCA are encouraged to participate in seminars and symposiums and to make presentations. Besides this eminent scholars of National & International repute are often invited to interact with the learners. This helps the advanced learners to place themselves in a better position in comparison to their counterparts.

The college also provides advanced coaching to 10+2 students for the preparation of CET and PMT in order to enable them to get admission to medical & engineering colleges. Students are given pre entrance /mock tests. This whole process of coaching has enabled number of our students to get through the above mentioned examinations successfully. The college also provides coaching for B.Ed., MBA, MCA and the like entrance tests through its career and guidance bureau.

The toppers of the college are granted scholarships in order to motivate the advanced learners. Besides the students are also honored at the annual prize distribution function with Roll of Honours, College Colors, Merit Certificates and other awards. This inculcates a spirit of competition among the students which ultimately results in the increase in the number of advanced learners.

The college gives special training to topper students. The teachers are made available for guidance to the toppers three days a week.

3. Does the college encourage the teachers to make a teaching-plan?

Yes No

If yes, give details.

The Syllabus designed by the University/Board of studies are made available to all the teachers and they have full freedom to complete their syllabus by using any method/mode of teaching they find suitable for the better learning of their students. The teachers are allowed to hold seminars, presentations, invite

experts & hold quiz etc. to complete their syllabus. The college has made available all the modern audio visual teaching aids like OHP, LCD Multimedia and Internet facility. The faculty members are asked to prepare a detailed term wise plan of their syllabus to be given to the students in the beginning of the new academic session so that a better student teacher rapport can be created.

4. Are syllabi unitized according to a teaching schedule through the semester/year?

Yes

The University issues syllabus with all details regarding the teaching hours, units of syllabi and the instructions for the students as well as the examiners. Thus the syllabi are strictly followed in a unitized manner as per the teaching schedule in the academic session. The students are given information about the syllabi in the beginning of their classes and are advised to obtain the details from the library. All the faculty members are asked to completely adhere to the time frame of the unitized syllabus. The teachers review the progress at their own and the heads of the concerned departments ensure the proper execution of the syllabus as planned and also discuss the deviation if any in the periodical departmental meetings and to suggest the remedial measures if required.

5. How does the college supplement the lecture method of teaching with other learner-centered teaching methods?

The students are encouraged to participate in various seminars, presentations, declamations, quiz competitions, mock tests & interviews. The teachers make use of projectors, LCD's, VCRs to make their presentations more interesting and clear to the students. The college also conducts various educational tours, industrial visits to supplement the lecture method. The college also invites various scholars, intellectuals, economists, social scientists & industrial personnel to have interaction with the learners. These activities are undertaken in a planned manner without disturbing the normal teaching schedule.

6. Is there a facility to prepare audio visuals and other teaching aids?

Yes

The college has established a state of art Seminar Room where the latest IT gadgets are available for preparing the presentations. The room is equipped with LCD, DVD, Multimedia, Computer with CD writer, Handy Cam, Digital Camera etc.

7. Furnish the following :

- Teaching days The UGC prescribed norms of 180 teaching days is adhered to by conducting extra classes.
- Working days 293 (2002-2003)
- Work load 24 periods per teacher per week
- Ratio of full-time teachers 2002-03 2001-02
to part-time teachers 10 : 1 8 : 1
(last two years):
- Ratio of teaching staff to 13 : 9 26 : 19
non-teaching staff (last two years):
- Percentage of classes taught by full-time faculty 98%

8. Are evaluation methods communicated to students at the beginning of the year?

Yes

The students are informed in the beginning of an academic session about the evaluation methods. The students are informed about the class tests, house tests in the beginning of the academic session. The teachers from time to time tell the students the type of questions, number of questions and the marks for a particular test. In addition to this the prescribed norms of internal assessment are displayed on the notice board and we plan to introduce the norms in the prospectus as well. The evaluation methods are communicated to the students in the Principal's address at the time of inauguration of the session as well.

9. Does the college monitor the overall performance of students at the beginning of the year?

Yes

The college interviews the students about their academic performance of the previous year when they seek admission to the next class. Teachers conduct various class tests, mock tests and surprise tests in order to monitor the overall performance of the learners.

10. How are teachers recruited? When and how are new teaching positions created? Give details.

- On Retirement
- On commencement of a new course
- When workload exceeds the stipulated norms.

The teachers are recruited on all India basis through advertisements published in important English dailies and vernaculars. The applications are received and the candidates are called for interview. A selection committee is appointed as per UGC/Punjab Govt./Univ. norms.

The following are the details of the appointments (govt. funded) made against regular vacancies during the last two years: ie 2001-02; 2002-03

A)

Sr. No.	Name	Advertisement	Composition of the Selection committee	Meeting of Selection Committee	Apointment Letter to Candidate
1	Ms. Pardeep Kaur	The Tribune 14-6-01 India Express 15-6-01	S. G.S. Tohra (President) Dr., Tarsem singh (DPI Nominee) R.K Choudhary (Univ. Nominee) Prof.H.S Rouse (Sub. Expert) Prof.Sukhwinder Kaur (Sub. Expert) College Princapal	17-7-01	18-7-01
2	Ms. Babita Rani	Do	S. G. S. Tohra (President) Dr., Tarsem singh (DPI Nominee) Dr.M.S Sohal (Univ. Nominee) Prof. Davinder Kaur (Sub. Expert) Dr. Pardeep (Sub. Expert) College Principal	17-7-01	18-7-01
3	S. Jupinder Singh	The Tribune 27-9-01 Indian Express 27- 9-01	S.Kirpal Singh Libra Dr. Vshwamitra (DPI Nominee) Dr. M.S. Sohal (Univ. Nominee) Smt. Surinderpal (Sub. Expert) College Principal	31-10-01	2/11/2001
4	S. Jagjiwan Singh	The Tribune 14-6-01 Indian Express 14-6-01	S.Kirpal Singh Bandugar (President) Dr. Gursharan Kaur Jaggi (DPI Nominee) Dr. Nirmal Singh (Univ. Nominee) Dr. Gurtaran Singh (Univ. Subject Expert)	17-7-02	19-7-02

			Dr. Harinder Kaur (Sub. Expert, DPI) College Principal		
5	Mrs. Gauri Handa	Do	S.Kirpal Singh Bandugar (President) Dr. Gursharan Kaur Jaggi (DPI Nominee) Dr. Nirmal Singh (Univ. Nominee) Dr. B.M. Singh (Univ. Subject Expert) Prof. Shital Khanna (Univ. Subject Expert) College Principal	17-7-02	19-7-02
6	Mrs. Sandeep Kaur	Do	S.Kirpal Singh Bandugar (President) Dr. Gursharan Kaur Jaggi (DPI Nominee) Pf. Nirmal Singh Azad (Univ. Nominee) Dr. Harpal Kaur (Sub. Expert, DPI) Prof. Kulbir Singh Dhillon (Univ. Subject Expert) College Principal		19-7-02

B) The details of appointments made on Adhoc/Part-Time basis against college Funded/ Self-Supporting Courses for the last two years are given in

Annexure-VI

11. Provide the following information about the teaching staff recruited during the last two years.

Teaching staff recruited from		
Same State		Other States
Same institution	Other institutions	
2	21	---

12. Does the college have the freedom and the resources to appoint and pay temporary / *ad hoc* teaching staff?

Yes

The college has freedom & sufficient resources to appoint and pay temporary / *ad hoc* teaching staff.

13. Number of teaching staff who have attended seminars / conferences / workshops as participants / resource persons in the last two years:

Annexure - VII

	Participants	Resource persons
National level	9	2
International level	---	---

14. Does the college follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension?

Yes No

If yes, how are teachers encouraged to use the feedback?

15. Does the college follow any other teacher performance appraisal method?

Yes

The performance of teachers is appraised by comparing their exam results with that of Univ./Board results. Besides, the Principal writes the annual confidential report of each teacher. He takes into account number of factors such as teacher's rapport with the students and the colleagues, his punctuality, integrity, commitment, dedication, general behaviour, teaching methodology and his overall performance while writing the report.

16. Does the college collect student evaluation on campus experience?

Yes

The feedback from the students on campus experience is used for the further betterment of the Institution. The suggestions given by the students are given significant weight age while formulating the policies & programmes for next academic session.

17. Does the college conduct refresher courses/seminars/conferences/symposia/ Workshops / programs for faculty development?

Yes

Seminars, Symposia, Conferences and Extension Lectures are arranged for Faculty members and the students.

Annexure –VIII

18. Give details on a few faculty development programmes and the number of teachers

Who benefited out of them, during the last two years:

Faculty Development Programme Refresher Course & Orientation Course	No. of Beneficiaries
Dept. of Eng.	5
Dept of Commerce	4
Dept. of Punjabi	3
Dept. of Political Science	1
Dept. of Math	2
Dept. of Chemistry	1
Dept. of Physics	2
Dept. of Economics	2
Dept. of Physical Education	2
Dept. of Computers	1
Deptt. of Hindi	1
Deptt. of History	1

19. How many members of faculty have received teaching awards?

Annexure-IX

20. Give details of the contribution of the faculty in different committees.

The college constitutes various committees for the efficient and effective functioning of the college. The faculty members leave no stone unturned to perform the tasks assigned to them in the various committees. The examination committee looks after the overall conduct of examination; Extra curricular committee prepares the students for various cultural & other functions; Educational tour committee plans & arranges various tours & in similar fashion the other committees, the list of which is given in the **Annexure - X** perform their respective duties efficiently for the betterment of the Institution. It can be said without an iota of doubt that it is because of the untiring efforts & unparallel contribution of the faculty members in different committees that the college is able to raise its academic standards, infrastructural facilities and to achieve a place of prominence in the University and the State in the field of extra-curricular activities & sports.

Annexure - X

21. Furnish information about significant teaching innovations of the college.

- ❖ The college holds regular seminars, workshops, guest lectures and conferences for the Post Graduate Professional Classes.
- ❖ Industrial visits are organized for the Post Graduate Professional students in order to provide them a live learning environment.
- ❖ Mock Interviews, Group discussions and surprise tests are held regularly to make them comfortable for facing the future challenges.
- ❖ The teachers make use of latest audio visual aids to substantiate their lecture method of teaching.
- ❖ The students of vocational courses are taken for site visits.
 - The Bio-Tech students have been taken to milk plants.
 - The Functional English students have been taken to Radio Station.
 - MBA & Commerce students visited Trade Fair at Delhi.
 - MBA students visited various factories.
- ❖ The students of Professional Courses are encouraged to present papers, organize seminars, write articles and to act as resource persons.

22. What are the national and international linkages established for teaching and/or research?

Nil

23. Any other highlights?

The college has achieved distinction in the following fields:

1. Monica Verma & Rashmi Shyan of B.Com. Stood first in B.Com. III Hons. in Punjabi University, Patiala Examination & got Gold Medal. Following students were placed in the merit list of Punjabi University, Patiala (2002-03):

Monica Arora	B.Sc. Part I
Pawandeep Kaur	B.Sc.III
Shilpi Jindal	B.Com. II
Monica Verma	B.Com.III
Dheeraj Garg	B.Com.III

Number of our students got admission in Engineering, Medical, Professional & Vocational Courses. The pass percentage of the students has improved over the years.

2. **Satnam Singh, Harpreet Singh, Priya Gasha won Bronze in Fencing in 32nd Sr. National Games held at Hyderabad .**
3. Bhupinder Singh , Amandeep Singh, Gurjt Singh, Prabhjot Singh, Sukhraj Singh, Navjot Singh represented Punjabi University Patiala in football in All India Inter University Championship.
4. Rahul Gajri, Chaten Sharma represented Punjabi Uni. Patiala in Chess.
5. Naresh Kumar won Silver Medal in All India Interversity Championship. Palwinder Singh Cheema represented India in the same game.
6. Kamaljit Singh represented Punjabi University, Patiala in 400mts. & 400mts. Hurdle. Baljinder Kaur represented Punjabi University, Patiala in Hammer Throw.
7. **Vicky Batta won Bronze Medal in Weight lifting in Manchester Commonwealth games 2001.**
8. **Parminder Singh Doomcheri won Punjab Kaseri Title.**
9. Jasbir Singh represented Punjabi University, Patiala in Judo.
10. Rajiv Kumar and Surinderpal represented Punjabi University, Patiala in All India Interversity Cricket Competition.
11. Naresh Kumar won Bronze in All India Interversity Power Lifting competition.
12. Mukesh Dhiman was declared Best Cadet in Combined Annual Training Camp (session 2002-03) and he also got the letter of appreciation.
13. Randhir Singh participated in Republic Day Parade & in Prime Minister's Rally held at New Delhi . He attended Pre R.D.Camp at Chandigarh.
14. 5 students attended National Integration Camp held at Hissar and 5 students attended National Integration Camp held at Jandiala (Amritsar). 5 students attended Army camp at Sangrur and 5 students attended Army Attachment camp at Patiala.

15. A five day Gurmat Training Camp was organized by Guru Gobind Singh Study circle in Dehradun & 5 students from the Institution participated. Among the senior group Sandeep Singh of our college headed the group.

Achievements of Teachers

1. Dr. Gurmohan Singh Walia (Principal) has been a member of the syndicate, Pbi. Uni. Patiala, of the Senate of Pbi. Uni. Patiala, of the College Dev. Council of Pbi Uni., Patiala and of G.N.D.U, of Post Graduate and Under Graduate Boards of Studies of the Academic Board of P.S.Ed.B, of major committees of Pbi. Uni and P.S.Ed.B, of the Planning and Dev. Committee, Examination Reforms Committee and Academic Improvement Committee of the three universities of Punjab from time to time. He has also been a member of the Academic Council, Punjabi University, Patiala since 1994 and of University Sports Committee of Punjabi University, Patiala since 1994. He is a subject specialist for reviewing books of senior secondary classes of Punjab School Education Board. He is a member of the Academic Council and other important committees of PTU. He has presented papers on Higher Education in different Seminars/ Conferences. He has opened Mata Ganga Khalsa Girls College, Kotan in 1998 which is affiliated to Punjab University, Chandigarh. He has been given an additional charge of B.Ed College Mata Sahib Kaur Khalsa Girls College for Education at Patiala by the governing body i.e. SGPC which will start functioning from next session.
2. Dr. Dharminder Singh attended a National Seminar at A.P.J. Institute of Management Jalandhar and also presented a paper on topic Agriculture Accounting- A tool for improving productivity and efficiency in the Agriculture Sector. He attended National level seminar at Punjabi Univ., Patiala and presented a paper entitled "Is Privatization the Panacea for the ills of Public Sector". He participated in a National Conference held at Mussorie for three days for the development of citizen's character organized by the Central Govt. of India. He acted as a resource person at a refresher course held at Shaheed Bhagat Singh College, Ferozpur and talked to them on corporative reporting practices in India. He has been a Senate Member of Punjabi University, Patiala for two years. He has written more than 100 articles to various newspapers, journals, and magazines. He

is the Member of All India Commerce Association; Secretary of the Rotary Club; organizing secretary of the District Cultural Society and member of District Writers Association.

3. Prof. Jaskaran Singh attended one International Conference & Published three research papers.
4. Dr. Surmukh Singh has written 5 research papers & has published two articles. He has edited various books.
5. Dr. Jagjiwan Singh has published a book & has written 5 research papers.
6. Prof. Rashid Rasheed has written 4 research papers.
7. Dr. Kamaljit Kaur has written one book & 6 research papers which have been published in various magazines.
8. Dr. Harminder Singh has published many papers & book reviews in Punjabi Magazines & Punjabi Tribune.
9. Prof. Manmohan Kaur has Published 3 articles.
10. Prof. Harshwinder Singh has translated Shobha De's book of short stories & Kusum Sahni's Novel into Punjabi.
11. Prof Sadhu Singh has published a book of Punjabi Poetry "Aas Preette Nain"& has delivered about dozen talks on the AIR. He has participated twice in TV programme of Doordarshan.
12. Prof. Pritam Singh Logani has published pre-engineering book & a text book.

13. Prof. Naresh Gupta, Deptt. Of Pol.Sc. has written books titled 'Sadi Parliament', 'Changey Nagrik and Dictionary of Pol.Sc.' which was selected for state award by the Language Department of Punjab.
14. Prof. Navjeet Kaur, Deptt. Of Economics has been appointed subject expert for economics in undergraduates Board of Studies in Economics, Punjabi University Patiala. She has been a member of College Development Council, Punjabi Univ., Patiala for two years from 2000-02.
15. Prof. Ramanjit Kaur, Deptt. Of Commerce has been appointed member of Professional Faculty, Punjabi University Patiala.
16. Prof. Kashmir Singh has written no. of books for under graduate classes. He has served member of Faculty of UG classes. He has acted as resource person at a refresher course held at Saheed Bhagat Singh Engineering College.
17. Mr. Jagjit Singh has written a book on computer viz. ' Information Technology for Business'.
18. Prof. Bikramjit Singh Sandhu has been appointed by Punjabi Univ., Patiala as Manager cum Coach for the University Chess Team (Boys) for the past three years.
19. Dr. Harpreet Kaur has worked on four projects out of which one was sanctioned by UGC and one by CSIR.
20. Dr. Sukhjeet Kaur has published three papers in Punjabi Duniya and her book "hassam de kissian witch sufi vichardhara" is under publication.
21. Prof. Manmohan kaur has published three research papers in "Aaj di Awaz"

22. Prof Harinder Kaur has prepared the Titles of the bi-monthly magazine 'Yuva Chetana' brought out by the Distt. Administration of Fatehgarh Sahib at three consecutive months. She has acted as a judge for Fine Arts items at Zonal Youth Festivals of Punjabi University, Patiala at Bhawanigarh & Mansa. She also addressed the students in a workshop on 'Glass Painting & Texture Painting' at Khalsa College for Women, Civil Lines, Ludhiana.
23. Prof. Varinder Kaur was a resource person in PCP of Diploma in Gurmat Sangeet (CC) organised by Punjabi University. She gave Shabad Gayan Performance at Aditi Gurmat Sangeet Sammelan at Jawaddi Kalan, Ludhiana.
24. Prof. Gurdarshan Singh visited USA, Canada, Nepal, Singapore and made an in depth study of Public Library System, Public Transportation System, Living Standard of People, Public Cleanliness System, Penetration of Computer System in children.

Criterion –III

Research, Consultancy & Extension

RESEARCH, CONSULTANCY AND EXTENSION

1. Is research a significant activity of the college?

Yes, Research is undertaken by the Post Graduate students of MBA & MCA. The students of MBA are required to write a report on the projects undertaken by them during their summer training. There is six month training for the students of MCA in their last semester during which they are to carry out research/project work. Students of Functional English are required to undergo one month on the job training after their IInd year exams

2. How does the college promote research?

* Teachers are given study leave i.e. they are allowed to proceed on study leave for doing research work as per the rules/guidelines laid down by the UGC. During their leave period teachers are appointed against the leave vacancies.

* Post Graduate Students of MBA and MCA have to submit a project reports on various subjects concerning Marketing, Finance, Personnel, Information Technology etc. as a compulsory requirement of their curricula. For this they have to undertake various research projects.

3. Is the college a recognized centre for Ph.D.?

No

4. What percentage of teachers is engaged in active research in the college? (guiding research scholars, operating projects, publishing regularly etc.) Give details.

Presently, Six of our permanent teachers are doing their Ph.D.

- Prof. Kashmir Singh

- Prof. Varinder Kaur

- Prof. Parminder Kaur Randhawa

- Prof. Jaskaran Singh Dhillon

- Prof. Rashid Rasheed

- Prof. Rajinder Kaur

Some of Our staff members are planning to register themselves for pursuing their Ph.D. programme. Our staff regularly participates in Seminars, Conferences,

workshops etc. Some of them write for the magazines, newspapers and journals. Our 6 teachers have completed their Ph.D's during their service.

Four of our teachers are doing M.Tech:

- Prof. Navdeep Singh,
- Prof. Harjit Singh,
- Prof. Dilraj Singh
- Prof. Kamalpreet Singh

Two of our technical Staff members are pursuing their MCA

- Mr. Jagjit Singh Comp. Instructor
- Mr. Lalit Joshi Comp. Lab Tech.

As regards guiding research scholars, the affiliating status of the college has its limitation because Punjabi Univ., Patiala does not allow college teachers to guide research scholars. Even then some teachers often guide M.Phil students and supervise their projects as supervisors / co-supervisors. Prof. Parminder Singh Bhatia has guided M.Phil. Student in Economics.

5. How many are full time research scholars and how many have registered as part time scholars? (Research scholar means M.Phil. or Ph.D. Student)

full-time	--
part-time Ph.D	06

6. How many Ph.D.s have been awarded during the last five years?

The following six teachers of the college have been awarded Ph.D.'s during last five years

1. Dr. Dharminder Singh
2. Dr. Surmukh Singh
3. Dr. Jagjiwan Singh
4. Dr. Sukhjit Kaur
5. Dr. D.S.Dhaliwal
6. Dr. Parminder Singh Bhatia

7. Does the college provide financial support to research students?

Yes No

The college gives subsidy to students for preparing research reports. Similarly the same facility is extended to the teachers. Internet facility is provided free of cost to students and teachers for reference and for gathering information related to their research.

8. Provide details of the ongoing projects:

Total no of projects	--
Total outlay in Rs.	--

9. Give details of ongoing projects funded by external agencies. **None**

Funding agency	Amount (Rs.)	Duration (Years)	Collaboration, if any

10. Does the college publicise the expertise available for consultancy services?

Yes No

If yes, give details.

11. Does the college have a designated person for extension activities?

Yes No

If yes, indicate the nature of the post.

Full-time Part-time Additional charge

12. Indicate the extension activities of the college and its details:

- | | | | |
|-----------------------------------|-------------------------------------|-------------------------|-------------------------------------|
| i. Community development | <input checked="" type="checkbox"/> | ii. Social work | <input checked="" type="checkbox"/> |
| iii. Health and hygiene awareness | <input checked="" type="checkbox"/> | iv. Medical camp | <input checked="" type="checkbox"/> |
| v. Adult education and literacy | <input checked="" type="checkbox"/> | vi. Blood donation camp | <input checked="" type="checkbox"/> |

vii. AIDS awareness

viii. Environment awareness

ix. Awareness about Yoga

x. Gender Bias issues

The college regularly engages its students in active extension activities through various clubs and societies formed in the college for the purpose. NSS and NCC units are also playing an active role in encouraging the students to take part in Extension activities.

Regular seminars are held to make the students aware of cleanliness, health and hygiene. Students are motivated to keep the campus neat and clean. The members of Adult Education Club visit the neighbouring villages and hold classes for the illiterate masses. It also motivates the students to follow the policy of "Each One Teach One".

The AIDS awareness club holds regular seminars to bring about awareness among the masses about the preventions and precautions to be taken for eliminating this fatal disease.

The members of the Environment Club take a great interest in creating awareness about environmental pollution and conserving the environment. The college celebrates Vanmahautsav every year with full zeal and zest and saplings are planted every year.

The college is also worried about the gender bias issues and for this purpose number of seminars have been organized to create awareness among the fair sex. The college with the help of Rotary Club, Sirhind held a seminar on female foeticide which was attended by the girl students of the college.

13. Are there any outreach programmes carried out by the college other than NSS & NCC, for example Population Education Club, Adult Education, National Literacy Mission or any other?

Yes No

The clubs and societies as discussed above carry out their programmes for the betterment of society.

14. How are students and teachers encouraged to participate in extension activities?

The students are given various incentives for participation in extension activities. The teachers regularly encourage & motivate them for such participation. The students are awarded Roll of Honours, College Colours & Merit Certificates along

with Mementoes for excelling in extension activities at the Annual Prize distribution function.

The teachers are given due credit in their annual confidential reports for their valuable contribution towards the students. The college teachers perform their extra curricular duties with full commitment and motivate the students for doing their best for the society.

15. Does the college work and plan the extension activities along with NGO's and GO's?

Yes, the college organizes activities and programmes with the help of NGO's and GO's and following is the brief list of activities undertaken during the past two years:

1. The NSS unit of the college has held number of blood donation camps in the college with the help of various government organizations like Rajindra Hospital, Patiala and PGI, Chandigarh.
2. Seminar on Female foeticide in association with Rotary Club Sirhind was organized in which Dr. M.S. Bawa expert in the field delivered the lecture. An exhibition on the subject was also arranged.
3. Poetical recitation & Quiz competition in association with Rotary Club Sirhind was organised. Painting Competition in association with Rotary Club Sirhind was also organised.
4. AIDS awareness Seminar was held in association with SOSVA, Chandigarh
5. Dr. Lenarth Pehrson, a dental surgeon from Sweden in association with Rotary Club Sirhind interacted with students on Dental Care & Hygiene.
6. Rotary Team from Chile visited Mata Gujri College, Fatehgarh Sahib & interacted with the Post Graduate students under Cultural exchange programme.
7. Yoga Camp was organised in which the students were told about the importance of Yoga for having good health.
8. Seminar with the help of SGPC, Amritsar was held on the contributions of Giani Ditt Singh to the Sikh Panth in particular and the state in general.

16. Any other highlights:

1. The college constitutes and funds many clubs & societies which encourage the students to take part in the extension activities. These includes NSS, Environment Club, AIDS Awareness Club, Adult Education Club, English

Literary Society, Punjabi Sahitya Sabha, Planning forum, Commerce Association, Readers Club, Hindi Sahitya Parishad, Social Science Association, Science Society, Photo Graphic Club, National Literary Club, Population Club etc.

2. Research related facilities / Grants available from UGC are brought to the notice of the teaching faculty from time to time. Prof. Rajinder Kaur is completing her Ph.D. under the UGC Scheme. The college encourages its teachers to undertake research projects and to participate in Seminars or Conferences and further motivates its own teachers to organize seminars, workshops etc in the college.
3. The students of the college volunteered for the polio vaccination campaign.

Criterion –IV

Infrastructure
&
Learning Resources

Infrastructure And Learning Resources

1. Enclose the master plan of the college campus indicating the existing buildings and the projected expansion in the future.

Annexure-XI

2. How does the college plan to meet the need for augmenting the infrastructure to keep pace with academic growth?

The college plans to open new self supporting courses in order to augment the infrastructure & to keep pace with academic growth. Infact, the college has already introduced a number of self supporting courses and has considerably added infrastructure to effectively impart the instructions to the students. The Governing body (SGPC) of the college has further assured the college of its financial support to add to the infrastructure and other educational facilities. The college purposes to rent a building to a Bank in order to strengthen its financial position.

The college has applied to UGC for the grant to build a Girls hostel; grant for remedial coaching, for coaching Classes for entry in services for minority Community students & Science Improvement Programme grant.

The college is already getting a grant from UGC for two Vocational courses and for the establishing of Network Resource Centre.

The Institution has also been given substantial financial aid by S. Sukhdev Singh Dhindsa (Union Minister for chemicals and fertilizers) to improve upon its existing infrastructure. The college plans to invite more MPs and other VIPs who will augment the college resources for improvement in infrastructure.

The college intends to tap college alumni & other philanthropists & donors to extend financial help to the Institution to augment its infrastructure.

3. How does the college maintain its infrastructure?

The college regularly gets its campus white washed and painted. The class IV employees including Gardeners, Ground men, Lab assistants etc. help in the maintenance of lawns, grounds, courts, labs etc. The college has appointed one full time electrician who looks after electrical works in the college. In addition to this, the students of the college are involved in the beautification & maintenance of college grounds. College has constituted a campus beautification committee. The college has

also arranged 4 security men on contract basis to keep a 24 hours security of the college campus.

4. How does the college ensure optimum utilization of its infrastructure facilities?

The college is fully aware of the optimum utilization of the infrastructural facilities. The college regulates the various activities in such a way so that the optimum utilization of infrastructural facility is ensured. The details are as under:

Academics:

- (i) The college has sufficient number of class rooms and the time table is planned in such a manner so that all the rooms remain occupied through out working hours of the college.
- (ii) The College has 3 computer labs, having 66 computers and the effort is made by fixing the practical periods in such a way so that every student of computer applications can get sufficient time for his practical exposure. Labs are also made available to the teaching & non-teaching staff of the college after the normal working hours. We are planning to add 25 more computers.
- (iii) The college has two Physics Labs, Two Chemistry Labs, One Zoology Lab, One Bio-tech Lab & One Botany Lab. The college also has music room, Functional English Lab, Fine Arts Lab and a Geography Lab.
- (iv) The College has a well stocked library with 55500 books 78 journals & 20 newspapers. The library remains open from 8.00 a.m. to 5.30 p.m. & there are separate enclosure for the faculty & the students to have a better reading environment. The Library has already introduced the Open shelf system for the benefit of the students & the staff. We propose to open the library for general public from 4:00 p.m. to 6:00 p.m.

Sports:

It is the only college in the University to have a full fledged sports Stadium comprising 400 mtr (International standards) athletics track. The college has football, hockey, basketball, volleyball, lawn tennis, badminton, cricket, kabbadi grounds and 400 meter athletic track. The college grounds are available 24 hours to the students as well as to the public at large. A number of events and tournaments are organized regularly by the college as well as the outside sports agencies & clubs. In addition to this the college stadium is also used by the administration to celebrate national days/festivals etc like Republic Days and Independence Days.

Health Care Centre:

The college has opened a modern well equipped Health Care Centre for students, staff & general public.

Hostel:

The college provides the hostel facilities to the MBA/MCA/BCA/PGDCA/MA/B.Sc-Bio.Tech. students as well as to the sports persons.

Subsidised Bus Service:

The college has four buses which provide subsidized bus service to students and staff. Two buses ply from Mohali & Patiala to Fatehgarh Sahib. Two buses are run exclusively for girls students from neighbouring areas.

5. Does the college encourage use of the academic facilities by external agencies?

Yes

- i) Various Government and other agencies make use of the college infrastructure facilities for holding/conducting various tests / examinations during the off days for example B.Ed test, JET, ETT & Panchayat Secretary Test .
- ii) Social clubs like Rotary club Sirhind, District's writer associations, District Cultural Society, District Language office and other such agencies organize functions/meets in the college campus.
- iii) The college grounds and other sports facilities are used by the sportspersons other than the college students.
- iv) The College playgrounds are used for Inter District & Inter School Sports functions on the request of the District Education officer or District Sports Officer.
- v) The College also offers its Stadium to the Western Command to hold Army Recruitment Camps & to hold other district/state level Ex-Serviceman functions.
- vi) NCC 'C' Certificate Exams are also held in the college grounds.
- vii) Social organizations organize blood donation camps in the college grounds.

- viii) Every year the College provides its grounds & lodging facilities to the teams of BZSFS National Football tournament which is held in December.
- ix) For the celebration of District level National functions like Republic Day & Independence Day, the college offers its grounds to the District administration.
- x) The college plans to open a Cyber Café for general public at subsidized rates. Part time job opportunities will be offered to brilliant students.
- xi) The college proposes to open the library for public use from 4:00 p.m. to 6:00 p.m.

6. What efforts are made to keep the campus beautiful and pollution free?

It is said that cleanliness is next to Godliness and the college is well aware of the fact. The college makes conscious efforts to keep the campus beautiful and pollution free. The campus beautification committee has been constituted specifically for this purpose. The committee looks after the upkeep and beautification of the campus and ensures a secure environment in the college. The college lawns, grounds and gardens are properly maintained. Decorative plants, trees and shrubs have been planted. Seasonal flowers are regularly planted. The college has a team of gardeners/malies who are working under the supervision of college beautification committee. They are well trained and experienced in their field. In addition to this the students are also involved in the plantation of trees and plants in the college campus. The students are also encouraged & motivated to keep the college campus neat & clean.

7. Is there an advisory committee for the library?

Yes No

8. Is the library interconnected with other libraries for inter-library borrowing?

Yes No

9. Is there a book bank facility in the central library?

Yes No

10. Are the following activities of the central library computerized?

- i. Lending of books ii. Purchase of books
 iii. Lending of audio-visual material iv. Book bank
 v. Stock verification
 Any other
 vi. The college plans to introduce e-cataloging

11. Provide the number of books/ journals/ periodicals that have been added to the central library during the last two years and their cost.

A) Central Library

	The Year before last		The Year before	
	Number	Total cost	Number	Total cost
i. Text books	553	1,06,929.00	554	1,81,917.00
ii. Other books	141	12,627.00	492	1,20,805.00
iii. Journals/ periodicals/ Magazines	14 39	8,500.00	39	8,500.00
Any others				

B Library for professional Courses

	The Year before last		The Year before	
	Number	Total cost	Number	Total cost
i. Text books	441	127669	1539	580547
ii. Other books				
iii. Journals/ periodicals	3	9285	14	12365
iv. Newspapers & magazines	16	27925	23	30000(app)

12. Does the library have the following facilities?

- Reprography
- Computers
- Audio & Video Cassettes
- Internet
- Any other (specify) Newspapers, Clipping & Bookbank facility.

13. Furnish the following details :

- Working days of the library 6 days a week
- Working hours of the library

Summer	8:00 am to 6:00 pm
Winters	8:30 am to 5:30 pm
- Total no of books in the library 55,500
- Journals/periodicals/Magazines subscribed 78
- Titles in the library 37,310

14. Is there a central computer facility in the college?

Yes No

The following are the details in this regard:

Five computers and a server are interconnected. Windows 98 is installed on all of these computers.

S.No.	Deptt.	Configuration
1.	Principal's Office	Server,P-IV , 40 GB HDD, 128 RAM, 1.44 MB FDD,15' color Monitor,10/100 NIC, Mouse, Keyboard, 52x CD ROM
2.	Supdt.'s Office	P-III 450 Mg Htz.,4.3 GB HDD, 128 RAM, 1.44 MB FDD,15' color Monitor,10/100 NIC, Mouse, Keyboard, 52x CD ROM
3.	Account's Office	P-II 233 Mg Htz, 2.1GB HDD, 64 MB RAM,1.44 MB FDD,15' color Monitor,10/100 NIC, Mouse, Keyboard, 52x CD ROM

- | | | |
|----|--------------------|---------|
| 4. | Examination Branch | -- do - |
| 5. | Steno-Typist | -- do - |

More departments are being given computers in the near future.

15. Give the working hours of the computer centre and its access on holidays and off hours.

The computer centre is open on all six days of the week from 9:00 am to 4:00 pm. All students can access the internet facility from 1: 00 pm to 1.30 pm & 3:00 pm to 4:00 pm daily. The computer center remains open in the summer vacations as well, to allow the students access as per their convenience.

16. How many departments have computers of their own ? Give the configuration and other details.

The following are the departments which have computers of their own:

<u>S.No.</u>	<u>Deptt.</u>	<u>Configuration</u>
1.	Principal's Office	Server,P-IV , 40 GB HDD, 128 RAM, 1.44 MB FDD,15' color Monitor,10/100 NIC, Mouse, Keyboard, 52x CD ROM
2.	Supdt.'s Office	P-III 450 Mg Htz.,4.3 GB HDD, 128 RAM, 1.44 MB FDD,15' color Monitor,10/100 NIC, Mouse, Keyboard, 52x CD ROM
3.	Accountant's Office	P-II 233 Mg Htz, 2.1GB HDD, 64 MB RAM,1.44 MB FDD,15' color Monitor,10/100 NIC, Mouse, Keyboard, 52x CD ROM
4.	Examination Branch	-- do -
5.	Steno-Typist	-- do -
6.	Library (Main)	-- do -

- | | | |
|----|--------------------------------|----------|
| 7. | Library (Professional Courses) | -- do -- |
| 8. | Bio- Tech Lab | -- do -- |
| 9. | MBA Office | -- do -- |

More departments are being given computers in the near future

17. What is the output of the centre in developing computer aided learning packages in various subjects during the last three years?

Nil

18. How are computers and their accessories maintained in the computer centre and other locations of the college?

When the computers are purchased the college gets one year Warranty with them. During this time if a problem arises the dealers are called in to render their services. But after the expiry of the warranty period it's the responsibility of the college to maintain the computers & their accessories. For this purpose, the college has employed one hardware expert. He is responsible for the maintenance of the computers and their accessories. In case need be experts are called from outside.

19. Does the college make use of the services of inter-university centers like IUCAA, IAS, INFLIBNET etc?

No.

20. What are the various health services available to the students, members of the teaching and non-teaching staff of the college?

1. A part time dispenser is employed to provide immediate medical aid & basic health services.

2. The Managing committee is in the process of appointing a part time medical officer.

3. Besides the District Civil hospital is just $\frac{1}{2}$ km. away from the college campus and 24 hours medical service is available to all students as well as to the staff.

21. What are the physical and infrastructure facilities available in the sports and physical education centre? Give details.

The college has the following indoor & outdoor facilities:-

Outdoor:

1. Sports Stadium comprising 400 meter (international standard) Athletics Track
2. Cemented Badminton Court
3. Two Volleyball Courts
4. Cemented Lawn Tennis Court
5. Cemented Basket Ball Court
6. One Kho-Kho Ground
7. One Kabbadi Ground
8. Fencing Court
9. Handball Ground
10. Softball Ground
11. Cricket Ground
12. Football Ground
13. Hockey Ground

Indoor :

1. Well equipped Health Centre
 - a) Power Lifting
 - b) Weight Lifting
 - c) Body Building
 - d) Yoga
2. Table Tennis
3. Carrom
4. Chess

22. What are the incentives given to outstanding sports persons?

1. The college spent Rs. 1,73,000/- (2002-03) on sports scholarship granted to outstanding sports persons for their achievements. The amount of scholarship is determined by the level of achievement of the sportsperson.
 2. Free Hostel facility is provided to sportspersons.
 3. Sportspersons are entitled for diet money & refreshment allowance.
 4. Outstanding sportspersons are awarded Roll of Honour /College Colour for their achievements at various levels.
 5. Outstanding sportspersons are recommended for jobs in various departments.
 6. Sportspersons are given fee concession.
 7. Free Equipment / Kit is given to the sportspersons.
 8. Seats are reserved for sportspersons.
23. Give details of the participation of students during the last year at the university, state, regional, national and international meets.

ACHIEVEMENTS IN SPORTS

2002-2003

1. **Football :-** The football team stood 1st in Inter college in Punjabi University, Championship. Karamjit Singh , Jaswinder Singh , Maninderjit Singh, Samul Maseah, were selected to represent Punjabi University, Patiala for All India Intersvarsity competition and were runners up in North Zone.
2. **Chess :-** The college chess team got second position in Inter college Competition in Men & Women section. Chetan Sharma represented Punjabi University, Patiala in Intersvarsity Competition.
3. **Cricket :-** Rajiv Kumar and Surinderpal represented Punjabi University, Patiala in All India Intersvarsity Competition.
4. **Cricket(W) :-** Our team stood 2nd in Inter college competition. Divya Softa and Gurpret represented Punjabi University, Patiala in All India Intersvarsity Competition.

5. Powerlifting :- The following is the position of the college in this game:

1. Gautam Sood – Gold
2. Deepak Manro – Silver
3. Naresh Kumar – Bronze in All India Intersersity competition in which Punjabi University, Patiala team got the second palce
4. Rishi - Represented Punjabi University, Patiala

6. Athletics : The following students have represented Punjabi University, Patiala in All India Intersersity:

Kamaljeet Singh – In 400mts
Lakhvir Singh- Death lane
Karamjit Singh- Discuss Throw

7. Fencing :- Our fencing team stood Ist in Inter College competition and the following students excelled as under:

Satnam Singh- Bronze
Harpreet Singh – Bronze
Priya Gasha – Bronze in 32nd Sr. National Games held at Hydrabad.

24. What are the major physical and infrastructure facilities available in the workshop and centre for instrumentation?

Nil

25. What percentage of students have hostel accommodation?

2.7 % of the total students.

26. Give details of the hostel facilities available in the campus?

The college has Boys Hostel in the campus having the capacity of 60 students. It has double occupancy rooms. The hostel facility includes mess facility, indoor games, one dining hall, one common room with a colour T.V. and VCR, Water Cooler, Geysers, well ventilated & well lighted toilets & bathrooms. The college has already sent a proposal to UGC for the release of grant to build a girls hostel.

27. Any other highlights :

- a. **Library** : The College has a well equipped updated & computerized Library. It has a separate wing for professional courses. The library has a separate reading hall with the capacity of over two hundred students. There is a huge stock of books numbering 55,500. A number of journals, Newspapers & Magazines are subscribed for the benefit of the students.
 - a) The book bank facility is available to the students from where the students can get the books issued for the whole year.
 - b) The college has a special & updated reference section.
- b. **College Playgrounds** : The college has well maintained playgrounds for number of outdoor games.
- c. **Botanical Gardens**: The college has a well maintained Botanical Garden.
- d. **Xerox Facilities**: The college provides Xerox facility at concessional rates to the students.
- e. The college plans to construct an auditorium, and an open air theatre.
- f. The college plans to add 25 more computers.
- g. The college has opened the library for general public.
- h. E-Cataloging of the college library has been started.
- i. The library is inter linked with other libraries for inter college borrowing.

- j. The college plans to open a Cyber Café for general public.
- k. The college provides Internet Facility to Staff & Students free of cost.
- l. The college provides subsidized bus service.
- m. In the last two years the college has add the following infrastructure :
New Library Building, Administrative Block, Parking Place, New Computers, Fax Machine, Photo Copier, CD Writer, LCD Projector, Playground, Internet Facility, New Buses, Benches for Lawns and classes, Furniture for library

Criterion –V

**Student Support
&
Progression**

Student Support And Progression

1. Furnish the following details:

Percentage of students appearing for the qualifying exam after the minimum period of study

Batch 1999-2002

UG =81% in Ist year
97% in IInd year
98% in IIIrd year

Batch 1999-2002

PG =96% Ist year
99% in IInd year

Drop out rate UG : 15-19 %drop out rate in the first year of the three year degree course but just 0.5-2.0 % in the final year.

In the first year of the three year degree courses, 15-19 % drop out rate is due to the following reasons:

- a) The college, as per the Punjabi University regulations, allows admission to the first year of the B.A./ B.Sc. courses to those candidates also who have reappear in the 10+2 examination. However, those who fail to clear their reappear (10+2) in the September exam are barred by the University from appearing in the annual examination of the 1st year of the TDC. Since many of the 10+2 reappear students fail to clear their reappear in September exam, they have to drop/leave the college. In 1999 193 students out of a total of 644 students admitted to the 1st year of the UG courses were with reappear in 10+2 .73 out of 193 failed to clear their reappear and therefore had to drop;
- b) When the time students seek admission to the 1st year of the UG courses in the college, admissions to various professional courses on the basis of 10+2 qualifying examination are in progress. Those who get admissions to professional courses like Medical, Engineering, Information Technology etc. have to leave the college. Many students enrolled in the first year drop to prepare for the competitive exams to be held next year. But for these reasons the drop out rate in the 1st year and successive years of UG courses is negligible.
- c) Similarly, the drop out rate of 4-9 %percent in the first year of the PG courses is due to the fact that many students, after their admission to PG courses in the college, get

admission to various professional courses on the basis of the UG degree. The drop out rate of 1-2% in the second year of the PG courses is due to the fact that some PG students after completing their Part-I join professional courses and complete their PG afterwards. Drop out rate in UG/PG courses is shown in Annexure-II.

Progression to employment and further study (UG to PG or PG to Ph.D.) : In the case of science graduates 80-90 percent seek admission for higher studies while remaining 10 percent go for gainful employment. In the case of the graduates in humanities the progression to further study is 40-50 %and to employment about 20-30 percent. About 50 percent post graduates prefer employment while the remaining pursue studies further.

- Prominent Positions held by alumni

Annexure-XII

1.

2. How many students have passed the following examinations in the last five years?

UGC - CSIR (NET) Examination	08
UGC - SLET Examination	---
GATE	---
Indian Civil Services Examinations	---
GRE	03
TOEFL/IELTS	01
GMAT	
USMLE	01
Any other (specify)	
CET/PMT	89
B. Ed.	80

3. Does the college publish its updated prospectus annually?

Yes No

If yes, what are the contents of the prospectus?

Yes, the college annually publishes its prospectus. A separate prospectus is published for self financing courses such as BCA, MCA, MBA, and PGDCA.

The contents of the prospectus include the profile of the college, mission, goals & objectives of the college; courses of study available; eligibility criteria for admission; college faculty; admission schedule; fee structure; rules and regulations regarding fee concession, information about various clubs & societies, sports facilities, scholarships, NCC & NSS Wings.

4. What kind of financial aids are available to students from the central government, state government, the institution and others? Give details.

Financial aids available to the students:

- i) National Scholarships – NCERT scholarships
- ii) State scholarships
- iii) Scholarship for sports persons
- iv) Scholarships established by various persons for outstanding students in academics/sports and for needy students.
- v) Merit Scholarships for outstanding meritorious students by the university
- vi) Fee concession given by the college
- vii) Tuition fee concession for the wards of the faculty
- viii) Tuition Fee of SC/ST candidates is compensated by the State Government.
- ix) Tuition Fee of BC/OBC candidates is partially condoned.

5. Mention the number of students who have received financial aid during the last two years.

Financial aid	Year before last	Year before
i. Merit scholarship	74	24
ii. Merit-cum-Means	57	139
Any others		
iii. Sports Scholarship	229	140
iv. Poor Student Aid Fund	188	247

6. Does the college have an employment cell and a placement officer who offers career counseling to students? If yes, give details of the cell and its office.

i. Employment cell:

ii. Placement officer:

The employment cell tries to hold as many Campus interviews as it can do to place its students in important industries. Col. H.S.Virk & Prof. Ashok Sood are the placement officers who continuously try to help the students to obtain employment. These officers have contacts with various industries & invite them for campus interviews.

7. Do teachers participate in academic and personal counselling? Give details.

Yes No

The teachers participate in academic and personal counselling to the students in addition to their normal teaching. The college has formed tutorial groups of students and the students are not only given academic & personal counselling by the incharge of the group but they are motivated & encouraged to pursue higher goals in life. The career Guidance Bureau of the college also renders a valuable service to the students in planning and choosing a better career. The services of certain professional & employment agencies are also sought to advise the students regarding their careers.

8. How many students were employed through placement service during the last year?

	UG students	PG students	Research scholars
i. Local firms/companies			
ii. Central government			
iii. State government			
iv. Public sector undertaking			
v. Private sector		26	

9. Does the employment cell motivate the students to seek self-employment?

Yes No

Number of our students are doing their own business, running their own factories, involved in farming activities and farm related activities.

10. Does the college have an Alumni Association?

Yes No

If yes, indicate the activities of the Alumni Association.

The College Alumni Association was constituted in 2003. The president of SGPC is its Chief Patron. S. Paramjit Singh Sarao, IPS, DIG Faridkot Range is the President of

the Alumni and the Principal of the college is its working President. It has a duly elected Executive.

Its aims are :

1. To endeavour for the development of the college.
2. To strive for the welfare of the college students.
3. Medium of establishing contacts with the old students of the college spread all over the World.
4. To organize Seminars/Symposia to generate awareness about issues concerning the society.

Though the Alumni is passing through its infancy yet it has already set on the following tasks :

1. Preparation of a detailed history of the college in particular and ancient city of Sirhind in general.
2. Fee Concession and merit Scholarships to needy students.
3. Mr. Bir Devinder Singh, Deputy Speaker Punjab Vidhan Sabha, an Alumni has of the college has recently been felicitated and the alumni has plans to honour other distinguished members.
4. The college Alumni is also planning to construct Student's Home on the College Campus.

11. How are the policies and criteria of admission made clear to prospective students?

The policy & criteria of admission is made clear to the prospective students through:

- a) Prospectus of the College
- b) Admission notice in the Newspapers.
- c) Brouchers, Pamphlets & Leaflets
- d) Display of Admission Notice on the college Notice-Board.
- e) Advertisement on city cable.

12. State the admission policy of the college with regard to overseas students.

The admission policy of the college with regard to overseas students is as per the University & State Govt. rules.

13. What are the support services given to overseas students?

i. One window admission service	<input type="checkbox"/>	ii. Overseas students office	<input type="checkbox"/>
iii. Special accommodation	<input type="checkbox"/>	iv. Induction courses	<input type="checkbox"/>
v. Socio-cultural activities	<input type="checkbox"/>	vi. Welfare programme	<input type="checkbox"/>
vii. Police clearance	<input type="checkbox"/>		

No Overseas student has turned up so far to seek admission in the college.

14. What are the recreational / leisure time facilities available to students?

i	Indoor games	<input checked="" type="checkbox"/>	ii	Outdoor games	<input checked="" type="checkbox"/>
iii	Nature Clubs	<input checked="" type="checkbox"/>	iv	Debate Clubs	<input checked="" type="checkbox"/>
v	Student Magazines	<input checked="" type="checkbox"/>	vi	Cultural Programmes	<input checked="" type="checkbox"/>
vii	Audio Video Facilities	<input checked="" type="checkbox"/>	viii	Dance/Music Competition	<input checked="" type="checkbox"/>
ix	Essay Writing	<input checked="" type="checkbox"/>			
Any Others:					
x	Health Club				
xi	Net Access				

15. Any Other highlights :

- i) The college has constituted various societies, associations & clubs which hold seminars, guest lectures of eminent scholars, inter college declamation/debate/contests; music competitions, science exhibitions, tournament & education tours for the allround development of students. The societies/associations include English literary society, Punjabi Sahitya Sabha, Planning forum, Commerce Association, Readers Club, Environment Club, Adult Education Club, Hindi Sahitya Parishad, Social Science Association, Science Society, Photographic Club, National Literary Club etc.
- ii) Some of the philanthropists of the area have introduced scholarships for the needy, poor and intelligent students of the area.
- iii) Many old students, Old teachers, Philanthropists have instituted medals, trophies & scholarships for outstanding sportspersons & meritorious students. The college also honours its students in the form of Roll of Honour , College Colour & merit certificates.
- iv) Web-site of the college

- v) Contribution of lecturers to various newspapers & journals : Some of our teachers write for News papers, Magazines & journals.
- vi) Some of our teachers present Radio Talks.
- vii) Many of our teachers are paper setters for Punjabi University, Patiala & Guru Nanak Dev University, Amritsar.

Criterion –VI

**Organisation
&
Management**

Organisation and Management

1. Does the college have an efficient internal coordinating and monitoring mechanism?

Yes No

If yes, give details.

The college has an efficient internal coordinating and monitoring mechanism in the form of conveners of various committees, heads of the depts., various designated officials such as registrar examinations, staff secretary, and sports secretary.

Proctorial groups constituted in the beginning of the session remain functional throughout the year and make sure that discipline is maintained. The working of various departments is monitored by the principal in consultation with the respective Heads who supervise their own deptt. The Heads on their own hold regular meetings with faculty members of the deptt. and the proceedings are then discussed with the principal.

The monitoring of all exam related activities such as conduct of house exams & declaration of results, intimation of wards' performance to the parents is ensured with the help of the examination committee headed by the Registrar.

Besides this, the Principal constitutes various committees each year. These include:

Admission committees: These regulate admission to various courses.

College Calendar Committee: It prepares a consolidated calendar of all the activities of the college such as college functions, seminars etc.

College Development Committee: it plans & looks after the development work.

Hostel development Committee: It looks after the hostel development/improvement & problems of the hostlers.

Sports Council: It co-ordinates & monitors sports related activities.

Library Committee: It looks into the development & improvements in Library Functioning, availability of reading/lending facilities to the students.

Various other committees such as Canteen Committee, Parking Committee, Publication/Printing Committee, Career Guidance, Discipline Committee, Prospectus Committee, College Magazine Editorial Board are also functional. These committees assist the principal in coordinating and monitoring the various activities of the college.

The clerical staff working in the office keeps record of all the incoming & outgoing and pending mail, if any, is supervised by the superintendent.

The Principal co-ordinates & monitors the financial matters. He is assisted by the Accounts Branch & the Bursar.

The working of Lab Assistants & Lab Attendants is monitored by the respective Heads of the Deptt.

The intercom facility helps to co-ordinate and monitor the working of various departments of the college.

2. Were any committees/external agencies appointed during the last three years to improve the organization and management?

Yes No

If yes, what were the recommendations?

3. Does the college have an inbuilt mechanism to check the work efficiency of the non-teaching staff?

Yes No

Give details.

There is a proper hierarchical organization of the non teaching staff. The office superintendent is responsible for the proper working of the non teaching staff and office administration. The head clerk supervises & coordinates the working of the supporting staff like gardeners, drivers etc. The work efficiency of the non teaching (technical) staff such as lab assistants, lab attendants is monitored by the Heads of the depts. The head of the physical education dept monitors game boys and other personnel.

4. Is there a special committee for preparing the academic calendar?

Yes No

Every year a special committee is constituted to prepare the academic calendar which decides upon the appropriate dates for the curricular events. The names of the committee during the current session are given below:

Prof. Harshvinder Singh (Convener)
Prof. Gurdarshan Singh
Prof. Dalbara Singh
Prof. Harbans Singh Tiwana
Dr. Dharminder Singh
Prof. Harveen Kaur
Prof. Parminder Kaur Randhava
Prof. Rashmi Arora
Prof. Jaskaran Singh

5. During the last two years have all the decisions of the selection committee been approved by the governing body?

Yes No

If no, give reasons.

6. Does the college conduct professional development programmes for non-teaching staff?

Yes No

If yes, give details

The college conducts professional development Programmes for non teaching staff from time to time. In the current academic session a 10 days crash course in computer basics was held for the non teaching staff. The administrative staff also attended a computer training programme sponsored by UGC and organised by Punjabi University, Patiala.

7. What is the current tuition and other fee structure in government supported and self-financing courses?

Government supported (Annual)

S. No.	Programme	Tuition	Library	Laboratory	Others	Hostel	Mess
1.	BA	420/-	50/-	--	3362/-	--	--
2.	B.Com.	420/-	50/-	--	3962/-	--	--
3.	B.Sc.	420/-	50/-	240	3362/-	--	--
4.	MA	540/-	50/-	--	3962	--	--

Self-financing (Annual)

S. No.	Programme	Course Fee	Library	Laboratory	Others	Hostel*	Mess
1.	BCA	23,000/-	--	--	440/-	--	--
2.	PGDCA	12,000/-	--	--	3685/-	--	--
3.	MCA	45,000/-			17,000/-		
4.	MBA	30,000/-			17705/-		
5.	Bio-Tech.	20,000/-			3675/-		

* Hostel & Mess Fees are charged only from the students who are availing this facility.

8. Have there been changes in the tuition and other fees during the last three years, give details.

a) Change in Fee

		BCA Course Fee	
	2002-03	2003-04	Change
	18,200/-	23,000/-	4,800/-

b) The university had two categories of fee structure (i) paid category and (ii) merit/free seat category. However, the university has abolished paid category in BCA/MBA/MCA & PGDCA and has introduced merit/free seat fee structure from this academic session.

		MBA Course Fee	
	2002-03	2003-04	
Free	41,005/-	47,705/-	}
Paid	63,805/-		

		MCA Course Fee	
	2002-03	2003-04	
Free	41,005/-	} 62,000/-	
Paid	63,805/-		

9. Furnish the amount spent under the various heads of expenditure last year.

Head of Expenditure	Budget provided	Amount actually spent in Rs.
Equipment		40,52,394.00
Salary		2,07,63,554.00
Construction		38,43,374.00
Student Activity		11,05,813.00
Other Administration Expenses		35,58,389.00
Total	3,33,07,170	3,33,23,524.00

10. During the last two years did the college have an excess/deficit budget?

The college had deficit budget.

11. Is there an internal audit mechanism?

Yes No

The accounts of the college are maintained by accounts department and there is internal audit mechanism to check the irregularity if any.

As per the University Calendar the teacher well conversant with accounts is appointed as Bursar. He carries out an extensive audit/check before any bill is cleared for payment. Similarly, the internal audit deptt. of SGPC again thoroughly audits paybills of teaching and non-teaching employees every month. The SGPC some times send audit parties to carry out surprise internal audit. Keeping in view the suggestions, the corrective measures are taken. The Bursar and the internal auditor also discuss various important points with the principal and the accounts deptt. is advised to act accordingly.

12. What are the various welfare programmes of the college? Give details.

The following are the various welfare schemes in the college for the welfare of the students:

- i) Fee concession: The college gives liberal fee concession assistance to the economically weaker students under various categories.
- ii) Scholarships: The meritorious as well as the needy students are given scholarships from college funds & other agencies
- iii) Awards: The college awards cash prizes, medals and trophies to the outstanding students in academics and sports annually at the annual day function
- iv) Book bank: The college library issues books on yearly basis to the poor students
- v) Physically Challenged Students: The College provides assistance to the handicap students as under :
 - Half Tuition Fee is charged
 - Half Bus Fare
 - Book Bank Facility
 - Special Fee concession to weak handicapped student
- vi) Transportation: The college has 4 buses which provide travel facility at highly subsidized rates to the students & staff throughout the year. The students also avail concessional bus facility as offered by the state govt.
- vii) Internet facility: The students of the college are allowed internet access .
- viii) Career & Guidance Bureau: The Career & Guidance bureau of the college counsels the students in planning and building their careers.
- ix) Placement cell: The Placement cell helps the students of professional courses to obtain employment.
- x) Free computer classes: The computer dept holds free crash courses in computer basics for the teaching & non teaching staff from time to time
- xi) Personality development classes: The college holds personality development classes for girl students of the college and neighboring area at concessional rates.
- xii) Tuition fee concession: Half Tuition fee concession to the wards of the teaching staff & Full Tuition Fee concession to the wards of the Non-

Teaching staff is granted. 10% concession in Tuition Fee is granted for professional courses to the wards of the teaching staff & Non-Teaching Staff.

xiii) Health Club facility is available to the staff & the students free of cost.

13. Is there a grievance redressal cell in the college?

Yes No

If yes, how does it deal with grievances of the employees and others?

There are three grievance redressal committees: one for the employees, the other two for the students (one for the boys & one for the girls). The grievance committee for staff is headed by the principal & has senior faculty members and the office superintendent/ Head Clerk as its members. The committee meets at regular intervals to look after the grievances of the employees & take necessary steps for their redressal.

The students put their complaints/suggestions in the boxes meant for the purpose. The respective committees discuss these complaints/suggestions & recommend appropriate actions.

14. List the various loan facilities available to the members of the teaching and the non-teaching staff of the college. What are the requirements and the eligibility criteria necessary to obtain loans that are available?

Loans against CPF contributions are available to the employees of the college. Various kinds of bank loans & loans from other financial institutions are also available to the staff at the approval of the principal. Wheat loan is given to Non-Teaching staff. Non-Teaching staff is also given loan/ advance for marriages of their wards.

15. What is the procedure of the college to purchase major items?

The major items are purchased through following methods:

- i) By inviting tenders through major News Papers.
- ii) By inviting tenders / Quotations from the market.
- iii) By deputing various purchase committees who visit the market and after making rigorous quality queries and comparing the rates of goods/material purchases are made on the spot.

16. Any other highlights :

- i) The Principal of the college holds regular staff meetings wherein the teaching faculties are informed about the administrative/ academic and other issues.
- ii) Proctorial groups comprising members of the faculty is a permanent feature of the college administration.
- iii) Xerox facility is available to the staff and students at subsidized rates
- iv) The college has 4 buses which provide travel facility at subsidized rates to the students & staff throughout the year. The students also avail concessional bus facility as offered by the state govt.

Criterion –VII

Healthy Practices

Healthy Practices

1. Has the college adopted any mechanism/ process for internal quality checks?

Yes

The college is fully aware of its need and has adopted various mechanisms for internal quality checks. These include student feedback on class-room teaching, Subject-wise and teacher wise performance appraisal on the basis of University examinations, Annual confidential Reports (ACRs) of the Teaching and Non-Teaching staff, formal interaction with parents of students. Staff meetings, meetings with Heads of departments and Departmental meetings called by the Principal from time to time serve as a time tested mechanisms for internal quality checks. Besides, the Principal of the college ensures proper utilization of teaching hours. The college also periodically assesses its infrastructural facilities. This also serves as an internal quality check mechanism. House tests, class tests, mock tests also ensure internal quality checks.

2. Is the College sensitised to latest managerial concepts such as strategic planning, team-work, decision making and computerisation?

Yes

No

The college is fully sensitized to the latest managerial concepts such as strategic planning, team work, decision making and computerisation. Every important matter concerning the academics and infrastructural development is first discussed by the principal with the staff members and then it is discussed at length in the meetings of the management committees. The synergy is a part and parcel of the functioning of the college and most of the staff members are involved in the day to day functioning of the college and they always work in a win-win situation. The college encourages the participative decision making and all the members of the team respect and implement the decisions. In order to meet the global challenges, the college work is partially computerized and all the faculty members are encouraged to learn the computers.

3. Does the college have

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Twinning programmes | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Student Exchange Programmes | <input type="checkbox"/> |
| MoU's with | |
| • Industries | <input checked="" type="checkbox"/> |
| • Research organisations | <input checked="" type="checkbox"/> |

4. What are the national / international linkages established by the college for training and research?

Nil

5. How does the college strengthen the regular academic programmes through other complementary systems like self-financing courses, non formal mode and distance education?

The college has introduced computer course for all under graduate students besides their regular academic programme. Some self financing courses like BCA, PGDCA, MCA, MBA & B.Sc. Biotech, etc. have also been started in the college to give them the latest technical know-how. Two new vocational courses of Functional English & Information Technology sponsored by UGC under the scheme of vocationalisation have been started from the academic session 2002-2003.

6. What are the practices of the college to impart value based education?

The college has established Guru Gobind Singh Study Circle to impart religious & value based education to the students. The study circle organizes various tests, camps and guest lectures for the benefit of the students. In addition to this, various functions are held to commemorate various National & International Days and Religious festivals Like International Women's Day, Teachers' Day, Children's day, Republic Day, Independence Day, Gurupurab of Sikh Gurus, Saints etc. Every year to mark the beginning & end of the Academic session , the college holds Akhand Path to receive the blessings of the Almighty. The Students actively participate in the Martyrdom Day of the two Younger Sons (Sahibzadas) of Guru Gobind Singh called Jor Mela.

7. How does the college inculcate civic responsibilities among the students?

The teachers have regular discussion in their respective classes over general life matters and they try to inculcate basic civic and moral responsibilities in students. Various clubs and societies regularly conduct seminars; interact with students to

imbibe civic responsibility. In tutorial groups the teachers interact with students and make them aware of such issues as environment, nature problems, traffic rules, blood donation & gender biases etc. The NCC & NSS units, clubs & societies inculcate leadership qualities, stage confidence, the spirit of cooperation & team work which are essential qualities for the making of responsible citizens.

8. What are the efforts of the college towards all round personality development of the learners?

The students are provided with ample opportunities for multidimensional growth of their personality. The College promotes the activities of many Literary societies & clubs such as Youth Club, Health club, Photography club etc. which seek to tap the talent of students. Through these programmes students can give a creative expression to their personalities. The Fine Arts Dept, the Music Dept. also play an important role in the personality development of students. Besides this the college holds a personality development class for the students of professional courses to improve their personality & communications skills.

The college also conducted a four week personality development class for girls in summer vacations. The college also holds seminars at regular interval to develop the personality of its students eg. recently a seminar on seven habits of highly effective people was held which helped the students a lot.

NSS and NCC units of the college help in allround personality development of the learners. Each year some NCC/NSS cadets are selected to take part in independence day / Republic Day parade, Prime Minister's Rally. Debates, declamations, quizzes etc. The students are encouraged to participate in inter college literary and cultural competitions.

The college allows and extends help to its students in organizing their departmental functions which have a bearing on their all around personality development. The learners are also exposed to guest lectures by eminent educationists and other personalities.

The Alumni association of the college also collaborate with the college to undertake activities with the purpose of all round personality development of the learners.

9. How is the college geared to achieve its specific goals and objectives?

The college is all set to achieve its aims & goals . For this the college has recruited competent staff with specialized training. The staff is also sent to attend various Orientation and Refresher courses to different Universities to enhance their knowledge and skill. They are encouraged to attend National Seminars /Conferences & are motivated to undertake further research to enhance their knowledge and skill.

The college realizes the need of an updated Library with all available facilities and it has tried its best to maintain a well equipped library with extended working hours to suit the needs of students. The library provides various facilities such as Referral, Newspaper clipping, Book Bank facility so that the students can take optimum advantage.

The college has a state of art Computer Lab, Seminar room with latest Audio Visual facilities. The college has started new job oriented courses to achieve its goal of employability. To achieve its goals and objectives the college continuously augments its infrastructure. A new computer research centre is already under construction. New proposed construction plans have been submitted in the master plan.

The college also provides various sports facilities to its students for their all round development . It emphasizes on extra curricular activities as well.

To achieve the aim of equal opportunities the college provides numerous financial aids to needy students.

10. What are the efforts of the college to bring in "community orientation" in its activities?

All activities of NSS & NCC units are directed towards community. eg: NSS organize Blood Donation Camps in associations with GOs, organize cleanliness drive in villages, educate them about health and hygiene . Apart from this, the clubs of the college involve students to bring about community orientation through its efforts eg: Environment club undertakes plantations of trees etc.

11. Indicate the efforts to promote general / transferable skills among the students such as

a. Capacity to learn

Members of the teaching faculty make efforts in these directions by giving them class tests, easy to read notes etc.

b. Communication skills

The syllabi for various courses & classes are aimed at promoting communication skills. Students are encouraged to speak out during discussions to enhance their communication skills. A special functional English course has been introduced which emphasises on effective communication & use of English communication medium. The college teachers have published a booklet " Lets learn English" and have distributed it among students.

c. Numerical skills

The syllabi are also aimed at promoting numerical ability & other general skills. Quizzes, Debates etc. add to promotion of these skills.

d. Use of information technology

The Computer Centre of the college imparts skills in this field. A special UGC sponsored vocational subject of IT has been started for B.A./B.Sc./B.Com. students. Special crash courses in computers of 3/6 months duration are also run by the college.

e. Work as a part of a team and independently

Team work and individual work environment is created in the college by various clubs, societies, NCC & NSS etc.

12. Any other college specific innovations, which have contributed to its growth.

The college is committed to excellence in providing quality higher education to the people of the area. With the changing needs of society, the college introduced a number of professional/vocational courses. The college further intends to strengthen its professional and vocational streams by introducing job/employment related courses. The managing committee of the college has updated the infrastructure of the college as per the requirements of the new courses. It has also added sports facilities including grounds and sports equipments to encourage more student participation in sports. The new buildings have also been added to accommodate the increased strength of the students and the staff. An ultra modern computer center with all the latest IT gadgets and 128 KV Radio Link has been established. The college has also added a substantial number of books, journals and magazines and furniture in the library. The administrative wing of the college has been shifted to a new building to offer better services to the students, parents and teachers.

Inputs from Various Departments

Sr. No.	Name of the Department
1.	English
2.	Commerce
3.	Computer Science
4.	Management
5.	Bio-Technology
6.	Physics
7.	Chemistry
8.	Botany
9.	Zoology
10.	Mathematics
11.	Economics
12.	Punjabi
13.	History
14.	Political Science
15.	Hindi
16.	Music
17.	Religion
18.	Geography
19.	Physical Education
20.	Fine Arts
21.	Sociology

Inputs from the Departments

1. Name and address of the department: Dept. of English, MGC
2. Telephone number/s: 01763-232395 Ext.-328
3. Date of establishment of the department: 1957
4. Built-up area of the department in sq. m.
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
B.A	U G	35%	1,175
B.Sc.	U G		189
B.Com	U G		167
BCA	U G	45%	52
+2 Sc.	Pre Degree		179
+2 Com..	Pre Degree		52

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	6	4	10
Teachers with Ph.D. or equivalent as the highest qualification	1	0	1
Teachers with PG or equivalent as the highest qualification	4	1	5
Teachers with other specific eligible qualification(specify)	1	3	4
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	820	996	1,816
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	820	996	1,816

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: App. 500
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 1
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Details of the last two batches of students:

	1999			2000		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	607		607	644		644
Drop-outs(1 st year)	122		122	104		104
Appeared for the final year exam	331		331	312		312
Passed in the final exam	327		327	299		299
Passed in first class	108		108	71		71
University ranks, if any						

Result of one student who appeared in B.A(Hons). is still awaited

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 8

Filled: 8+2 retired teachers employed as guest faculty.

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?

No

15.

(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
Dr. G.S. Walia	Principal	Ph.D	Indo-English Fiction	55	M
Sadhu Singh	Lecturer	M.A	Linguistics	59	M
Harshvinder Singh		M.Phil	African Lit.	52	M
Harveen Kaur	Lecturer	M.Phil	British Fiction	38	F
Satpreet Kaur	Lecturer	M.Phil	Indian English Fiction	41	F
Rajinder Kaur	Lecturer	M.Phil	British Fiction	37	F
Pankaj Kapoor	Lecturer	M.A	American Lit.	29	M
Gauri Handa	Lecturer	M.A	American Lit.	25	F
A.K. Sood	Guest Lect.	M.A		64	M
Pritam Singh	Guest Lect.	M.A		62	M

(b) Experience of the teachers: NA

Name of the Teacher					Research
	UG	PG	UG	PG	
Dr. G.S. Walia	30 yrs	7 yrs			6
Sadhu Singh	36 yrs				
Harshvinder Singh	29 yrs				
Harveen Kaur	12 yrs				
Satpreet Kaur	12 yrs				
Rajinder Kaur	8 yrs				
Pankaj Kapoor	3 yrs				
Gauri Handa	2 yrs				
A.K Sood	39 yrs				
Pritam Singh	34 yrs				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18. List the major thrust areas within the subject in which research activities are being pursued.

- Prof. Harveen Kaur is engaged in research on British Fiction and intends to get registered for Ph. D soon.
- Prof. Harshvinder intends to do Ph. D. on African Literature in English.
- Prof. Pankaj Kapoor is interested in doing Ph. D. on Indo-English Fiction.
- Prof. Gauri Handa is interested in doing Ph. D. on Existentialism in English Literature.

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

A language lab has recently been set up with financial help from the U G C. We have a well equipped Audio/Video Room.

21. What is the total number of publications (add the list) of the department in the last five years?

Three

1. Sadhu Singh Panag (Aas Prutte Nain, An anthology of Pbi. Poetry)

2. Harshvinder Singh

a. Punjabi Translation of Shobha De's book of Short stories – Small Betrayals

b. Punjabi Translation of Kusum Sawhney's novel Kindred Spirits

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24 periods of 45 minutes duration per week.

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

40 hours per week with students and on Committees need based.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Through House Tests, Class Tests, Monthly Tests, Asking questions in a class, group discussions, seminars *etc.*

How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By attending orientation and refresher courses.
 By reading Books, journals, magazines related to the subject and of general nature.
 By attending seminars and conferences. .

26. What is the annual budget allocation of the college to the department?

No

27. How much of research funding has been generated by the teachers from other agencies?

NIL

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	Varies from 50 to 100% from class to class and from course to course		
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers	9:1		
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers 185 : 1(app)

- Number of research papers published
32. Has the department received any special support for teaching or research?

Yes No

Received Financial help from UGC for starting Functional English.

33. Any other information which highlights the unique achievements of the department:

1. The college is running one UGC sponsored vocational subject of Functional English.
2. Despite the college being a semi urban institution, our students have been doing very well in English (Hons.) bagging even top positions.
3. Our students have been holding high positions in government departments and private enterprises.

- | | |
|--------------------------|-----------------------|
| a. Neelam Ratan | IRS |
| b. Sher Singh | IAS |
| c. Yashpal Mohan | Indian Postal Service |
| d. Paramjit Singh | IPS |
| e. Mohinder Singh | PCS |
| f. Deepinder Singh | PCS |
| g. Karnail Singh | PCS |
| h. Avtar Singh | PCS Judicial |
| i. Baljinder Singh | PCS (Jud) |
| j. Pardeep Singh | PCS |
| k. Mr. Tiwana | PCS |
| l. Sukhdev Singh Janagal | PCS (Jud) |
| m. Pardeep Mittal | IIS (Under Seceratry) |
| n. Bimla Pandit | PCS(Jud) |

- 3 Dr. G.S. Walia, the Principal of the college.

- I. He has been a member of the syndicate, Pbi. Uni. Patiala, of the Senate of Pbi. Uni. Patiala ,of the College Dev. Council of Pbi Uni., Patiala and of G.N.D.U ,of Post Graduate and Under Graduate Boards of Studies,of the Academic Board of P.S.Ed.B, of major committees of Pbi. Uni and P.S.Ed.B, of the Planning and Dev. Committee, Examination Reforms Committee and Academic Improvement Committee of the three universities of Punjab from time to time.

- II. He has also been a member of the Academic Council, Punjabi University, Patiala since 1994 and of University Sports Committee of Punjabi University, Patiala since 1994.
- III. He is a subject specialist for reviewing books of senior secondary classes of Punjab School Education Board.
- IV. He is a member of the Academic Council and other important committees of PTU.
- V. He has attended a three week orientation course in 1980-81.
- VI. He has attended a four day paper setting workshop at State College of Education, Patiala.
- VII. He organized an educational conference of Govt. College Teachers in 1991.
- VIII. He organized a state level conference of Govt. College teachers in Jan. 1994.
- IX. He has presented a paper on "Challenges of Higher Education in the 21st Century" at the state level teacher's day function in 1997.
- X. He has attended various conferences /seminars organized by All India College Teachers Federation and other associations.
- XI. He has attended a two day workshop organized by NAAC at Punjab University, Chandigarh.
- XII. He has successfully attended a three day NAAC workshop for peers at Amritsar.
- XIII. He has opened Mata Ganga Khalsa Girls College, Kotan in 1998 which is affiliated to Punjab University, Chandigarh.
- XIV. He has been given an additional charge of B.Ed College Mata Sahib Kaur Khalsa Girls College for Education at Patiala by the governing body i.e. SGPC which will start functioning from next session.
- XV. He has been the General Secretary (1984-89) and President (1989-94) of the Punjab Govt. College Teachers Association.

4. Prof. Sadhu Singh Panag Head of the Department has been honoured by the Pbi Uni. Patiala for life time contribution to cultural activities.

- a. He has been honoured by Rotary Club, Sirhind for contribution to academic and cultural activities.
- b. He has published a book of Punjabi Poetry (Aas Prutte Nain)

- c. He has given more than a dozen talks on AIR and participated in T.V .programs of Doordarshan Jalandhar and in poetical symposiums.
- d. He has acted as paper setter for various examinations of Pbi. Uni. Patiala more than half a dozen times.
- e. He is a member of the Board of Undergraduate Studies in English of Pbi. Uni. Patiala at present.
- f. He has acted as judge for various Pb. School Education Board's cultural competitions
- g. He has specialized in Linguistics and phonetics while working in the Department.
- h. He has been the convener of the Sports Committee for four years.
- i. He has been a member of the cultural committee for the last twenty years. At present, he is the convener of the committee. He was the organizing secretary of the Zonal Youth Festival organised by the college in 2003-04.

5. Prof. Harshvinder Singh of the Department

- I. He has done his M.Phil while working in the Department.
- II. He is a regular blood donor with 56 donations so far and has organized a number of blood donation camps in and out of the college.
- III. He is in-charge of the college football team that has created history by winning University championship for five successive years (1998-2002).
- IV. He has been a member of the sports committee for about ten years & at present, he is its convener.
- V. He is the chief editor of the College Magazine.
- VI. He is the Registrar of Examinations of the college.
- VII. He has been President of the Rotary Club Sirhind (2001-02) and was awarded Rotary International President's citation.
- VIII. He has translated Shobha De's Small Betrayals and Kusum Sawhney's Kindred Spirits into Punjabi.
- IX. He is the secretary of the Allumni Association of the College.
- X. He is the teacher's representative on the College Management Committee.
- XI. He has been a member of the cultural committee for the last 15 years.

Inputs from the Departments

1. Name and address of the department: Dept. of Commerce, MGC
2. Telephone number/s: 01763-232395 Ext. 326
3. Date of establishment of the department: July 1990
4. Built-up area of the department in sq. m.
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
B.Com	U G	40%	164

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	3	2	5
Teachers with Ph.D. or equivalent as the highest qualification	1	0	1
Teachers with PG or equivalent as the highest qualification	2	2	4
Teachers with other specific eligible qualification(specify)	0	0	0
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	63	101	164
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	63	101	164

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

Regular tests of students are conducted at frequent intervals Besides, House Tests also serve as a useful basis for answering the academic standard of students.

10. Furnish the following details(in figures):

- Books in the department library: 100
- Journals/periodicals subscribed by the department: 5
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 1
- Teachers who have been resource persons at workshops/seminars during the last two years : 2

11. Details of the last two batches of students:

	1999			2000		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	59		59	60		60
Drop-outs						
Appeared for the final year exam	59		59	60		60
Passed in the final exam	58		58	56		56
Passed in first class	18		18	05		05
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 5

Filled: 5

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?

No

15.

- (a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
Dr. Dharminder Singh	H O D	Ph.D	Finance & Mgt.	36	M
Prof. Kashmir Singh	Lecturer	M.Phil	Accounting	37	M
Prof. Bikramjit Singh	Lecturer	M.Com	Accounting	36	M
Prof. Ramanjit Kaur	Lecturer	M.Com	Finance	32	F
Prof. Ipinder Kaur	Lecturer	M.Com	Accounting & Finance	26	F

- (b) Experience of the teachers: NA

Name of the Teacher					Research
	UG	PG	UG	PG	
Dr. Dharminder Singh	13	5			4
Prof. Kashmir Singh	11	5			2
Prof. Bikramjit Singh	10	1			
Prof. Ramanjit Kaur	9	8			
Prof. Ipinder Kaur	2	0			

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

40%

18. List the major thrust areas within the subject in which research activities are being pursued.

- Corporate Reporting Practices
- Financial Reporting of Banking Companies
- Social, Economic and Political Issues.
-
-

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities etc.) acquired over the years?

Teachers are allowed to use the facility of internet in the Computer Lab of the College.

21. What is the total number of publications (add the list) of the department in the last five years? 15 books and more than 100 articles in newspapers.

1. Corporate Reporting Practices by Dr. Dharminder Singh
2. Store Keeping & purchasing by Dr. Dharminder Singh & Prof. Kashmir Singh

3. Commerce Theory & Functional Mgt. by Dr. Dharminder Singh & Prof. Kashmir Singh
4. Business Studies by Dr. Dharminder Singh & Prof. Kashmir Singh
5. Income Tax Law & Practices by Dr. Dharminder Singh & Prof. Kashmir Singh
6. Commercial Law by Dr. Dharminder Singh & Others
7. Company Law in Punjabi by Dr. Dharminder Singh & Others
8. Company Law & Auditing by D.S & Others.
9. Five Translations of Literature Books and two books on Punjabi Poetry by Dr. Dharminder.Singh.
10. More than 100 articles for different news papers & Journals by Dr. Dharminder.Singh.

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

40 hours per week are spent by each teacher in the college.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

The students are assessed through class tests, house tests and regular class interaction.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

The teachers subscribe to a number of journals, go through latest books on the subjects and use internet in order to update themselves.

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results)	95%		
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers	0:5		
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers 33:1
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

- Dr. Dharminder Singh has been a Senate member of Punjabi University Patiala for two years.

- He is presently the member of Under Graduate Board of Studies in Commerce of Punjabi University, Patiala.
- He is a member of the Faculty of Professional Studies, Punjabi University, Patiala.
- He has been a paper setter of Punjabi University, Patiala for the last five years.
- He has co-authored 8 text Books on Commerce for Under Graduate students, translated 5 books of English Literature into Punjabi and written two books of poetry in Punjabi.
- He has written more than 100 articles for various newspapers, journals and magazines.
- He presented a paper on Agriculture Accounting – A tool for Improving Productivity and Efficiency in the Agriculture Sector in a National Seminar held at A.P.J Institute Jalandhar and presented a paper on Privatisation of Public Sector at a National Seminar held at Punjabi University, Patiala. Besides, he has given a number of talks on other topics at different levels. He has given a talk a Resource Person at Shaheed Bhagat Singh Engineering College, Ferozpur.
- He attended a National Conference at I.B.S. Institute Missouri for three days on the Development of Citizens Charter which was organized by Government of India.
- He was conferred the best secretary award of Rotary of the Rotary District 3090 which consist of more than 80 Rotary Clubs of the State of Punjab, Haryana, and Rajasthan at a District assembly held at Manali.
- He is the editor of the monthly bulletin Rotalk of Rotary Club, Sirhind and managing editor of bi-monthly magazine Yuva Chetna published by District Administration.
- He is the member of the All India Commerce Association, Secretary of the Rotary Club, organizing secretary of the District Cultural Society and a member of District Writers Association.
- Prof. Kashmir Singh has co-authored 4 books on the subject of commerce. He is also the bursar of the college . He has acted as a resource person at Shaheed Bhagat Singh Engg. College. He has also given talks on various subjects at different training programs conducted by District Administration. He has been awarded the Best Teacher Award by Rotary club, Sirhind in April 2002 for his contribution to the cause of teaching.

- Prof. Bikramjit Singh is in charge of the college NCC & he has been designated as Lieutenant of the Army wing of NCC . He is also incharge of the college chess team which has won the University Championship 3 times. He is a member of the University Selection Committee for chess. He has been to a number of states with the chess team. He has served on the Appeals Committee in the All India Chess Competition.
- Prof. Ramanjit Kaur is a member of the Faculty of Professional Studies. She has been honored with the Best Teacher award by the Rotary Club, Sirhind in Nov. 2002 for her contribution to the cause of teaching.

Students:

Our student Shivali Bansal has won the Gold Medal in M.Com and Navdeep Kaur has won the Gold Medal in MBA. Monika Verma and Rashmi Sayan have won the Gold Medal in B.Com(Hons.). Dheeraj Garg & Simarpreet Kaur have won positions of merit in the University. A number of our students are well settled and occupy prominent positions in different fields.

Inputs from the Departments

1. Name and address of the department: Dept. of Computer Science, MGC
2. Telephone number/s: 01763-232395, Ext. - 300,331,330
3. Date of establishment of the department: July 1996
4. Built-up area of the department in sq. m. N.A
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
BCA	U G	45%	52
PGDCA	PG Diploma	35%	30
MCA	PG	50%	81
B.Com (Comp. Sc.)	UG	35%	11
B.Sc (Comp. Sc.)	UG	35%	53
B.A (Comp. Sc.)	UG	35%	98
BA (IT)	UG	35%	62

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers : Regular	7	3	10
Contractual	0	2	2
Guest Faculty	3	2	5
Teachers with Ph.D. or equivalent as the highest qualification	1	0	1
Teachers with PG or equivalent as the highest qualification	6	7	13
Teachers with other specific eligible	3	0	3

qualification(specify) B.Tech			
Technical staff	3	1	4
Administrative staff	1	1	2.

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	184	194	378
Students from other states of India	1	8	9
NRI students			
Other overseas students			
Grand Total	185	202	387

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 500
- Journals/periodicals subscribed by the department: 11
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects: 0
- Teachers who have attended national/international seminars during the last two years: 0
- Teachers who have been resource persons at workshops/seminars during the last two years: 0

11. Details of the last two batches of students:

	1999			2000			Total	
	UG	PG	Total	UG	PG	Total		
Admitted to the programme (entry year)	BCA 29	PGDCA 29	58	BCA 39	BA 24	B.Sc 20	PGDCA 24	107
Drop-outs	5		5	7	7	7	4	25
Appeared for the final year exam	24	29	53	32	7	13	20	82
Passed in the final exam	23	24	47	28	16	13	13	70
Passed in first class	8	23	31	17	11	10	12	50
University ranks, if any								

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned:

Regular : 10

Contractual : 2

Guest Faculty : 5

Filled: 17

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?

No

15.

- (a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff (Regular)	Designation	Highest Qual.	Specialisation	Age	Sex
Ms. Rashmi Arora	H O D	MCA		31	F
S. Navdeep Singh	Lecturer	MCA		27	M
S. Harjeet Singh	Lecturer	MCA		27	M
S. Davinder Singh	Lecturer	B.Tech.		25	M
S. Baljinder Singh	Lecturer	MCA		25	M
S. Dilraj Singh	Lecturer	B.Tech.		23	M
Mukesh Kumar	Lecturer	MCA		27	
Ms. Simarpreet Kaur	Lecturer	MCA		25	F
S. Kanwalpreet Singh	Lecturer	B.Tech.		25	M
Ms. Harsimrat	Lecturer	MCA		25	F
Contractual					
Ms. Deepika	Lecturer	MCA		26	F
Ms. Sonia	Lecturer	MCA		27	F
Guest Faculty					
Mr. Ashok Sood	Lecturer	M.A.		64	M
S. P.S.Chadda	Lecturer	M.A.		62	M
S. Dharminder Singh	Lecturer	Ph.D.		36	M
Mrs. Namita Berry	Lecturer	M.Phil.		35	F
Mrs. Harpreet Kaur	Lecturer	M.Sc. (Math)		24	F

- (b) Experience of the teachers: NA

Name of the Teacher					Research
	UG	PG	UG	PG	
Ms. Rashmi Arora	5 ^{1/2} yrs	5 ^{1/2} yrs			
S. Navdeep Singh	1 ^{1/2} yrs 6M.	2 ^{1/2}			
S. Harjit Singh	6 months	2 ^{1/2}			

S, Davinder Singh	2 ^{1/2}	2 ^{1/2}			
S. Baljinder Singh	6 months	1 ^{1/2}			
S. Dilraj Singh	1 yr.	1 yr.			
Sh. Mukesh Kumar	2 yrs.	2 yrs.			
Ms. Simarpreet Kaur	1 ^{1/2}	1 ^{1/2}			
S. Kanwalpreet Singh	1 yr.				
Ms. Harsimrat	1 yr.	2 yrs.			
Ms. Deepika	2 ^{1/2}	2 yrs.			
Ms. Sonia	2 ^{1/2}	2 ^{1/2}			
Mr. Ashok Sood	39				
S. P.S.Chadda	34				
S. Dharminder Singh	13	5			
Mrs. Namita Berry	11	3			
Mrs. Harpreet Kaur	6 months				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18. List the major thrust areas within the subject in which research activities are being pursued.

•

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities etc.) acquired over the years?

- The Dept. has three well equipped Laboratory Consisting 66 P-IV Computers with UPS.
- The College has 128 kbps Radio Link for Internet access.
- The Dept. has following facilities :
 - i. Laser Printer
 - ii. Colored Inkjet Printer
 - iii. Scanner
 - iv. CD Writer
 - v. Digital Camera
 - vi. Handy Cam.

21. What is the total number of publications (add the list) of the department in the last five years?

One book "Information Technology for Business" by Jagjit Singh

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24 periods of 45 min. each per week.

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

40 hours per week with students and on Committees need based.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

House Tests, Class Tests, Weekly Tests, Assignments, Seminars etc.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By consulting latest journals, Magzines, Internet etc.

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1	1:1	
Success rate (examination results)	87.5%	a) 100% for MCA b) 75% for PGDCA	
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers		5:12	
Ratio of academic staff to administrative staff		17:0	

31. Furnish the following data :

- Ratio of students to teachers 23:1
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

1. The Dept. organized a 10 Day workshop for the Teaching & Non-Teaching Staff to familiarise them with Computer Fundamentals.
2. The Dept. organized a Guest Lecture by Prof. .R.S Salaria on Data Structure.
3. The Dept. organized a Guest Lecture by Mr. Pankaj Khurana on Networking Essentials.
4. Prof. Rashmi Arora attended an orientation course.
5. Mr. Jagjit Singh is co-author of the book titled "Information Technology for Business".
6. The Dept. has implemented a "Library Management Project".
7. The Dept. is developing the following Projects:
 1. Website of the College
 2. Student Information system
 3. Fee Automation
 4. Staff Salary Calculation (Pay roll)
 5. Staff attendance record automation
8. The Dept. organizes short term computer courses of three months and six month durations.
9. Two students of BCA were selected by SONALIKA Tractors
10. Prof. Rashmi Arora has worked as software engineer at Wipro Interprises Ltd.
11. He has worked with MCCREADE software (Asia Private Ltd.) at Bangalore as Software Engineer.
12. He has been a guest faculty at Guru Kashi Campus, Talwandi Sabho(Punjabi University, Patiala) for MCA classes.

Inputs from the Departments

1. Name and address of the department: Dept. of Management Studies, MGC
2. Telephone number/s: 01763-232395 Ext.-329,327
3. Date of establishment of the department: 1998
4. Built-up area of the department in sq. m.
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
MBA	P G	40	86

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers (Regular)	3	2	5
Part-Time Guest Faculty	2	3	5
Teachers with Ph.D. or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	3	2	5
Teachers with other specific eligible qualification(specify) UGC / NET	1	1	2
Technical staff	0	0	0
Administrative staff	2	1	3

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	29	43	72
Students from other states of India	4	10	14
NRI students		2	2
Other overseas students			
Grand Total	33	53	86

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 500 Approx.
- Journals/periodicals subscribed by the department: 14 / 22
- Computers in the department:
- Research projects completed during the last three years and their total outlay: 198 by the students
- Ongoing research projects 51 by the students
- Teachers who have attended national/international seminars during the last two years : 3
- Teachers who have been resource persons at workshops/seminars during the last two years : 1, J.S.Dhillon in Markfed/Seminars

11. Details of the last two batches of students:

	2000			2001		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)		60	60		42	42
Drop-outs		3	3		4	4
Appeared for the final year exam		57	57		38	38
Passed in the final exam		56	56		37	37
Passed in first class		54	54		37	37
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 5

Filled: 5

Part-Time Guest Faculty : 5

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?

No

15.

(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

(a) Regular

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
Col. H.S. Virk (Retd.)	Prof.	BE, MBA	HRM	59	M
Mr. J.S. Dhillon	Lecturer	MBA, PGDMM, PGDEM	Marketing	35	M
Ms. Kamalpreet Kaur	Lecturer	M.Com, UGC	Finance	28	F

Mr. Apar Singh	Lecturer	MBA	Finance, Mkt.	33	M
Ms. Anu Sharma	Lecturer	MBA	Marketing		F

(b) Guest Faculty

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
Prof. Gurdarshan Singh	Lecturer	M.Phil.	Maths	53	M
Prof. Ramanjit Kaur	Lecturer	M.Com.	Commerce	32	F
Prof. Jagpal Singh	Lecturer	M.A.	Economics	30	M
Prof. Sonia	Lecturer	MCA	Computer	27	F
Prof. Harsimrat Chahal	Lecturer	MCA	Computer	25	F

(b) Experience of the teachers in years :

Name of the Teacher Regular Faculty					Research
	UG	PG	UG	PG	
Col. H.S Virk(Retd.)		28			
Mr. J.S Dhillon		6			2 ^{1/2} yrs
Ms. Kamalpreet Kaur		4			
Mr. Apar Singh		6			
Ms. Anu Sharma		2			

Name of the Teacher Part-Time Guest Faculty					Research
	UG	PG	UG	PG	
Prof. Gurdarshan Singh	29	5			
Prof. Ramanjit Kaur	9	8			
Prof. Jagpal Singh	4	4			
Prof. Sonia	2	3			
Prof. Harsimrat Chahal	2	1			

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

01 Jaskaran Singh Dhillon

18. List the major thrust areas within the subject in which research activities are being pursued.

- Marketing(Customer Relationship Marketing)
- Finance
-
-
-

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities etc.) acquired over the years?

Facilities Provided:

- Overhead Projectors for Seminars & Presentations.
- T.V & V.C.R for Educational Videos.
- Well Furnished Seminar hall with Multimedia projectors.
- Well equipped Computer Lab with Internet & Networking facility.

21. What is the total number of publications (add the list) of the department in the last five years?

Article in Indian Journal of Marketing.
Article in Indian Banking Journal
Article in a Book edited by Dr. G.S. Batra, Reader Pb. School of Mgt., Pbi. Uni., Patiala

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

18 lecture of one hour each per week.

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

42 hours per week with students.
6 hr. per week on Committee work

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

As per Punjab Technical University, Jalandhar norms.

- MST – 16 Marks
- Assignments – 16 Marks
- Attendance– 4 Marks
- Class Performance – 4 Marks
- Total – 40 Marks

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By reading new books

By reading magazines and journals.

By interacting with faculty members of diff. Institutions during Seminars/Conferences and other inter college functions.

27. What is the annual budget allocation of the college to the department?

N.A.

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats		1:1	
Success rate (examination results)		98%	
Progression to higher education rate		Nil	
Employment rate		80%	
Ratio of part-time teachers to full-time teachers		1:1	
Ratio of academic staff to administrative staff		5:3	

31. Furnish the following data :

- Ratio of students to teachers 8.5:1
- Number of research papers published 3

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

Prof. Jaskaran Singh Dhillon :

- Presented Paper on "Management and Communication " in National Seminar on Management and Information Technology organized by Guru Nanak National College for Women.Nakodar (Jalandhar) on 9th Feb.,2002.
- Presented Research Paper "Relationship Marketing: Changing Dimensions in Marketing of Banking Services" in First International Cconference on Vedic Values and Corporate Excellence organized by Gurukula Kangri University, Haridwar from 22-24th Feb,2002.
- Published Research Paper "Customer Relationship Marketing (CRM)" in Indian Journal of marketing, January 2003, Vol. XXV, No. 6, pp 18-19, 29-30.
- Published Research Paper "Paradigm Change: Relationship Marketing and Services Quality of Banking Services" in IBA Bulletin, A Monthly journal published by the Indian Banks Association, June 2003, Vol. XXV, No. 6, pp 26-32.
- Co-Author of Published Research Paper "Public Sector Restructuring and Accountability of Public Enterprises" in Dr. G.S. Batra Edited Book – Business Management: New Innovations, Deep and Deep Publications Pvt. Ltd., New Delhi. 2003, pp 409-421.
- Published Research Paper "New Paradigm Shift in Marketing of Services in Banking Sector – A Comparative Study of Public and Private Sector Banks" in Dr. G.S. Batra edited book – Business Management: New Innovations, Deep and Deep Publications Pvt. Ltd, New Delhi, 2003, pp 379-392.

Prof. Kamalpreet Kaur :

- Attended National Seminar on Entrepreneurship at Govt. College , Mohali.
- Attended Seminar on changing needs of management education by ICFAI at ChandigarhCentre
- Presently Attending workshop on Financial derivatives at ICICI.

Prof. Apar Singh :

- Member: Punajb Management Association.
- Ex. Member: American Software Development Organization.
- Ex. Officio : Manager(Functions), People Soft. Inc. USA.
- Ex. Member : Chandigarh Advertisers Association.
- Ex. Officio : Senior Executive, Indian Express.
- Attended National Seminar on:

- New facets of Insurance at Punjabi University, Patiala.
- Quality of Mgt. Education in India, at UBS Punjab University, Chandigarh.
- Changing needs of management education by ICFAI at Chandigarh Centre.
- Presently attending workshop on Financial derivatives at ICICI, Chandigarh.

Prof. Anu Sharma :

- Attended Seminar on New Facets of Insurance at Punjabi University, Patiala.
- Attended Seminar on Quality of Mgt. education in India, at UBS Punjab University, Chandigarh.

1. Our students have participated in number of cultural events & have achieved following positions :

	Name	Item	Position
I.	Ehsaas ,2002 PCTE. Bhadowal	Solo Dance	Ist
II.	Anjuman ,2002 PAU, Ldh.	Fashion Show	Ist
III.	Interzonal Cultural Function, PTU	MIME	IIInd
IV.	Ehsaas, 2003 PCTE, Bhadowal	Flower Arrangement & Choreography	IIInd in Both

2. Placements:

80% of our students are placed every year both at abroad & in Indian companies ranging from Godrej, Reliance, Bharti & Indus Ind Bank, HDFC Bank, Standard Chartered Bank, ICICI Bank, Bank of Punjab, Levis Stores(Chd.), Standard Chartered Bank (Ldh.), Dada Motors (Jalandhar), Kotak Mohindra Bank(Chd.), Emmtel Internet (chd.), H.P. Lubricants (Panchkula), Modi Gasses & Chemicals (Ghaziabad), Invest One (Citi Bank Group) (Chd.), Coca Cola, Patiala, Spice Telcom (Ldh.), Reliance India Mobile (Bombay), NIT Pumps & Valves (N. Delhi), Organic Labs (Bombay), Panacea Biotech (N.Delhi), HDFC Bank (Chd.), Bank of Punjab (Morinda), Muzaffar Weights (Kalka), Lupin laboratories (Bombay), Tobu Cycles (N.Delhi), Sonix Weights (Kalka) etc. through Campus placements & through Placement Committee.

3. Research Projects:

Around 200 research projects have been completed in last four years and approx. 50 projects are under way.

4. The Department also organised Guest Lecture for students. The list is given in Annexure.

5. Industrial Visit : The department regularly organizes Industrial visits for students. Details are as follows :

Place Visited	Date
1. Escorts Mahle Ltd. Goetze India Ltd. Milkfood Ltd., Patiala.	8-4-2000
2. Semi Conductor Ltd. Mohali (Pb.)	18-10-2000
3. Escorts Mahle Ltd.	19-10-2000
4. Malwa Spinning Mills Paonta Sahib.	17-10-2001
5. Nahar Fabrics Lalru (Pb.)	16-03-2002
6. Visits to trade fair at New Delhi.	Trips are organized every year for management students to International trade fairs with themes such as Information Technology, Finance and foreign trade.

Inputs from the Departments

1. Name and address of the department: Dept. of Biotechnology, MGC
2. Telephone number/s: 232395 Ext. 321
3. Date of establishment of the department: July 2003
4. Built-up area of the department in sq. m.

5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
B.Sc Bio tech	U G	45%	40

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	1	2	3
Teachers with Ph.D. or equivalent as the highest qualification	0	2	2
Teachers with PG or equivalent as the highest qualification	0	0	0
Teachers with other specific eligible qualification(specify)	1	0	1
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	23	15	38
Students from other states of India	1	1	2
NRI students			
Other overseas students			
Grand Total	24	16	40

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 1
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects: 0
- Teachers who have attended national/international seminars during the last two years: 0
- Teachers who have been resource persons at workshops/seminars during the last two years: 0

11. Details of the last two batches of students:

	2003			Batch 2		
	UG	PG	Total			
Admitted to the programme (entry year) 2003	40					
Drop-outs	3					
Appeared for the final year exam						
Passed in the final exam						
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 1+2 (Adhoc)
 Filled: 1+2 (Adhoc)

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?
No

15.

- (a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
Dr. Harpreet Kaur	Lecturer	Ph.D	Biotechnology	31	F
Prof. Sardool Singh	Lecturer	M.Sc.	Physical	57	M
Prof. Pushpinder Kaur	Lecturer	M.Sc.	Physical	24	F
Prof. Bhavjot Kaur	Lecturer	M.Sc. (Hons.)	Physical	24	F
Dr. Sukhjit Kaur	Lecturer	Ph.D. (Pbi.)	Poetry	33	F

- (b) Experience of the teachers: NA

Name of the Teacher					Research
	UG	PG	UG	PG	
Dr. Harpreet Kaur	1 yr.	2 yrs			7 yrs
Prof. Sardool Singh	34½ yr.				
Dr. Sukhjeet kaur	4yrs				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

One

Dr. Harpreet Kaur has received

1. Senior Research fellowship for Research (3 yrs.) from CSIR funding agency
2. UGC funding for one yr. as Project fellow for Research.

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

List of Publications.-4

18. List the major thrust areas within the subject in which research activities are being pursued.

-
-
-

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

Botanical garden, computing facility, UV = vis photometer, centrifuge, Incubators, Laminas flow jacket, vortex mixer, electronic balance, autoclave, hot plate, Magnetic Stirrer etc.

21. What is the total number of publications of the department in the last five years?

Number of Publications (4)

International :

Development of down stream processing for purification of lectin from *Z. mobilis* enzyme & Microbial Tech.

National :

1. Studies on Lectin activity from *Z. Mobilis* MTCC 90 in Bio Science Research bulletin.
2. Studies on degradation of Butachlor by *P. cepacia* in Pollution research.
3. Studies on production of lectin from *B. subtilis* in Bulletin of Pure & Applied Sciences.

Abstract :

Development of immobilized system for down stream processing of lectin. Published in 36th Annual Conference AMI, Hisar.

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

30 Lectures / week

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

5 hours per day and 6 hours a week for committees .

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Class and Monthly Tests, Practicals and Assessment from assignments given. .

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.
From internet facility and journals, books relevant to the subject or problems.
By consulting latest journals & publications etc.

27. What is the annual budget allocation of the college to the department?

nil

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results)			
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers 40:1
- Number of research papers published 4

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

- The deptt organises Industrial Visits which provide the practical hand knowledge,
- Seminars : From the syllabi, topics are selected and seminars are delivered by students.
- Lecture Series: Useful guest lectures are arranged.
- Self Employment: Visits to the Mushroom cultivation farm, tissue culture etc.
- Lab visits for knowledge of modern machinery.
- Publications:

International :

Development of down stream processing for purification of lectin from *Z. mobilis* enzyme & Microbial Tech.

National :

4. Studies on Lectin activity from *Z. Mobilis* MTCC 90 in Bio Science Research bulletin.
5. Studies on degradation of Butachlor by *P. cepacia* in Pollution research.
6. Studies on production of lectin from *B. subtilis* in Bulletin of Pure & Applied Sciences.

Abstract :

Development of immobilized system for down stream processing of lectin. Published in 36th Annual Conference AMI, Hisar.

- The research work carried out by Dr. Harpreet Kaur has been submitted to Patent Commission, Govt. of India, NEW DELHI for patent in the name of Punjabi Univ., Patiala & Dr. Harpreet.
- Dr. Harpreet Kaur attended Indian Science Conference at Punjabi University, Patiala. She also attended AMI Conference at Hisar.
- She has handled three projects out of which one was funded by UGC.

Inputs from the Departments

1. Name and address of the department: Dept. of Physics, MGC
2. Telephone number/s: 01763-232395 Ext-318
3. Date of establishment of the department: July 1959
4. Built-up area of the department in sq. m.
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Subject in B.Sc. (Non-Med.)	U G		135

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	4	0	4
Teachers with Ph.D. or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	4	0	4
Teachers with other specific eligible qualification(specify)	0	0	0
Technical staff	2	0	2
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

NA

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	93	42	135
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	93	42	135

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Details of the last two batches of students:

	1999			2000		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	12		12	60		60
Drop-outs				10		10
Appeared for the final year exam	12		12	24		24
Passed in the final exam	11		11	22		22
Passed in first class	4		4	12		12
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 4
Filled: 4

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?

No

15.

(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
Sh. Hari Om Sharma	H O D	M.Sc	Wireless	60	M
S. Prithipal Singh	Sr. Lecturer	M.Sc	Nuclear Physics	57	M
S. Harpal Singh	Sr. Lecturer	M.Sc	Research Paper in Low Energy Nuclear Physics	58	M
Sh. Deepak Agnihotri	Lecturer	M.Sc (UGC)	Nuclear Physics		M

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
Sh. Hari Om Sharma	39 yrs				
S. Prithipal Singh	37 yrs				
S. Harpal Singh	36 yrs				
Sh. Deepak Agnihotri	02 yrs				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18. List the major thrust areas within the subject in which research activities are being pursued.

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

Department has acquired equipments for B.Sc. classes both from the college & under the UGC Grant

21. What is the total number of publications (add the list) of the department in the last five years?

No

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

40 hours per week with students and on Committees need based.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

House Tests, Class Tests, Mock Tests, Science Quizzes and Interaction with Students during practicals etc.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By attending conferences / seminars consulting latest journals publications etc.

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	92%		
Progression to higher education rate	20%		
Employment rate			
Ratio of part-time teachers to full-time teachers	1:3		
Ratio of academic staff to administrative staff	4:2		

31. Furnish the following data :

- Ratio of students to teachers

45:1

- Number of research papers published

NIL

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

1. Prof. Hari Om Sharma, HOD, has been member of Undergraduate Board of Studies
2. He has attended a no. of Seminars/Conferences.
3. Prof. Prithipal Singh has attended orientation course & refresher course at Punjabi University, Patiala.
4. Prof. Harpal Singh has attended refresher course at Punjabi University, Patiala.
5. All the teachers of the department have been paper setters for various classes for University Exams.
6. The students of the dept. occupy prestigious positions in ONGC and other organizations.
7. The dept. successfully organized a Science fair in the college.
8. Prof. Prithipal Singh has attended a Red Cross Camp at Shimla.
9. A large no. of students of the dept. are prominent Doctors & Engineers in India & Abroad.
10. Dr. Madan Lal Hasija, a former student of the dept. is Director Language Department, Punjab.

Inputs from the Departments

1. Name and address of the department: Dept. of Chemistry, MGC
2. Telephone number/s: 01763-232395 Ext-322
3. Date of establishment of the department: July 1959
4. Built-up area of the department in sq. m.
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Subject in B.Sc(TDC) Mgt.	U G		46
Subject in B.Sc(TDC) Non. Med.	U G		84
Subject in B.Sc(Biotech.)	U G		40

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	3	2	5
Teachers with Ph.D. or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	3	2	5
Teachers with other specific eligible qualification (specify)	0	2	2
Technical staff	2	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	129	41	170
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	129	41	170

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):
- Books in the department library: 0
 - Journals/periodicals subscribed by the department: 2
 - Computers in the department: 0
 - Research projects completed during the last three years and their total outlay: 0
 - Ongoing research projects: 0
 - Teachers who have attended national/international seminars during the last two years: 0
 - Teachers who have been resource persons at workshops/seminars during the last two years: 0

11. Details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	49		49	85		85
Drop-outs	09		09	18		18
Appeared for the final year exam	34		34	43		43
Passed in the final exam	33		33	39		39
Passed in first class	7		7	5		5
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 3+2
 Filled: 3+2

13. How often were national/international seminars, workshops etc. organised at the department?
 NIL

14. Are there any international or national links/collaborations for teaching, research or both?
 No

15.
 (a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
P.S. Logani	H.O.D	M.Sc (Hons.)	Physics Organic	59	M
Sadool Singh	Lecturer	M.Sc	Physical	57	M
Dalbara Singh	Lecturer	M.Sc (Hons.)	IN Organic	54	M
Bhavjot Kaur	Lecturer	M.Sc (Hons.)	Physical	24	F
Pushpinder Kaur	Lecturer	M.Sc, B.Ed	Physical	24	F

- (b) Experience of the teachers: NA

Name of the Teacher					Research
	UG	PG	UG	PG	
P.S Logani	38.5 yrs				
Sardool Singh	34.5 yrs				
Dalbara Singh	30 yrs				
Bhavjot Kaur	6 M				
Pushpinder Kaur	2 M				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18. List the major thrust areas within the subject in which research activities are being pursued.

-
-

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

Electric furnace, Hot- Air Oven, Digital Electrical balance, conducto metric, Pn Meter, Photo Meter, Refracto Meter, Polarimeter., Ion exchanger

21. What is the total number of publications (add the list) of the department in the last five years?

No

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

6 hours daily with students and on Committees need based.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

House Tests, Class Tests, Monthly Tests, Interaction with Students during practicals.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By attending Refresher courses, Reading latest books and latest journals etc.

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1.1:1		
Success rate (examination results)	80%		
Progression to higher education rate	20%		
Employment rate			
Ratio of part-time teachers to full-time teachers	1:1		
Ratio of academic staff to administrative staff	5:2		

31. Furnish the following data :

- Ratio of students to teachers
- Number of research papers published

36:1

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

1. Prof. Pritam Singh Logani

- He has been a member of Board of studies of Punjabi University, Patiala thrice.
- He has been a member of Faculty of Science thrice.
- He has been a paper setter for Punjabi University, Patiala half a dozen times.
- He attended a National Level Workshop on Radio Chemistry.
- He attended a six week Summer Institute in Chemistry.
- He attended a refresher course for teachers after change in syllabus.
- He attended a Red Cross Camp at Shimla
- He was incharge of NCC for a very long time & attended about two dozen Annual Training Camps for NCC Cadets. He also attended an Army Attachment Camp for NCC Officers. Several Cadets during his time took part in Republic day parade.

2. Prof Sardool Singh

- He has been a member of Board of studies of Punjabi University, Patiala twice.
- He has been a member of Faculty of Science once.
- He has been a paper setter for Punjabi University, Patiala half a dozen times.
- Prof. Sardool Singh attended All India Summer Institute for college teachers at Madras University, Madras.
- He attended all India Summer Institute for Undergraduate talented student held in the Department of Chemistry at Punjab University, Chandigarh.

3. General :

- A large no. of students of the dept. are prominent doctors & engineers in India & abroad.
- Dr. Madan Lal Hasija a former student of the dept. is Director Language Department, Punjab. He has also been honoured under the Medium Switch Over Program.
- Prof. Pritam Singh another former student of the dept. has been Head of Department of an Australian University.
- The Dept. successfully organised a Science Fair in the college.

Inputs from the Departments

1. Name and address of the department: Dept. of Botany, MGC
2. Telephone number/s: 01763-232395 Ext. - 324
3. Date of establishment of the department: 1959
4. Built-up area of the department in sq. m.
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Subject in B.Sc. TDC(Med.)	U G		53

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	1	1	2
Teachers with Ph.D. or equivalent as the highest qualification	1	0	1
Teachers with PG or equivalent as the highest qualification	0	1	1
Teachers with other specific eligible qualification(specify)	0	0	0
Technical staff	1	0	1
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

NA

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	40	13	53
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	40	13	53

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 10
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 1
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Details of the last two batches of students:\

	1999			2000		
	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	37		37	25		25
Drop-outs	9		9	8		8
Appeared for the final year exam	22		22	19		19
Passed in the final exam	22		22	17		17
Passed in first class	16		16	4		4
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 2

Filled: 2

13. How often were national/international seminars, workshops etc. organised at the department?

- NIL
14. Are there any international or national links/collaborations for teaching, research or both?
No

15.
(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
Dr. Daya Singh Dhaliwal	Lecturer	Ph.D	Taxonomy	56	M
Mrs. Prabhleen Kaur	Lecturer (Adhoc)	M.Sc	Genetics	26	F

- (b) Experience of the teachers: NA

Name of the Teacher					Research
	UG	PG	UG	PG	
Dr. Daya Singh Dhaliwal	29				
Mrs. Prabhleen Kaur	2				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18. List the major thrust areas within the subject in which research activities are being pursued.

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

1. Botanical Garden prepared.

2. The dept. has acquired equipment for B.Sc. classes both from the college & under the UGC Grant.

21. What is the total number of publications (add the list) of the department in the last five years?

No

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

6 hours daily with students and on Committees need based.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

House Tests, Class Tests, Interaction with Students during practicals.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Consulting latest publications .

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	80%		
Progression to higher education rate	20%		
Employment rate			
Ratio of part-time teachers to full-time teachers	1:1		
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers
- Number of research papers published

27:1

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

- The Dept. maintains a Botanical Garden
- The Dept. has applied to UGC for Grant under Science Improvement Plan to make necessary additions in the labs , Botanical garden etc.
- The Dept. organized a Visit to ponds to study hydrophytes
- The Dept. organizes Excursions and educational tours.

Inputs from the Departments

1. Name and address of the department: Dept. of Zoology, MGC
2. Telephone number/s: 01763-232395, ext. - 324
3. Date of establishment of the department: 1959
4. Built-up area of the department in sq. m.
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Subject in B.Sc. TDC (Med.)	U G		53

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	0	2	2
Teachers with Ph.D. or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	0	2	2
Teachers with other specific eligible qualification(specify)	0	0	0
Technical staff	1	0	1
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	40	13	53
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	40	13	53

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects: 0
- Teachers who have attended national/international seminars during the last two years : 2
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Details of the last two batches of students:

	1999			2000		
	UG	PG	Tota	UG	PG	Tota
Admitted to the programme (entry year)	37		37	25		25
Drop-outs	9		9	8		8
Appeared for the final year exam	22		22	19		19
Passed in the final exam	22		22	17		17
Passed in first class	13		13	14		14
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 2
Filled: 2

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?

No

15. (a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
Mrs.S.K. Garewal	H O D	M.Sc	Fish & Fisheries	57	F
Ms. Pardeep Kaur	Lecturer	M.Sc	Reproductive Physiology	26	F

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
Mrs. S. K Garewal	30 yrs				
Ms. Pardeep Kaur	4 yrs				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18. List the major thrust areas within the subject in which research activities are being pursued.

•

•

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

1. The dept. has acquired equipment for B.Sc. classes both from the college & under the UGC Grant.

21. What is the total number of publications (add the list) of the department in the last five years?

No

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

6 hours daily with students and on Committees need based.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

House Tests, Class Tests, Seminars, Interaction with students during practicals.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Consulting national & international publications and interacting with other teachers through IABT..

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	80%		
Progression to higher education rate	20%		
Employment rate			
Ratio of part-time teachers to full-time teachers	All Full Time		
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers 27:1
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

1. Mrs. S. K. Grewal HOD is the founder member of IABT .
2. Two faculty members have attended a scientific conference.
3. The dept organizes visits to zoological parks and fish ponds.
4. A 10 day training camp on fish rearing and management for students self-employment was organized by the department. in association with Dept. of fisheries(Pb. Govt.).

Inputs from the Departments

1. Name and address of the department: Dept. of Maths, MGC
2. Telephone number/s: 01763-232247 Ext-323
3. Date of establishment of the department: 1957
4. Built-up area of the department in sq. m.
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Subject in B.A	U G		66
Subject in B.Sc	U G		137
Subject in BCA	U G		26
Subject in MCA	PG		30
Subject in MBA	PG		35
Total			294

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	2	2	4
Teachers with Ph.D. or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	1	1	2
Teachers with other specific eligible qualification(specify)	1	1	2
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	183	101	284
Students from other states of India	3	7	10
NRI students			
Other overseas students			
Grand Total	186	108	294

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):
- Books in the department library: 0
 - Journals/periodicals subscribed by the department: 0
 - Computers in the department: 0
 - Research projects completed during the last three years and their total outlay: 0
 - Ongoing research projects 0
 - Teachers who have attended national/international seminars during the last two years : 0
 - Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Details of the last two batches of students:

	1999			2000		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	50	60	110	88	MBA MCA 42 30	160
Drop-outs	11	3	14	29	4	33
Appeared for the final year exam	39	57	96	59	38	97
Passed in the final exam	35	56	91	51	37	88
Passed in first class	11	54	65	24	37	61
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 4
 Filled: 4

13. How often were national/international seminars, workshops etc. organised at the department?
 NIL

14. Are there any international or national links/collaborations for teaching, research or both?
 No

15.

(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
S. Gurdarshan Singh	H O D	M.Phil	Functional Analysis	53	M
Smt. Namita Berry	Lecturer	M.Phil	Ditterntial geometry	35	F
Ms. Harpreet kaur	Lecturer	M.Sc	Ditterntial geometry	22	F
S. Jaspreet Singh	Lecturer	M.Sc	Ditterntial geometry	23	M

(b) Experience of the teachers: NA

Name of the Teacher					Research
	UG	PG	UG	PG	
Gurdarshan Singh	29	0			
Namita Berry	11	3			
Harpreet Kaur	0	0			
Jaspreet Singh	1	0			

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18. List the major thrust areas within the subject in which research activities are being pursued.

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

NIL

21. What is the total number of publications (add the list) of the department in the last five years?

No

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

6 hours daily with students and on Committees need based.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

House Tests, Class Tests, Mock Tests etc.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By consulting latest journals publications etc.

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	86.4	97.4	
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers	1:1		
Ratio of academic staff to administrative staff	4:0		

31. Furnish the following data :

- Ratio of students to teachers
- Number of research papers published

74:1

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

1. S. Gurdarshan Singh availed himself of UGC fellowship to obtain his M.Phil Degree -1978 during service.
2. S. Gurdarshan Singh & Mrs. Namita Berry have attended Refresher Courses.
3. S. Gurdarshan Singh visited USA, Canada in 1999, and visited Nepal in 2001, and also visited Singapore in 2003.
4. S. Gurdarshan Singh is convener of Library Committee of the college.
5. Prof. Gurdarshan has been a member of the Undergraduate Board of Studies of Punjabi University twice.

Inputs from the Departments

1. Name and address of the department: P.G. Dept. of Economics, MGC
2. Telephone number/s: 01763-232395, ext.-337
3. Date of establishment of the department: U.G Since 1957 and P.G.
4. Built-up area of the department in sq. m Part of the college Building..
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
B.A TDC-III, B.Com	U G	35%	510
M.A	P G	50%	19+16=35

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	5	2	7
Teachers with Ph.D. or equivalent as the highest qualification	1	0	1
Teachers with M.Phil or equivalent as the highest qualification	2	1	3
Teachers with other specific eligible qualification (specify) UGC/NET	2	0	2
Post Graduate	0	1	1
Technical Staff.	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	231	279	510
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	231	279	510

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 3
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects: 0
- Teachers who have attended national/international seminars during the last two years: 5
- Teachers who have been resource persons at workshops/seminars during the last two years: 0

11. Details of the last two batches of students:

	1999			2000		
		Batch 1			Batch 2	
		PG	Total	UG	PG	Total
Admitted to the programme (entry year)	142	12	154	121	1	122
Drop-outs						
Appeared for the final year exam	142	12	154	121	1	122
Passed in the final exam	131	12	143	116	1	117
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 5 From Punjab Govt. and 1 from Mgt.

Filled: 6

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?

No

15.
 (a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
H.S. Tiwana	Sr. Lecturer	M.Phil	Qtitue Methods	50	M
P.S Bhatia	Sr. Lecturer	Ph.D	M.Phil / Micro	43	M
S.S. Sekhon	Sr. Lecturer	M.Phil	Macro Eco., Pol. Eco.	45	M
Navjeet Kaur	Lecturer	M.Phil	Macro Eco, Pub. Finance	38	F
Jupinder Singh	Lecturer	UGC, M A	Micro Eco., Inlustry	26	M
Jagpal Singh	Lecturer	UGC, M A	Dev. Eco., Ind. Eco	30	M
Simarjit Kaur	Lecturer	M A	Business Eco.	24	F

- (b) Experience of the teachers: NA

Name of the Teacher	Teaching Experience		Research	
	UG	PG	UG	PG
H.S. Tiwana	25	25		
P.S. Bhatia	18	18		
S.S. Sekhon	18	18		
Navjeet Kaur	8	8		
Jupinder Singh	3	2		
Jagpal Singh	4	4		
Simarjit Kaur				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

50%

18. List the major thrust areas within the subject in which research activities are being pursued.

- The Dept. has addressed the contemporary issues of the economy, particularly of the State, in the context of changing economics scenario at the National & Global levels.
-

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities etc.) acquired over the years?

NIL

21. What is the total number of publications (add the list) of the department in the last five years?

No

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24 Periods per week per Teacher

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

6 hours daily with students and on Committees (need based).

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Class Tests, Regular MST, Assignments, Seminars etc.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By Attending Refresher/ Orientations courses Mutual Discussions, Books, Magazines Newspapers and consulting latest Publications.

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1	1:1	
Success rate (examination results)	80%	90%	
Progression to higher education rate		25%	
Employment rate		65%	
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers
- Number of research papers published

UG PG
90:1 6:1

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

- Prof. Navjit Kaur has been a member of College Dev. Council, Pbi. Uni. Patiala for 2 years. She is Presently the member of Under Graduate Board of Studies in Commerce as Subject expert of Pbi. Uni. ,Patiala.
- University positions held by the students:
 - Jyoti Bala and Shibani of M.A-I secured 5th position in University Exams (2002-03).
 - Satwinder Kaur of M.A-I secured 7th position in University Exams (2002-03).
- Quite a good number of students cleared M.Phil and UGC/NET.
- Three Faculty members have attended Refresher / Orientation courses.
- Two Faculty members have done their M.Phil during service.
- One of our Faculty members completed Ph.D under Teacher Fellowship scheme of UGC.

- Our PG students got absorbed in Educational Institutions, State Planning Board, Banks, and Insurance & in other services.
- Our departmental teachers are also teaching in the faculty of Business Mgt. & faculty of Professional Courses (MCA).
- The department organised two seminars on "Globalisation & its Impact", "WTO & its Impact on Agricultural Sector".

Inputs from the Departments

1. Name and address of the department: Dept. of Punjabi, MGC
2. Telephone number/s: 01763-232395 Ext-333
3. Date of establishment of the department: 1957
4. Built-up area of the department in sq. m.
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Compulsory Subject in B.A, B.Sc, B.Com, Biotech.	U G	35%	1592
Elective Subject in B.A	U G	35%	613
+2 Sc.	Pre Degree		179
+2 Comm.	Pre Degree		52

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	3	5	8
Teachers with Ph.D. or equivalent as the highest qualification	2	2	4
Teachers with PG or equivalent as the highest qualification	1	3	4
Teachers with other specific eligible qualification (specify) UGC	3	0	3
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	700	892	1592
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	700	892	1592

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 500
- Journals/periodicals subscribed by the department: 8
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 2
- Ongoing research projects: 1
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Details of the last two batches of students:

	1999			2000		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	568 52 63		683	442 67 60		569
Drop-outs	89 14 1		104	64 24 0		88
Appeared for the final year exam	479 38 62		579	378 43 60		481
Passed in the final exam	459 38 62		559	347 43 60		450
Passed in first class	28 26 34		88	35 14 22		71
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned:

Regular : 6

Adhoc : 2

Filled:

Regular : 6

Adhoc : 2

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?

No

15.

(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
Mrs. Rajinder Kaur	H O D	M.Phil	Fiction	41	F
Mrs. Manmohan Kaur	Lecturer	M.Phil	Gurbani	39	F
Dr. Harminder Singh	Lecturer	Ph.D UGC NET	Poetry	38	M
Dr. Kamaljeet Kaur	Lecturer	Ph.D	Drama	48	F
Mr. Rashid Rasheed	Lecturer	M A, UGC NET	Poetry	33	M
Dr. Jagjeevan Singh	Lecturer	Ph.D UGC NET	Pbi - Culture	39	M
Dr. Sukhjot Kaur	Lecturer	Ph.D	Poetry	33	F
Ms. Harpreet Kaur	Lecturer	M A		24	F

(b) Experience of the teachers (in yrs.):

Name of the Teacher					Research
	UG	PG	UG	PG	
Mrs. Rajinder Kaur	12				
Mrs. Manmohan Kaur	10				
Dr. Harminder Singh	10				
Dr. Kamaljeet Kaur	14				
Mr. Rashid Rasheed	5				
Dr. Jagjeevan Singh	4	2			
Dr. Sukhjot Kaur	4				
Ms. Harpreet Kaur	4 months				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

Prof. Rajinder Kaur HOD granted UGC Fellowship for doing Ph.D.

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

Four of our teachers are Ph.Ds. Most of the teachers publish research papers in newspapers and write books as well.

18. List the major thrust areas within the subject in which research activities are being pursued.

- * Fiction
- * Drama
- * Poetry
- * Gurbani
- * Prose

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities etc.) acquired over the years?

NIL

21. What is the total number of publications (add the list) of the department in the last five years?

Dr. Harminder Singh has published 6 Papers:

1. Hasham dee vichardhara te kavi sankalpana. June 1998 , Pubjabi Duniya.
2. Ajoki Punjabi kavita da Shiromani kavi. Surjit Patar. June 1998 , Pubjabi Duniya.
3. Arthik te mansikata da santap.- Niranjan Mashalchi. Dec- 1998 Punjabi Duniya
4. Avtar Singh Billing da novel – Niranjan Mashalchi 12-July 1998 Punjabi Tribune.
5. Chup de khilaf (Subhash Gulati)- Book Review Oct Dec-1998 – Sirjana

6. Garib Arthikta ate Ular Birtian Da Santap. Niranjn Mashalchi (Rabta, Novel vishesh ank April -June 1998)
Dr. Jagjivan Singh has published 4 papers:

1. Sabhiachar de mool da Adhar (Adab Parkshan , Patiala)
2. Gyani Dit Singh – Ik Samarpit Sikh Parcharak
3. Sabhiachar da kendri Dhura – Kadran Keematan (Sabhiachar Patrika ank Jan-2003).
4. Thande Buraj vich Bethi Maa (Gurmukh Marg Dec – 2001)

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24 periods per week

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

42 hours per week with students and on Committees need based.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

House Tests, Class Tests, Monthly Tests, Multiple choice questions in the class, Discssion etc..

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By reading latest publications and by attending refresher courses/ orientation courses workshops etc.

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results)	99%		
Progression to higher education rate	25%		
Employment rate			
Ratio of part-time teachers to full-time teachers	1:7		
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers 200:1
- Number of research papers published 9

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

1. The faculty trains students for Debates, Declamation, Contests, Giddha, Bhangra, Drama, Fine Arts, Poetical recitations etc.
2. One Faculty member is incharge of NSS dept.
3. Three teachers of the Dept. have attended orientation courses & two teachers attended refresher courses.
4. Dr. Jagjeevan Singh has Published 6 Papers.

- a. Sabhiachar de mool da Adhar (Adab Parkshan , Patiala)
 - b. Gyani Dit Singh – Ik Samarjit Sikh Parcharak
 - c. Sabhiachar da kendri Dhura – Kadran Keematan (Sabhiachar Patrika ank Jan-2003).
 - d. Thande Buraj vich Bethi Maa (Gurmukh Marg Dec – 2001)
 - e. Kadar Yaar rachit kissa Puran Bhagat : Mool Sabhiachar , Tanao ate Takrao – Khoj Patrika Sept-1997, Pbi Uni. Patiala.
 - f. Three articles in the souvenir published on the occasion of First Khalsai Khed Utsav.
 - i. Phela Khalsai khed Utsav
 - ii. Fatehgarh Sahib
 - iii. Mata Gujri College
 - iv. Gauravmai Pichokad ate Paraptian
 - v. Zila Fatehgarh Sahib Vekhanyog Parsidh Asthan
5. Dr. Sukhjit Kaur has Published 3 Papers
- a. Punjabi Bhasha Adhin Vichardian Akhandi Dhunian
 - b. Sufi Kav Dhara ate Sufi Chintan – Punjabi Duniya Jan-1999
 - c. Hasham Rachit Kissa Sassi Punu Da – Sanyogsheelta Pakhon Vishleshan.
6. Dr. Harminder has Singh Published 12 Papers.
- a. Hasham dee vichardhara te kavi sankalpana. June 1998 , Pubjabi Duniya.
 - b. Ajoki Punjabi kavita da Shiromani kavi. Surjit Patar. June 1998 , Pubjabi Duniya.
 - c. Arthik te mansikata da santap.- Niranjan Mashalchi. Dec- 1998 P88unjabi Duniya
 - d. Avtar Singh Billing da novel – Niranjan Mashalchi 12-July 1998 Punjabi Tribune.
 - e. Chup de khilaf (Subhash Gulati)- Book Review Oct Dec-1998 – Sirjana
 - f. Garib Arthikta ate Ular Birtian Da Santap. Niranjan Mashalchi (Rabta, Novel vishesh ank April -June 1998)
 - g. Roopvaad Diyan Mool Dharavan
 - h. Aankhi de novel Kothe Khadag Singh vich Aurat Mard Sambandh
 - i. Avtar Singh Billing de Kahani Sangreh Apna Khoon da Visheygat Adhian.
 - j. Dard da Tarjama – Sardar Panchi Book Review
 - k. Sidki Parvane - Jarnail Singh Nirmal Book Review
 - l. Aankhi de Mudhle Novelan vich Aurat Mard Sambandh.

7. Dr. Kamaljeet Kaur has Published one book “ Paryogvadi Natakkar Kapoor Singh Ghuman) and 8 Papers
 - a. Paryogvadi Natakkar Aatamjit
 - b. Kapoor Singh Ghuman dee Punjabi Rangmanch no Den
 - c. Punjabi Theatre di usari vich Dr. Harcharan Singh Da Yogdan
 - d. Punjabi Natak vich Naveen Parvirtian
 - e. Absurd da Theatre – Surjit Singh Sethi de Natakan vich Naven Paryog
 - f. Punjabi Natakan vich Naven Paryog
 - g. Two articles in the College Magazine
8. Mr. Rashid Rasheed has Published 3 Research Papers besides his Ph.D thesis and an articles on Baba Farid in the college magazine.
9. Two of our teachers are doing Ph.D.
10. Five of our students are well known personalities.:
 - a. Birdavinder Singh (Deputy Speaker)
 - b. Dr. Kesar Singh, a formar student is presently HOD, Punjabi Dept. at Punjab University, Chandigarh
 - c. Nirmal Singh, a formar student retired as Principal.
 - d. Satwinder Bugga (Famous Singer)
 - e. Dilbar Singh (Famous Singer)

Inputs from the Departments

1. Name and address of the department Dept. of History, MGC
2. Telephone number/s:
3. Date of establishment of the department: 1960
4. Built-up area of the department in sq. m.
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Subject in B.A(TDC)	U G		742

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	1.	2	3
Teachers with Ph.D. or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	1	2	3
Teachers with other specific eligible qualification(specify)	0	0	0
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	483	713	1196
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	483	713	1196

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 2
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects: 0
- Teachers who have attended national/international seminars during the last two years: 3
- Teachers who have been resource persons at workshops/seminars during the last two years: 1

11. Details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	325		325	347		347
Drop-outs						
Appeared for the final year exam	128		128	150		150
Passed in the final exam	127		127	146		146
Passed in first class	26		26	32		32
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 3.
Filled: 3.

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?

No

15.

(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
S.Gurparkash Singh Sandhu	Lecturer	M.A		59	M
Sandeep Kaur	Lecturer	M.A		28	F
Narinder Kaur	Lecturer	M.A		29	F

(b) Experience of the teachers: NA

Name of the Teacher					Research
	UG	PG	UG	PG	
Gurparkash Singh Sandhu	34 yrs				
Sandeep Kaur	5 yrs				
Narinder Kaur	3 yrs				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18. List the major thrust areas within the subject in which research activities are being pursued.

•

•

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities etc.) acquired over the years?

NIL

21. What is the total number of publications (add the list) of the department in the last five years?

No

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

6 hours daily with students and on Committees need based.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

House Tests & Class Tests,.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By consulting Text Books, General Books, Newspapers, Magazines etc.

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	92%		
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers	1:2		
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers 247:1
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

1. Prof. G.S.Sandhu has attended no. of National level Seminars/Conferences on Sikh/Punjab/Indian History in various Universities.
2. He is the convener of Tour Committee & has arranged a no. of Historical & Educational Tours.
3. He is the convener of Guru Gobind Singh Study Circle. He has organised a number of lectures on Morality & Ethics for the students.
4. The dept. organised a national seminar on the contribution of Giani Ditt Singh, a very learned scholar of 19th Century in collaboration with SGPC, Amritsar.
5. Attended World Sikh Conference at Amritsar along with students & teachers organised by SGPC, Amritsar.
6. Attended Refresher Courses & Orientation Courses.
7. He has visited a number of European & Asian Countries; Nepal, Andaman & Nicobar Islands & has delivered Lectures on Historical & Cultural Civilizations to these students.
8. Attended Historical Conference at Patiala.
9. He was a Member of Faculty of Arts, member of Board of Studies & is a paper setter of the University for Undergraduate classes.

Inputs from the Departments

1. Name and address of the department: Dept. of Political Science, MGC
2. Telephone number/s: 01763-232395 Ext.-332
3. Date of establishment of the department: 1959
4. Built-up area of the department in sq. m.
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Subject in B.A	U G	35%	657

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	3	0	3
Teachers with Ph.D. or equivalent as the highest qualification	1	0	1
Teachers with PG or equivalent as the highest qualification	2	0	2
Teachers with other specific eligible qualification(specify)	0	0	0
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	290	367	657
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	290	367	657

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects: 0
- Teachers who have attended national/international seminars during the last two years : 3
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	285		285	298		298
Drop-outs	102		102	103		103
Appeared for the final year exam	183		183	195		195
Passed in the final exam	175		175	183		183
Passed in first class	46		46	43		43
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 3
Filled: 3

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?

No

15.

(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
Dr. Surmukh Singh	Lecturer	Ph.D	Punjab Politics	59	M
Sh. N.K Gupta	Lecturer	M.A	Punjab Politics	55	M
S. B.S. Bajwa	Lecturer	M.A	Punjab Politics	51	M

(b) Experience of the teachers: NA

Name of the Teacher					Research
	UG	PG	UG	PG	
Dr. Surmukh Singh	35				
Sh. N.K. Gupta	34				
S. B.S. Bajwa	29				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18. List the major thrust areas within the subject in which research activities are being pursued.

-
-

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

NIL

21. What is the total number of publications (add the list) of the department in the last five years?

No

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

40 hours per week.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

House Tests, Class Tests, Encourage questions, Debate.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By reading latest publications in Library.

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	100:100		
Success rate (examination results)	Above 90%		
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff	3:1		

31. Furnish the following data :

- Ratio of students to teachers 1:80
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

- Dr. Surmukh Singh wrote 5 research papers & published two articles. He has edited various books.
- He has organised various educational tours to Nepal & different parts of India. He has also taken students for various tracking tours to Himachal Pradesh & organised an Electoral Survey for the MC elections in the area of Bassi, Sirhind & Fatehgarh Sahib by the college students.
- He has attended ICSSR Seminar on Computer Application in Social Sciences.
- He was a member of the Electoral Survey Team for the MC elections in the area of Bassi, Sirhind & Fatehgarh Sahib.
- He has also attended various Seminars, Refresher Courses & Orientation Courses.
- Prof. Naresh Gupta wrote books titled 'Sadi Parliament', 'Changey Nagrik', 'Principles of Political Science' and 'Glossary of Pol.Sc.' which was selected for state award by the Language Department of Punjab. He has also reviewed a number of books.
- He was State Awardee for the contribution rendered in the development of Punjabi Language by Language Department, Punjab.
- He remained Fellow Senate Punjabi University, Patiala.
- He is the member of Executive of Distt. Social Welfare Council, Fatehgarh Sahib & Punjab Handicapped Association.
- He attended a no. of National/State Seminars.
- He is a member of Board of Studies & is in the panel of University paper setters for Undergraduate classes.
- He is the member of Editorial Board of New English-Punjabi Dictionary (Language Deptt., Patiala)
- He was a member of the Electoral Survey Team for the MC elections in the area of Bassi, Sirhind & Fatehgarh Sahib.

Inputs from the Departments

1. Name and address of the department: Dept. of Hindi, MGC
2. Telephone number/s: 01763-232395 Ext. - 332
3. Date of establishment of the department: 1959
4. Built-up area of the department in sq. m.
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
B.A (Three year Degree course)	U G	35	174

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	1	0	1
Teachers with Ph.D. or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	1	0	1
Teachers with other specific eligible qualification(specify)	0	0	0
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	92	82	174
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	92	82	174

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	62	62		60		60
Drop-outs	15	15		12		12
Appeared for the final year exam	47	47		48		48
Passed in the final exam	46	46		48		48
Passed in first class	17	17		18		18
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 1
Filled: 1

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?

No

15.

(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
S. Sital Singh Tiwana	Lecturer	M.A	Prem Chand	54	M

(b) Experience of the teachers: NA

Name of the Teacher					Research
	UG	PG -	UG	PG	
S. Sital Singh Tiwana	30				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18. List the major thrust areas within the subject in which research activities are being pursued.

•

•

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities etc.) acquired over the years?

NIL

21. What is the total number of publications (add the list) of the department in the last five years?

No

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

40 hours per week.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

House Tests, Class Tests, Debate..

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By reading the latest publications in the library.

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	100:100		
Success rate (examination results)			
Progression to higher education rate	40%		
Employment rate	30%		
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers 1:58
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

1. The Dept. organises intra-class competitions in Poetical Recitation & Debates.
2. Prof. Sital Singh Tiwana is the in charge of Hindi Sahitya Sabha.
3. He is the Editor –in-chief of the college magazine 'The Fatehgarh'.
4. He is serving as a convener of different important committees of the college; Discipline, canteen committee.
5. He has been the distt. President of PCCTU for a no. of years.
6. Prof. Sital Singh Tiwana attende refresher course.
7. Dr. Brij Mohan Sharma, a formar student of the dept. retired as HOD, Hindi dept. from Punjabi University, Patiala.
8. Dr. Inder Singh Tiwana, a formar student of the dept. is presently serving as Principal PNM College, Rajpura.

Inputs from the Departments

1. Name and address of the department: Dept. of Music Vocal, MGC
2. Telephone number/s:
3. Date of establishment of the department:
4. Built-up area of the department in sq. m.
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Elective Subject in B.A	U G		111

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	0	1	1
Teachers with Ph.D. or equivalent as the highest qualification	0	1	1
Teachers with PG or equivalent as the highest qualification	0	1	1
Teachers with other specific eligible qualification(specify) UGC	1	0	1
Technical staff	1	0	1
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	70	41	111
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	70	41	111

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Details of the last two batches of students:

	1999			2000		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	15		15	18		18
Drop-outs	9		9	2		2
Appeared for the final year exam	8		8	16		16
Passed in the final exam	8		8	14		14
Passed in first class				10		10
University ranks, if any				3		3

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 1
Filled: 1

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?

No

15.

(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
Mrs. Varinder Kaur	Lecturer	Ph.D	Gurmat Sangeet	38	F

(b) Experience of the teachers: NA

Name of the Teacher					Research
	UG	PG	UG	PG	
Mrs. Varinder Kaur	13yrs				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18. List the major thrust areas within the subject in which research activities are being pursued.

-
-

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

Music Lab

21. What is the total number of publications (add the list) of the department in the last five years?

No

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

6 hours daily with students and need based in case of extra cultural activities.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

House Tests, Class Tests, Interaction with Students during practicals.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By Attending Refresher courses / Orientation courses and reading latest publications and involve ourselves in research projects just as seminars etc.

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results)	100%		
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers
- Number of research papers published

111:1

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

1. Got first position in Inter College Shabad Gayan competition.
2. Shabad Gayan team got first position in Inter- college youth festivals and got second position in inter zone youth festival at Punjabi University Patiala in 2002-03.
3. Classical Vocal Group Shabad, Group Song, Classical Dance won the first position in Youth Festival in 2003 and Gazal, Orchestra, Tabla (non-percussion) got second position in Youth Festival 2003.
4. Mr. Vinay Mattu a student of B.A-II has participated in Classical Vocal at Harballabh Sangeet Samelan at Jalandhar.

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	0	1	1
Teachers with Ph.D. or equivalent as the highest qualification	0	Ph.D in Progress	1
Teachers with PG or equivalent as the highest qualification	0	1	1
Teachers with other specific eligible qualification(specify)	0	0	0
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	7	102	109
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	7	102	109

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):
- Books in the department library: About 200
 - Journals/periodicals subscribed by the department: 6
 - Computers in the department: 0
 - Research projects completed during the last three years and their total outlay: 0
 - Ongoing research projects: 0
 - Teachers who have attended national/international seminars during the last two years : 0
 - Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Details of the last two batches of students:

	1999			2000		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)						
Drop-outs						
Appeared for the final year exam						
Passed in the final exam						
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 1

Filled: 1

13. How often were national/international seminars, workshops etc. organised at the department?

NA

14. Are there any international or national links/collaborations for teaching, research or both?

No

15.
 (a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
Prof. Kamaljeet Kaur	Lecturer	M.A		22	F

- (b) Experience of the teachers: 2 months

Name of the Teacher					Research
	UG	PG	UG	PG	
Kamaljeet Kaur					

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

50

18. List the major thrust areas within the subject in which research activities are being pursued.

- The Sikh concept of bani in the context of Rigvedic Samhita

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

NIL

21. What is the total number of publications (add the list) of the department in the last five years?

No

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

12 Periods

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

6 hours daily with students and on Committees need based.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

By Regular Class Tests, By encouraging questions.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Extra studies on the subject..

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

NA

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	100%		
Success rate (examination results)			
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers	1:1		
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers 109:1
- Number of research papers published Two

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

The students from Religion Department under Guru Gobind Singh Study Circle organised a three day langer (community kitchen) on the **Martyrdom of Yunger Sahibzadas of Tenth Sikh Guru Sri Guru Gobind Singh .**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	0	1	1
Teachers with Ph.D. or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	0	1	1
Teachers with other specific eligible qualification (specify)	0	0	0
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	11	31	42
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	11	31	42

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):
- Books in the department library: 0
 - Journals/periodicals subscribed by the department: 0
 - Computers in the department: 0
 - Research projects completed during the last three years and their total outlay: 0
 - Ongoing research projects: 0
 - Teachers who have attended national/international seminars during the last two years : 0
 - Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Details of the last two batches of students:

	1999			2000		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)						
Drop-outs						
Appeared for the final year exam						
Passed in the final exam						
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 1
 Filled: 1

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?

No

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18. List the major thrust areas within the subject in which research activities are being pursued.

-
-

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities etc.) acquired over the years?

NIL

21. What is the total number of publications (add the list) of the department in the last five years?

No

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

6 hours daily with students and on Committees need based.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

House Tests, Class Tests, Monthly Tests, Interaction with Students during practicals.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By consulting latest journals publications etc.

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results)			
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers 42:1
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

Prof. Manpreet Kaur accompanied the students on Educational/Geographical Trip.

Inputs from the Departments

1. Name and address of the department: Dept. of Phy. Edu., MGC
2. Telephone number/s: 01763-232395, ext. : 317
3. Date of establishment of the department: 1995
4. Built-up area of the department in sq. m.
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Elective Subject in B.A	U G	35%	135

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	1	1	2
Teachers with Ph.D. or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	1	0	1
Teachers with other specific eligible qualification(specify) UGC	1	0	1
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	24	111	135
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	24	111	135

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Details of the last two batches of students:

	1999			2000		
	UG	PG	Total	UG		Total
Admitted to the programme (entry year)	60		60	60		60
Drop-outs	37		37	41		41
Appeared for the final year exam	23		23	19		19
Passed in the final exam	21		21	15		15
Passed in first class	20		20	11		11
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 2

Filled: 2

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?

No

15.

(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
Parminder Kaur Randhwa	Lecturer	Ph.D		43	F
Sukhdev Singh	Lecturer	MPE, UGC		35	M

(b) Experience of the teachers: NA

Name of the Teacher					Research
	UG	PG	UG	PG	
Parminder Kaur Randhwa	20				Doing Ph.D
Sukhdev Singh	10				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18. List the major thrust areas within the subject in which research activities are being pursued.

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19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities etc.) acquired over the years?

The college has the following indoor & outdoor facilities:-

Outdoor: Sports Stadium comprising 400 meter (international standard) Athletics Track, Cemented Badminton Court, Two Volleyball Courts, Cemented Lawn Tennis Court, Cemented Basket Ball Court, One Kho-Kho Ground, One Kabbadi Ground, Fencing Court, Handball Ground, Softball Ground, Cricket Ground, Football Ground, Hockey Ground

Indoor : Power Lifting, Weight Lifting, Body Building, Yoga, Table Tennis, Carrom, Chess, Health Club

Sports Equipments relating to above games are available.
21. What is the total number of publications (add the list) of the department in the last five years?

No

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

42 hours weekly with students and on Committees need based.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

By assessing the performance in the field of sports and through house tests & by holding Inter class sports competitions. .

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By attending seminars and refresher courses.

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	80%		
Progression to higher education rate	10-12%		
Employment rate	10-12%		
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers 67:1
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

- The Dept. of Phy. Edu. And sports provide incentives to its sports persons as results the college is champion in different games in Pbi. Uni..(i.e Chess, Football etc) for the last one year.
- Mr. Sukhdev Singh (Lect.) is a Hostel Warden & NSS officer.
- Achievements of our sportsmen:
 - Vicky Batta won Bronze Medal in Manchester Common wealth game.
 - Jagminder Singh Cheema Represented India in Power Lifting.
 - Harpreet Singh & Satnam Singh won Bronze Medal in 32 National games helds at Hyderabad.
 - Sher Partap Singh is a position holder in wt.lifting.

- Harpreet Singh participated in Epee World Cup held 2003 in Kuwait.
- Parminder won 'Punjab Kesri' and 'Hind Kesri' in Wrestling.
- Bahal Singh secured 1st position in National Games in Hammer Throw. He was awarded Roll of Honour by Punjabi University, Patiala.
- Narinder Singh was Punjabi University Champion in Hammer Throw.
- Ganga Singh was Punjabi University Champion in 5000 mtrs.
- Prof. Gurdas Singh (Late) represented Punjab State in Volley Ball.
- Angrej Singh represented Punjab in Pole Vault in National Games.
- Sher Singh IAS, represented Punjabi University in 1500, 400 & 100 mtrs.
- Dr. Surinder Singh Billa (PCMS) & Udham Singh represented Punjabi University in Football.
- The college football team has been Punjabi University champion for the last six years.
- Our students : Bhupinder Singh, Bahadur Singh, Gurwinderjit Singh were members of Punjabi University team which won Silver Medal in All India Inter University Championship.
- At least 40 players in Football, 15 players in Cricket, 25 players in Athletics, 15 players in Wrestling, 10 in Weight lifting, 11 in Power Lifting, 6 in Chess, 8 in Softball, 3 in Badminton & 2 in Basketball have represented Punjabi University in Inter-iversity competitions for last ten years.
- In weight Lifting Shubkaranjit Singh, Sukhwinder Singh, Sher Partap Singh & Gurpreet Singh won Medals in All India University Competition.
- The college team has been Punjabi University Chess Champion for the Last Three Years .
- The college team has won Cricket Championship twice in the last eight years .
- The college has won Punjabi University Weight Lifting Championship twice in last eight years.

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	0	1	1
Teachers with Ph.D. or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	0	1	1
Teachers with other specific eligible qualification(specify)	0	0	0
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	17	16	33
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	17	16	33

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):
- Books in the department library: 0
 - Journals/periodicals subscribed by the department: 0
 - Computers in the department: 0
 - Research projects completed during the last three years and their total outlay: 0
 - Ongoing research projects 0
 - Teachers who have attended national/international seminars during the last two years : 0
 - Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Details of the last two batches of students:

	1999			2000		
	UIG	PG	Total	UIG	PG	Total
Admitted to the programme (entry year)						
Drop-outs						
Appeared for the final year exam						
Passed in the final exam						
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 1
 Filled: 1

13. How often were national/international seminars, workshops etc. organised at the department?
 NIL

14. Are there any international or national links/collaborations for teaching, research or both?
 No

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18. List the major thrust areas within the subject in which research activities are being pursued.

•

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19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities etc.) acquired over the years?

Fine Arts Lab

21. What is the total number of publications (add the list) of the department in the last five years?

No

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

18

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

7 hours daily with students and on Committees need based.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

House Tests, Class Tests, Monthly Tests, and give more details of practical in practical classes.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By keeping in touch with latest reading based on Art or Painting and by attending workshops and in touch with latest traditions.

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results)			
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers . 33:1
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

9. Students who are interested in Arts but are not from the Dept. also get guidance and encouragement from the Dept. Some of them participated in Youth Festival & got good positions.
10. Students of Fine Arts Department got following positions in the Youth Festival:
Ist Position : On the Spot Painting, Poster Making, Rangoli & Cartooning
2nd Position : Collage Making & Clay Modelling

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	1	0	1
Teachers with Ph.D. or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	1	0	1
Teachers with other specific eligible qualification(specify)	0	0	0
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

N.A

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	40	186	226
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	40	186	226

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects: 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)						
Drop-outs						
Appeared for the final year exam						
Passed in the final exam						
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 1
Filled: 1

13. How often were national/international seminars, workshops etc. organised at the department?

NIL

14. Are there any international or national links/collaborations for teaching, research or both?

No

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

NIL

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

NIL

18. List the major thrust areas within the subject in which research activities are being pursued.

-
-

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

NIL

21. What is the total number of publications (add the list) of the department in the last five years?

No

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

23. What is the average work load in terms of actual contact lectures per week per teacher?

24

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Six hours daily with students and on Committees need based.

25. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

House test, Class Test, Monthly Tests etc.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By consulting latest Journals / Publications etc.

27. What is the annual budget allocation of the college to the department?

No

28. How much of research funding has been generated by the teachers from other agencies?

NIL

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results)			
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers 226:1
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

1. Prof. Anubhav Walia was in charge of Classical Dance Team in the Zonal Youth Festival which stood 1st in the competition.
2. He has attended a no. of Seminars.

SWOT Analysis
of
the Institution

Mata Gujri College, Fatehgarh Sahib

A Profile:

Mata Gujri College is situated at the historic town of Fatehgarh Sahib, a district head quarter about 4 km. from the Sirhind Railway Station and adjoining Fatehgarh sahib Railway station. It was founded in 1957 to commemorate the supreme martyrdom of Mata Gujri, the revered mother of the 10th Sikh Guru, Guru Gobind Singh. Facing the historic shrine of Fatehgarh Sahib, a living testimony to the unique sacrifice of the two younger Sahibzadas, Baba Zorawar Singh & Baba Fateh Singh, who were bricked alive by tyrannical Mughal rulers, the college tries to inspire the students with the noble values that the great martyrs stood for.

Bibi Gurbachan Kaur Mann, the founder of the college, was a lady of great, determination & dedication whose sole ambition was to promote higher education in the area. Although a blind lady, her visionary insight has proved prophetic as this college has made gigantic strides in various spheres since its inception. Starting on a humble scale, the college now boasts of a sprawling campus spread over more than 25 acres.

The college was taken over by **Shiromoni Gurudwara Parbandhak Committee, Amritsar (SGPC)** in 1964. The Institution has added a number of vocational /professional courses under the able stewardship & guidance of Jathedar Gurcharan Singh Tohra, President S.G.P.C. Under his dynamic leadership & farsighted vision, the college has made tremendous achievements and has become the premier Institute of the area.

The college is committed to offer quality education to its students & to assist them in discovering their leadership qualities, untapped potential & enable them to fulfil their educational goals. The great lines of Alfred Tennyson, -'to seek, to strive, to find & not to yield' serve as the basis of the functioning of the college & have been chosen as the Vision of the college. The college has grown tremendously over the years. At present, the college runs 14 different programmes at UG & PG level. The college has a faculty of 81 teachers who are well qualified & expert in their respective fields. Besides, the college runs self-financing courses in BCA, PGDCA, MBA, MCA & B.Sc. Bio-Technology. The college has as many as 1874 students on its roll this year. The college has well equipped and ultra modern library with more than 55,000 books & 75 journals. The college also boasts of its state of the art computer labs & latest IT gadgets. A number of our students have occupied and are at present occupying prestigious positions in different walks of life.

The college is proud of its former Principals who not only played an active role in building the college up but were also scholars of great eminence. Principal Sant Singh Sekhon was a great Punjabi critic, playwright & poet. Principal Sujjan Singh occupies an important place among the story writers in Punjabi literature. Our present Principal Dr. Gurmohan Singh Walia, is totally dedicated and committed to the cause of education and is working heart and soul to take the institution forward on the path of progress. He has been working day & night in bringing the college to its present position. A man of great vision, Dr. Walia has had stupendous success in his tenure as Principal. The College owes a lot to him for introducing new courses & more particularly in the field of Information Technology, Management and Bio-Technology.

Criterion: I- Curricular Aspects

1. The college, situated in a semi urban and educationally backward area of Punjab has been providing education to the people of the area for the last 46 years & is a leading Institution of the region offering a wide range of elective subjects/options & thus catering to the varied needs/ priorities of the students
2. The college offers 14 courses out of which 8 are under graduate courses, 3 post graduate courses, 2 certificate courses in computer applications & 1 PG Diploma in computer applications. The UG Courses are in Science, Humanities & Computer while the PG Courses are in Management, Computer & Economics. The college also offers two UGC sponsored vocational subjects viz Functional English & Information Technology covered under the UGC Scheme for vocationalisation of education at the first degree level.
3. The college is likely to introduce PG Diploma in Insurance and Risk Management, PG Diploma in Journalism and Mass Communication, PG Diploma in Computer Applications (Evening Shift) & M.Com. from next academic session in order to strengthen Vocational Education. The college has also applied to UGC for introduction of Add On courses & other Vocational/Professional courses such as M.Sc. Bio-Technology, Bachelors Degree in Physiotherapy and B.Sc. in Food Technology in order to offer wide Vocational/Professional choice to the students of the area. These are employment related self supporting courses which will also strengthen the academic & physical infrastructure of the college.
4. Some of our faculty members have been nominated as members of academic and other university bodies and have played and are playing an active and key role in the formulation of the curriculum.
5. The teachers make use of the latest audio visual and other teaching aids to supplement their teaching and try to be innovative in their teaching to make it more interesting.

Weaknesses:

The college is affiliated to Punjabi University, Patiala and has to abide by the curriculum framed by the University; which leaves very limited scope for the college to have much say in the formulation of curriculum. Though some of our members play an active role in their respective Boards of Studies yet they themselves alone cannot be the deciding factor.

There is no denying the fact that due to globalisation and liberalisation, there is a dire need to a design and reframe the curriculum, but it is possible only if the college enjoys autonomy in this regard. It may be submitted that the college has already applied to UGC for grant of Autonomous Status.

Criterion: II-Teaching- Learning and Evaluation:

1. The college has a well qualified and committed faculty. A number of them are Ph.Ds and M.Phils. They are expert in their respective fields and are always eager to learn more and more.
2. The students are assessed regularly through class tests, house tests, seminars, class presentations, quiz competitions and mock tests and interviews. A talent hunt programme is organized to know the skills and creativity among the students.
3. The college provides remedial courses for educationally weak students in English and plans to extend these courses to some other subjects.
4. The college also provides advanced coaching to 10+2 students to prepare them for CET and PMT in order to enable them to get admission to medical & engineering colleges. The college also provides coaching for B.Ed., MBA, MCA and the like entrance tests through its career and guidance bureau.
5. The Syllabi designed by the University/Board of studies are made available to all the teachers and they have full freedom to complete their syllabus by using any method/mode of teaching they find suitable for the better learning of their students. The college has made available all the modern audio visual teaching aids like OHP, LCD, Multimedia and Internet facility to its teachers and students.
6. The syllabi are strictly followed in a unitized manner as per the teaching schedule in the academic session. The students are given information about the syllabi in the beginning of their classes and are advised to obtain the details from the library. All the faculty members are asked to completely adhere to the time frame of the unitized syllabus.
7. The college conducts various educational tours, industrial visits to supplement the lecture method. The college also invites various scholars, intellectuals, economists, social scientists & industrial personnel to have interaction with the learners. These

activities are undertaken in a planned manner without disturbing the normal teaching schedule.

8. The students are informed in the beginning of the academic session about the evaluation methods and the incentives given by the college in the form of prizes etc. The college interviews the students about their academic performance in the previous year when they seek admission to the next class

9. The performance of the teachers is appraised by comparing their exam results with that of Univ./Board results. Besides, the Principal writes the annual confidential report of each teacher. He takes into account a number of factors such as the teacher's rapport with the students and the colleagues, his punctuality, integrity, commitment, dedication, general behaviour, teaching methodology and his overall performance while writing the report.

Weaknesses:

The affiliating university does not allow the college much freedom in the matters concerning examination, internal assessment and evaluation. But still the college endeavours to overcome the problems relating to the above matters by conducting monthly/ mock tests and seminars etc.

Criterion: III -Research, Consultancy and Extension

1. The college faculty members are actively involved in Research activities and eight teachers of the college have been awarded Ph.D.'s during the last five years. Four of our permanent teachers are at present, working for their Ph.D. Some of our staff members are planning to register themselves for pursuing their Ph.D. programme. Our staff regularly participates in seminars, conferences, workshops etc. Some of them write for the magazines, newspapers and journals. Prof. Parminder Singh Bhatia has guided M.Phil. students in Economics. Teachers are given study leave for doing research work as per the rules/guidelines laid down by the UGC.
2. The college gives subsidy to students for preparing research reports. The same facility is extended to the teachers. Internet facility is provided free of cost to students and teachers for reference and for gathering information related to their research.
3. NSS and NCC units are playing an active role in encouraging the students to take part in Extension Activities. Regular Camps/Seminars are held to make the students aware of cleanliness, health and hygiene. Students are motivated to keep the campus neat and clean.
4. The students are given various incentives for participation in extension activities. The teachers regularly encourage & motivate them for such participation. The students are awarded Roll of Honour, College Colours & Merit Certificates along with mementoes for excelling in extension activities at the Annual Prize distribution function. The teachers are given due credit in their annual confidential reports for their valuable contribution towards the welfare of the students. The college teachers perform their extra curricular duties with full commitment and motivate the students for doing their best for the society.
5. The clubs and societies like NSS, Environment Club, AIDS Awareness Club, Adult Education Club, English Literary Society, Punjabi Sahitya Sabha, Planning forum, Commerce Association, Readers Club, Hindi Sahitya Parishad, Social Science Association, Science Society, Photographic Club, National Literacy Club etc.

motivate and encourage the students to take an active part in their activities in order to become responsible citizens of the country.

Weaknesses:

The university imposes a number of restrictions on the teachers for acting as research guides because of which our teachers who are Ph.Ds cannot directly supervise in research activities. The syllabi of the under graduate classes do not provide for any research activity which acts as a limiting factor in the matter of involving the students in research.

Criterion: IV- Infrastructure and Learning Resources:

1. The college has sufficient number of class rooms. The College has 3 computer labs, equipped with 66 computers. The practical periods are divided in such a manner so that every student of computer Science/Applications gets sufficient time for practical exposure. Labs are also made available to the teaching & non-teaching staff of the college after the normal working hours. The college plans to add 25 more computers in the near future.
2. The college has two Physics Labs, Two Chemistry Labs, One Zoology Lab, One Bio-tech Lab & One Botany Lab. The college also has a music room, a language Lab, a Fine Arts Lab and a Geography Lab.
3. The College has a well stocked library with 55,500 books. The college subscribes to 78 journals & 20 newspapers. The library remains open from 8.00 a.m. to 5.30 p.m. & there are separate enclosures for the faculty & the students to allow a better reading environment. The Library has already introduced the Open shelf system for the benefit of the students. The college staff proposes to open the library to the general public from 4:00 p.m. to 6:00 p.m.
4. It is the only college in the University to have a full fledged sports stadium with a 400 mtr (International standards) athletics track. The college has football, hockey, basketball, volleyball, lawn tennis, badminton, cricket and kabbadi grounds & indoor sports facilities i.e. table tennis, chess & carom. The college grounds are available 24 hours to the students as well as to the public at large. A number of events and tournaments are organized regularly by the college as well as the outside sports agencies & clubs. In addition to this the college stadium is also used by the administration to celebrate national days/festivals etc like the Republic Day and the Independence Day.
5. The college provides hostel facilities to the MBA/MCA/BCA/PGDCA/MA/B.Sc-Bio.Tech. students as well as to sports persons.

6. The college has four buses which provide subsidized bus service to students and staff. Two buses ply from Chandigarh/Mohali & Patiala to Fatehgarh Sahib. Two buses are run exclusively for girl students from neighbouring areas.
7. The campus beautification committee looks after the upkeep and beautification of the campus and ensures pollution free environment in the college. The college lawns, grounds and gardens are properly maintained.
8. The college has 75 KV Generator.
9. A Computer Research Center costing Rs.1.5 Crore is under construction.

Weaknesses:

The college has made arrangements for the stay of girl students in the girls' hostel at its sister Institution Baba Banda Singh Bahadur Engg. College which is 1.5 km. away from the campus. The college plans to construct the girls' hostel in the near future. It has also applied to UGC for financial aid for this project.

Criterion: V- Student Support and Progression

1. The college is one of the premier institutions of Punjabi University, Patiala and is highly sought after in the area for higher education. The college lays special stress on co-curricular and extra curricular activities in order to groom the students in an effective manner.
2. A number of old students of the college occupy and are occupying prestigious positions in various fields, the details of which are given in the report.
3. The placement cell of the college tries to hold as many Campus interviews as it can to place its students in important industries. The placement officers try to help the students to obtain employment.
4. The teachers provide personal counselling to the students in addition to their normal teaching. The college has formed tutorial groups of students and they are not only given academic & personal counselling by the incharge of the group but they are also motivated & encouraged to pursue higher goals in life.
5. The Career and Guidance Bureau of the college renders a valuable service to the students in planning and choosing a better career. The services of certain professional & employment agencies are also sought to advise the students regarding their career.
6. Photocopying facility and internet facility are made available to the students at subsidised rates/free of cost.
7. Scholarships, cash prizes, medals, trophies, College Colors, Roll of Honors and other incentives are given to meritorious, needy and other deserving students.
8. Keeping pace with the changes in the Education scenario the college is providing its students with the latest facilities in information technology and management.

Weaknesses:

Most of the students of the college belong to rural areas. At the time of their first admission they are poor in communication skills, lack confidence, show reluctance in taking up subjects like IT/Comp. Science. Though remedial classes are held & special coaching is imparted for communication skills, yet a lot more needs to be done to help improve the inherent weaknesses of the students.

Criterion: VI- Organisation and Management

1. The Principal of the college holds regular staff meetings wherein the teaching faculties are informed about the administrative/ academic and other issues. Besides, the Principal constitutes various committees for the efficient functioning of the college.
2. The college has an efficient internal coordinating and monitoring mechanism in the form of conveners of various committees, heads of deptts. various designated officials such as registrar examinations, staff secretary, and sports secretary.
3. Proctorial groups constituted in the beginning of the session remain functional throughout the year and make sure that discipline is maintained.
4. The working of various departments is monitored by the principal in consultation with the respective Heads who supervise their own deptts. The Heads on their own hold regular meetings with the members of their deptt. and the proceedings are then discussed with the principal.
5. There is a proper hierarchical organization of the non teaching staff. The office superintendent/Head Clerk are responsible for the proper working of the non teaching staff and office administration.
6. Every year, a special committee is constituted to prepare the academic calendar which decides upon the appropriate dates for the curricular events.
7. The college bursar checks the accounts maintained by the accounts department regularly and finds out deviations, if any, and then suggests corrective measures.
8. There are three grievance redressal committees which look after the grievances of the students and employees & take necessary steps for their redressal.

Weaknesses :

The Non-Teaching Staff of the college needs to adapt latest management techniques including the working & knowledge of Computers in order to improve their work efficiency. The college organizes workshops to impart the basic Computer skills both to members of teaching & Non-Teaching staff during summer vacations.

Criterion: VII- Healthy Practices:

1. Staff meetings, meetings with Heads of departments and Departmental meetings called by the Principal from time to time serve as a mechanism for internal quality checks. Besides, the Principal of the college ensures proper utilization of teaching hours. The college also periodically assesses its infrastructural facilities. House tests, class tests, mock tests also ensure internal quality checks.
2. Synergy is a part and parcel of the functioning of the college and most of the staff members are involved in the day to day functioning of the college and they always work in a win-win situation. The college encourages participative decision making and all the members of the team respect and implement the decisions.
3. The college has established Guru Gobind Singh Study Circle to impart religious & value based education to the students. The study circle organizes various tests, camps and guest lectures for the benefit of the students. In addition to this, various functions are held to commemorate various National & International Days and Religious festivals. Every year, to mark the beginning & end of the Academic session, the college holds Akhand Path to receive the blessings of the Almighty. The Students actively participate in the Martyrdom of the two Younger Sons (Sahibzadas) & Mother of Guru Gobind Singh, the tenth Guru of Sikhs.
4. The teachers have regular discussions in their respective classes over general life matters and try to inculcate basic civic and moral values among the students. Various clubs and societies regularly conduct seminars and interact with students to imbibe civic responsibility.
5. The College encourages the activities of many literary societies & clubs such as Youth Club, Health club, Photography club etc. Fine Arts Dept & Music Dept. also help the students to polish their talent and skills.
6. The college is committed to excellence in providing quality higher education to the people of the area. With the changing needs of society, the college has introduced a number of professional/vocational courses. The college further intends to strengthen its professional and vocational streams by introducing job/employment related courses. The managing committee of the college has updated the infrastructure of the college as per the requirements of the new courses.

Plans for the Immediate Future

1. To start new courses in M.Com., M.Sc.-Bio-Technology, B.Sc. in Physiotherapy, B.Sc. in Food Technology, PG Diplomas in Insurance Business, Journalism and Mass Communication, Taxation Law, Computer Applications and Add On courses recommended by UGC.
2. To complete the construction of the Computer Research Center.
3. To construct a Girls' Hostel and an Auditorium.
4. To further improve the academics and other facilities on the basis of the feedback of NAAC.
5. To update the library by e-cataloguing
6. To develop national and international linkages.
7. To develop more linkages with the NGOs and Other organisations for bettering extension activities.
8. To improve the teaching learning methods.
9. To encourage more participative decision making in the overall organisation and management of the college.
10. To become a leader in the field of higher education.
11. The college plans to build an open air theatre & swimming pool .

Annexures

Mata Gujri College, Fatehgarh Sahib

Detail of Accommodation :

1. **Management & Commerce Block :**
- | | | | |
|--------------------|--------------|---|--------------|
| Total covered area | ground floor | = | 9206 Sq.ft. |
| | Ist floor | = | 9206 " |
| | Total | = | 18412 sq.ft. |
- Facilities :
- | | | | |
|----------------|-----------------|-------|------------------------|
| Classrooms | = | 9 no. | |
| Ground Floor : | Faculty rooms | = | 6 " |
| | Toilet block | = | 1 " |
| Ist floor | Classrooms | = | 3 nos. |
| | Computer centre | = | 1 " |
| | Faculty rooms | = | 4 " |
| | Toilet block | = | 1 " |
| | Seminar hall | = | 1 " (for 200 students) |
2. **Girls Wing :**
- | | | |
|------------------------------------|---|--------------|
| Total covered area at ground floor | = | 8404 sq.ft. |
| i) Classrooms block | = | 1684 " |
| ii) Admn. Block | = | 10088 sq.ft. |
| Total | = | 8 nos. |
- Facilities :
- | | | |
|------------|---|--------|
| classrooms | = | 8 nos. |
| Admn. Area | = | |
3. **Admn. & Library Building :**
- | | |
|------------------------|-----------------|
| Total covered area : | |
| i) lower ground floor | = 7808.8 sq.ft. |
| ii) Upper ground floor | = 7808.8 " |
| iii) First floor | = 7808.8 " |
| Total | = 23426.4 |
- Facilities :
- | | | |
|----------------------------------|---|---|
| i) Lower ground floor (Basement) | = | Parking Area (7808.8sq.ft.) |
| ii) Upper ground floor | = | Admn. Area (5147.20 sq.ft.)
Library Reading Hall area (2661.60 sq.ft.) |
| iii) First floor | = | Library area (7808.80 sq.ft.) |
4. **Arts Block :**
- | | | |
|-------------------|---|-----------------|
| Ground Floor Area | = | 5921.49 Sq.ft. |
| First Floor area | = | 6264.00 " |
| Total | = | 12185.49 Sq.ft. |

5. **Computer Block (under construction)**

Total covered area :	ground floor	=	13311 sq.ft.
	First floor	=	12875 "
	2 nd floor	=	<u>12875 "</u>
	Total	=	39061 sq.ft.

Facilities :

Ground floor	Accounts Branch	1 no.	
	H.O.D room	1 "	
	Faculty room	1 "	
	Tutorial room	1 "	
	Class rooms	3 "	
	Lecture Theatres	2 "	
	Toilet Block	2 "	
	Store	1 "	
1 st Floor	Computer Centre	1 no.	
	Computer labs		5"
	Hardware lab	1 "	
	Tutorial room	1 "	
	Store	1 "	
	Faculty room	1 "	
	Power room	1 "	
	Toilet block	2 "	
2 nd Floor	Classrooms	3 nos.	
	Tutorial room	1 "	
	Faculty room	1 "	
	Deptt. Library	1 "	
	Seminar Hall	1 " (200 students)	
	Store	1 "	
	Toilet block	2 "	

6.	Science Block	=	9023.27 Sq.ft.
	Ground Floor Area	=	<u>9524.81 "</u>
	First Floor Area	=	18558.08 Sq.ft.
	Total		

7.	Boys Hostel	=	6030.75 Sq.ft.
	Ground Floor Area	=	<u>6030.75 "</u>
	First Floor Area	=	12061.50 Sq.ft.
	Total		

Annexure-II

Mata Gujri College, Fatehgarh Sahib

Details of Last Two Batches of Students

Drop out /Success Rate

UG/PG Course

UG	Batch-I(1999-2000 to 2001-2002)					
	Total Admitted	Appeared	Drop out		Passed	
			No.	%	No.	%
Part-I	644	522	122	18.94	379	58.85
Part-II	360	350	10	2.78	328	91.11
Part-III	335	331	4	1.19	328	97.91

	Batch-II (2000-2001 to 2002-2003)					
	Total Admitted	Appeared	Drop out		Passed	
			No.	%	No.	%
	607	503	104	17.13	340	56.01
	356	345	11	3.09	321	90.17
	315	312	3	0.95	299	94.92

PG	Batch-I (2000-2001 to 2001-2002)					
	Total Admitted	Appeared	Drop out		Passed	
			No.	%	No.	%
Part-I	75	72	3	4.00	71	94.67
Part-II	71	70	0	1.41	70	98.59

	Total Admitted	Appeared	Drop out		Passed	
			No.	%	No.	%
	60	55	05	8.34	52	86.67
	39	39	--	0	39	100

UG = BA, B.Sc., BCA, B.Com.

PG = M.A., MBA

Mata Gujri College, Fatehgarh Sahib
Estimated Budget (Approved) F.Y. 2002-2003

S.No	INCOMES	AMOUNT (in Rs.)
Non Plan		
1	Fee & Funds (General Courses & Self Financing Courses)	1800000
2	95% Grant In Aid From Govt.	1170000
3	Grant From Governing Body (SGPC)	350000
	Total	3320000
	Net Deficit	107170
	Grand Total	33307170
Plan		
S.No	EXPENDITURE	AMOUNT (in Rs.)
1	New Administrative Block & Library Building	80000
2	Principal Residance	60000
3	EPABX Exchange (48 Lines)	20000
4	Computers for BA.,B.Com.,B.Sc.,	100000
5	Construction of New Canteen & Repair	50000
6	Construction of first floor of Girls Wing & Foot Path For new subject of Geography, Sociology, Fine Arts & Religion	100000
7		75000
8	For B.Sc. Bio Tech.	295000
9	Construction of Bio Tech Lab	50000
10	For Concreat Grounds of Basketbal,Tennis & Vollyball. Construction of Computer Research Centre & for establishment of Computer Lab.	40000
11		300000
12	20 Computers for M.C.A.	100000
		7657000
Non-Plan		
1	Salary Un-covered (Teaching & Non-Teaching)	9000
2	2% Presumptive Fee	50000
3	TA/DA	325000
4	Electrical Expenditure (Including Hostel)	100000
5	Science Contingency	100000
6	Printing & Stationary	200000
7	Building Repair	30000
8	Entertainment Expenditure	25000
9	Audit Fee	80000
10	Furniture Repair	100000
11	Legal Expenditure	90000
12	Sanitation	30000
13	Cultural Activities	200000
14	Library Books	325000
15	Furniture	550000
16	Other Misc.Expenditure	40000
17	Brilliant Students Scholarship	120000
18	Sports Schoparship	50000
19	Poor Students Aid	13066170
20	Salary Covered (including 5% Mgt Share)	115000
21	5% share of Arrears of House Rent / ADA & Additinality	
	Total	33307170

Mata Gujri College, Fatehgarh Sahib

List of Colleges & Schools Managed/Run by
Shiromani Gurudwara Parbhandak Committee (SGPC), Amritsar

Colleges

1. Guru Nanak Khalsa College of Arts, Science & Commerce, Matunga, Mumbai.
2. Mata Gujri College, Fatehgarh Sahib.
3. Sri Guru Teg Bahadur Khalsa College, Anandpur Sahib (Roop Nagar).
4. Guru Nanak College, Moga.
5. General Shivdev Singh Diwan Gurbachan Singh Khalsa College, Patiala.
6. Babar Akali Memorial Khalsa College, Garshankar, (Hoshiarpur).
7. Guru Nanak College, Budlada (Mansa).
8. Khalsa College, Gardiwala (Hoshiarpur).
9. Sant Baba Dalip Singh Memorial Khalsa College, Dumeli (Kapurthala).
10. Mata Ganga Khalsa College For Girls, Kotan (Ludhiana).
11. Mata Sahib Kaur Girls College, Talwandi Sabo (Bathinda).
12. Baba Banda Singh Bahadur Engg. College, Fatehgarh Sahib.
13. Trai Shatabdi Guru Gobind Singh Khalsa College, Amritsar.
14. Sri Guru Ramdass Institute of Medical & Research, Mehta Road, Amritsar.
15. Sri Guru Ramdass Dental College, Mehta Road, Amritsar.
16. Guru Nanak College, Drouli Kalan, Amritsar.
17. Guru Nanak Khalsa College, Mumbai.
18. Guru Nanak Engg. College, Ludhiana.
19. Khalsa College, Daroli Kalan (Hoshiarpur)
20. Khalsa College for Girls, Jhar Sahib, Ludhiana

Schools

1. Sri Guru Ramdass Khalsa Senior Sec. School, Amritsar.
2. Sri Guru Nanak Girls Senior Sec. School, Amritsar.
3. Guru Nanak Public School, Gurdass Hall, Amritsar.
4. Sri Hargobind Sahib Girls High School, Cheharta, Amritsar.
5. Khalsa Senior Sec. School , Bir Sahib, Ththa, Teh: Tarantaran, Amritsar.
6. Baba Buda Public School, Bir Sahib, Teh: Tarantaran, Amritsar.
7. Maharaja Ranjit Singh Public school, Tarantaran, Amritsar.
8. Maharaja Ranjit Singh Public school, Dayal Pura, Amritsar.
9. Maharaja Ranjit Singh Public school, Ratoke, Teh: Tarantaran, Amritsar
10. Mata Ganga Girls Senior Sec. School, Baba Bakala, Amritsar.
11. Sri Guru Teg Bahadur Khalsa Senior Sec. School, Baba Bakala, Amritsar.
12. Guru Teg Bahadur Model School, Baba Bakala, Amritsar.
13. Sri Guru Hargobind Sahib Public Senior Sec. School, Ramdass, Amritsar.
14. Baba Ganda Singh Education Trust, Barnala (Sangrur).
15. Kalar Khalsa Senior Sec. School, Haryana (Hoshiarpur).
16. Teg Bahadur Khalsa High School, Garshanker (Hoshiarpur).
17. Baba Makhan Shah Public High School, Tanda Ram Sahai, (Hoshiarpur).
18. Guru Arjun Dev Public School, Vill. Barad Lari, Gurdaspur.
19. Baba Zoravar Singh Fateh Singh Education Trust/School, Fatehgarh Sahib.
20. Bhupindra Khalsa Senior Sec. School, Moga.
21. Guru Nanak Khalsa High School, Takhatupura, Moga.
22. Bhai Nand Lal Public School, Anandpur Sahib (Roop Nagar).
23. Privar Vichora Public School, Sarsa Nangal (Roop Nagar).
24. Khalsa Public School , Guru Bir, Jund Sahib (roop Nagar).
25. Sri Guru Gobind Singh Khalsa Senior Sec. School, Khanna, (Ludhiana).
26. Dashmesh Public School, Tahliana , Raikot (Ludhiana).

Members of Boards of Studies

1. Prof Sadhu Singh is member Board of Under Graduate Studies in English, Punjabi University, Patiala.
2. Prof. Pritam Singh Logani is the board member of under graduate studies in Chemistry & a member of faculty of Physical Sciences of Punjabi University Patiala.
3. Prof. Navjeet Kaur member of Board of Under Graduate Studies in Commerce as subject expert, Punjabi University, Patiala.
4. Dr. Dharminder Singh member Board of Under Graduate Studies in Commerce, Punjabi University, Patiala.
5. Prof. Parminder Kaur Randhawa is the Member of Faculty of Education and Information Science, Punjabi University, Patiala. She is also a member of different selection committee of different games in Punjabi University, Patiala.
6. Prof. Sukhdev Singh is a member of Undergraduate Board of Studies for Physical Education. He is also a member of Punjabi University sports committee. He is also a member of Punjabi University football selection committee for last 7 years.
7. Prof. Varinder Kaur is a member of Board of Studies for Fine Arts & Culture.
8. Prof. Ramanjit Kaur is a member of the Faculty of Professional Studies.

Mata Gujri College, Fatehgarh Sahib
Appointments made under Self Funded Posts

Annexure - VI

Session (2001-2002)

Sr.No.	Name	Deptt.	Status
1	Prof. Sukhjit Kaur	Pbi	Adhoc
2	Prof.Narinder Kaur	History	Part-Time
3	Prof. Gauri Handa	Engllsh	Part-Time
4	Prof.Preet Bala	Botany	Adhoc
5	Prof.Baljinder Kaur	Maths	Part-Time
6	Prof.Davinder Singh	Comp.Sci	Adhoc
7	Prof.Jaswinder Pal Kaur	Pbi.	Part-Time
8	Prof.Ramanjot Kaur	Chem.	Adhoc
9	Prof.Rajni	Commerce	Adhoc
10	Prof.Tejinder Singh	Physics	Part-Time
11	Prof.Sumeet Chopra	Comp.Sci	Adhoc
12	Prof.Pardeep kaur	Maths	Adhoc
13	Prof.Ipinderjit Kaur	Commerce	Adhoc

Session 2002-2003

Sr. No.	Name	Deptt.	Status
1	Prof.Jagpal Singh	Economics	Adhoc
2	Prof.Amandeep kaur	Botany	Adhoc
3	Prof.Dilraj Singh	Comp.Sci.	Adhoc
4	Prof.Mukesh Kumar	Comp.Sci.	Adhoc
5	Prof.Simerpreet Kaur	Comp.Sci.	Adhoc
6	Prof.Manjeet Kaur	Commerce	Adhoc
7	Prof.Jaswinder Kaur	Pbi	Adhoc
8	Prof.Shalani Rani	Chem.	Adhoc
9	Prof.Rupinderjit Kaur	Physics	Adhoc
10	Prof.Jaspreet Singh	Maths	Adhoc
11	Prof.Poonam Goyal	Maths	Part-Time
12	Prof.Narinder Kaur	History	Part-Time
13	Prof.Vipanjit Kaur	English	Adhoc
14	Prof.Kanwalpreet Singh	Comp.Sci.	Adhoc
15	Prof.Sukhjit Kaur	Pbi.	Adhoc

Mata Gujri College, Fatehgarh Sahib

National/International Seminars attended by the faculty

1. Dr. Gurmohan Singh Walia, Principal presented a paper on "Challenges in Higher Education" in National Seminar at DAV College, Jalandhar. He has attended a two day workshop organized by NAAC at Punjab University, Chandigarh. He has successfully attended a three day NAAC workshop for peers at Amritsar.
2. Prof. Sadhu Singh attended a six week Summer institute in English organised by British Council.
3. Prof. Pritam Singh Logani attended National Workshop on Radio Chemistry & Application of Radio Isotopes at Punjabi University, Patiala.
4. Dr. Dharminder Singh attended a National Seminar at A.P.J. Institute of Management Jalandhar and also presented a paper on topic Agriculture Accounting- A tool for improving productivity and efficiency in the Agriculture Sector. He attended National level seminar at Punjabi Univ., Patiala and presented a paper entitled "Is Privatization the Panacea for the ills of Public Sector". He participated in a National Conference held and Mussorie for three days for the development of citizen's character organized by the Central Govt. of India. He acted as a resource person at a refresher course held at Shaheed Bhagat Singh College Ferozpur and talked to them on corporative reporting practices in India.
5. Prof. Sukhdev Singh attended a National conference cum workshop on sports and society in 2003 at Punjab University Chandigarh. He also participated in National seminar on "Health and Fitness" organised by Indian association of health and fitness.
6. Prof. Parminder Kaur Randhawa attended a National conference cum workshop on sports and society in 2003 at Punjab University Chandigarh.

7. Prof. Jaskaran Singh attended one International Conference & Published three research papers.
8. Prof. Kashmir Singh acted as resource person at a refresher course held at Saheed Bhagat Singh Engineering College.
9. Prof. Navjeet Kaur attended a National level seminar cum workshop on "Transitional Crisis in Green Revolution Belt & Response of Public Policy" at Punjabi university, Patiala. She also attended a Seminar at Govt. College, Mohali on "Entrepreneurship in North Western region; problems & prospects."
10. Prof. Manmohan kaur attended 3 National Seminars. She attended inter univ. National Integration camp sponsored by the dept. of Youth Affairs & Sports, Govt. of India, Ministry of Human Resource development. She also attended national level Gurmat training camp at Gawalior.

Seminars Organised by the College

Sr.No.	Name of Deptt.	Name of Resource Person	Topic
1.	Computer Department	Prof.R.S.Salaria	Data Structure
2.	Computer Department	Mr.Pankaj Khurana	Net working Essential
3.	MBA Department	Mr.Anand Kumar	Futures of Private Banking
4.	"	Dr.S.K.Chadha	Supply Chain Management
5.	"	Dr.B.S.Bhatia	Seven habits of highly Effective People
6.	"	Dr.Sucha Singh Gill	Impact of WTO Regime on Indian Economy
7.	"	Mr.Arvind Kumar	Talk on passport Process in India
8.	"	Dr.D.R.Vij	Studying for Glorious Future
9.	"	Dr.P.L.Bali	Processing of Quality Management
10.	"	Dr.A.K.Sehjpal	Prediction of Business Failure
11.	"	Dr.S.K.Chadha	Knowledge Management
12.	Economics	Dr.Sucha Singh Gill	Globalization & its Impact
13.	"	Dr.R.S.Ghuman	WTO & its impact on Agriculture Sector

Sr.No.	Name of Deptt.	Name of Resource Person	Topic
14.	Management	Dr. D.R. Vij	Motivation & Personality Development
15.	Commerce	Dr. M.S.Bawa	Female Foeticide
16.	Social Sciences	Dr. Balwinder Singh	AIDS Awareness
17.	Commerce	Dr. Lenarth Pehrson	Dental Care & Hygiene
18.	Comp. Dept.	S. Bhagat Singh, IAS	General Management & Admn.

Awards received by the Teachers

1. Dr. Gurmohan Singh Walia, Principal has been awarded for his contribution to teaching & Administration at the State level Independence Day function in 2003.
2. Prof. Sadhu Singh has been honored by Punjabi Univ., Patiala for life time contribution to cultural activities in 2001. He was awarded for his contribution to Academic & Cultural activities in Nov., 2003 by Rotary Club, Sirhind.
3. Dr. Dharminder Singh was conferred the best secretary award of Rotary of the Rotary District 3090 which consist of more than 80 Rotary Clubs of the State of Punjab, Haryana, and Rajasthan at a District assembly held at Manali.
4. Prof. Harveen Kaur & Prof. Kashmir Singh were awarded the Best Teacher Award by Rotary Club, Sirhind for their commitment & dedication towards the cause of students in April, 2002.
5. In April, 2003 Prof. Ashok Sood has been awarded the best teacher award for his life time contribution to the cause of education by Rotary Club, Sirhind.
6. Prof. Harshwinder Singh has been awarded for his contribution to Academic & Social activities in Nov., 2003 by Rotary Club, Sirhind. He received a recitation from International President of Rotary Club for his services during his tenure of President ship of Rotary Club, Sirhind in 2001-2002.
7. Prof. Gurparkash Singh Sandhu has been awarded for his contribution to teaching & inculcation of moral values.
8. Prof. Ramanjit Kaur got award for her dedication to teaching by Rotary Club, Sirhind.
9. Prof. Manmohan Kaur was honored by Punjabi University, Patiala on 'World Woman Day' at Nabha for her services in the field of NSS.

10. Dr. Harpreet Kaur was given 'Science Fair' participation award by Punjabi University, Patiala.

Various Committees of the College

1. College Academic Council

1. College Principal (Convener)
2. Prof. Sadhu Singh
3. Prof. Prithipal Singh
4. Prof. Sardul Singh
5. Prof. Harbans Singh Tiwana
6. Col. H.S Virk
7. Dr. Dharminder Singh
8. Dr. Rajinder Kaur
9. Prof. Parminder Kaur Randhwa
10. Prof. Rashmi Arora

2. Planning & Evaluation Committee

1. College Principal (C)
2. Prof. Sadhu Singh
3. Prof. Gurdarshan Singh
4. Prof. Sardool Singh
5. Prof. S.S. Sekhon
6. Prof. Kashmir Singh
7. Col. H.S. Virk

3. Grievance Redressal Committee

1. Prof. G.S. Sandhu (C)
2. Prof. Sukhminder Kaur
3. Prof. P K Randhwa
4. Prof. Harbans Singh Tiwana
5. Prof. Ramanjit Kaur
6. Prof. Harveen Kaur
7. Prof. Davinder Singh
8. Prof. Kamalpreet Kaur

4. Examination/Tutorial Committee

1. Prof. Harshwinder Singh (C)
2. Prof. Dalbara Singh
3. Prof. Dharminder Singh
4. Prof. Bikramjit Singh
5. Prof. Harjit Singh
6. Prof. Jagjiwan Singh
7. Prof. Satpreet Kaur
8. Prof. Simarpreet Kaur
9. Prof. Kamalpreet Singh

5. Admission Committees

Science Classes

1. Prof. P.S Logani
2. Prof. Prithipal Singh
3. Prof. Sukhminder Kaur
4. Prof. Namita Berry
5. Prof. Pardeep Kaur

Commerce Classes

1. Prof. Dharminder Singh
2. Prof. Kashmir Singh
3. Prof. Bikramjit Singh
4. Prof. Ramanjit Kaur

MBA Classes

1. Col. H.S. Virk
2. Prof. Jaskaran Singh
3. Prof. Kamalpreet Kaur

Arts Classes

1. Prof. G.S Sandhu
2. Prof. N.K Gupta
3. Prof. Harshwinder Singh
4. Prof. P K Randhwa
5. Prof. Sukhdev Singh
6. Prof. Harveen Kaur
7. Prof. Sital Singh
8. Prof. Rajinder Kaur
9. Prof. Prof. Varinder Kaur

Computer Classes

1. Prof. Rashmi Arora
2. Prof. Davinder Singh
3. Prof. Navdeep Singh
4. Prof. Harsimrat Chahal

6. Library Committee

1. Prof. Gurdarshan Singh
(Convener)
2. Dr. Dhraminder Singh
3. Prof. Satpreet Kaur
4. Prof. Jaskaran Singh
5. Prof. Navjeet Kaur
6. Prof. Kamaljit Kaur
7. Prof. Navdeep Singh
8. Dr. Jagjiwan Singh
9. Ms. Babita Rani (Librarian)
10. Mrs. Jaswinderpal Kaur
(Astt. Lab)
11. S. Jagjit Singh

7. Student Welfare Committee

1. Prof. Harshwinder Singh (C)
2. Prof. Dalbara Singh
3. Prof. P. K Randhwa
4. Prof. Bikramjit Singh
5. Prof. Navdeep Singh

8. Extra Curricular Committee

1. Prof. Sadhu Singh (Convener)
2. Prof. Harshwinder Singh
3. Dr. Dhraminder Singh
4. Dr. Rajinder kaur
5. Prof. Kashmir Singh
6. Prof. Harveen Kaur
7. Prof. Satpreet Kaur
8. Prof. Ramanjit Kaur
9. Prof. Varinder Kaur
10. Prof. Rajinder Kaur Mann
11. Prof. Parminder Kaur Randhwa
12. Dr. Jagjiwan Singh
13. Prof. Rashid Rasheed
14. Prof. Pankaj Kapoor
15. Prof. Pardeep Kaur Sandhu
16. Prof. Gauri Handa
17. Prof. Harsimrat Kaur Chahal
18. Prof. Sukhjit Kaur
19. Prof. Anubhav Walia
20. Prof. Harinder Kaur

9. Academic Audit Committee

1. Prof. N. K Gupta (C)
2. Prof. Sardool Singh
3. Prof. Kashmir Singh
4. Prof. Navjit Kaur
5. Prof. Satpreet Kaur
6. Prof. Namita Berry
7. Prof. Pardeep Kaur
8. Prof. Harjit Singh

10. Scholarship Committees:

Science Faculty

1. College Principal (Convener)
2. Prof. Harpal Singh (Co - Convener)
3. Prof. Dalbara Singh
4. Prof. Sukhminder Kaur
5. Prof. Namita Berry

Humanities Faculty

1. College Principal (Convener)
2. Prof. Harbans Singh Tiwana
(Co - Convener)
3. Prof. Bhupinder Singh Bajwa
4. Prof. Harveen Kaur
5. Parminder Kaur Randhwa
6. Sukhdev Singh
7. Dr. Harminder Singh

Commerce Faculty

1. College Principal (Convener)
2. Dr. Dharminder Singh (Co - Convener)
3. Prof. Bikramjit Singh
4. Prof. Ramanjit Kaur

Computer Science Faculty

1. College Principal (Convener)
2. Prof. Rashmi Arora (Co - Convener)
3. Prof. Davinder Singh
4. Prof. Harsimrat Chahal

MBA, MCA, Bio - Technology

1. College Principal (Convener)
2. Col. H.S Virk (Co - Convener)
3. Prof. Jaskaran Singh
4. Prof. Rashmi Arora
5. Dr. Harpreet Kaur

11. Educational Tour Committee

1. Dr. Surmukh Singh (Convener)
2. Prof. Harveen Kaur
3. Prof. Manmohan Kaur
4. Prof. Rajinder Kaur Mann
5. Prof. Sandeep Kaur
6. Prof. Simarpreet Kaur

12. Guru Gobind Singh Study Circle

1. Prof. Bhupinder Singh Bajwa
(Convener)
2. Prof. Gurdarshan Singh
3. Prof. Sital Singh Tiwana
4. Prof. Manmohan Kaur
5. Prof. Varinder Kaur
6. Dr. Kamaljit Kaur
7. Dr. Jagjiwan Singh
8. Prof. Jupinder Singh
9. Prof. Harjit Singh
10. Prof. Jagpal Singh
11. Prof. Sukhjit Kaur
12. Prof. Gurmeet Singh
13. Prof. Jaspreet Singh
14. Prof. Baljinder Singh

13. Canteen Committee

1. Prof. Harshwinder Singh
(Convener)
2. Prof. Sardul Singh
3. Prof. Harveen Kaur
4. Prof. Parminder Kaur Randhwa
5. Dr. Harminder Singh
6. Prof. Rashmi Arora

14. Time Table Committee

1. Prof. Harbans Singh Tiwana
(Convener)
2. Prof. Kashmir Singh
3. Prof. Satpreet Kaur
4. Dr. Harminder Singh
5. Dr. Rashid Rasheed
6. Prof. Pardeep Kaur Sandhu
7. Prof. Jagpal Singh
8. Prof. Kanwalpreet Singh
9. Prof. Navdeep Singh

15. College Transportation Committee

1. Prof. Gurparkash Singh Sandhu
(Convener)
2. Prof. Bikramjit Singh Sandhu
3. Prof. Jupinder Singh
4. Prof. Mukesh Kumar
5. Prof. Harpreet Kaur
6. Prof. Bhavjot Kaur

16. Press & Publicity Committee

1. Dr. Dharminder Singh (C)
2. Prof. Kashmir Singh
3. Dr. Jagjivan Singh
4. Prof. Gauri Handa
5. Dr. Sukhjit Kaur
6. Prof. Harjeet Arora

17. Discipline Committee

1. Prof. Sital Singh Tiwana (C)
2. Prof. B.S. Bajwa
3. Prof. P.K. Randhwa
4. Prof. Satpreet Kaur
5. Prof. Bikramjit Singh
6. Prof. Sukhdev Singh
7. Prof. Rashid Rasheed

18. Construction/Purchase Committee

1. College Principal (C)
2. Prof. Harshwinder Singh
3. Prof. Gurdarshan Singh
4. Dr. Dharminder Singh
5. Prof. Sukhdev Singh
6. Dr. Harminder Singh
7. Prof. Jaskaran Singh
8. Prof. Navdeep Singh
9. Mr. Lalit Joshi

19. UGC Committee

1. Prof. Kashmir Singh (C)
2. Prof. Ramanjit Kaur
3. Prof. Pardeep Kaur Sandhu
4. Prof. Dilraj Singh

20. Campus Beautification & Maintenance Committee

1. Prof. Sukhdev Singh (C)
2. Prof. Bikramjit Singh
3. Prof. Navjit Kaur
4. Prof. Prabhleen Kaur
5. Prof. Jupinder Singh
6. Prof. Kamalpreet Singh

21. Girls Welfare Committee

1. Prof. Harveen Kaur (C)
2. Prof. Manmohan Kaur
3. Prof. Navjit Kaur
4. Prof. Ramanjit Kaur
5. Prof. Rashmi Arora
6. Prof. Kamalpreet Kaur
7. Prof. Pardeep Kaur Sandhu

Mata Gujri College, Fatehgarh Sahib
Prominent Positions held by Alumni

Annexure - XII

Sr.No.	Name	Designation
1	S. Birdeivnder Singh	Deputy Speaker Punjab Vidhan Sabha
2	S. Harnek Singh Ghrauan	Ex Minister, Punjab Government
3	Pardeep Mittal	Under Secy., Ministry of Info. & Broadcast
4	Sher Singh	I.A.S., Principal Secy. West Bengal
5	S. Rai Singh	IAS
6	Neelam Ratan	I.R.S., Central Excise & Customs Commissioner - W. Bengal
7	S. Paramjit Singh Sarao	DIG, Punjab Police
8	Nirmal Singh Tiwana	P.C.S.
9	Mohinder Singh	P.C.S.
10	Deepinder Singh	P.C.S.
11	Kernail Singh	P.C.S.(Allied) Services
12	Avtar Singh	P.C.S. Judicial
13	Late Ms. Bimla Pandit	PCS
14	Sukhdev Singh Janagal	PCS
15	Baljinder Singh	PCS
16	Pardeep Singh	PCS
17	Yash Paul	Central Services Indian Postal Service
18	Amarjit Lal	Zonal Manager R.B.I.
19	Arvinder Pal Singh Cheema	Major - Indian Army
20	Inder Singh Tiwana	Principal P.M.N. College Rajpura
21	Jaspal Kaur	Principal Khalsa College Sidhwan
22	Dharam Vir	Principal Swami Prem Nand Coll. Mukarian
23	Tersem Dhaliwal	Principal Cent. College Ropar
24	Mr. Mushaddi Lal Makhija	GM State Bank of Patiala
25	Mr. Prem Chand	GM, RBI
26	Mr. Madan Lal Hasija	Director, Language Department Punjab
27	S. Satwinder Bugga	Folk Singer
28	Dilbar Singh Bulla	Folk Singer
29	Kuldeep Singh Dhindsa	Manager S.B.O.P. Sirhind
30	Mushaddi Lal Makhija	Manager S.B.O.P.
31	Diwan Chand Garg	Manager P.S.B.
32	Manvir Singh	Olympian handicapped
33	Kesar Singh Kesar	Head of Dept. of Pbi, Pb. Uni. Chandigarh
34	30 of our Ex students are working as Lecturers in various colleges	
35	Vicky Batta	International Weight Lifter
36	Palwinder Cheema	International Wrestler

MATA GURJI COLLEGE, FATEHGARH SAHIB
BALANCE SHEET OF 95% DEFICIT SCHEME AS AT
31.3.2001

<u>LIABILITIES</u>		Rs	P	<u>ASSETS</u>		Rs	P
Management: As on				State Govt.: As on			
1.4.2000	8,28,604.45			1.4.2000	48,58,610.17		
Add Net				Add 95% share			
Receipts (Incl.				of Deficit	1,15,33,718.00		
S.G.P.C. Grant					1,63,92,328.17		
11,00,000/-)	12,66,740.00			Add Grant			
	20,95,344.45			Refunded	76,535.00		
Less 2% Presump-					1,64,68,063.17		
tive				Less share of			
Income 8712/-				Additionality			
5% share				Reduce-			
of Addition-				Given 722210/-			
ality 103054/-				Grants:			
5% share				1999/			
of				2000			
Defi-					3553000/-		
cit 607038/-							
	7,18,814.00	13,76,530.45	2000/				
		80,73,106.51	2001				
Staff P.F.				7993000/-			
Family Pension					1,22,68,248.00	42,00,615.27	
P.F. (ADA)							
Additionality				P.F. Investment:			
Grant	21,85,000.00			P.S. Bank S.D. &			
Less Disbur-				FOA	70,00,285.16		
sed	20,61,280.00	1,23,720.00		O.P. S.B.	1,91,842.00	71,92,127.14	
Payable Amounts:				With P.F. Commissioners:			
Staff Fund				P.F.	8,54,606.60		
N.T. Staff	600.00			P.F.	1,49,111.60		
Income-Tax	1,654.93			Loan against			
S. Sadhu Singh	66.00			P.F.	46,520.05	10,50,246.25	
S. Piaro Singh	55.00			P.F. Investment (ADA)		67,530.00	
S. Jarnail				Recoverable Amounts:			
Singh	15,792.00	10,167.00		S. Gushnora	434.00		
Loans:				Singh	754.00		
Computer				S. Sohan Singh	4,860.00		
A/C.	24,90,000.00			S. Hardeep Singh	855.00		
M.B.A. A/C.	20,10,000.00	45,00,000.00		S. Harinder Singh	94.00		
Additionality share of				S. Daya Singh	3,087.00		
Management		1,03,054.00		Dr. R.K. Mann	103.00		
				Dr. Navita Berry	2.00		
				S. Parinder Singh	2.00		
				Dr. Navjet Kaur	2.00		
				S. Sohan Singh	2.00		
				S. Kalwant Singh	2.00	10,200.00	
				Payment to Librarian &			
				LL against Revised Grade			
				Advances with receipt of			
				Books		10,073.30	
				Staff Fund Teaching staff		20.00	
C.F.	1,45,70,252.57			C.F.	1,25,30,011.88		

No. D
B.F. 1,45,78,252.57

No. D
1,25,30,011.00

Bank Balances:

UACB O.B.S.
A/c No. 1 8,66,741.50

UACB P.A.S.
Bank
S.B. 70,699.21

FRS (S.B.S.
Savings) 11,10,000.00 20,47,439.71

1,45,78,252.57

1,45,78,252.57

[Signature]
Accountant

[Signature]
Principal

[Signature]
Hon. Secretary

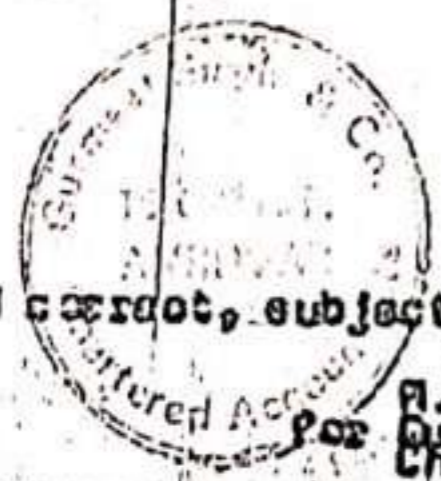
Examined & found correct, subject to our separate report.

Amitsar

Date 19-1-1999

[Signature]
P. Singh, LL.B., F.C.A.,
for Gurmeet Singh & Co.,
Chartered Accountants.

B.F.		B.F.	
No	P Re	No	P Re
	1,33,85,640.31		75,73,463.59
Investment Fund Special		Investment of P.F. & F.P.F.	
(With P.S.B. Bank)	1,70,829.50	(a) With Commissioner	3,72,164.00
Staff P.F. with	30,401.00	(b) F.P. with "	1,54,746.00
(With P.S.B. Bank) Principal	3,78,409.47	(c) P.F. with O.B.C.	11,002.00
Special Pension Fund with	10,124.00	(d) P.F. with P.S.B. Bank	38,025.47
Special Pension Fund		Hotel Building	5,75,937.47
Available to Students' Fund	1,53,265.00	Hotel Slips	1,65,264.41
(As Special Fund)		Examination Exp. 1998/99	9,05,492.70
Grant from S. Sukhdav Singh	56,230.00	Recoverable from Examination	
Grant from S. S. for Development		A/C. 5389 (S.B. Patiala)	62,509.00
Grant from S. S. Patiala	2,00,000.00	College Bus: As on 1.4.2K	1,92,500.00
Grant from S. S. Patiala		Loss Depreciation @ 30%	57,750.00
Grant from S. S. Patiala	2,00,000.00	Security Electricity:	
Grant from S. S. Patiala		College	645.00
Grant from S. S. Patiala	10,000.00	Tubewell	55.00
Grant from S. S. Patiala		Chaukidar Quarters	100.00
Grant from S. S. Patiala	1,700.00	Motor	600.00
Grant from S. S. Patiala		Discrepancy Fine (Pbl. Univ., Patiala)	23,250.00
Grant from S. S. Patiala	60,000.00	Due from 95% Account	13,76,530.46
Grant from S. S. Patiala	56,236.36	Investment of Endowment Fund	
Grant from S. S. Patiala		FDRs pledged with Univ.)	1,86,525.00
Grant from S. S. Patiala	1,46,500.00	Teachers Fellowship (New)	38,433.92
Grant from S. S. Patiala		Teachers Fellowship (Old)	5,040.30
Grant from S. S. Patiala	73,250.00	Buy Shop Electric Security	9,000.00
Grant from S. S. Patiala		Recoverable from Scholarship	
Grant from S. S. Patiala	11,00,000.00	(Old A/C.)	5,155.00
Grant from S. S. Patiala		New Telephone Connection	
Grant from S. S. Patiala	74,384.75	(Adv. Deposit)	10,000.00
		Generator Room	18,202.00
		M.A.A. Processing fee	60,000.00
		Inspection fee B.C.A.	25,000.00
		New Road	20,036.00
		Income-Tax penalty	7,070.00
		Loan to Improvement	
		Committee	33,630.64
		Loan to Girls Uing A/C.	44,420.01
		Interest Charged by Bank	
		(In Suspense Amt.)	5,662.00
		Recoverable from M.B.A.	1,443.00
		Sundry Debtors (As per	
		list attached)	1,75,307.92
		Recoverable from Students'	
		Funds	10,459.00
		Cash & Bank Balances:	
		With O.B.C. M.A. A/C. No.	
		2403	8,06,619.99
		With S.B. Patiala, Basal	
		Puthanon	424.31
		With P.N.B., Sirhind	462.88
		" Central Cooperative	
		Bank Ltd.	37.80
		FDRs with P.S.B. Bank	7,42,063.00
		-do-	3,40,000.00
		Investment of Endowment	
		Fund (M.B.A.) FDR pledged	
		with AICTE	20,00,000.00
		FDRs with P.S.B. Bank	
		(Salary A/C.)	7,43,180.00
			46,32,787.99
	1,61,06,770.39		1,61,06,770.39



Checked & found correct, subject to separate
 Chartered Accountants
 P.A., C.L.B., F.C.A.,
 For Durgat Singh & Co.
 Chartered Accountants

Accountant
 Principal
 Hon. Secretary

LIABILITIES	AMOUNT		TOTAL	ASSETS	AMOUNT		TOTAL
	Rs	P			Rs	P	
Unallocated Fund: As on 1.7.2000	24,90,335.74			Capital Exp. (As per Schedule)			0,33,390.12
Add Surplus for the year	3,74,151.20		20,72,406.94	Investments:			
Other Funds of Students:				Units (Securities)	3,50,991.00		
Identity Cards	1,03,552.00			Funds with P.S.D	5,58,404.00		
Examination	2,99,900.50			Funds (Mrs. Gurcharan Kaur)	23,160.00		
Medical	4,61,541.77			Funds (S. Barbara Singh Sidma Devi Stipend)	15,000.00		
Magazine	3,28,247.23			Funds with U.J.C.	10,00,000.00		19,47,555.00
Welfare	11,345.99			Debtors (As per Schedule)			10,616.55
Maintenance/Furniture	2,19,307.75		14,24,075.42	Securities:			
Students Securities: As on 1.7.2000	2,61,310.00			Architect Fee (Lib. building)	700.00		
Acquisition in the year	79,250.00		3,40,560.00	Hospital Security	600.00		
Special Security			4,500.00	Electric security	200.00		1,500.00
School Ship Funds:				Recoverable from Alida			
Shri. Shivdev Kaur / Mrs. Gurcharan Kaur Sion	9,300.00			and from Computer A/C. on A/C. of practical fee of U.C.S./P.G.U.C.A	2,000.00		
S. Barbara Singh Krishna Devi Stipend	12,700.00			Smt. Gurcharan Kaur Sion Stipend (Adjustable against interest FDI)	3,000.00		
Mrs. Gurcharan Kaur Dharma Devi Stipend	1,500.00			Loan to Management	2,45,093.13		2,50,093.13
Shri. Raj Stipend	1,723.62		25,323.62	Recoverable from M.B.A. A/C.			
Gifts	100.00		21,027.26	Affiliation Fee 1999/2000	2,00,000.00		
Grant U.S.S.			1,275.00	Mag. Fee	18,290.00		2,18,290.00
Sundry Creditors				Continuation & Affiliation Fee Recoverable			1,000.00
University Fees:				Examination Forms in Stock			2,320.00
Registration	67,546.00			U.S.S. Exp. Recoverable from U.S.S. Dept. (S. Harshinder Singh)			29,970.00
Examination Money (Balance)	11,447.00			University Late Admission Fee recoverable from Computer A/C.			300.00
Holiday Home	10,207.00			Cash & Bank Balances:			
Migration	2,500.00			With P.S.D.: S.D. A/C. No. 4597	1,240.00		
Verification	3,509.00			With S.B.P., Bassi	76.85		
Examination	94,705.78			" P.S.D. S.B. A/C. No. 6	238.00		
Youth Welfare	9,372.00			" P.N.D., Bassi	15.50		
Continuation	302.00			" P.U., Sirhind	43.50		
Contingency	837.00			" S.B. A/C. No. 10234 (Sardarni Harshinder Kaur Stipend)	156.00		
Contingency	3,390.00		2,04,055.78	With U.J.C., F.U.S. P.S. Bank FDIs	10,38,062.04		17,59,831.89
Regr. from U.P.I. Sports			1,00,000.00				
Other Payable Amounts:							
U.J.C. Refreshment	524.50						
U.J.C. TA/DA	220.00						
Late Admission (P.S.D.)	1,950.00		2,694.50				
P.S.D.			1,550.00				
Revenue Stamps (S. Davinder Singh)			10.00				
Punjab College Physical Education Development Fund			44,001.25				
Payable to Management Fund			10,294.00				
Special Practical Centre Creation Fee			2,450.00				
P.S. Bank A/C. No. 2207			9,641.90				
			50,65,616.69				50,65,616.69

[Signature]
Accountant

[Signature]
Principal

Examined & found correct, subject to our separate report.



For
M.A., LL.B., F.T.A.,
Gurmeet Singh & Co.,
Chartered Accountants

BALANCE SHEET OF "COMPUTER COURSES" AS AT 31.3.2001

LIABILITIES		AMOUNT	TOTAL	ASSETS		AMOUNT	TOTAL
Rs	P	Rs	P	Rs	P	Rs	P
General Funds As on 1.3.2000		33,31,929.85		Laboratory: As on 1.4.2000		2,02,076.00	
Surplus for the year		24,89,035.50	58,20,965.35	Addition in the year		95,089.00	2,97,161.00
Staff Exp. (26)			43,799.00	Receivable Assets			
Staff Exp. (25)			23,287.00	Refrigerator (17)		400.00	
Students' Securities:				Carpets (18)		32,075.30	
B.L.A. (27)		1,07,700.00		V.C.R. (101)		12,293.00	
P.L.D.A. (28)		39,170.00	2,26,870.00	Fans (12)		11,330.00	
Hostel Securities (6b)			45,500.00	Computers (61)		4,37,429.90	
Unav. Funds:				Col. T.V. (102)		22,052.00	
Late Admission (29)		1,500.00		Siren (103)		2,772.00	
Levies (25)		600.00	2,100.00	Projector (103)		9,070.00	
Payable Amounts:				Cut (Safe Tech.) (103)		19,278.00	
Mrs. Kalwant Kaur (11)		501.00		Hostel Furniture (104)		43,065.00	
Mrs. Harinder Kaur (11)		7.00		Computer Block Furniture (105)		1,82,985.00	
Fee Refundable (16)		1,150.00		Photostat Machine (104)		1,09,140.00	
Gov. Stamps (24)		1.00		T.V. Cabinet (105)		4,705.00	
S. Satnam Singh (12)		60.00		Ladder (105)		2,280.00	
Students' Funds (19)		750.00	2,469.00	Air Conditioner (106)		21,980.00	
Payable to M.B.A. A/C (M.B.A. Institute of Management)			18,53,210.00	Computer Printer (106)		13,467.00	
				Library Books (39)		67,298.80	9,92,421.00
				Special Centre Creation Fee Recoverable (16)			6,955.00
				Investment with P.F. Commissioner:			
				P.F. (27)		40,694.00	
				F.P. (28)		21,634.00	62,328.00
				Loans:			
				NSS Dept. (4.11.06) (107)		6,000.00	
				95% Scheme (55)		24,90,000.00	
				Management Funds (8)		50,852.00	
				Students' Securities & o/s (8)		6,400.00	25,53,252.00
				Examination Fee Recoverable (19)			1,500.00
				Bank Balances:			
				O.B.L. FOR (107)		10,00,000.00	
				O.B.L. S.B. (1)		23,51,840.35	
				P.A.S. Bank S.B. (98)		7,52,743.00	41,04,583.35
							80,18,200.35

Accounts Clerk

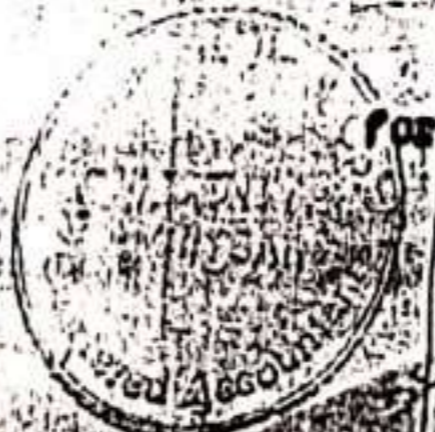
Accountant

Principal

Hon. Secretary

Examined & found correct, subject to separate report.

M.A., LL.B., F.C.A.,
Gurmeet Singh & Co.,
Chartered Accountants



Signature

Date 12/3/01

	Rs	P		Rs	P
B.F.	1,29,49,274.00		B.F.	69,62,784.00	

Bank Balances:

FOR D.B.C. (SI) 25,00,000.00

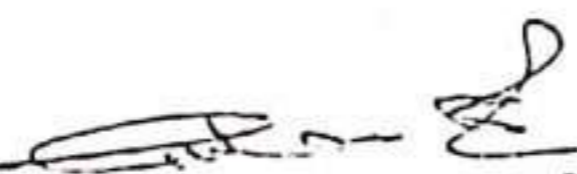
With P.S. Bank
A/C. 13975 (SI) 15,48,253.00

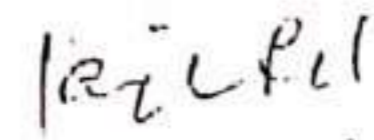
With D.B.C.
S.S. A/C. (SI)
MCC-VI (2406) 19,38,237.00 59,86,490.00

1,29,49,274.00

1,29,49,274.00


Accountant

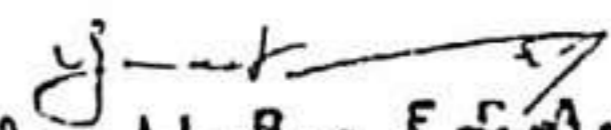

Director-Cum-Principal


Hon. Secretary

Examined & found correct, subject to separate report.

Amritsar

Date 18-3-1952


M.A., LL.B., F.C.A.,
for Gurmeet Singh & Co.,
Chartered Accountants

DATA GURJI COLLEGE, TILAHARAN SAMB
BALANCE SHEET OF 95% DEFICIT SCHEME AS AT
31.3.2002

<u>LIABILITIES</u>		Rs	P	<u>ASSETS</u>		Rs	P
Management: As on				State Govt.: As on			
1.4.01	13,76,530.45			1.4.01	42,40,015.17		
Add Net receipts	7,57,353.00			Add Refund			
	21,33,883.45			grant:			
Less 2% Presump-				Excess			
tive income	13,332.40			Income			
	21,20,551.05			on 7521/-			
Less 5% share				Un-			
deficit	5,46,120.00			utilised			
	15,74,431.05			grant			
Add 5% share				29623/-	37,144.00		
recovery of				95% Deficit			
Additional				Share			
D.A. & Illi. R.					1,03,75,286.00		
payment of					1,46,14,045.17		
Additionality	31,985.00			Less 95% recovery			
	16,46,347.25			of Rec. D.A. &			
Less 5% share				Illi. staff			
Additionality				out of addition-			
disbursement	61,891.40	15,14,456.25		ality	6,45,202.00		
					1,40,67,843.17		
Staff P.F.		1,41,20,982.29		Less Grant			
				received:			
P.F. Depositable		14,753.80		Mar. to Nov. 01			
Forfeited P.F.		310.00		55000/- 2000/01			
Family Pension		1,58,049.50		2100000/-)			
				2,400000/-)01/			
Additionality: Opening				2,000,000/-)02			
Balance					60,14,000.00	71,93,843.17	
1.4.01	1,23,720.00			Freaship from Govt.		95,696.00	
Add 5% share met				Investment P.F.:			
out of Management				P.A.G. bank Bal.			
fund	1,03,154.00			& P.F. 1,25,97,987.04			
	2,26,784.00			B.A. &			
Add Received				P.F.	3,37,001.00		
Grant	13,12,000.00			Loan against			
	15,38,784.00			P.F.	1,66,990.00		
Less 95% share							
of disburse-				Recoverables from staff		6,30,167.00	
ment	11,75,935.00	3,62,849.00		Recoverables from:			
				Gurdip Clinic	1.00		
Payable amounts:				Harinder Kaur	1.00		
Income Tax	34,614.99			Manita Dary	1.00		
Revenue stamps	113.00			Sehan Singh	9.00		
D.A. & Loan staff	7,400.00			Harsh Singh	20.00		
Staff Fund				Harshjeet Kaur	8.00		
(Teaching)	1,400.00			Radhu Singh	5.00		
Staff Fund (N.T.)	1,220.00			Harshjeet Kaur	115.00		150.00
S. Harinder Singh	12.00	40,750.93					
Loans:							
Computer A/C.	33,90,000.00						
P.A. A/C.	35,65,000.00	69,55,000.00					
C.F.	2,35,91,100.07			C.F.	2,10,30,793.66		

Rs	P	Rs	P
U.F.	2,35,01,150.47	U.F.	2,10,30,793.06

U.F. with Commission:			
U.F.	9,70,112.40		
U.F.	1,50,283.50	11,20,395.00	
Recoverable from students' fees		35,913.00	
Payment to Librarian & U.A. for books advised under Section without receipt of books		10,073.30	
Bank balances:			
With U.F.			
No. 1	1,12,513.30		
With P.S.B. Bank			
No. 1	72,375.21		
U.F. (S.D.F. & Grant)	12,10,000.00	12,94,988.51	

2,35,01,150.47

2,35,01,150.87

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Accountant

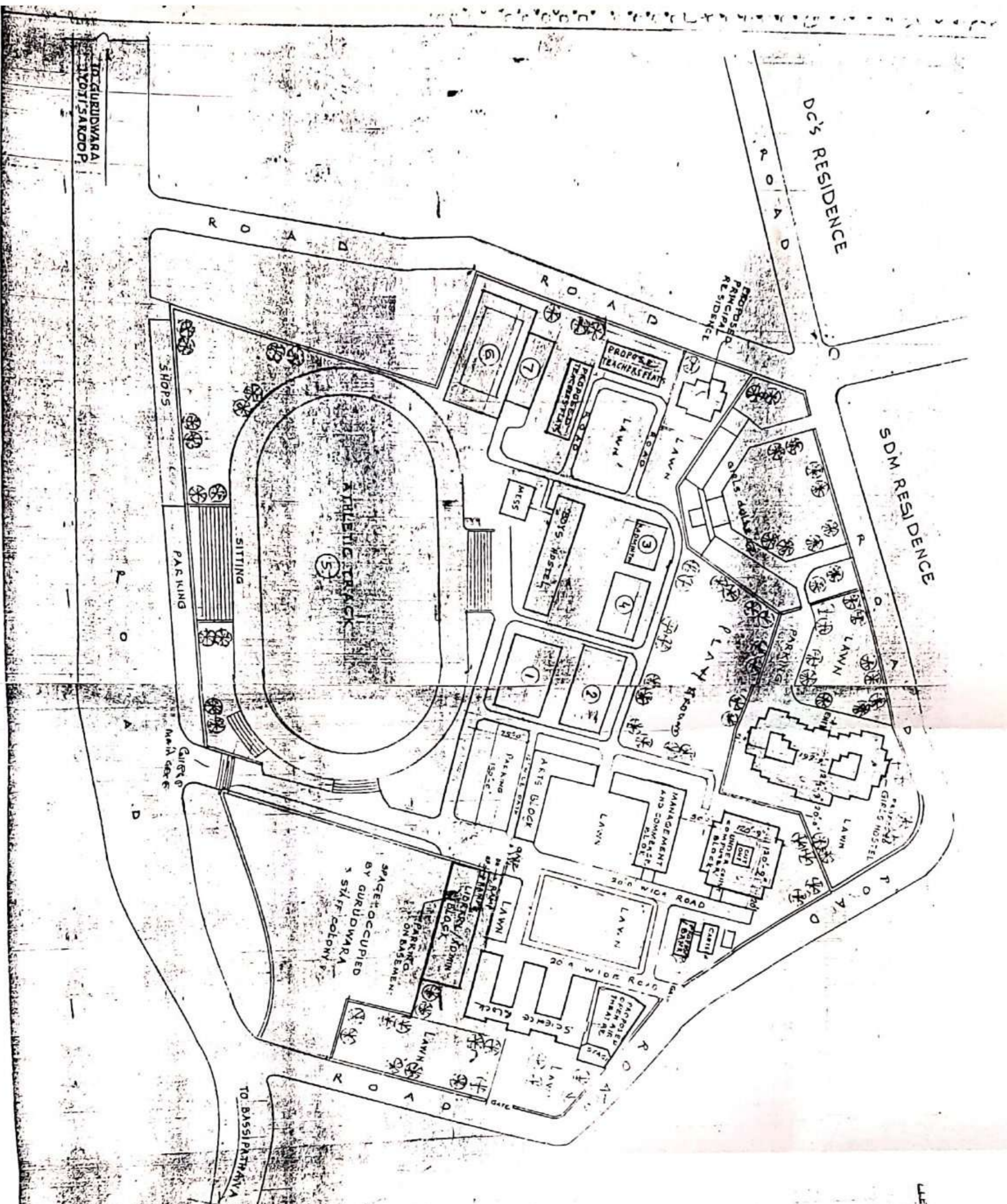
[Signature]
Principal

[Signature]
Hon. Secretary

Examined & found correct, subject to our separate report.

Ansitar
Date (L-L-Low)

[Signature]
M.A., LL.B., F.C.A.,
For Gurneet Singh & Co.,
Chartered Accountants



LEGGE LAYOUT PLAN: ANNEXURE: XI

LEGEND	
1 BASKET BALL GROUND	62' x 105' - 0"
2 TENNIS COURT (CONCRETE FLOOR)	60' x 110' - 0"
3 BADMINTON COURT	42' 6" x 60' - 6"
4 VOLLEY WALL	50' - 0" x 80' - 0"
5 ATHLETIC TRACK	
6 SWIMMING POOL	
7 GYMNASIUM	



EXISTING BUILDINGS SHOWN TRUS
 PROPOSED BUILDING SHOWN TRUS
 BUILDING UNDER CONSTRUCTION

PROJECT TITLE	MATA GURI COLLEGE
CONSULTANT ARCHITECT	UNIQUE ARCHITECTS
SCOPE OF WORK	SCOPE-51 (FIRST FLOOR)
CLIENT	LEELA BHAWAN COMPLEX
DESIGNER	PATIALA
DATE	1-1-2003
SHEET NO.	1-1
SCALE	1:100

Re	P	Re	P	Re	P	Re	P
				B.F.			92,40,625.59
		1,62,21,727.92					
<u>Development Fund Special Classes</u>		1,70,629.50		<u>Investment of P.F. & F.P.</u>		4,50,210.00	
<u>P.F. (with P.A.S. Bank)</u>		42,671.00		(a) With Commissioner		2,00,546.00	
<u>Staff P.F. with Commissioner P.F.</u>		4,64,455.47		(b) F.P. with		25,550.00	
<u>P.F. (O.B.C. Bank) Principal</u>		24,600.00		(c) P.F. with O.B.		44,300.00	7,20,097.47
<u>Family Pension fund with Commissioner</u>		1,99,065.00		(d) P.F. with P.A.			1,65,264.41
<u>Payable to Students' Fund (Sp. Sports Fees)</u>		56,230.00		<u>Hostel building</u>			9,05,492.70
<u>Grant from S. Sukhdev Singh Libra, M.P. for Development of Grounds through U.C.</u>		2,00,000.00		<u>New Shops</u>			
<u>Grant for building Development - S. Sukhdev Singh Libra, M.P.</u>		2,00,000.00		<u>Examination Exp. 198/99 recoverable from Examination A/C. 5349 (S.B. Patiala)</u>		1,34,700.00	62,509.00
<u>Educational facilities grant received from U.C.</u>		10,000.00		<u>College Bus: As on 1.4.01</u>		26,500.00	1,07,800.00
<u>Payable to S.B. Patiala (House loan of S. Kashmir Singh)</u>		1,700.00		<u>Loan Depreciation 20%</u>			
<u>M/S. Sukhraj Construction Co., Ludhiana (Earnest money)</u>		60,000.00		<u>Security Electricity:</u>			
<u>Sundry Creditors (As per list attached)</u>		94,382.75		<u>College</u>		200.00	
				<u>Subwell</u>		100.00	
				<u>Chaukidar Quarters</u>		600.00	1,400.00
				<u>Motor</u>			
				<u>Discrepancy fine (P.B. Univ., Patiala)</u>			23,250.00
				<u>Due from 95% Account</u>			15,44,456.25
				<u>Investment of Endowment Fund (FDRs pledged with Univ.)</u>			1,86,525.00
				<u>Teachers Fellowship (New)</u>			32,433.92
				<u>Teachers Fellowship (Old)</u>			5,040.30
				<u>New Shops Electric Security</u>			9,000.00
				<u>Recoverable from Scholarship (Old A/C.)</u>			5,155.00
				<u>New Telephone Connection (Ad. Deposit)</u>			10,000.00
				<u>Generator room</u>			18,202.00
				<u>M.B.A. Processing fee</u>			60,000.00
				<u>Inspection fee B.C.A.</u>			25,000.00
				<u>New Road</u>			20,036.00
				<u>Income-Tax penalty</u>			7,070.00
				<u>Loan to Improvement Committee</u>			33,630.64
				<u>Loan to Girls Wing A/C.</u>			44,420.00
				<u>Interest charged by bank (in Suspense A/c.)</u>			5,662.00
				<u>Sundry Debtors (As per list attached)</u>			1,65,873.92
				<u>Cash & Bank balances:</u>			
				<u>With O.B.C. MGC A/C. No. 2403</u>		5,03,600.99	
				<u>With P.A.S. Bank 2289</u>		3,240.00	
				<u>FDRs with P.A.S. Bank</u>		7,42,050.00	
				<u>-do-</u>		3,40,000.00	
				<u>Investment of Endowment Fund (M.B.A.) FDRs pledged with AICTE</u>		20,00,000.00	
				<u>FDRs with P.A.S. Bank (Salary A/C.)</u>		7,43,180.00	43,32,097.43
		<u>1,77,45,561.64</u>				<u>1,77,45,561.64</u>	

[Signature]
Accountant

Principal

[Signature]
Hon. Secretary

Examined & found correct, subject to separate report.

[Signature]
M.A., LL.B., F.C.A.,
for Gurmeet Singh & Co.,
Chartered Accountants

Amritsar
Date 1.11.2001

FUNDS & LIABILITIES	AMOUNT		TOTAL		ASSETS	AMOUNT		TOTAL	
	Rs	P	Rs	P		Rs	P	Rs	P
<u>Amalgamated funds: As on 1.4.2001</u>	28,72,486.94				<u>Capital Exp. (As per Schedule)</u>			9,16,638.12	
<u>Less Bank written off</u>	135.85				<u>Investments:</u>				
	28,72,351.09				FDRs (Securities)	3,50,991.00			
<u>Add Surplus for the year</u>	4,69,766.00				FDRs with P.S.B.	5,50,404.00			
Unashed cheques out of A/C. 2287 till 31.3.2002	29,160.01		33,71,277.90		FDRs (Mrs. Gurcharan Kaur)	23,160.00			
<u>Other funds of students:</u>					FDRs (S. Darbara Singh Krishna Devi Stipend)	18,635.00			
Identity cards	1,46,837.00				FDRs with O.B.C.	10,95,758.00		20,46,948.00	
House Examination	3,07,400.60				<u>Architect Fee (Lib Bldg.)</u>			700.00	
Medical	5,10,141.77				<u>Hostel security</u>			600.00	
Magazine	4,11,277.23				<u>Electric security</u>			200.00	
S.A.F.	9,537.99				<u>Recoverables from N.S.S.:</u>				
Maintenance/Furniture Fund	2,10,132.75		16,75,335.42		Due from Computer A/C. on A/C. of practical fee of BCA/PGDCA	2,000.00			
<u>Students' securities: As on 1.4.2001</u>	3,40,550.00				Loan to Management	2,36,334.13		2,36,334.13	
Addition in the year	1,69,500.00		5,10,050.00		<u>Recoverables from H.D.A. A/C.:</u>				
<u>Scholarship funds:</u>					Affiliation fee 1999/2000	2,00,000.00			
Dr. Mrs. Shivdev Kaur/ Mrs. Gurcharan Kaur Sien	6,300.00				Regn. fee	18,290.00		2,18,290.00	
S. Darbara Singh Krishna Devi Stipend	16,335.00				<u>Continuation & Affiliation fee recoverable</u>			1,000.00	
Mate Jagir Kaur Dharmi	1,500.00				<u>N.S.S. Exp. Recoverable from N.S.S. Deptt. (S. Harshvinder Singh)</u>			29,970.00	
Rishi Raj Stipend	1,723.62		25,850.62		<u>Recoverables from Computer A/C.</u>			2,750.00	
Grant N.S.S.			21,027.28		<u>Special security recovery on behalf of A/C. no. 7768</u>			12,000.00	
<u>Sundry creditors</u>			2,419.00		<u>University fee recoverables:</u>				
<u>University/Board fees:</u>					Continuation fee	1,200.00			
Registration	74,486.00				Migration	490.00		1,690.00	
Examination money (balance)	15,809.70				<u>Investment of P.F. with P.F. Commissioner:</u>				
Holiday Home	13,337.00				P.F.	2,453.00			
Eligibility/Verification	7,389.00				F.P.	1,303.00		3,756.00	
Examination	91,230.78				<u>Debtors (As per schedule)</u>			17,797.55	
Youth Welfare	15,632.00				<u>Cash & Bank balances:</u>				
Sports	44,730.00				With P.S.B.: S.B. A/C. no. 4597	1,469.00			
Discrepancy	387.00				S.B. A/C. no. 6	238.00			
Lamination	150.00		2,63,151.40		S.B. A/C. no. 2287	20,284.91			
<u>Grant from D.P.I. (Sports)</u>			1,00,000.00		S.B. A/C. no. 10234 (Sardarni Mohinder Kaur Stipend)	156.00			
<u>Other payable amounts:</u>					With O.B.C., F.C.S. 2401	18,38,711.74			
N.C.C. Refreshment	524.50				P.S. Bank FDRs	7,20,000.00		25,00,359.65	
N.C.C. TA/DA	220.00								
Late Admission (P.S.E.B.)	1,950.00		2,694.50						
S.G.P.C.			1,550.00						
Revenue Stamps			16.00						
<u>Punjab College Physical Education Development Fund</u>			51,367.25						
<u>Special Practical Centre Creation fee</u>			2,580.00						
<u>Students' special security</u>			2,500.00						
<u>Staff Fund</u>			240.00						
C.F.			60,30,067.45		C.F.			60,71,541.45	



Gurmeet Singh & Co., MATA GURJI INSTITUTE OF MANAGEMENT, FATEHGARH SAHIB
 Chartered Accountants BALANCE SHEET OF MBA COURSE AS AT 31.3.2002

FUNDS & LIABILITIES

Rs P

ASSETS

Rs P

General funds As on
 31.3.2001 1,20,15,004.00

Endowment
 fund 30,00,000.00
90,15,004.00

Add Surplus
 for the year 49,89,212.00 1,40,05,006.00

Revenue stamps 105.00

Staff fund 1,020.00

Library security 2,210.00

Students' securities
 (MBA/MCA) 5,71,690.00

Stock securities 2,20,500.00

Univ. Exam. fund 6,433.00

Security Sukhraj
 Construction Company 50,056.00

Cont fee refundable 6,400.00

Payable Registration fee
 PTU 21,600.00

Payable to students'
 funds 2,18,290.00

Mass Security (S. Rachhpal
 Singh) 10,000.00

MBA & MCA fee refundable 4,47,450.00

Payable to PTU (Prospectus) 59,500.00

Payable to GJM (Mohali) 69,750.00

Payable to APJ (Jal.) 68,225.00

Payable to St. Soldiers (Jal.) 29,625.00

University Examination
 fee 14,000.00

Endowment fund 30,00,000.00

Payable sale of books 60,073.00

Movable assets:

Water Cooler 47,301.00

Library books 4,99,748.00

Furniture 1,42,538.00

Hostel
 furniture 1,13,774.00

Electric
 fans 76,560.00

Computers 16,27,714.00

Wall clock 950.00

Steel
 Almirahs 30,012.00

Calculator 1,155.00

White Boards 30,000.00

Overhead
 projector 35,674.00

Air
 Condition-
 ers 2,23,778.00

Drip case 545.00

Hostel Water
 Heater 5,648.00

Sound
 system 3,373.00

Fax
 Machine 17,000.00

U.P.S. 60,000.00

Hostel Mess
 Utensils 17,196.00

L.P.G. Gas Securities 5,600.00

Mrs. Jasvinderpal Kaur 1,737.00

Endowment fund (FDR) 30,00,000.00

S. Manchitar Singh 133.00

Shree Cement Ltd. 85,200.00

Passage from Gate
 to MBA (Block) 71,585.00

New Bus PQ238 9397 8,97,332.00

New Security Mazda 8,01,448.00

New Library building 12,94,571.00

Mrs. Prabhjot Kaur 1.00

Gas Parking 2,66,810.00

Mr. L.R. Gupta
 Architect 52,500.00

Loan to 95% Grant
 B/C. College 35,65,000.00

Recoverable from
 PTU (Bouncelling)
 (31.3.2001) 40,000.00

S. Bikramjit Singh
 Loan 3000

Rs	P	Rs	P
B.F.	1,00,63,663.00	B.F.	1,30,15,841.00
		<u>Baba Isher Singh Inst.</u>	22,000.00
		(fingo)	
		<u>Recoverable from</u>	10,49,670.00
		<u>Computer Fund</u>	
		<u>Telephone security</u>	2,000.00
		<u>Recoverable P/C. funds</u>	3,21,692.00
		<u>Bank balances:</u>	
		With P.S. Bank	
		A/C. 13975	15,10,802.00
		With U.B.C.	
		Sd. A/C.	
		PGC-VI(2405)	
		<u>20,41,658.00</u>	36,52,460.00

1,00,63,663.00

1,30,15,841.00

[Signature]
Accountant

[Signature]
Director-cum-Principal

[Signature]
Hon. Secretary

Examined & found correct, subject to separate report.

Amritsar

Date 7-1-2001

[Signature]
N.A., LL.B., F.C.A.,
for Gurmeet Singh & Co.,
Chartered Accountants