

## The Annual Quality Assurance Report (AQAR) of the IQAC

Name of the Institution	:	PCM S.D. College for Women, Jalandhar City Punjab
Name of the Head of the Institution	:	Mrs. Kiran Arora (Principal)
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Year of Report	:	2009-10

### **Part-A**

#### **Section:A Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement.**

The IQAC has been continuously making efforts for quality upgradation of the institution. Plans for the session 2009-2010 were discussed and an action plan was chalked out. Different aspects including academic, socio cultural, sports, research, career development, infrastructural development were taken into consideration with a view to achieve the overall development of the students.

#### (A) Towards Opening New Courses

The College plans to open the following innovative, job oriented and interdisciplinary courses in the academic session 2009-10.

UGC Sponsored Career Oriented (Add on Courses)

- Computer Aided Accountancy
- T.V. & Video Production

#### (B) Towards Faculty Improvement

- To Organize Seminars & Workshops
- Computer awareness programmes
- To fill-up the vacant posts of teachers
- To encourage teachers for research work
- To facilitate teachers to attend Seminars, Conferences and Workshops

#### (C) Infrastructural Development

- Upgradation and maintenance of existing laboratories
- Construction of Computer Aided Accountancy lab
- Construction of T.V & Video Production lab
- Construction of Three Clothing & Textile labs for Fashion Designing Department
- Strengthening infrastructural facilities in the college
- Sending proposal to U.G.C for grants under various schemes.

#### (D) Quality Assurance Measures

For Quality Assurance it was decided to continue with the following

- Intensive class room teaching
- Regular Practical work
- Periodic Class Tests
- Two Terminal Exams
- Counselling the poor learners
- Counselling to advance learners
- Seminars & Workshops
- Educational Excursions
- Sports Activities
- Extension Activities
- Placement Services
- Counselling and guidance services
- Faculty Improvement Programmes
- Scholarships/ Fee Concessions
- Book Bank facility
- Morning Assembly
- Subject Societies/Associations activities
- Annual functions like  
Havan, Felicitations, Talent Hunt, Sarasvati Pujan  
Fete, Prize Distribution, Convocation, Valedictory function

#### **Section B: Details in respect of the following.**

##### **1. Activities reflecting the goals and objectives of the institution**

In accordance with its motto “Do Your Job Well”, PCM S.D. College for Women, aims to create and disseminate an atmosphere of learning and research of a high academic standard in which learners can gain knowledge and skills encompassing a wide range of disciplines-humanities, Commerce, Social Sciences, Fine Arts and technology which will result in multidimensional personality development of the learners and will enable them to fulfill the needs of industry and the community at large.

The mission and goals of the college are reflected in both the activities and the aspirations of the college. Accordingly every year the performance of the students and the staff is a step towards betterment.

##### **A Legacy of Excellence**

- Continuous efforts are taken to impart to the learners the knowledge and the skills that are relevant to the demands of the changing times. The college introduced the following innovative, job-oriented and inter-disciplinary courses in this academic session.

## **U.G.C Granted Career Oriented Add on Courses**

- (a) Computer Aided Accountancy
- (b) T.V. and Video Production

- Encouragement is given to the faculty to adopt innovative methods of teaching that cater to the needs of learners at various levels of study.
- The college is recognized as a premiere institute of learning as it promotes academic excellence. In the University Examination of April 2009, 112 students of various classes were placed in the University Merit List. As many as 23 students bagged the top ten positions in the Guru Nanak Dev University.
- The college Academic Council provides an inbuilt mechanism for internal quality check at academic level.
- The college prepares Academic Calendar for each session in accordance with the schedule provided by the University.
- To monitor Academic performance, the Principal holds regular meetings with Heads of the, departments to discuss various matters relating to teaching methods and students performance.
- To promote academic excellence, students are encouraged to take part in Quiz Competitions, Debate, Group Discussions and Seminar.

## **Fostering Research**

- Students as well as members of faculty are motivated to take up research projects which help in creating a mindset for inquiry and also inculcate an analytical attitude and scientific temperament. Students of B.Com (Professional), Office Management & Secretarial Practices undertake summer training of 6-8 weeks in different organizations and prepare reports every year. Students of PGDCA and BCA Part-II take up short projects which they can complete in a month. Students of BCA III take up major projects of 300 marks.
- Teaching is the thrust area of the college, in addition research is being actively pursued by teachers. The college makes adjustments in time table to enable teachers to devote more time to research. The teachers are also given study leave as per rules.

## **Efficient Governance**

- The college Governing Body provides guidance for the smooth and efficient administration of the college. The management identifies new means of resource generation and ensures optimal deployment of resources. It aims at developing state of the art infrastructural facilities.
- The decision making process is participative and it is effectively communicated to all the stakeholders. With the Principal at the helm of affairs, there is an efficient internal co-ordinating and monitoring mechanism.
- For the co-ordination of day to day management, staff bodies and committees are constituted every year by the Principal. Transparency in functioning is maintained.

## Extension Activities

- The college is aware of the importance of extension activities to promote all round development of the personality of the students. Students are sensitized about social, ecological, economic and political issues in an endeavour to promote social responsibility. Activities are arranged in association with NGOs like Lions Club, Rotary Club, Manav Sehyog, Punjab Kesari and other social organizations to give scholarships, books and monetary assistance to the meritorious and needy students and to hold programmes aimed at creating social and environmental awareness.
- Students are provided extra facilities and incentives in the form of medals, prizes, scholarships and liberal concession to motivate them to participate in extension activities organized by college Youth Club, NSS, NCC and Central Association.

## 2. New academic programmes initiated (UG and PG)

Year	Course Title
2009-2010	(i) Add on Course in Computer Aided Accountancy (ii) Add on Course in T.V & Video Production

Along with the above mentioned new courses, multiple courses of study in different streams at Under Graduate and Post Graduate level are being run by the college in the session 2009-10.

### POST GRADUATE COURSES

- (a) M.Sc. (Computer Science) Annual Scheme
- (b) M.A. (Punjabi)

### POST GRADUATE DIPLOMA COURSES

- (i) Post Graduate Diploma in Computer Applications (PGDCA)
- (ii) Post Graduate Diploma in Office Mgt. and Secretarial Practices
- (iii) Post Graduate Diploma in Dress Designing and Tailoring
- (iv) Post Graduate Diploma in Cosmetology
- (v) Post Graduate Diploma in Fashion Designing

### UNDER GRADUATE COURSES

Three year degree courses and Accompanying courses

- (a) B.Sc. (Economics) Part I, II, III
- (b) B.Sc. (Computer Science) Part I, II, III
- (c) B.Sc. (Fashion Designing) Part I, II
- (d) BCA Part I, II, III
- (e) BA Part I, II, III
- (f) B.A Honours II, III English, Hindi, Punjabi, Political Science, Sanskrit

## COMMERCE FACULTY

- (a) Bachelor of Business Administration (BBA) Part I, II
- (b) B.Com (Regular) I, II, III
- (c) B.Com (Professional) I, II, III
- (d) B.Com (Honours) Part II, III

## U.G.C GRANTED CAREER ORIENTED ADD ON COURSES (Under Dual Degree Scheme)

- (a) Communication Skills in English
- (b) Fashion Designing
- (c) Internet Applications
- (d) Cosmetology
- (e) Office Management and Secretarial Practices
- (f) Computer Applications (Data Care/Mgt.)
- (g) Interior Decoration
- (h) Computer Aided Accountancy
- (i) T.V. & Video Production

## ONE YEAR PROFESSIONAL DIPLOMA COURSES AFTER +2

- (a) Diploma in Stitching and Tailoring
- (b) Diploma in Computer Application (DCA)

### **3. Innovations in curricular design and transaction**

- In order to keep pace with the dynamic changing scenario, the necessary modifications are planned and implemented in the curriculum by GNDU. The college being under affiliation system, has limited scope for curriculum design but still our faculty members contribute a lot in implementation and execution of changes made in the courses and curriculum.
- Innovative cell of the college encourages innovations in academics to meet the needs and priority of UGC and in keeping with student feed back. New and innovative courses are designed and planned. New UGC granted career-oriented Add on Courses are introduced.
- Planning forum meetings are convened by the Principal to inform the heads of various departments to plan and allocate their annual work load. Syllabi are planned out by the heads of department to the number of periods spread over the academic session in accordance with the academic calendar.
- Syllabi in a 'Unit form' are prepared by different departments to provide guidelines for both the teachers and the students for class-room teaching.
- Being the members of various university bodies, our teaching faculty contributes in designing the required qualitative amendments in the syllabus. The members frequently attend meetings of university bodies and give healthy suggestions for curriculum design and transaction. A good number of our faculty members hold numerous responsible positions of various university bodies which enable them to contribute to important decisions in teaching-learning process.

- The members of the teaching faculty use various innovative teaching methods to simplify the learning process and make it more interactive and interesting. Different modern teaching methods are also used to deliver efficient learning.
- (a) The faculty members & students frequently use internet, computer, audio-visual equipments to enrich the knowledge and learning process.
  - (b) Faculty members organize Seminars, Guest lectures, Debates, Group Discussions, Essay writing competitions, Paper presentation contests to enhance the knowledge of the students, to give them educational exposure and acquaint them with eminent scholars and dignitaries.
  - (c) Students are motivated to participate in extracurricular activities like Quiz Competitions, Music items, Debate, Declamation in GNDU Zonal and Inter-Zonal Youth Festival every year. Such participation contributes in their multi faceted development.

#### 4. Inter-Disciplinary Programmes started

Year	Course Title	Departments Involved
2009-10	(vi) Add on Course in Computer Aided Accountancy  (ii) Add on Course in T.V and Video Production	(i) Department of Commerce & Department of Computer Science (ii) Department of T.V. & Video Production, Department of Music & Dance, Department of Languages & Youth Welfare Department. • Students from all disciplines can opt for these courses.

#### 5. Examination reforms implemented

College has developed an effective System of Teaching, Learning and Evaluation. After taking stock of our achievements and performance, constructive steps are taken to modify the system.

- Academic session in the college is divided into three terms. The biggest term comprising of around 3 months is the First Term. Performance of the students is evaluated in the detailed Periodic Test of 3 hours duration in each subject along with Practical Examination & Viva Voce conducted in the month of September. This gives a chance to students for revision of the syllabus covered in the entire term and for written practice. Parents/Guardians are informed about the results and shortage of lectures of students, so that they remain in touch with the performance of their wards.
- Categories of Top, Average and Below Average students are made on the basis of their performance. Results are discussed in the meetings of various departments convened by the Principal. Efforts are made to improve the performance of the students lagging behind in one or two subjects. In the next examinations their overall performance is improved by personal

attention and guidance by the faculty members. Special care is given to the top students to work still harder.

- In the month of December Second Terminal examination based upon university pattern is conducted. Practical Examinations, Viva Voce, Project work along with the theory examinations are conducted. Information of result and shortage of lecturers of students to their Parents/Guardians is a regular feature after every terminal examinations.
- Categories of students made earlier in First Term are reviewed after Terminal Examination. Parent Teachers Meeting is organized in whatever cases it is necessary and required action is taken.
- Monitoring and assessment of academic standing of weak students is done through class-tests, Home Assignments and cross questioning from students. Difficulties of these students are removed for comprehensive preparation. Special attention, extra coaching and guidance is given to top students. They are encouraged and motivated to read reference books and journals to know the latest developments.
- These extra efforts on the part of the faculty members and students result in exceptionally good academic results in the university. Our students have always won top positions and large number of merit positions in the university.

6. Candidates qualified: NET/SLET/GATE etc.

**Three**

1. Ms. Jagjeet Qualified UGC NET, December 2009 in Mathematics. She secured All India Fifth Rank in UGC NET, Dec. 2009.
2. Ms. Manjinder Qualified UGC-NET, NET JRF, Dec. 2009 in Mathematics. She Secured All India 163<sup>rd</sup> Rank in UGC NET JRF, Dec. 2009
3. Ms. Isha Aggarwal Qualified UGC, in 2009 in Commerce.

**7. Initiative towards faculty development programme**

(a) Participation of Faculty Members in Refresher Courses, Orientation Courses, Training, Workshops & Others (NCC & NSS).

Name of Faculty	RC,OC, Training, Workshops/others	Area of Training	Name of Institute	Duration
Mrs. Sarla Bhardwaj	Workshop on Computational Sanskrit	Workshop	KMV Jalandhar	8 <sup>th</sup> August 2009
Dr. Mrs. Neelam Gupta	Workshop on Computational Sanskrit	Workshop	KMV Jalandhar	8 <sup>th</sup> August 2009
Mrs. Sushma Sharma	Workshop on Computational Sanskrit	Workshop	KMV Jalandhar	8 <sup>th</sup> August 2009

Mrs. Geeta Kahol	Refresher Course with 'A' Grade	Political Science	Academic Staff College, Punjabi University, Patiala	3 <sup>rd</sup> Sep. to 23 <sup>rd</sup> Sep. 2009
Dr. (Mrs.) Sukhbir Toor	Refresher Course with 'A' Grade	Punjabi	Academic Staff College, Guru Nanak Dev University, Amritsar	20 <sup>th</sup> May to 9 <sup>th</sup> June 2009
Dr. (Mrs.) Harkamal Kaur	Refresher Course with 'A' Grade	Punjabi	Academic Staff College, Guru Nanak Dev University, Amritsar	20 <sup>th</sup> May to 9 <sup>th</sup> June 2009
Dr. (Mrs.) Sunita Sharma	Refresher Course	NSS	Punjabi University, Patiala	16 <sup>th</sup> Sep. to 20 <sup>th</sup> Sep. 2009
	Workshop	HIV/AIDS Awareness & Voluntary Blood Donation	Pushpa Gujral Science City, Kapurthala & Punjab State Aids Control Society	23 <sup>rd</sup> Jan 2010
Mrs. Sudesh Sehgal	Workshop	Make up techniques by Experts from Oriflame	Deptt. of Cosmetology, PCM S.D. College for Women, Jalandhar	August 2009
	Guest Lecture given by Child Specialist Dr. Pooja Kapoor	Advantages of Breast Feeding	PCM S.D. College for Women, Jalandhar	Sep. 2009
Mrs. Manmeet Kaur	Workshop	Make up techniques by Experts from Oriflame	Deptt. of Cosmetology, PCM S.D. College for Women, Jalandhar	August 2009
	Guest Lecture given by Child Specialist Dr. Pooja Kapoor	Advantages of Breast Feeding	PCM S.D. College for Women, Jalandhar	Sep. 2009
Mrs. Lt. Priya Mahajan	Workshop	Research Methodology	Indian Commerce Association at APJ College, Jalandhar	1 <sup>st</sup> & 2 <sup>nd</sup> May 2009



	All India Girls Trekking Expedition Punjab Trek Camp	NCC	NCC Directorate Shimla (Kufri)	7 <sup>th</sup> June to 20 <sup>th</sup> June 2009
Mrs. Anu Bhatia	Workshop	Research Methodology	Indian Commerce Association	1 <sup>st</sup> & 2 <sup>nd</sup> May 2009
Ms. Ruchi Malhotra	Workshop	Capacity Building of Women Manager in Higher Education	Kamla Nehru College for Women, Phagwara	14 <sup>th</sup> to 18 <sup>th</sup> Feb. 2010
Ms. Komal Jyoti	Workshop	Beauty	Bio Tulip Care and Beauty Academy Orane, Hotel Ranvir Prime	27 <sup>th</sup> Oct 2009

(b) Faculty Members participated in National & International Seminars, Conference, Workshops, Symposia and Training Programmes (For Year 2009-10)

Name of Faculty	Title	Duration	Venue/Institute
Dr. Harkamal Kaur	Changing Landscape of Higher Education	28 <sup>th</sup> March 2010	HMV College, Jalandhar
Dr. Sukhvir Shergill	Changing Landscape of Higher Education	28 <sup>th</sup> March 2010	HMV College, Jalandhar
Mrs. Sarla Bhardwaj	Rashtriya Vedic Shodha Samgosthi	18 <sup>th</sup> Jan to 19 <sup>th</sup> Jan 2010	DAV College, Amritsar
	Concepts of Rights in Sanskrit Literature	15 <sup>th</sup> & 16 <sup>th</sup> March 2010	Department of Sanskrit Guru Nanak Dev University, Amritsar
	Changing Landscape of Higher Education	28 <sup>th</sup> March 2010	HMV, Jalandhar
Dr. (Mrs.) Neelam Gupta	Rashtriya Vadic Shodha Samgosthi	18 <sup>th</sup> & 19 <sup>th</sup> Jan 2010	DAV College, Amritsar
	Concepts of Rights In Sanskrit Literature	15 <sup>th</sup> & 16 <sup>th</sup> March 2010	Department of Sanskrit Guru Nanak Dev University, Amritsar
Mrs. Sushma Sharma	Concepts of Rights in Sanskrit Literature	15 <sup>th</sup> & 16 <sup>th</sup> March 2010	Department of Sanskrit Guru Nanak Dev University, Amritsar
	Changing Landscape of Higher Education	28 <sup>th</sup> March 2010	HMV, Jalandhar

Mrs. Tripta Handa	Changing Landscape of Higher Education	28 <sup>th</sup> March 2010	HMV, Jalandhar
Mrs. Neera Seth	11 <sup>th</sup> National Conference of Indian Society of Information Theory and Applications	24-26 <sup>th</sup> Oct 2009	GGs Khalsa College, Sarhali (Taran Taran)
Mrs. Renu Rai	Second Generation Economic Reforms-Its Socio Economic Prospects and Challenges	12 <sup>th</sup> Feb, 2010	Trinity College, Jalandhar
Mrs. Sangeeta	Second Generation Economic Reforms-Its Socio Economic Prospects and Challenges	12 <sup>th</sup> Feb, 2010	Trinity College, Jalandhar
	Changing Landscape of Higher Education	28 <sup>th</sup> March 2010	HMV, Jalandhar
Ms. Nidhi Datta	Second Generation Economic Reforms-Its Socio Economic Prospects and Challenges	12 <sup>th</sup> Feb, 2010	Trinity College, Jalandhar
Mrs. Alka Sharma	Changing Landscape of Higher Education	28 <sup>th</sup> March 2010	Joint Action Committee Punjab at HMV, Jalandhar
Mrs. Priya Mahajan	Changing Landscape of Higher Education	28 <sup>th</sup> March 2010	Joint Action Committee Punjab at HMV, Jalandhar
Mrs. Monika Sharma	Networking & Security	5to7th Jan 2010	Department of Computer Science, Lyallpur Khalsa College, Jalandhar
Mrs. Komal Jyoti	One Day Seminar Organised by Orane Beauty Academy	27 <sup>th</sup> Oct 2009	Hotel Ranvir Prime, Jalandhar

### International

Name of Faculty	Title	Duration	Venue/Institute
Mrs. Devinder Johal	Future of Immigration and Immigrant Panjabi Literature	9 <sup>th</sup> to 10 <sup>th</sup> Feb. 2010	Centre For Immigrant studies, Guru Nanak Dev University, Amritsar

Dr. (Mrs.) Gurdeep Kaur	Future of Immigration and Immigrant Panjabi Literature	9 <sup>th</sup> to 10 <sup>th</sup> Feb. 2010	Centre For Immigrant studies, Guru Nanak Dev University, Amritsar
Mrs. Alka Sharma	Management & Valuation of Intangibles	22 <sup>nd</sup> & 23 <sup>rd</sup> Dec. 2009	University Business School at Punjab Univesity, Chandigarh
Mrs. Surinder Narula	Future of Immigration and Immigrant Panjabi Literature	9 <sup>th</sup> to 10 <sup>th</sup> Feb. 2010	Centre For Immigrant studies, Guru Nanak Dev University, Amritsar
Dr. (Mrs.) Tejinder Kaur	Changing Landscape of Higher Education	28 <sup>th</sup> March 2010	HMV College, Jalandhar
	Future of Immigration and Immigrant Panjabi Literature	9 <sup>th</sup> to 10 <sup>th</sup> Feb, 2010	Centre for Immigration Studies, Guru Nanak Dev University, Amritsar

### Paper Presented

Name of Faculty	Title	Seminar/Conference	Venue/Institute
Mrs. Sarla Bhardwaj	Maharishi Dayanand Ki Rashtar Ko Den	National Seminar 18 <sup>th</sup> to 19 <sup>th</sup> Jan, 2010	DAV College, Amritsar
	Sanskrit Sahitya Mein Manvadhikar	National Seminar 15 <sup>th</sup> to 16 <sup>th</sup> March 2010	Department of Sanskrit Guru Nanak Dev University, Amritsar

### Publication by Faculty

1. Mrs. Surinder Narula (Department of Punjabi)

‘Nanak Singh Da Aadh Khiriya Phool

Published in Journal ‘Punjabi Sikhiya Sandesh’, Punjabi Academy, Delhi Government, Delhi

2. Dr. (Mrs.) Gurdeep Kaur (Department of Punjabi)

Published Article titled ‘Mohan Bhandari Di Kahani Kabootar: Shakti Te Lachari Da Antar Sanwad Path Te Prasang’

Published in Khoz Patrika, Sahita Adiaan Vibhag, Punjabi University, Patiala Volume 71 March 2010

3. Mrs. Alka Sharma (Department of Commerce)

Books

Business Law B.Com I (P) (G.N.D.U), Kalyani Publishers  
Commercial Labour Laws B.Com I (R) (G.N.D.U), Kalyani Publishers

4. Mrs. Renu Tandon

Books

Financial Accounting B.Com I (P) (G.N.D.U) , Kalyani Publishers  
Financial Accounting B.Com I (R) (G.N.D.U) , Kalyani Publishers  
Business Accounting B.B.A. II (G.N.D.U) , Kalyani Publishers

5. Ms. Shivani Dutta

E-Commerce For Classes PGDCA, M.Sc. IT, BCA, B.Com, BA,  
B.Sc. Comp. Sc, M.Com & other UG Classes  
G.N Publications

6. Mrs. Sudesh Sehgal

Text Book of Home Science For Classes +1, +2 (Approved by Board)  
BA 1<sup>st</sup> Year & B.A. 3<sup>rd</sup> Year

**8. Total number of seminars/workshops conducted**

Name of the Department	Activities Undertaken
Department of Economics	Economics Association held a Debate Competition on 'Economic Development'
Department of Hindi	Hindi Sahitya Dhara held Kavya Sanghosti & writing competition to celebrate Hindi Divas on 7 <sup>th</sup> Feb., 2010.
Department of English	English Literary Society organized Poetical Recitation competition.
Department of Dance	Workshop on classical dances was organized by Dance Department on 27-29 Aug 2009 Kathak Exponent Sh. Dinesh Jain gave the performance to students.
Department of Sanskrit	Sanskrit Samman Samaroh was organized. Sh. Rakesh Jaiswal, Dev Sanskriti Vishavavidyalya, Shanti Kunj Haridwar delivered a lecture on the topic 'Personality Development' 9 <sup>th</sup> Jan 2010.
Department of Fashion Designing	Fashion Show 'Adviteeya-The Unique Style' was organized by Department of Fashion Designing on 29 <sup>th</sup> Jan 2010.

P.G. Department of Commerce & Management	Commerce Association organized Commerce Carnival on 27 <sup>th</sup> Nov. 2009.
P.G. Department of Computer Science	I-Tech Group organized I-Tech Quiz Competition on 7 <sup>th</sup> Nov. 2009.
Department of Mathematics	S. Ramanujan Society of Mathematics celebrated India Mathematic Year 2009 on 22 <sup>nd</sup> Sep. 2009.
N.S.S. Unit	NSS units organized a seminar on Traffic Rules, Disaster Management & a lecture on AIDS Day to celebrate World AIDS Day on 1 Dec. 2009.
NCC Unit	To mark the National Cadet Core (N.C.C) week, the NCC Department organized an Essay writing competition on 'Politics Based on Religion and Language
Department of Punjabi	Guest lecture on 'Art of Living' was organized by Punjabi Department.

## 9. Research projects a) Ongoing; b) Completed

### (a) (Ongoing)

Name of the Investigator	Title of the Project	Sponsoring Agency	Date of Commencement	Date of Completion
Dr. (Mrs.) Gurdeep Kaur	Translation of ten pages from 'Bhai Kahan Singh Nasha Mahankosh from Punjabi to English	Department of Punjabi Development, Punjabi University, Patiala	2008-09	2009-10 (Under Publication)
	Monograph on 'Narinder Pal Singh's life & writings	Department of Punjabi Literary Studies, Punjabi University, Patiala	17-12-2009	Ongoing
	Monograph on 'Amrita Pritam's Life & writing'	Department of Punjabi Literary Studies, Punjabi University, Patiala	17-12-2009	Ongoing

10. Patents generated, if any - NIL

11. New Collaborative Research Programmes - NIL

12. Research grants received from various agencies – NIL

### 13. Details of research scholars (Ph.D and M.Phil Programme)

Year	Ph.D Programme			
	On Rolls		Awarded	
2009-10	Full Time	Part Time	Full Time	Part Time
		Mrs. Kiran Arora Principal		
Year	M. Phil			
	On Rolls		Awarded	
2009-10	Full Time	Part Time	Full Time	Part Time
				1) Mrs. Priya Mahajan Lecture in Commerce 2) Ms. Isha Lecture in Commerce 3) Ms. Pooja Sonik Lecturer in Mathematics

### 14. Citation index of faculty members and impact factor - NIL

### 15. Honors/Awards to the faculty: National and International

It is a matter of honour for the institution that the faculty hold prestigious positions in university & National Bodies/Associations.

- Mrs. Kiran Arora (Principal) : Member, Academic Council
- Mrs. Kusum Midha : Appointed subject expert by GNDU in the Selection Committee for selection of Assistant Professors in Colleges
- Mrs. Sarla Bhardwaj : Member, Board of Studies, GNDU  
Member, Faculty of Languages, GNDU  
Executive member of Punjab Hindi Sahitya Dhara, Jalandhar
- Mrs. Anita Dhawan : Member, Indian Association for American Studies
- Mrs. Sudesh Sehgal : Member, Board of Studies, GNDU  
Member, Indian Dietics Society  
Member Indian Home-Science Association  
Appointed subject expert in interviews  
  
Appointed Judge in Youth Festival, Punjab University & State level competitions of Sahodya Schools
- Mrs. Shashi Rampal : Member, Board of Studies, GNDU  
Member, Faculty of Visual Arts
- Mrs. Sushma Sharma : Member, Board of Studies, GNDU  
Member, Board of Moderation, Sanskrit
- Mrs. Tripta Handa : Member, Faculty of Social Sciences, GNDU

- Mrs. Davinder Johal : Member, Faculty of Languages, GNDU  
Member, Board of Moderation, GNDU
- Dr. Mrs. Kulwir Kaur : Member, Board of Studies, GNDU
- Mrs. Tajinder Kaur : Member, Faculty of Languages, GNDU
- Mrs. Renu Tandon : Member, Faculty of Business Commerce, GNDU
- Mrs. Sunita Bhalla : Member, Faculty of Sciences, GNDU  
Member, Inspection Committee of Fashion Designing, GNDU  
Member, selection committee of Fashion Designing, GNDU  
Acted as Judge in Youth Festival of Punjab University
- Mrs. Manmeet Kaur : Member, Board of Studies, Faculty of Science, GNDU
- Mrs. Alka Sharma : Life Member of Indian Commerce Association  
Life Member of Punjab Commerce Association
- Mrs. Priya Mahajan : Life Member of Indian Commerce Association

#### 16. Internal resources generated

Year	Particulars	Amount (in Rs.)
2009-10	Computer Fund, Home Science Fund	3510406
2009-10	Psychology Fund, Fine Arts Fund, Dress Designing Fund, Dance Fund, Fashion Designing Fund	257330
2009-10	Fete	251029
2009-10	Tutorial Fee	423600
2009-10	Registration Charges of Seminars/Workshops	NIL
2009-10	Valedictory Function	26425
2009-10	Funds from Space Utilization/Infrastructure Utilization of the Institution	
	(i) L.I.C	1800
	(ii) S.B.I	4650
	(iii) Nursery T.T	45000
	(iv) Canteen	50000
	(v) Book-Shop	20000
2009-10	Add on Courses	123600

#### 17. Details of departments getting assistance/recognition under SAP,COSIST (ASSIST)/DST,FIST, and other programmes - NIL

#### 18. Community services

The college makes concerted efforts to bring in community orientation in its activities. Learners are sensitized about social, ecological, political and economic issues in an endeavour to benefit

society. Positive role modeling is provided to encourage community service and create responsible citizens.

In the session 2009-10 following programmes for Community Service were undertaken.

- College runs 4 N.S.S. Units which remained active throughout the year.
- The N.S.S. units organized seminars on AIDS awareness, Traffic Rules & Disaster Management and participated in Tree plantation in collaboration with an NGO PAHAL.
- N.C.C cadets also visited the old age Home thereby giving a ray of light to the senior citizens in their dark & lonely days. The cadets also participated in AIDS Awareness Rally.
- Red Cross unit of the college also remained active throughout the year. The members of the unit participated in the project related to Disaster Management. The unit members also participated in the seminar on World AIDS Day held on Dec.1, 2009.

## 19. Teachers and officers newly recruited

### (a) Teaching Staff

Session	Name	Designation
2009-10	Mrs. Anu Bhatia	Lecturer in Commerce
	Ms. Ruchi Malhotra	Lecturer in Commerce
	Mrs. Meenakshi	Lecturer in Commerce
	Ms. Pallavi	Lecturer in Fashion/Dress Designing

### (b) Non Teaching Staff

Session	Name	Designation
2009-10	Mr. Abhishek	Data Operator
	Mr. Karan	Computer Lab Assistant
	Mr. Harish	Nagma Player

## 20. Teaching- Non-teaching staff ratio

Year	Teaching Staff	Non-Teaching Staff	Ratio
2009-10	Permanent - 31	17	1.82:1
	Mgt. Paid -12	12	
	Adhoc- 42	17	

## 21. Improvements in the library services

The following improvements in the library services were made in the session 2009-10

- Computerization of library with standard digital software.
- Displaying newspaper clippings on the Notice Board periodically.
- Conducting Book Exhibitions on different occasion.
- Displaying new arrivals and circulating the lists to the departments.



- Keeping the record of back volumes of Journals and Magazines.
- Keeping record of University papers & College Publications including College Magazine, 'Govind', Prospectus and other documents.

## 22. New books/journals subscribed and their value

Year	No. of Books	Amount (in Rs.)
2009-10	534	333076
Year	No. of Journals	Amount (in Rs.)
2009-10	85	48910

## 23. Courses in which student assessments of teachers is introduced and the action taken on student feedback- NIL

## 24. Feedback from stakeholders

- Feedback from stakeholders is of great importance for us as it propels the institution on the path of development, growth and success.
- Suggestions given by the students through the suggestion boxes are property attended and action is taken as per requirement.
- Parents are well informed about the performance and attendance of their ward and their suggestions for improvement are welcomed.
- Decisions for the smooth working of the institution are taken after having discussions in various meetings.
- Members of the managing committee also welcome the suggestions put forward by the stakeholders.

## 25. Unit cost of education

Year	Course	Amount	Strength	Unit Cost
2009-10	(a) Total expenditure excluding Salary	57,29,644.00	1237	4308
	(b) Total expenditure including salary	3,36,55,871.00	1237	27207

## 26. Computerization of administration and the process of admissions and examination results, issue of certificates.

The college office especially the administration & accounts section are fully computerized. Computer facility is exclusively used for admission process, preparation of internal assessment lists of marks, University position holders, students transcripts, recommendation letters etc.

The following activities of the College were Computerized:-

- Payroll System

- Admission procedure of various courses
  - Complete record of all the students admitted in various streams
  - Library journals/books record maintenance
- (a) The most popular college website-[www.pcmsdcollegeonline.com](http://www.pcmsdcollegeonline.com) has its frequent viewers not only from the staff, students, administrators but also among the alumni, parents as well as well wishers across the globe. The number of hits of the website is increasing day by day. The website provides information, events, photographs and press reports of the day to day activities of the College.
- (b) During this session, the college provided desktop computers (with internet connectivity) to many academic departments as well as to administrative staff also. The departments- P.G. Department of Computer Science & I.T, P.G. Department of Commerce have been provided additional laboratories with Desktop PC's (of latest configuration) and 24 hours internet connection (Leased line connection with 1:1 ratio)
- (c) In addition, during this session one separate computer centre with 15 computers and 24 hour internet facility is working in the P.G. Department of Computer Science & I.T where students can easily search their notes during their free lectures and faculty members can also surf to prepare their lectures.
- (d) The college library also has a browsing centre with desktop computers and internet facility for students as well as faculty members.

## **27. Increase in the infrastructural facilities**

- Establishment of T.V and Video Production lab equipped with latest gadgets. The project was funded by UGC.
- Establishment of Computer Aided Accountancy laboratory. The project was funded by UGC the laboratory is equipped with six computers with required softwares.
- Addition of Printing and Textile Laboratory to the Department of Fashion Designing.
- Renovation and Upgradation of college Auditorium. The project was self financed. The auditorium has been aesthetically furnished and equipped with modern facilities including a projector. The auditorium is useful for holding seminars/workshops/conferences.
- Painting Boards and Tables were purchased by the Fine Arts Department.
- Addition of some electronics like Microwave Oven, Aqua guard etc. to the Department of Home Science.
- Electronic keyboard for the Department of Dance.
- Some additional musical instruments for the Department of Music.
- Infrastructure in computer labs was upgraded as per requirement.
- Upkeep and repair of existing infrastructure facilities.

## **28. Technology upgradation**

- One additional Computer Lab with facilities like computers (with latest configurations) and internet facility was provided to P.G. Department of Commerce for Add-on-Course in Computer Aided Accountancy.
- One additional computer lab for P.G. classes of P.G Department of Computer Science & I.T. was added which was equipped with PC (latest configuration like Dual Core & Core to Duo Processor) as well as 24 hours internet facility.
- The college auditorium was equipped with new devices such as Projectors, PC, Display Carton etc.
- LCD were added in the laboratories in place of CRT monitors.
- Leased line internet connection (with 1:1 ratio) with 1 MB speed was provided for the college.
- The office was equipped with PC (latest configuration) Printer, Scanner, Internet facility, Photocopier machine to enable smooth running and speedy processing of files of the office.
- Software for administrative level work like Payroll, Fees etc was in use and was updated regularly.
- Server with latest configuration for Labs was in use.
- Library was equipped with PC's and internet facility so that students can search their notes. All the books in the library were updated by library software. Photocopier machine was also provided in the library to meet increasing demand of students.
- Maintenance of website of college for information, dissemination and current happenings, concluded activities, development issues and other information related to the college.
- Introduction of computers and internet facility to various departments was done.

## **29. Computer and internet access and training to teachers, non-teaching staff and students.**

- In the modern hi-tech & cyber world computer and internet access is a necessity. It enhances the performance of all departments and goes a long way in realizing our mission and goals.
- Keeping this in mind, a leased line internet connection has been provided in the campus.
- Computer and internet access is provided at various offices and departments including Principal's office, Administrative office, Accounts office, Examination section, library, various departments and laboratories.
- Students and teachers have free access to internet and computers installed at various outlets.
- Workshops are held from time to time to give training to non teaching staff.
- Well equipped computer labs have been established to give training to students of computer science. The college has a good number of students studying computer science in various classes like BCA, M.Sc. Computer Science, B.Com (Prof.), B.Com, BBA, M.Sc. Fashion Designing etc. Besides this, some add on courses in computer training are also available for students from various streams.

### 30. Financial aid to students

S.No. Financial Aid	No. of Students	Amount
<b>i. Merit Cum Means Scholarship</b>		
(a) Scheduled Caste Stipend	45	206740.00
(b) Backward Class Stipend	08	The amount is deposited in individual accounts of the students by the welfare department.
(c) Minority Group	18	
<b>ii. Any other Donors Scholarship</b>		
(a) Sh. Satish Markanda	-	-
(b) Mrs. C.M. Markanda	-	956.00
(c) Mr. Ruby S/o Sh. V.K. Kapoor	-	956.00
(d) Prem Eye Hospital, Jalandhar	-	764.00
(e) Mr. Balraj	-	-
(f) Mrs. Praveen Malik	-	-
(g) Mrs. Chhaya, Advocate	-	-
<b>iii. Scholarship from Non-Govt. Organizations</b>		
(a) Manav Sehyog Society	06	18000.00
(b) Lions Club	15	15000.00
(c) Hari Singh Estate Educational and Charitable Trust	02	6000.00
(d) Sitaram Jindal Foundation	-	-
(e) Rashtriya Sanskrit Sansthan, New Delhi	-	9000.00
<b>iv. Financial Aid from the College to deserving students</b>		
(a) Deserving students	-	283528.00
(b) Merit	-	95010.00

### 31. Activities and support from the Alumni Association

- Efforts were made to strengthen the Alumni Association. Members of the Alumni Association are constantly in touch with the institution. They make significant contribution in the growth and progress of the college. Their valuable suggestions are always welcomed. Members of the Alumni Association are also invited to college functions.
- Annual meeting of the Alumni Association was held on Dec. 11,2010. More than one hundred members attended the function. Many members of the Alumni Association aired their views and sentiments on being associated with their alma-mater. Ms. Anita Nanda, Principal, Lala Jagat Narain D.A.V Model School said she was proud of having graduated

from PCM S.D. College for Women. Ms. Rekha presented an interesting item in histrionics. The function was a grand success.

- Our Alumni also contributed to the college Magazine. A special section has been introduced in the college Magazine 'Govind'. Our well placed Alumni express their views about their Alma-mater through this platform.

### **32. Activities and support from the Parent-Teacher Association**

- Most departments conduct parent-teacher meetings on regular basis in order to provide feedback to the parents about the performance of their wards.
- Parents are informed regularly about the attendance record of their wards.
- Meetings are held with the parents of the weak and irregular students to motivate them and to enhance the performance of the students. It has really helped a lot in improving the performance of students in exams.
- Parents are also invited to the annual functions.

### **33. Health services**

- Health Care Centre is housed in the indoor sports complex of the college. Medical aid is immediately provided to all the needy students. There is also arrangement for giving first-aid to the students.
- Dr. D.V. Arora & Dr. Raghubir Singh, neighborhood doctors, are easily available on call to attend to emergency cases.
- Some health awareness programmes were also conducted during the session.
  - (a) The N.S.S. units organized a lecture on AIDS on Dec. 1,09 which is celebrated as AIDS Day. Dr. Balraj Guptra from Rattan Hospital encouraged the listeners to have a feeling of sympathy for the HIV positive patients.
  - (b) Students participated in the Awareness Rally by Red Ribbon Express.

### **34. Performance in sports activities**

The performance of our students in sports has been both consistent and remarkable, students participated in various indoor and outdoor games. The detail of their achievements is recorded in Part C.

### **35. Incentives to outstanding sportspersons**

Outstanding sportspersons are given various incentives to motivate them and to promote sports.

- Fee Concession
- Stipends to University, National and Inter-national players.
- Refreshment and sports kit to all players.
- Students participating in different games are given special coaching and guidance for their exams as they cannot attend their classes regularly due to their training schedule and competitions.

### **36. Student Achievements and awards.**

- (a) **Rank holders in Guru Nanak Dev University** 23 students were given medals in the Annual Prize giving function for securing top positions in the University. The detail is included in Part C of the report.
- (b) 112 students were placed in the University merit list in various university exams. They were given merit certificates.
- (c) Achievements in Youth Festival & inter college competitions. The detailed list of achievements is recorded in Part C.
- (d) Medals & shields were given to Bests of the session in different fields during the Prize Distribution function.
- (e) NCC Cadets who attended various camps were also given shields.
- (f) Sports persons were also honoured during the Prize Distribution Function.
- (g) Students showing outstanding performance in House Examinations were also given prizes. This practice motivates them to improve their performance in final examination.
- (h) Prizes were also given to students for Best Contribution to College Magazine 'Govind' editors of different sections and regular readers in the library and 100 percent attendance in the lectures.

### **37. Activities of the Guidance and Counselling cell.**

- At the time of Admission the students were guided to choose the streams and the subjects keeping in mind their aptitude, skills and capabilities. Students were given this guidance by the faculty.
- Career guidance was given to students in collaboration with the placement cell.
- Department of Psychology offers personal counselling to students. It helps students in solving their emotional and personal problems.
- Pre-examination stress is a common problem with all students. Students are guided by the faculty to adopt certain methods to come out of this problem.

### **38. Placement services provided to students**

For providing placement services to the students, placement cell of the college is a unique institutional arrangement in the campus mainly motivated to empower the student community in terms of providing training and securing jobs. Companies are invited by placement cell to conduct direct campus recruitment. Placement Cell remained active throughout the session 2009-10. A detail of its activities and achievements follows:-

- Placement cell of our college organised a lecture on 'Personality Development' in coordination with Frankfinn on Sep. 12, 2009. Mr. Sarbjit Singh Kawatra, one of the officers of Frankfinn delivered the lecture and gave the tips for personality development.
- A placement camp was held by Acess group on 1<sup>st</sup> Oct' 2009 in our college. Ms. Poonam and Mr. Rakesh Uppal interviewed 58 students of Arts, Commerce and Computers. 32 students

were selected by the group for various insurance companies like Maxlife insurance company, Tata Birla etc. The list of placed students includes:-

<b>i.</b>	Amita	PGDCA
<b>ii.</b>	Ramandeep Klair	B.Com (Prof.) III
<b>iii.</b>	Neha	BCA III
<b>iv.</b>	Shivani	B.Com (Prof.) III
<b>v.</b>	Sonali	BCA III
<b>vi.</b>	Neha Jairath	PGDCA
<b>vii.</b>	Asha	BCA III
<b>viii.</b>	Sakshi	M.Sc. I
<b>ix.</b>	Ashima	PGDCA
<b>x.</b>	Shalini	B.Com (Prof.) III
<b>xi.</b>	Poornima	B.Com (Prof.) III
<b>xii.</b>	Shaveta Sharma	PGDCA
<b>xiii.</b>	Deepjyoti	PGDCA
<b>xiv.</b>	Geetika	PGDCA
<b>xv.</b>	Nisha Mehta	BA III
<b>xvi.</b>	Rajni	BCA III
<b>xvii.</b>	Charu Malhotra	BA III
<b>xviii.</b>	Rachna	BA III
<b>xix.</b>	Kamini Bhatia	BA III
<b>xx.</b>	Jaspreet Kaur	PGDCA
<b>xxi.</b>	Pawanpreet	B.Sc. (Eco) III
<b>xxii.</b>	Rajinder Kaur	BA III
<b>xxiii.</b>	Apurva	B.Sc. (Eco) III
<b>xxiv.</b>	Sudha	B.Com (Prof.) III
<b>xxv.</b>	Shilpi	BCA III
<b>xxvi.</b>	Neha Chaudhary	BA III
<b>xxvii.</b>	Shalini	B.Com (Prof.) III
<b>xxviii.</b>	Gagandeep Kaur	BA III
<b>xxix.</b>	Swati Arora	B.Com (Prof.) III
<b>xxx.</b>	Gurjot Kaur	B.Com (Prof.) III
<b>xxxi.</b>	Pallavi	B.Com (Prof.) III
<b>xxxii.</b>	Manpreet Kaur	PGDCA

- The placement cell signed MOU with MIE (Make India Employable) in the month of December.
- MIE conducted PDP of 12 hrs and 71 students attended the same.
- An aptitude test was conducted by MIE. 125 students appeared in this test.
- On 21<sup>st</sup> January 2010 IBM (Daksh) visited the college campus and 3 students, namely, Ketki, Sandeep and Monisha were selected .
- WIPRO (BPO) also visited college campus in the month of January. Two students Parul and Gaganpreet were selected .

- On 9<sup>th</sup> Feb. 2010, HDFC standard life insurance visited the campus and 10 students were selected. The list includes Jyoti Behl, Amrinder Kaur, Vijay Laxmi, Sandeep, Aanchal, Sakshi, Ketki, Ritika, Monika & Gaganpreet.

### **39. Development programmes for non-teaching staff**

Non teaching staff is an integral organ of every educational institution. To enable them to update their knowledge and skills to build up their competencies, opportunities are given to them to attend the workshops/seminars conducted by different departments. Some of them are highlighted as follows:-

- A workshop on 'Efficient office' for the non-teaching staff members of the college was conducted on 12<sup>th</sup> Oct' 2009. The focus of the workshop was on the use & practice of MS Word, MS Excel & Internet.
- 7 persons of the non-teaching staff members were trained in computer application for college administrative work by staff members of computer department.
- Computers with latest configuration (LCD's, Core to Due processors etc.) & internet facility, fax machines are also provided to non-teaching staff so that they may perform their official work efficiently.
- Regular guidance for updating computer knowledge with the changing needs of time is provided to non-teaching staff members by computer department.

### **40. Good Practices of the institution**

- The mission of the institution is to provide value based education. Efforts are made to achieve comprehensive adherence to quality education.
- Meetings are held to make effective plans for improving academic performance of the students and important decisions for the organization are taken.
- Morning assembly is conducted every monday. It is a good platform for students and teachers to inculcate feeling of nationalism as national Anthem & Vande Matram are recited during the assembly. Both students & teachers present Thought for the Day also.
- Financial assistance is given to needy as well as meritorious students through scholarships and welfare funds from donars.
- Educational trips are organised by various subject societies.
- Students are motivated to visit the college library and regular readers in the library are given prizes during the Prize Distribution function.
- 'Havan Yajna' is performed in the beginning of the session to seek blessings of Almighty.
- Before filling the admission forms students & teachers invoke blessings of Goddess Saraswati during 'Saraswati Puja'. It is an annual feature of the institution.
- Orientation session is held in the beginning of the session for new comers. They are briefed about the do's and donts, about various study opportunities and facilities for career development.
- Central Association is a prestigious institution working efficiently in the college since its inception. It consists of the elected class representatives, nominated members of N.S.S.,



N.C.C., Youth Club and other societies. The main aim of this body is to instill among the students values of discipline, team spirit, honesty, humanity, responsibility, duty consciousness and commitment.

- Grievances of the students are brought to the notice of the teachers in charge of Central Association and efforts are made for their timely redressal.
- Merit students are honoured and their names and photographs are placed on the Notice Board and Honours Board.
- N.S.S., Youth Club and N.C.C are active throughout the session and students participate in various activities like youth festivals, youth welfare camps and other inter college competitions.
- Last but not the least all round development of the students is promoted by providing a congenial atmosphere. Behind all these practices the guiding force is our motto 'Do Your Job Well'.

#### **41. Linkages developed with National/International, academic/research bodies.**

- (a) Linkages with NGOs- The institution is associated with Rotary Club, Lions Club, Jaycees, Red Cross and other NGOs and work together while exploring the areas of mutual interest where in the deserving students seek financial help and exposure to social cause.
- (b) ICSSR and ICFAI have been instrumental in holding seminars and workshops in the campus relating to various problems being faced by the State of Punjab in Higher Education Scenario, Role of Punjabi Women in Freedom Struggle of India. ICFAI has been organizing seminars on career programmes for commerce students on scope of commerce after post graduation industry specific program like CFA etc.
- (c) Linkages with Industry- The Post Graduate students of department of commerce, computers and Fashion Designing keep visiting industry from time to time to have practical exposure of the critical concepts taught. The students are required to undergo practical training of 4 weeks and prepare a PROJECT REPORT which is submitted to the university as a part of their syllabi. So, the institution has developed linkages with industry.
- (d) Linkages with organizations helping in competitive exams preparations and placements-The institution has linkages with NIIT (Jalandhar) and IBS (Institute of Banking Services) that help the students of all streams to compete in various examinations of 'B' and 'C' category of All India Central and State jobs.
- (e) Members of various Professional/Academic Bodies- The Teaching fraternity of the institution has been nominated as members of various academic bodies of G.N.D.U and life members of various bodies. Academic Bodies like Board of Studies, Coordinators of various UGC schemes, life members of All Indian Commerce Associations etc. These bodies help in designing and redesigning the curriculum as per the need of the time. Indian Commerce Association and Punjab Commerce Associations arrange FDPs/Workshops on vibrant issues.

- Faculty members attend seminars and present papers in the seminars organized by various academic bodies including affiliated colleges and universities.
- Placement Cell of the college invited some companies like WIPRO, IBM (Daksh). HDFC Bank to conduct campus interviews for outgoing students.
- Placement Cell signed on MOU with MIE (Make India Employable). MIE conducted PDP and aptitude test of the students.

#### **42. Action Taken Report on the AQAR of the previous year**

Institutional policy with regard to quality assurance of the previous year was reviewed and steps for effective implementation of the quality assurance procedures were taken. Academic audit and external review of the academic provisions were initiated. Institutional mechanisms to monitor teaching-learning process/methodology, effective governance, optimal utilization of resources and research promotion were modified as per requirement.

#### **43. Any other relevant information the institution wishes to add.**

- ‘Prakriti’ an environmental club is functioning in the college with the mission of ‘Go Green’. Mrs. Sarabjit Aneja & Mrs. Ujla Joshi undertook the task of creating a greener and environmentally healthy PCM S.D. College.
- Academic Excellence is the hallmark of this institution. The college pass percentage has always been much higher than that of University pass percentage in the university examination of various classes.
- Various academic and cultural Societies function in the college with a view to unfold the potential of the students.
- The college brings out its magazine ‘Govind’ every year. This provides a platform for the students to showcase their writing talents. The year round campus activities are also published in this magazine.
- The dignitaries who visited the college during various functions are Sh. Mohinder Singh Kaypee, Member Parliament, Hon’ble Sh. Manoranjan Kalia, Minister of Local Bodies, Industries and Commerce and Prof. A.K. Aggarwal Vice Chancellor, School of Health Sciences, IGNOU.
- Our student Avtar Kaur made us proud by securing 1<sup>st</sup> position in Thumri in the Harivallabh Sangeet Pratiyogita held on 24<sup>th</sup> Dec., 2009.
- Annual functions namely Talent hunt, Prize Distribution, Convocation, Felicitations, Saraswati Pujan etc. were organised and the campus was humming with activity throughout the year.

### Section C: Outcomes achieved by the end of the year

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement was successfully implemented and the outcome is in all areas of teaching, consultancy, research & efficient governance.

#### (A) Introduction of New Courses

The college introduced the following innovative, job oriented and interdisciplinary courses in the academic session 2009-10.

#### U.G.C Granted Career Oriented Add on Courses

- (a) Computer Aided Accountancy
- (b) T.V. and Video Production

#### (B) Academic Excellence

Some of the significant achievements are mentioned here.

#### • Top positions in G.N.D.U

Class	Name of Student	Positions in Univ.
B.Com. (Professional) III	Priyanka	1 <sup>st</sup> in University
B.Sc. (Economics) III	Geetanjali	1 <sup>st</sup> in University
B.Com. (Professional) I	Reetika Shekhar	1 <sup>st</sup> in University
B.Sc. (Fashion Designing)I	Prabhjot Kaur	1 <sup>st</sup> in University
P.G. Diploma in Office Mgt.	Gagandeep	1 <sup>st</sup> in University
Sec. Practices		
P.G. Diploma in Dress Designing & Tailoring	Vandana	1 <sup>st</sup> in University
B.A. Sanskrit Honours III	Shallu Puri	1 <sup>st</sup> in University
B.A. Sanskrit Honours III	Jyoti Rani	2 <sup>nd</sup> in University
B.Sc. (Fashion Designing) I	Madhuri Pushkarna	3 <sup>rd</sup> in University
B.Com.(Professional) II	Jasvir Kaur	4 <sup>th</sup> in University
M.Sc. (Computer Sc.) 4 <sup>th</sup> Sem.	Gurpreet Kaur Kalra	5 <sup>th</sup> in University

B.C.A. III	Ashima Gabha	6 <sup>th</sup> in University
B.A. I	Upasana Puri	6 <sup>th</sup> in University
	Gagandeep	6 <sup>th</sup> in University
B.Com.(Professional) II	Meera	7 <sup>th</sup> in University
B.Sc. (Economics) I	Sakshi Gupta	7 <sup>th</sup> in University
B.Com.(Professional) III	Ramandeep Kaur	8 <sup>th</sup> in University
B.A. III	Ranjeet Kaur	8 <sup>th</sup> in University
B.Com. (Professional) I	Simranjeet Kaur	8 <sup>th</sup> in University
B.Sc. Economics Part I	Ruchika Jain	9 <sup>th</sup> in University
B.C.A. I	Navjot Kaur	9 <sup>th</sup> in University
B.A. III	Shallu Puri	10 <sup>th</sup> in University
B.Com.(Professional) I	Priyanka	10 <sup>th</sup> in University

- **A Legacy of Excellence**

112 Merit Positions in the University Examination of various classes.

- Pass Percentage of our college in all university examination has always been much higher than that of G.N.D.U. It is an ample proof of the growth of the institution towards achieving excellence.

<u>Class</u>	<u>University Pass %</u>	<u>College Pass%</u>
B.A.I	39.90	83.10
B.A.II	78.63	97.61
B.A.III	77.93	99.56
B.Sc.(Eco.)I	59.52	100
B.Sc.(Eco.)II	83.42	100
B.Sc.(Eco.)III	87.99	100
B.Sc.(Computer Sc.)I	59.52	100
B.Sc.(Computer Sc.)II	83.42	100
B.Sc.(Computer Sc.)III	87.99	100

B. Com. I	71.42	95.45
B. Com. II	76.54	100
B. Com. III	90.55	100
B.Com.(Prof.)I	91.64	97.46
B.Com.(Prof.)II	82.73	100
B.Com.(Prof.)III	94.21	100
B.C.A.I	43.62	75.30
B.C.A.II	90.93	100
B.C.A.III	93.68	98.61
B.B.A.I	63.03	78.57
B.Sc. Fashion Designing I	60.61	88.57
M.A (Punjabi)I	50.62	81.81
M.Sc.(Computer Sc.)3 <sup>rd</sup> Semester	-	100
M.Sc.(Computer Sc.)4 <sup>th</sup> Semester	-	100
M.Sc.(Computer Sc.)I Annual	-	100
P.G. Diploma in Computer	-	97.43
Application		
P.G. Diploma in Dress Designing& Tailoring		100
P.G. Diploma in Cosmetology	-	100
P.G. Diploma in Office. Mgt. & Secretarial Practices	-	100
P.G. Diploma in Fashion Designing	-	100
Diploma in Stitching & Tailoring	-	92.85

- Extra Curricular Activities

## **NSS Department**

Under the banner "Not Me But You" the college runs four NSS Units. These units remain active throughout the year in development programmes. Member of NSS are involved in community out reach programmes, Blood Donation Camps and in helping the physically and mentally challenged.

- The NSS units, of the college organized a seminar on Traffic Rules on July 27, 09.
- A Tree Plantation camp was held in the college.
- As per the orders of the Deputy Commissioner a seminar relating to Disasters & their effects and our preparation was held in the college in collaboration with PAHAL on Sept. 22, 09.
- The NSS units also organized a lecture on AIDS on Dec. 1, 09 which is celebrated as world AIDS Day. Dr. Balraj Gupta ( Rattan Hospital) felt that what was required was a feeling of sympathy for the HIV positive.

## **NCC Department**

The college has an NCC platoon which instills discipline and patriotic fervor in the students. The cadets attend summer camps, trekking expedition camps and also annual training camps. The cadets visit the inmates of a senior citizen home thereby giving a ray of light to them in their dark old days. Participation in an Aids Awareness Rally is a must.

- Our 2 N.C.C cadets u/o Priyanka and u/o Avneet got Sahara Scholarship worth Rs. 12,000/- Rs. 5,000 resp. This Scholarship is awarded by Sahara Group to those N.C.C cadets who scored above 75% in academic.
- 5 N.C.C. Cadets U/O Diksha Gupta, Sapna Kumari, Harpreet Kaur, Avneet Kaur, Harjasmeeet Kaur attended Basic Leadership Camp at Tamilnadu from 25 May to 5 June 09.
- Lt. Priya Mahajan along with 4 cadets U/O Mandeep Kaur, U/U Manjit Kaur, Jyoti Kalra & Charu Narula attended All India Girls Trekking Expedition Camp at Kufri (Shimla) from 7 June to 19 June 09 our cadets represented Jalandhar group and got first prize in cultural programme.
- 18 N.C.C. cadets attended Annual Training camp at KMV College Jalandhar from 17 May to 21 May 09 our cadets won many prizes in this camp.
- Solo Song - 1St Gurpreet

- Solo Dance - 1st Priyanka
- Group Song - 1st
- Group Dance - 1st
- Best Drill – Mandeep
- Best Turnout - Mandeep
- Squad Drill - IInd
- 15 cadets attended the Independence Day Parade at Guru Gobind Singh Stadium.
- U/O Shaveeta Vaid attended N.C.C. Girls Mountaineering expedition held at Uttarkashi from 20 Aug to 29 Sep. 09. This daring mountaineer scaled Lam Khaga. Peak that stands at the height of 19000 feet in Uttarkashi Garhwal (Uttarakhand). She was the only N.C.C. cadet from Punjab Girls Battalion to get selected for this expedition from the region comprising Punjab, Haryana, Himachal Pardesh and Chandigarh. She was one of the 20 students selected from all over the country.
- 3 cadets U/U Mandeep, U/P Kavita & Meenakshi attended National Integration camp held at Juhu Mumbai from 12 Oct to 23 Oct. 09.
- Sgt. Pooja, Suman and Divya attended CATC held at Jal. Cantt from 19 Oct to 30 Oct. and from 31st Oct to 9Nov.09.
- Sgt. Pooja attended Pre-DECAT camp held at Ludhiana from 11 Nov to 21 Nov. 09.
- To mark the National cadet core (N.C.C) week, the N.C.C. Deptt. organised an essay writing competition on 'Politics Based on Religious and Language' in which 25 cadets took part. U/o Shaweta Vaid, Chandni and Diksha won first, second & third prize respectively.
- 22 N.C.C. cadets participated in Annual Training camp held at Jal. Cant
- 21 Nov to 30 Nov. 09. Our cadets won prizes in Squad Drill and Individual Drill.
- Cadets Suman, Divya and Pooja participated in a function organised to celebrate Armed Force Flay Day on 7th Dec 09. The function was held at War Memorial Jalandhar.
- Our 4 cadets u/o Manjit Kaur, Sgt Simmi, Ruby, Reena attended National Integration Camp at Rohtak from 19<sup>th</sup> Jan to 30<sup>th</sup> Jan 2010.

## **Sports Department**

The college gives special encouragement to students participating in sports. The college has facilities for indoor and outdoor games. In order to inculcate a spirit of sportsmanship we encourage students to take part in games. The achievements of our players in Inter College, Inter Varsity, state and zonal tournaments has indeed been praiseworthy. The college participates and also wins in Inter College Championships.

### **Chess**

24 July to 26th July 09

Body fisher Memorial All India Level open chess tournament was held at Chandigarh (Parshuram Bhawan). Our player Heena scored 5/9 points.

14th Aug to 16th Aug. 09

Punjab State Chess tournament was held at D.A.V. College Jalandhar. Our player Heena won the 5th position. She scored 3/5 points.

19th Sept To 28th Sept.09

National U-19 Chess Championship 2009 was held at Chennai. Our player 1-Heena participated in the competition.

### **Ball Badminton**

27th Nov to 29th Nov. 09

2nd Senior State Ball Badminton Championship 2009-2010 Boys & Girls was held at Jalandhar St. Soldier Campus. Our team won 2nd Runner up position and the following were selected as members of Punjab State Team Pawandeep, Heena, Madhuri, Kanika, Bhavana, Simmi, Reena. They participated in this State Championship.

### **Youth Club**

In this fast changing net surfing world, Academic record is important but participation in extra curricular activities is a must as it enhances our communication skills, organizational skills and teaches us to work in a team spirit. The college youth club provides a fantastic platform to the budding artists to blossom.

The cultural committee of the college works with the objective of developing culture talents of the students, improving their capabilities to work as a team and raising their level of self



confidence. Cultural activities organized by the cultural committee include a two day talent hunt usually organized in the month of August. Winners are awarded certificates and trophies by the youth club. The students associated with the EMA department have always won laurels in youth festivals at Zonal, Inter Zonal and National Levels. The department maintains its glorious tradition of winning Medals and Trophies.

Date	Level	Venue	Item	Achievement
Summer Vocation	University	Dalhousie	Hiking and Trapping Camp	Sakshi – Best Camper Sakshi – 1 <sup>st</sup> poetry, debate Any Gupta – 1 <sup>st</sup> in debate, declamation Richa – 1 <sup>st</sup> in Dance
Aug 8,09	Inter-College	B. D. Arya College	Group Bhajan/Shabad	2 <sup>nd</sup> Prize
Aug 15,09	-	Guru Gobind Singh Stadium	Independence Day Celebrations	Shields & Certificate for participations in Group Dance
Aug 18,09	Inter-College	Hindu Kanya College Kapurthala	Declamation Contest	Sakshi – 1 <sup>st</sup> Prize Overall Trophy
Sept 04,09	Inter-College	Rotary Club, Jalandhar	Declamation Contest	Sakshi – 1 <sup>st</sup> Prize Overall Trophy
Sept 11,09	Inter-College	Rotary Club, Jalandhar	Poetical Recitation `	Sakshi – 1 <sup>st</sup> Prize
Sept 18,09	Inter-College	Rotary Club Jalandhar	Folk Song	Kiranjot – 2 <sup>nd</sup> Prize
Sept 25,09	Inter-College	Rotary Club Jalandhar	Skit & Monoacting Competition	Skit – 3 <sup>rd</sup> Prize
Oct 05,09	Inter-College	GNDU, Amritsar	Debate Competition	Sakshi – 2 <sup>nd</sup> Prize Selected to represent GNDU team at New Delhi Inter-Varsity Competition
Oct 26,09	-	-	Sant Namdev Painting Competition	Composition 1 <sup>st</sup> Composition 3 <sup>rd</sup>

Oct 30,09		Desh Bhagat Yadgar Hall, Jalandhar	Mela Gadri Babbeyan Da	Sharanjeet- Consolation Prize in Poster Making
Nov 6-7,09	Inter- University	Indian Ass. Of Parliamentari an on Population and development	Debate Competition	Sakshi represented GNDU
Nov 20,09	Inter - College	Hindu Kanya College Kapurthala	Various Competitions	Choreography 1 <sup>st</sup> Collage Making 1 <sup>st</sup> Geet Gazal 2 <sup>nd</sup> Phulkare 2 <sup>nd</sup> Joran Making 2 <sup>nd</sup> Group Song 3 <sup>rd</sup> E-Collage 3 <sup>rd</sup>
Nov 21,09		Sada Sukh Chopra S.D. School, Jalandhar	Folk Song Monoacting	Folk Song 1 <sup>st</sup> Monoacting 3 <sup>rd</sup>

### **Achievements in Youth Festival**

#### **Results of GNDU Inter Zonal Youth Festival**

- Fancy Dress      First
- Declamation    Second
- Mime              Third
- Still Life         Third
- Cartooning       Third

#### **Results of GNDU Zonal Youth Festival :**

- Fancy Dress      First
- Mime              First

- Cartooning            First
- Life Sketching      Second
- Declamation        Second  
  & Debate
- Still Life            Third
- Clay Modeling      Third
- Vaar Singing        Third

#### **Section D: Plan of the HEI for the next year**

- **Expanding Horizons**

The college plans to open the following innovative and job-oriented courses in the academic session 2010-11.

1. M.Sc. Information Technology
  2. M.Sc. Fashion Designing and Merchandising
  3. M.Com
  4. B.Sc. (Non-Medical)
  5. Add on Course in Web Designing
- Infrastructural Development upgradation and maintenance of existing laboratories, strengthening infrastructural facilities in the college.
  - Sending proposals to UGC for grants under various schemes.

- **Fostering Research**

- (a) The college will promote research by encouraging the staff members to apply for minor and major research projects and other research schemes of the UGC. Staff members will be encouraged to publish research work.
- (b) The Departments will invite resource persons from various research institutions and the industry to provide technical and industrial know how to the students and teachers.
- (c) The Departments will be encouraged to organize State, National and International level conferences, seminars and workshops.
- (d) The staff members will be encouraged to attend conference and workshops to upgrade their knowledge.

- **Ensuring student Development**

- (a) To increase the placement of students through the Placement Cell.
- (b) To implement programmes in the areas of Effective Study Skills and Communication Skills.
- (c) Intensive class room teaching including practical work.
- (d) Periodic class tests & holding two terminal examinations.
- (e) Counselling to both weak and advanced learners.
- (f) Providing financial assistance through scholarships stipends and fee concession
- (g) Book Bank facility.

- (h) Promoting sports activities & Extension activities
- (i) Ensuring student contribution in safe & green environment
- (j) Continuing the tradition of holding Morning Assembly, Havan Yajna at the beginning of the session and Saraswati Pujan before filling admission forms.
- (k) Promote activities of various subject Societies/Associations.
- (l) Holding Annual functions namely felicitations 2010, Talent Hunt, Fete, Prize Distribution, Convocation and Valedictory function.
- (m) Providing community-orientation to students to instil social responsibility through NCC, NSS & Red Cross units.