

# *A.S. COLLEGE FOR WOMEN*

*Amloh Road, Khanna-141401(Punjab)*



**THE ANNUAL QUALITY ASSURANCE REPORT**

**(AQAR)**

**OF THE IQAC**

**FOR THE SESSION**

**2006 - 2007**

## COMPOSITION OF THE IQAC

In pursuance of the proposal given by NAAC to establish an Internal Quality Assurance Cell (IQAC), as a post-accreditation quality sustenance measure, A.S.College for women, Khanna has framed Internal Quality Assurance Cell for quality enhancement and to bring about catalytic improvement in the performance of the institution. The members of this cell are as under :--

Principal Dr. Rekha Kalia Bhardwaj--Chairperson

~~Dr. Ramna Singla~~  
Mrs. Puneet Sodhi--Co-ordinator

Dr. Mrs. Kusum Narula Member

~~Dr. Mrs. Ramna Singla~~ " D

Dr. Mrs. Karuna Arora "

Ms. Arvinder Kaur " (AQAR) OF THE IQAC

Dr. Mrs. Prabhjit Kaur "

Mrs. Sushma Singla "

~~Mrs. Taranjit Kaur~~ " D

Mr. Rajinder Singla "

~~Dr. Ashwani Bangal~~  
Mr. Yoginder Sharma--President of College Governing Body

Mr. Jatinder Devgan--Secretary of College Governing Body

Mrs. Amar Joshi--Former Principal of A.S.College for Women (Nominee from local Society)

## PART A

## PART A

## THE ANNUAL QUALITY ASSURANCE REPORT

THE FUTURE OF THE QUANT / ASSURANCE RE

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**(AQAR) OF THE IQAC**

Economics: Public and Private 2007-2008

2006 – 2007

2000 2001

**A.S.COLLEGE FOR WOMEN.**

These colleges will apply for a 2006-2007 Summer Learning to Degree course, and Classroom Project on Effective Teaching.

# KHANNA

It is a matter of great satisfaction that the outcome of the above discussed proposals has been quite encouraging. The list of different projects and activities has been incorporated in Part B of the report.



Name of the Institution : A.S.College for Women, Khanna

Year of Report : 2006 - 07

### PART A – The Plan of Action

Various sub committees and societies were formed in the beginning of the year to bring about quality enhancement. Incharges of these committees/societies were asked to submit their suggestions to bring about effective changes in the college curriculum for an all round development and progress in the college. Proposals were invited from different departments so that they would be implemented in toto. As a result, the following conclusions were drawn :

- ✓ Exhibitions will be held by Departments of ~~Eco~~<sup>Art</sup>/Fine Arts/Home Science/Fashion Designing, to give an opportunity to the students to explore their creativity and hidden talent.
- ✓ Quiz Competitions will be organized by all the departments to sharpen the IQ level of the students.
- ✓ Various inter-class competitions in the form of Calligraphy and Creative Writing contests will be held by Language Departments.
- ✓ ICSSR sponsored National Seminar will be organized.
- ✓ ~~Extension lectures/workshops/talks will be arranged by the Departments of Commerce, Economics, Hindi and Panjabi.~~
- ✓ Talent Search function will be held.
- ✓ Excursions and Educational trips will be organized in order to stimulate the exploring instinct among the students.
- ✓ Funds will be generated through donations and other means.
- ✓ The college will apply for some Add-on Courses.
- ✓ Infrastructure of the college campus will be renovated and updated.
- ✓ Computer labs will be supplied with new equipments.
- ✓ The college will apply for B.Sc. Fashion Designing as degree course and Classical Dance as Elective Subject.

It is a matter of great satisfaction that the outcome of the above mentioned proposals has been quite encouraging. The list of different projects and activities has been incorporated in Part-B of this report.



## PART - B

### 1. ACTIVITIES REFLECT **PART B** LS AND OBJECTIVES OF THE INSTITUTION

Since the goal of our institution is "Awakened Women - Awakened Nation", we aim at providing value-based and job-oriented education. Our college wishes to produce responsible citizens for the nation. Our field being the **OF** education, we intend to make them aware of health, protection, environmental issues, drug menace, AIDS, and of female foeticide and other social concerns. In order to maintain a healthy balance between the inculcation of conventional outlook and **THE ANNUAL QUALITY ASSURANCE REPORT** as well as knowledge on information technology. These objectives are discerned through different activities. The examples of some of them are given below:-

Havan Yajna

#### (AQAR) OF THE IQAC

The session **2007-08** religious ceremony i.e. Havan Yajna on 22-06-08. Pt. Sh. Rajesh noticed Gayatri Mantras and prayed for the healthy and bright future of everyone. Sh. Yashwanth Sharma, President, College Managing Committee and the College Secretary Sh. **2006 - 2007** presided the occasion with their presence. Nandini, who had been invited to the award ceremony. The students who secured more than 70% marks were given away certificates by the college President Sh. Yashwanth Sharma Ji, Sh. Jalandar Deygani and college Principal Dr. Rakha Sharma.

## A.S.COLLEGE FOR WOMEN,

Dissonance at Chandigarh in collaboration with the states of Punjab, Haryana and Himachal Pradesh. The NTC cadres of our college were given laurels by attending various camps during the session. The details of these **KHANNA**

• NTC (National Training Camp) was held at Kullu (Himachal) from June 2-2006 to June 10, 2006. Seven cadres attended this camp.

• ATC (Annual Training Camp) was held at Sandhwan (PDS) from July 12, 2006 to July 23, 2006. As many as 10 students attended this camp and two cadres.

## PART – B

### 1. ACTIVITIES REFLECTING THE GOALS AND OBJECTIVES OF THE INSTITUTION :

Since the goal of our institution is 'Awakened Women –Awakened Nation', we aim at providing value-based and job-oriented education. Our college wishes to produce responsible citizens for the nation. Our field being that of Women-education, we intend to make them aware of health protection, environmental issues, drug menace, AIDS, evil of female foeticide and other social concerns. In order to maintain a healthy balance between the inculcation of cosmopolitan outlook and preservation of our own traditional culture, efforts are made to provide moral education as well as knowledge on information technology. These objectives are discerned through different activities the examples of some of them are given below :-

#### Havan Yajna:

The session 2006-07 started in the college with religious ceremony i.e. Havan Yajna on 22-7-06. Pt. Sh. Rajiv Ji recited Gayatri Mantras and prayed for the healthy and bright future of everyone. Sh. Yoginder Sharma, President, College Managing Committee and the College Secretary Sh. Jatinder Devgan graced the occasion with their presence. Nangali Wale Bai Ji was invited to bless the students with her pious words. The students who secured more than 70% marks were given away certificates by the college President Sh. Yoginder Sharma Ji, Sh. Jatinder Devgan and college Principal Dr. Rekha Bhardwaj.

#### NCC

Our college is associated with 4 Pb Girls Bn NCC, Patiala which is a part of Directorate at Chandigarh in collaboration with the states of Punjab, Haryana and Himachal Pradesh. The NCC cadets of our college brought laurels by attending various camps during the session. The details of these camps as below :

- ~~NIC (National Integration camp)~~ was held at Kufri (Shimla) from June 7, 2006 to June 18, 2006. Seven cadets attended this camp.
- ATC (Annual Training Camp) was held at Sandhuan (FGS) from July 12, 2006 to July 23, 2006. As many as 18 students attended this camp and two cadets –



Mandeep Kaur and Harsukhninder Kaur were selected for Pre-TSC in Shooting. Seven cadets got certificates of appreciation while three got 2nd prize in Group Song competition at the closing ceremony of the camp. Our students were given special letter of appreciation for their enthusiastic participation in all activities.

- One Pre-TSC (Thal Sena Camp) was held at Shahtalai from August 8, 2006 to August 20, 2006 in which Mandeep Kaur & Harsukhninder Kaur got direct promotion to the highest rank i.e. SUO (Senior Unit Officer).
- Another DC-ATC (Drill Cultural Annual Training Camp) was held at Anandpur Sahib (Roop Nagar) from Sep. 11, 2006 to Sep. 22, 2006. Twenty two NCC cadets attended the camp & six among them were selected for Pre-TSC (Shooting). Mandeep was chosen as the Best cadet of the State. Our college was adjudged "The Best Institution" amongst 13 different colleges of Punjab. Priyanka V bagged the first prize in Solo dance in the same camp.
- The fifth camp ATC-III was held at Akal Degree College Mastuana Sahib from Sept. 17, 2006 to Sept. 28, 2006. 24 cadets attended this camp & among them two cadets Mandeep kaur & Manpreet Kaur were selected for Drill in Pre-RDC & two cadets namely Neha Shukla & Karishma Loomba were selected for 'Cultural' in Pre-RDC group B i.e. reserved group.
- Last camp of this session was held at JNV Longowal from Dec 24, 2006 to Jan 4, 2007. 23 cadets attended the camp & two cadets, Mandeep Kaur & Manpreet Kaur were selected for Piloting in Pre-RDC 2007 for Pre RD 2008.
- Our 20 cadets appeared for BEE certificate examination held at GCG Patiala on Feb 11, 2007.
- Five cadets were selected for giving award of Honour to Directorate General N.C.C. wing, Delhi.

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#### Formation of Central Association

Every year elections are held to form Central Association. C.A. is the backbone of our college. All the candidates of C.A. are bound to own the responsibility to check the discipline and order in the college complex. To fulfil this requirement this year



16<sup>th</sup> Nov, 2007

elections were conducted on ~~22<sup>nd</sup>~~ Nov, 2006 under the guidance of Prof. Balbir Sandhu. Students showed great enthusiasm in casting their votes which were held in a democratic way. The following students were elected the office bearers :

Pratibha -B.A.III	President
Pooja Tayaggi- B.A.III	Vice-President
Neha Shukla-B.A.III	Secretary
Sapna Sharma-B.A.II	Joint Secretary

### Teej Festival

Teej festival was celebrated in the college on 12.8.2006. Punjabi songs and folk songs related with Teej were presented by the college students. Honourable Mrs. Harbans Kaur Dullo was the chief guest of the function. Everyone enjoyed the presentation of the students.

### Independence Day

15<sup>th</sup> August, the day of our Independence was celebrated with great fervour in the college. Many students expressed the spirit of patriotism through short speeches and National songs.

'Vande Matram Celebrations' were organized with full zeal in the college complex on 7<sup>th</sup> Sept, 2006. On this occasion Principal Dr. Rekha Bhardwaj alongwith the students sang the National song. In her speech she told us about the importance of this song, feeling of unity, brotherhood and love. She also pledged that in future also this National song will be sung with the same devotional fervour.

### Talent Hunt

Every year 'Talent Search' is organized to explore the hidden talent of the students. It was divided in two parts – stage items & off the stage items. This colourful programme was conducted on 22 Sept, 2006. This function consisted of various items like Folk songs, Folk-dances, Mono-acting, Shabad Gayan, Patriotic Group songs etc. Besides this, Debate and Poetry recitation competitions were also held. The Chief guest of the occasion was Ms. Charu Devgan who was accorded a heartfelt welcome by Dr. Rekha Bhardwaj, the Principal of the college. Off stage items were organized by Home-Science & Fashion Designing department.

### Declamation Contest on College Campus

An Inter-college declamation contest was held in A.S.College for women Khanna in the memory of late Sh. Hans Raj Ji Goyal on 29-1-2007. The Chief guest S. Paul (Deputy Chief Engineer) and Madam Rajinder Paul graced the occasion. Member of Management Sh. Yoginder Sharma Ji, Secretary Sh. Jatinder Devgan and S Paramjit Ji were also present. Sh Kuldeep Goyal ji, Sh Anil Goyal, Ms Veena and M Kiran were given a heart felt welcome by all. 13 colleges and 27 teams participated the declamation contest. Rtd. Principal A.S.College, Sh S.N. Jogi Ji, Sh Manmoha Singh Ji (Gen. Secretary Senior Citizen Council) Sh Balwinder Singh (Director Navdee academy) were Judges for this competition. Priyanka, a student of our college won the 3<sup>rd</sup> Individual prize.

### Lohri Celebrations

The Lohri festival as usual was celebrated with full enthusiasm in the college complex on 13<sup>th</sup> Jan, 2007. A brief cultural function was also organized by the students. The Principal, Dr. Rekha Bhardwaj lit the sacred bonfire. The whole ceremony came to an end with the distribution of Rewari and groundnuts. *The badge ceremony of the central Association was also done on this occasion.*

### Sports Day Celebrated

*30th* 29<sup>th</sup> Annual Athletic Meet of the college was held on *20th* Feb, 2007 in the college play-ground. The Chief Guest of the morning session Sh. M.F. Farooqui, IPS, SS *S.L. Lohiy Asst Director Punjab 2008* Police District, Khanna inaugurated the athletic meet. He was welcomed by the college Principal Dr. Rekha Bhardwaj along with members of the management *Dr. Arjun Singh* Sh. Yoginder Sharma, Sh. Jatinder Devgan and Sh Ashok Sharma Advocate, college staff and members of college central association. NCC cadets and sports students saluted to the chief guest. The flag was hoisted and balloons were flown. Students participated in various events such as : 800mt. race, Spoon and Potato race, Fast walking, Cycle race and Chati race, Long jump, High jump, Shot put and many other events. The afternoon guest Sh Kartar Singh Ji Padamsree was warmly welcomed by all. Ms Akwinder Kaur was declared the Best Athlete of the college for the session 2006-07 *Harjeet Ka 2007-08*

*Bikramjit Singh Ji Khalsa, MLA, Chief Parliamentary Secretary, P.B. Govt.*



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### Trips & Tours:

- Students of Functional English were taken for an educational trip to Science City, Kapurthala. A group of 52 students and three staff members joined this trip. The students enjoyed Three Lazer-show, 3-D show, some theatre movies 'Everest', Joy-Ride on Aeroplane, Health Gallery, energy Park and Kids Park. This trip added to their knowledge.
- Commerce Dept. of the college organized an educational trip to Ludhiana Stock Exchange on 25<sup>th</sup> of Aug, 2006. They got practical knowledge about the working of Stock Exchange through a lecture and presentation. They also learnt about Capital Market.
- A one day trip was organized by Fine Arts dept. on 19<sup>th</sup> Nov, 2006. 50 students went to the National Museum of Arts, Delhi. It was a very beneficial trip for the department.
- Computer dept. organized an educational trip to Govt. Museum and Art Gallery, Chandigarh on 3<sup>rd</sup> Feb, 2007. 53 students along with three teachers joined this trip. They saw paintings and sculptures in Indian Miniature Painting section, Epigraphy and numismatic section, Metal Sculpture section, Chandigarh Harrappan section, Textile section etc.
- An Educational one day trip was organized on 25<sup>th</sup> of Feb, 2007 by the Sociology and the Pol-Science Dept. to 'The Heritage Fair' Sheesh Mahal, Patiala. Students also visited 'Kali Mata Mandir', 'Dukhniwaran Sahib', 'Chaupati'. Five teachers alongwith 160 students joined the trip.

### Departmental Activities:

The motto of our institution is to inculcate moral values among our students through proper education. To give value based education is our motto. To fulfil this motive different activities every year are organized by different departments :

- ? a) **Hindi Department:** 'Hindi-Divas' was celebrated on 20<sup>th</sup> Sept, 2006 in A.S. College for Women, Khanna. 'Hindi-Divas' called as 'Varshik Sahitya Anushilan' was celebrated by organizing a colourful programme of 'Sahitya Ghoshti' and 'Kavi-

Leelhu by Dr. A.S. Wadhwa,

Director (Analysis and Haryana  
Higher Education and  
Research Board

CHD  
in 'Hindi Shashtra ke Vikas  
Panchajanya



Darbar'. Dr. Yojna Ravat Reader Dept. of Correspondence studies, Pb.Uni., Chandigarh was honoured as Chief guest. She was welcomed by the college Principal, Dr. Rekha Bhardwaj. Dr. Yojna shared her knowledge with our students.

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**b) Economics Department :** Post-graduate department of Economics and dept. of Commerce organized two extension lectures, by Prof. Jaswant R. Jindia, Professor Emeritus, Dept. of Economics, College of Business, Southern University, Baton Rouge, SA on an absolutely a new area of thrust i.e. 'Role of Judicial System in Economics Dept.' on 23-11-06. The lecture was delivered by Sh. Sunil Kumar, a young economist and one of the policy makers in RBI Chandigarh on 'Monetary Policy in India' on 28-11-06. Students of B.A.III, M.A.I and M.A.II and of Commerce Department attended the lectures.

**Post Graduate Departments of Economics and Hindi organized a speech**

On <sup>2008</sup> 6<sup>th</sup> Feb, 2007, the post-graduate depts. of Economics and Hindi presented an objective type questionnaire based on UGC NET Test for the benefit of the students. Under the same series Head of dept. (Economics) Dr. Ramna Singla delivered a speech on 'How to make calculations easy through Vedic Maths'. Dr. Rekha Bhardwaj and Secretary of the Management, Jatinder Devgan also attended this presentation.

**c) Computer Department:** A quiz contest was organized by Computer Dept. on 18<sup>th</sup> Nov, 2006 at A.S.College for Women, Khanna. The quiz was conducted with the help of an LCD Projector. Three teams comprising students of BCA I, BCA II and BCA III participated in the contest. The major topics covered in the quiz were Computer fundamentals, Graphics, Net-working and Programming languages. (Over all, the quiz was a great success. Principal Dr. Rekha Bhardwaj directed the students to read their destination by crossing all the hurdles through hard work.)

**d) Music Department:** Music department organized a Classical Musical function named 'Swar Lehri' on the occasion of 'Basant Panchmi'. This programme was graced by the arrival of Sh. Narpat Rai Vashisht (Guruji). He was given a ceremonial welcome by college Principal and Management Secretary, Sh. Jatinder Devgan Ji.

The main attractions of this function were Saraswati Vandana, Group Shabad, Dhūr Vadan, Classical Raag, Geet, Basant Raag etc.)

**e) Home-Science and Fashion Designing Department :**

1. Inter-class competition of various Craft items and Rangoli was organized by the Joint efforts of Home-Science and Fashion Designing department of A.S.College for Women, Khanna on 19-9-2006. Around 60 students participated in the competition with great enthusiasm. Such competitions are organized to inculcate the spirit of competition among students.
2. On 25<sup>th</sup> Jan,2006 an extension lecture was organized by the dept. of Home Science and Fashion Designing on the techniques of Dress-Making by Prof. Dr. Inderjeet Kaur(Clothing & Textile dept.) , PAU Ludhiana. She acquainted the students with some important techniques including 'E-tailoring arrangement and Dimensional body scanning'.

**f) Fine Arts Department:**

1. Fine Arts Department organized 2 day Demonstration Lect. on Fabric Painting. The lecture started with basics of fabric painting and highlighted lots of techniques of fabric painting i.e. Dry Brushing, 3-d effects etc. The students enjoyed the lecture very much.
2. A Demonstration lecture on 'Cartooning and Poster making' was organized in the Fine Arts dept. Miss Manju, a professional artist engaged with 'Indian Express' newspaper came from Chandigarh to deliver the lecture. The lecture was very beneficial for the participants.

**Exhibition:-** An Exhibition of handmade things by students of Fine Arts was held on 14<sup>th</sup> & 15<sup>th</sup> Feb. (Really it was an excellent exposure of artistic hands. This show of Art and Craft compel to say that 'A thing of beauty is a joy for ever'.)

**Painting Workshop:** A 5 day long Painting workshop came to an end on 28<sup>th</sup> Sept,2006. In this workshop, 85 students of Fine Arts Dept., Fashion Designing Dept., Home Science Dept. participated. During these days students were given training about Meenakari painting, Silk painting. Pidilite company awarded the certificates to the students. An exhibition of painting was held on the last day of the workshop.



### g) English Department

On 1<sup>ST</sup> March, 2007 a movie 'GUIDE' was shown to the students of B.A.II class. All the students enjoyed this movie very much & its proved very helpful to the students as the novel 'Guide' is included in their syllabus.

### h) Annual meeting of Almuni Association

The annual meeting of the Alumni Association was held on 18-5-2007. new office bearers were elected as under. Ms. Sunita Walia(President) Ms. Sarbjeet Kaur (Vice-President) Ms. Mnajali Menon (Secretary) Ms Manpreet Kaur(Joint Secretary). It was followed by a brief cultural programme and a discussions as to how to bring about positive and constructive progress in the college through Alumni Association.

### h) Physical Education Department

1. Inter class chess competition was organized in the college campus. Navneet, Krishma, Rajni, Upasana, Jyoti secured I, II, III, IV, V positions respectively.
2. On 17<sup>th</sup> Aug, 2006, an Inter class Badminton competition was organized in the college campus. Rajni, Vidhu, Manpreet, Sushma & Manvir secured secured I, II, III, IV, V positions respectively.

## 2. NEW ACADEMIC PROGRAMMES INITIATED (UG and PG)

- a) In the academic session 2006-2007, we got affiliations for B.Sc Fashion Designing vide letter no. A-4/6988-7055 dated 19/9/07.
- b) In academic session 2006-07 we got affiliations for Classical Dance as an elective subject in B.A vide letter no. A-4/6988-7055 dated 19/9/07.

## 3. INNOVATIONS IN CURRICULAR DESIGN AND TRANSACTION

Curriculum design is mainly the field of the University yet our members on university bodies participate in the syllabus design. Suggestions from members of the staff are invited and forwarded to U/G Bos through our staff members who are the members of these boards of studies. For better and result oriented approach, the following innovations are introduced :



- \* Proper unitization of syllabus is prepared in the beginning of the session, by the Heads of various departments. Schedule of work is distributed among the students. Some copies of the same from random departments are attached for reference in the end. (Annexure I)
- \* Use of audio-visual aids, models, charts, OHP, CDs, cassettes and black board is made for a better perception of the students.
- \* In order to encourage the students' participation, Quiz programmes, declamation contests, debates and other competitions are frequently organized by different departments. The list of the activities has already been elaborately mentioned under the title of Departmental Activities of point I.
- \* Weekly written and oral class tests are conducted. September and December tests are a regular feature of the institution. These tests (Sept. and Dec.) are conducted strictly according to the norms prescribed by the university.
- \* Exhibitions by Home Science, Fine Arts and Fashion Designing Departments are held. (For detailed report, Departmental Activities of point I can be referred to).

#### **4. INTER-DISCIPLINARY PROGRAMMES**

In order to promote inter-disciplinary programmes, like Home management, Banking and Consumer Awareness etc, the students of Humanities were given knowledge about Banking and Commerce related topics, while the Commerce students were given practical tips about Home Management and Public Speaking. A workshop on 'Vedic Maths' was organized by Dr. Ramna Singla for Non-Maths undergraduate students. Students were apprised of current events and General knowledge. The students of Elective English shared their views on the sensitive issue 'Female Foeticide'.

- \* Tutorial Periods go a long way in bringing about a healthy interaction among the students of various disciplines. Topics to be discussed are given to the students before hand, so that they may be well prepared before hand to indulge in fruitful discussion.
- \* Every fortnight, Tutorial classes are held. Since our college is running three streams Humanities/Commerce/BCA, mixed tutorial groups are made so that useful exchange of ideas may take place among the students of different disciplines.

#### **5. EXAMINATION REFORMS IMPLEMENTED**

- \* In order to discourage unfair means in the examination, a special Discipline Committee is formed. If any student is caught copying or using unfair means during September or December tests, strict action is taken against her. As a result, it is gratifying to mention here that our institution is now recognized as zero-copying institution.

- \* December tests are conducted purely on university pattern i.e. separate A and B papers as well as practicals are conducted in order to acquaint the students with proper style of university papers.
- \* Question papers are set according to the prescribed rules laid down by the university.
- \* Results of the September/December tests are sent to the parents.
- \* To encourage the students and create more interest in studies university position holders and first two toppers in all subjects are awarded prizes during prize-distribution, held every year.

## **6. CANDIDATES QUALIFIED : NET/UGC/SLET/TOEFL/IIT ETC.**

Till date, we have received information of 15 students who have cleared UGC, TOEFL or IIT.

Sr.No.	Name	Subject
1.	Ms Rekha	Economics
2.	Ms Prabhdeep	Punjabi
3.	Ms Sandeep Kaur	Political Science
4.	Ms Yadwinder Kaur	Punjabi
5.	Ms Manpreet Kaur	Punjabi
6.	Ms Minakshi Bansal	Economics
7.	Ms Minakshi Verma	Political Science
8.	Ms Sukhjit Kaur	Punjabi
9.	Ms Harjit Kaur	Punjabi
10.	Ms Harvinder Kaur	Punjabi
11.	Ms Gurjot Kaur	TOEFL
12.	Ms Sonam	IIT
13.	Ms Kamaljit	Economics
14.	Ms Sonu Jindal	Economics
15.	Ms Ritu	Hindi

## **7. INITIATIVE TOWARDS FACULTY DEVELOPMENT**

### **PROGRAMME**

Teachers are encouraged to attend training programmes/workshops and Refresher Courses to enable them to update their knowledge about the ever-changing field of academics. After the completion of such courses the teachers are asked to share their knowledge with the rest of the



faculty members. The list of such teachers, who participated in Training Programmes/workshops is given below :

### Teachers Participation in Training Programmes Cum Workshops:-- p. 21

- Dr. Kusum Narula attended a seminar held at D.A.V. College, Sector-10 Chandigarh from 22-9-2006 to 24-9-2006. An International symposium on 'Towards improvement in English Language and Literature teachings : Communicating across the curriculum'. The programme was inaugurated by Mr. Polli from Indian Express, Chandigarh.
- A seminar of International level was held at GNA-IMT Phagwara. It was attended by the teachers of our college – Ms Abha Bhatia and Ms Navneesh Goyal from Computer and Commerce Dept.
- Mrs Taranjit Kaur, (Lect. in Home-Science) and Ms Jasbir Kaur (Lect. in Fashion Designing) attended a National level seminar on 'Pattern making' and 'Traditional Textiles of India'. It was held on 17<sup>th</sup> & 18<sup>th</sup> Nov, 2006 in Guru Nanak girls college, Model Town Ludhiana. The presentations were very informative and beneficial for the participants.
- Dr. Karuna Arora Lect. in Sanskrit, attended a National Level Seminar on the topic 'Sanskrit and Astrological Science' held in R.R.V. D.A.V. Centenary college Phillaur on Dec. 2, 2006.
- Ms. Sushma Singla and Ms Taranjeet Kaur, Lect in Home Science attended a U.G.C. sponsored seminar on 'Global environmental Issues, Related Policies and their Impact' organized by A.S.College Khanna on 6-12-2006. Dr. H.S. Rose was the Key speaker. It was very informative and thought provoking.
- Dr. Naina Lect. in Hindi attended a seminar on 'Kaljai Krititan' at A.S.College, Khanna on 5<sup>th</sup> Feb, 2007.
- Ms Gurpreet Kaur Lect. in Economics, attended a seminar on 'Challenges and opportunities in Rural India : in an era of globalization' on 14<sup>th</sup> Feb, 2007 at A.S.College, Khanna.



- Ms Rama Bansal, Lect. in Commerce Dept. attended a U.G.C. sponsored seminar at Govt. College, Chandigarh on 'Economics impact of Indo-Pak Trade relations' on 29-1-2007.
- Ms Harpreet Kaur (Lect. In Computer Dept.) attended a one-day seminar on 'Applications of Information and Communication Technology (ICT) for Development, Research and Education' on 27<sup>th</sup> Feb, 2007. This seminar was organized by dept. of Computer Science and Applications, P.U. Chandigarh.

### **POINT NOS 8 TO 13 ARE NOT APPLICABLE**

### **14. CITATION INDEX OF FACULTY MEMBERS AND IMPACT FACTOR**

- Principal, Dr. Rekha Kalia Bhardwaj was honoured by Re-Rollers Association, Khanna.
- She was invited as Chief Guest by Lincon College of Education, Sirhind on National Kho-Kho event.
- She was also honoured by Khanna Vikas Club, Khanna on 19<sup>th</sup> August for co-operating with the club to have a stage play on 'Female-Foeticide', 'Daire'.

### **15. HONOURS/AWARDS TO THE FACULTY**

#### **a) Achievements / Honours of the Principal**

- Dr. Rekha Bhardwaj is the renominated member of District Legal Services (Khanna, Govt of Punjab).
- She is the member of Community Policing Resource Centre (PRC) Khanna.
- A member of P.U. Sports Committee and Academic Council.
- Team Leader to check Police Thana, Khanna under Altus Global Alliance, i.e. to get information about whether the Police Station provides good services. This assessment is based on international oral standards & agreement that are relevant to police, related to human rights and police accountability.

- Dr. Bhardwaj presented her paper 'Scriptures and Human Rights' at Govt. Rahb College Sangroor which has been published in D.P.I. Journal also.
- Sent abstract to the D.P.I.(c) Pb. for her paper on 'Need of Moral Education'.
- Dr. Rekha Bhardwaj attended a seminar on RTI (Right to Information) organize by DPI colleges Panjab, held at Dev Samaj College of Education, Chandigarh.

## b) ACHIEVEMENTS OF TEACHERS

\* Dr. Kusum Narula is the member of Under Graduate Board of Studies, in the subject of English. She is also the member of Faculty of Arts, Punjab University, Chandigarh, for the term 1.2.2007 to 31.1.2009.

\* Dr. Ramna Singla is the the member of Under Graduate Board of Studies, in the subject of Economics. She is also the member of Faculty of Arts, Punjab University, Chandigarh, for the term 1.2.2007 to 31.1.2009.

### Paper –Presentation:--

1. Ms. Abha Bhatia, lecturer in Computer Science presented a paper in the International Seminar at GNA-IMT, Phagwara on 28.10.2006 on the topic 'Entrepreneurship Creativity in Business'.
2. On 24<sup>th</sup> Nov, 2006 again Ms. Abha Bhatia presented a paper on the topic 'Mutual Funds' in the National Seminar held at Khalsa College for women, Ludhiana.
3. Ms. Rama Bansal, lecturer in Commerce presented a research paper on 'Motivation and strategic perceptions of mergers in Banking Sector' in a National Seminar held at D.A.V. College, Malouon 24<sup>th</sup> & 25<sup>th</sup> Feb., 2007.
4. Ms. Rama Bansal, lecturer in Commerce presented a research paper in the International Seminar at GNA-IMT, Phagwara on 29.10.2006 on the topic 'Entrepreneurship as an innovator'.
5. Ms. Monika Soni, lecturer in Pol-Science presented her research paper on 'Human Rights and Judicial Protection' with special reference to Punjab. This presentation was made during one day National Seminar held at Arya College, Ludhiana 'The Ageis of ICSSR'.



6. Ms. Monika Soni, lecturer in Pol-Science again presented her paper on 'Criminalisation of politics and its impact on women' on 23<sup>rd</sup> of Feb, 2007 in State Level Seminar held at Master Tara Singh Memorial College for women, Ludhiana.
7. Dr. Naina Sharma, lecturer in Hindi presented her many research papers on the topics:--
  - I) Mahadevi Verma : Jeewan Darshan Oct. & Dec. 2006 in Dakshin Bharat Hindi Parchar Samiti, Chennai.
  - II) 'Sankalp Rath' (Bhopal M.P.) Jan. & March, 2007 'Shiv Kumar Batalvi Ki Viranubhuti'.
  - III) Punjabi Sahit Ka Brihit Adhyan' book edited by Dr. A.S. Wadhan
    - i) Punjabi Sahitya Vadhav aur Vikas
    - ii) Punjabi Sahit ko Mamta Rachnakaron ka yogdan
  - IV) Punjab Saurabh (Kabir Visheshank) 'Kabir Vani Mein Satguru Ka Sankalp'.
8. Mr. Himanshu, lecturer in Economics, presented a research paper on the topic 'Economic Reforms and Indian Financial System'. A study of PSBS in the National Seminar held at D.A.V. college. Malout on 23<sup>rd</sup> and 24<sup>th</sup> of Feb, 2007.
9. Dr. Karuna Arora, Lecturer in Sanskrit, presented a paper on the topic 'Comparative Study of Six Limbs of Painting in Vishnu Dharamotara Puran and Mahakavi Kalidas.' in Dept. in Sanskrit, Panjabi University, Patiala on 5.3.2007.

## **16 INTERNAL RESOURCES GENERATED**

A sum of approximately 24,38,998/- was collected through the following activities to mobilize funds for the institution in the session 2006-07. 2007-08

- \* By collection of user charges from outside agencies for the use of college infrastructure.
- \* By exhibiting and selling the articles/objects of Art to the general public prepared by the students.
- \* By organising Fetes, Diwali Mela, Teej Mela, Basant Mela etc.
- \* Through Raffle draw.
- \* Through the donations by the college Alumni Association.
- \* Through donations from parents, general public, religious institutions, M.P's, M.LA's etc.
- \* Through regular upward services of fee fund structure.
- \* By conducting hobby classes.

## **POINT NOS 17 IS NOT APPLICABLE**

## **18. COMMUNITY SERVICES**

All education is incomplete if the students are not sensitized towards the glaring problems of the society. To promote community feeling among the students the following activities were undertaken :

### **NSS Activities**

NSS Unit of our college remained busy through out the year. Following activities were organized by this unit :

**Van Mahotsav :** The NSS unit of A.S.College for Women celebrated the 'Van Mahotsav' week in collaboration with the Bank of Maharashtra. The 'Van Mahotsav' was inaugurated by Mr. Sanjeev Sharma, Manager, Bank of Maharashtra. 200 students of NSS along with Mr. Sanjeev Sharma planted saplings. Dr. Rekha Bhardwaj, Principal, A.S.College blessed the students for this noble work and told about the importance of trees in our daily life. *from P. 7.*

**Seminar:** The NSS unit of A.S.College for Women, Khanna organized a Seminar along with National Integrated Medical Association (NIMA) on 7<sup>th</sup> Aug, 2006. The seminar was attended by various members of NIMA Forum: Dr. Anil Joshi (Vice-President), Dr. Madhu Joshi (Convenor), Dr. Satinder Latawa (Chairperson) and Dr. Hardeep Kaur (Convenor). The NSS incharge Dr. Prabhjeet Kaur read the data telling about the importance of gender ratio due to the malpractice of 'Female Foeticide'. Dr. Madhu Joshi told about the importance of 'breast feeding' as 'Breast-feed' week was celebrated from 1<sup>st</sup> Aug – 7<sup>th</sup> Aug. Dr. Rekha Bhardwaj, the Principal of A.S.College for Women, encouraged the students to rise above the theoretical talks and do something substantial for the betterment of society.

**Sadbhavna Divas Celebrated :** On 19<sup>th</sup> Aug, 2006 a play 'Diarey' was shown to the students highlighting the evil practice of 'Female Foeticide' in our society. This day was celebrated in collaboration with Khanna Vikas Club. Honourable Mrs. Abida



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**Blood Donation camp:** Blood donation camp was held in the college on 7.3.2007 courtesy Bank of Maharashtra, Khanna Branch. This camp was organized by the NSS unit and Red Cross society of the college. As many as 31 units of blood was donated by the teachers, members of management and students.

## **19. TEACHERS AND OFFICERS NEWLY RECRUITED**

- \* As many as 10 teachers were appointed on contract basis and 2 teachers on Ad hoc basis for the session 2006-2007. 2007-08.
- \* No permanent lecturer was appointed owing to the ban on new recruitments by the Punjab Government during the session 2006-2007.  
Lecturers on Probation

## **20. TEACHING-NON-TEACHING STAFF RATIO**

The College has 43 members in the teaching faculty and 12 members in the non-teaching faculty. The teaching-non-teaching staff ratio comes to 43 : 12

i.e. 48 = 28. %

## **21 & 22. IMPROVEMENTS IN THE LIBRARY SERVICES**

Library is the life-line of any college. Constant efforts are being made to bring about improvements in the college library. Computerization in the library has helped a lot in maintaining the stock of books, loan of books, keeping a record of new arrivals etc. Presently there are 16881 books in the library. The following additions have been made till date :--

Total Books addition	-	1953
Sociology	-	52
Economics	-	358
Public Administration	-	20
Punjabi	-	79
Reference Section	-	50
General Section	-	89
Home Science	-	65
Hindi	-	177
English	-	463
Commerce	-	91



Environmental Education	-	9
History	-	38
Computer	-	75
Political Science	-	66
Mathematics	-	102
Physical Education	-	19
Functional English	-	27
Religious	-	04
Fine Arts	-	28
Fashion Designing	-	64
Classical Dance	-	16
Music	-	14
Translation	-	84
No. of News Papers	-	10 + 8 (Copies 12) ✓
No. of Journals/Periodicals	-	87 95

These newly added books and journals go a long way in widening the knowledge of the readers in various fields, to which they belong to. A number of books have also been added to the Book-bank.

### 23. COURSES IN WHICH STUDENTS ASSESSMENT OF TEACHERS IS INTRODUCED AND THE ACTION TAKEN ON STUDENT FEEDBACK

To keep a proper track of the accountability of the teachers in terms of students satisfaction, the students are given detailed questionnaires regarding the annual performance of the teachers. Efforts are made that these questionnaires be filled in a fair manner devoid of any personal bias. These questionnaires are then carefully scrutinized to underline the positive as well as undesirable qualities of the teachers. While the positive points of the teachers are highlighted and well appreciated suggestions are given as to how to improve upon the undesirable qualities. In case of glaring weaknesses on the part of the teachers, special committee under the guidance of the Principal or members of the managing committee, is authorized to take stern action against the defaulting teacher. This practice goes a long way in ensuring considerable amount of accountability among our teaching faculty. A copy of students questionnaire is attached for reference in the end.

(Annexure 2)

## 24. UNIT COST OF EDUCATION

Unit Cost ( Establishment)	-	7374.37	7637.03
Unit Cost (Fixed assets)	-	1992.12	2590.52
Unit Cost (Recurring)	-	1242.15	1048.87
		10608.64	11276.42

## 25 COMPUTERIZATION OF ADMINISTRATION AND THE PROCESS OF ADMISSIONS, AND EXAMINATION RESULT ISSUE OF CERTIFICATES

- Same*
1. Accounts office has been computerized since 1999-2000.
  2. Salary, Income Tax related to establishment has been computerized.
  3. Computerization of admissions, issue of certificates, payment of fee is in process.
  4. Internal Assessment related to students has been completely computerized.
  5. All types of students returns related to university has been computerized.

## 26. INCREASE IN INFRA-STRUCTURAL FACILITIES

- 10*
1. New computers have been added. *Harsh*
  2. One Xerox machine is added.
  3. Three class rooms have been constructed.
  4. One Gymnasium Hall has been constructed in the Play-ground (4000 Sq. Feet).
  5. Girl's Hostel is under construction.

## 27. TECHNOLOGY UPGRADATION

*Net work*

Addition of New devices in Computer Department and Administrative office :

1. Two Laser Printer have been purchased.

### Project Works Undertaken

1. Presently, the computer Department of the college is working on the following project which will be helpful in conducting the office work more effectively :-

- Same*
- a) Computerization of the Salary System



- b) Computerization of the Fee-Collection System
- c) Website on Sikhism, Indian Festivals
- d) Project of Calendar cum Calculator
- e) Our PGDCA students have undertaken the project of the upgradation of the college website under the guidance of their teachers.

## 28. COMPUTER AND INTERNET ACCESS AND TRAINING TO TEACHERS AND STUDENTS

In order to make the non-computer education students and teachers computer literate, the following facilities are provided with :-

- a) Crash Courses in Internet
- b) Training is given to the teachers in the Preparatory holidays.
- c) There is a provision of certificate course in computer applications.

## 29 FINANCIAL AID TO STUDENTS

The socially and financially backward students, the outstanding sports students and the brilliant students receive the following financial assistance from the Central Government, the State Government, from the college and from other sources.

- a) Merit Scholarship ✓
- b) Post-Matric Scholarship to S.C. ✓
- c) Post –Matric Scholarship to O.B.C. ✓
- d) Student aid fund (Half-fee) by the institution.
- e) Incentives to poor students by the institution. ✓
- f) Incentives to Sports students by the institution ✓
- g) Books to the intelligent and needy students from the College Book Bank.
- h) Total concession to the students getting 80% and above marks in degree class.
- i) Scholarships by N.G.O's and Alumni Association.
- j) Sanskrit Scholarship

Different Concessions and Scholarships given to students for the year 2005-06 are as under:--

S.No	Particulars	Full Strength = 1176	%	Source
1	Concession to poor & deserving students	52	4.09%	from college student aid fund/Amalgamat
2	Fee Concession to Sports Students	15	1.18%	from college sport
3	Merit scholarship	3	3.15%	out of college M Scholarship
4	Alumni Scholarship	3	.23%	out of college Alum
5	Post matric Scholarship to S.C. Students	105	8.26%	from State Go
6	Post matric Scholarship to B.C. Students	67	5.27%	from State Go
7	Fee Concession to S.C. Students	105	8.26%	from State Go
8	Fee Concession to B.C. Students	67	5.27%	from State Go
9	Half fee concession to poor & deserving students	127	10%	from State Go
10	Merit scholarship stipend	14	1.10%	from State Go
11	Sanskrit Scholarship	28	2.20	Rashtriya Sanskrit

### 30 ACTIVITIES AND SUPPORT FROM THE ALUMNI ASSOCIATION

In order to strengthen the bond of the old students with their Alma Mater, a formal Alumni Association has been formed in the college. It works quite actively and is instrumental in collecting funds for the institution, helping the needy students, adopting a few projects for the beautification of the campus etc.



The meeting of the Executive members is held every month while the full house meets once annually. The 6<sup>th</sup> annual meeting of the Alumni was held on 18.5.2007, in which important issues concerning the welfare of the institution were discussed.

### **31. ACTIVITIES AND SUPPORT FROM THE PARENT TEACHER ASSOCIATION**

The college does not have formal parent teacher association. However Parent-teacher meetings are held after the exams (September and December), in which the problems regarding their wards such as performance/indiscipline/shortage of lectures etc. are discussed. On one hand, parents are informed about their wards' problems; secondly their support is sought in the above mentioned problems.

### **32. HEALTH SERVICES**

- \* Health facilities are available to the students, members of the teaching and non-teaching staff through the services of a part-time doctor, Dr.Sunita Verma (B.A.M.S.). First Aid Box and common medicines are kept for the treatment of the students/staff members.
- \* Extension lectures are organized on Health and Hygiene from time to time.
- \* There is a separate Medical Room in the college.
- \* A proper register containing a record of the students/staff members who visit the medical room for treatment is maintained.

### **33. PERFORMANCE IN SPORTS ACTIVITIES**

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Sports and Academics go hand in A.S.College for Women. The following have been our achievements in sports for the session 2006-07 : 2007-08

1. In Chess, our team got bronze medal in inter-college competition held at Guru Gobind Singh College Chandigarh. In inter-class chess competition, Navneet, Krishma, Rajni, Upasana, Jyoti secured I,II,III,IV and V positions respectively.
2. In Inter college Badminton competition held at Punjab University Chandigarh Our students defeated Guru Gobind Singh college for Women Kamalpura & Govt. College Hoshiarpur. In Inter class Badminton competition, Rajni, Vidhu, Manpreet, Sushma & Manvir secured I, II, III, IV & V positions respectively.

3. Our college Judo team participated in Inter college Judo competition which was held at Punjab University. Chd. Our student Kamaldeep got a Bronze medal.
4. Our college girl Kamaljeet Kaur got Silver Medal in All India Karate competition held in Jalandhar on 8<sup>th</sup> Dec to 10<sup>th</sup> Dec 2006.
5. Our student Ms Babita is a National Gold Medalist in Karate.
6. Niharika got a gold medal in Open State boxing championship which was held at Mukatsar from 2<sup>nd</sup> May to 4<sup>th</sup> May 2006 & also got a gold medal in All India Boxing championship which was held at Nanital.
7. Our college students participated in Relay Race competition & got a silver medal.
8. Most talented sports person of our college Ms Akwinder Kaur
  - a. She got Gold medal in 400mt race & 200mt race.
  - b. Silver medal in Relay race and Bronze medal in Cross country
  - c. In Inter-college competition held at Chandigarh.
  - d. In Women festival she got Silver medal in 400mt race held at Roop Nagar.
  - e. In Senior State championship she got a Silver medal in 400mt race held at Amritsar.
  - f. She has participated in two All India Inter-university competitions held at Bangalore & Warangal & secured over all 4<sup>th</sup> position in All India Inter university held at Warangal.

### **34. INCENTIVES TO OUTSTANDING SPORTSPERSONS**

The college has a big Sports Playground (23 kanal x 6 marla). The institution has proper infrastructure for Badminton, table Tennis, Gymnastics, Kho-Kho, Ball badminton, Soft-ball, Yoga and other athletic events. The following incentives are given to the outstanding sportspersons :-

- \* Full fee concession is provided to the outstanding Sportspersons. Scholarship, cash prizes, free medical aid, track suits and kits are given by the college.
- \* Free set of books is provided to the sports students for the whole academic session.
- \* The outstanding players are honoured during the college functions and on the Annual Sports day. They are given cash/mementoes/sports kits etc.
- \* The names of the students were recommended to the university. Ms Akwinder Kaur got scholarship Rs. 3000/- vide cheque no. 820814.



### 35. STUDENTS ACHIEVEMENTS AND AWARDS

\* In the field of academics our students have far excelled the university results. In some subjects our results are 100%. The list of the university results for the session 2005-2006 is as under :--

#### University Results for the session 2005-06

Class	College Pass%	Uni. Pass%	Remarks
B.A.III	99.64 <del>97.92</del>	68.29 <del>70.81</del>	Ms. Neha Jain 1st in University Ms Priyanka Rani Vth in University Ms Sonam Devgan 10 <sup>th</sup> in University
B.A.II	98.90 <del>97.7</del>	65.56 <del>61.06</del>	
B.A.I	97.37 <del>88.10</del>	85.37 <del>46.13</del>	
B.Com I	<del>100</del> <del>85.10</del>	62.08 <del>66.69</del>	
B.Com II	100	72.72 <del>76.84</del>	
B.Com III	100	86.57 <del>95.52</del>	
BCA I	<del>78.6</del> <del>64.10</del>	51.72 <del>49.69</del>	
BCA II	100	72.87 <del>82.79</del>	
B.C.A.II	100	96.55	
PGDCA	88.23 <del>92.25</del>	50.97 <del>52.37</del>	
M.A.I (Hindi)	100	33.68	Ms. Rajni Verma 1st in University Ms Aarti Tandon 2 <sup>nd</sup> in University Ms Sonia Sohal 3 <sup>rd</sup> in University Ms Jagroop Kaur 4 <sup>th</sup> in University
M.A.II (Hindi)	100	55.30	Ms Nancy Chawla Vth in University from Belbat
M.A.I (Eco)	100	27.60 <del>33.70</del>	
M.A.II (Eco)	95	45.19 <del>66.01</del>	
B.A.II & III	100 ?		
(Hons)Eng.	—		

### Subject wise Cent Percent Results for the session 2005-06

Panjabi (Comp.)	B.A.I,II,& III
History	B.A.II & III
Economics	B.A.I & II
Pol-Science	B.A.III
Pub-Admn.	B.A.I, II & III
Sociology	B.A.I & III
Sanskrit	B.A.I, II & III ✓
Hindi (Elective)	B.A.I, II & III
Panjabi (Elective)	B.A.I, II & III
English (Elective)	B.A.II & III
Fine Arts	B.A.I, II & III
Physical Education	B.A.I,II & III
Home-Science	B.A.I, II & III
Fashion Design.	B.A.I, II & III
Computer Science	B.A.III
Functional English	B.A.I,II & III
Music (Instrumental)	B.A.I, II & III

Ms. Ritu and Ms. Kamaljit Kaur cleared UGC Exams.

ITEM	Names of the students	Prize
Gdha	Manika Koushal, Rani Veena, Vidhu Shukla	First
	Babita Rani, Neha Kapoor, Jatin Kaur	
	Rupali Singh, Mandeep Kaur, Arvinder Kaur	
Harmoni	Anta Rani	First
Crafts Work	Jagdeep Kaur	First



*From - Back*

Class	Uni. Pass%	College Pass%	Above 60%	Above 70%
M.A.I Hindi	33.68	100	9	1
M.A.II Hindi	55.30	100	12	2
M.A.I Eco.	27.60	100	5	---
M.A.II Eco.	45.19	95	4	---
P.G.D.C.A.	50.97	88.23	26	13
B.Com I	62.08	100	12	6
B.Com II	71.14	100	5	1
B.Com III	86.57	100	5	1
BCA I	51.72	78.6	10	1
BCA II	72.87	100	10	3
BCA III		100	8	3
B.A.I	50.37	97.37	81	6
B.A.II	65.56	98.90	153	22
B.A.III	68.29	99.64	168	16

### Achievements in Extra Curricular Activities

\* In Cultural activities, our students do not lag behind. Our students showed brilliant results in the Zonal Youth Festival held in S.D.P. college, Ludhiana, the report of which is as under :-

#### Youth Festival

Since 2000, our college has hosted the Youth Festival thrice. This year our college students participated in the four day Zonal Youth festival (From 28-10-06 to 31-10-06), held at S.D.P. college, Ludhiana. They came out with flying colours. They bagged a number of prizes as given below :

*from Report, R-8*

ITEM	Names of the student/students	Prizes
Gidha	Monika Kaushal, Rajni Verma, Vidhu Shukla Babita Rani, Nisha Kapoor, Jatinder Kaur, Rupali Singla, Mandeep Kaur, Avneet, Harpinder	First Second Second
Mehendi	Anita Rani	First
Crochet Work	Jagdeep Kaur	First

Rangoli	Navneet Kaur	Second
Mimicry	Aina Arora	Second
Orchestra (Dhadd)	Upinder Kaur	Second
Poster Making	Manpreet Kaur	Third
Lok Saj	Manisha	Third
Kawishri	Jaspreet Kaur, Gurpreet Kaur, Jaspreet Sidhu	Third
Kali Singing	Jaspreet Kaur, Jaspreet Sidhu	Third

### Inter-College Participation

Our college students participated in various competitions held in neighbouring colleges and came out with flying colours. They brought laurels to their mater :

1. In the Inter-college competition held at PIMT, Gobindgarh on 3<sup>rd</sup> Nov, 2006, our students got prizes in various competitions:

ITEM	Name of the student/students	Prizes
Mehandi	Anita Rani	First
Rangoli	Navneet Kaur, Sarbjeet Kaur	First
Lok Saj	Manisha	First
Cartooning	Rupali	Second

2. In the competition held at Doraha Institute of Management and Technology on 10<sup>th</sup> Nov, 2006, our students got a number of prizes as given below:

ITEM	Name of the student/students	Prizes
Poster making	Gurpreet Kaur	First
Clay-Modelling	Kiranjeet Kaur	Second
Face Painting	Pardeep Kaur	Second
Matka Decoration	Sunita Rani	Second
Clay Modelling	Arvinder Kaur	Third



3. On 14<sup>th</sup> Nov, the Senior Citizens Welfare Society, Khanna celebrated 'Children's Day'. On this occasion, Declamation Contest was held and Aina Arora of B.A.I got 1st prize in this competition.

4. On 7<sup>th</sup> & 8<sup>th</sup> Feb., Inter-College competition was held at Ramgarhia college, Ludhiana. Our students bagged a number of prizes as follows :

ITEM	Name of the student/students	Prizes
Rangoli	Navneet Kaur	First
Mehandi	Anita Rani	Third
Life Drawing	Sunita Rani	Third
Cartooning	Shailzan Latawa	Third

5. On 9<sup>th</sup> Feb, Inter-College competition was held at Master Tara Singh Memorial College, Ludhiana and again our students got many prizes as below :

ITEM	Name of the student/students	Prizes
Rangoli	Sarbjeeet Kaur	First
Rangoli	Navneet Kaur	Third
Poster Making	Gurpreet Kaur	Third
Folk Song	Mandeep Kaur	Third
Phulkari	Anita Rani	Consolation

6. In the competition held at Guru Nanak Khalsa College for Women, Ludhiana, on 15<sup>th</sup> Feb.2006, again our students again came out with flying colours. Our student Navneet Kaur, Kiranpreet & Sonam got first prize in Rangoli and Web Development. Sarabjit Kaur got a special prize in Rangoli, whereas Yuvika got IInd prize in Flower-Making and Neha & Kiranpreet got IIIrd prize in Debug Me.

### 35. DEVELOPMENT PROGRAMMES FOR NON-TEACHING

#### Achievement in Inter-Zonal Youth Festival

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Our college student Jagdeep Kaur (B.A.II) participated in Inter-Zonal Youth Festival held in D.A.V. College, Chandigarh on 15<sup>th</sup> Nov, 2006. She was the declared winner of 3<sup>rd</sup> position in Crochet Work.

### 36 & 37. ACTIVITIES OF THE GUIDANCE AND COUNSELLING UNIT

Teachers participate in academic and personal counselling. The students are advised on the choice of subjects at the time of admission. They are guided regarding the subject combinations according to their aptitude and for further studies. During the session also they are informed about new-courses, job opportunities etc. For this, our two lecturers Dr. Ramna Singla and Ms. Taranjit Kaur provide guidance to the students through internet information and by putting up cuttings from the newspapers regarding employment opportunities and courses which can be pursued by the students after their graduation. Personal counseling is done throughout the year when the students approach the lecturers as and when a problem arises. The activities of the career-guidance and counseling cell for the session 2006-07 are as below :

\* Guidance was provided to the Post-Graduate students regarding M.Phil, J.R.P. and for registration for Ph.D. by Dr. Ramna Singla from Economics Deptt.

#### A Lecture on Career Consultancy- Students' Placement Cell

A motivational lecture was conducted on Career guidance by AHA Ludhiana on 3<sup>rd</sup> Aug, 2006. Mr. Pritam Singh of AHA gave information about the air hostess groups. Ms. Shivali delivered a lecture on 'The Career of Millenium'. She told the students that through the union of beauty, intelligence and efficiency, they can brighten their future and can help in the formation of a healthy society as well



### 38. DEVELOPMENT PROGRAMMES FOR NON-TEACHING STAFF

The members of non-teaching staff are always encouraged to attend extensive lectures/workshops to improve their professional efficiency.

- \* Mr. Rajinder Singla, office Supdt. and Mr. Hardev Singh dealing hand of Income Tax keep attending meetings held by the Local Income Tax Department to update the TDS procedure.
- \* Mr. Rajinder Singla, Mr Ravinder Kumar and Mr. Hardev Singh attend monthly meetings with the college Internal Auditors Mr. Rajesh Sahi C.A., and Mr. Rakesh Goel C.A. to get the latest information in accounts.
- \* Mr. Hardev Singh, clerk attended the monthly meeting regarding P.F. organized by RPF Ludhiana to get the update information.

### 39. HEALTHY PRACTICES

The college motto is 'Satyam Shivam Sundram'. To achieve this motto, stress is laid on the mental, spiritual and aesthetic growth of the students. Special emphasis is laid on imparting value based education to the students in the following ways:--

- \* As is the tradition of our college, every year, the new academic session starts with Havna Yajna.
- \* Weekly assembly is mandatory and the thought of the week is given by teachers and students. The assembly starts with Shabad/Bhajan and ends with the National Anthem.
- \* Sign boards bearing moral thoughts are displayed throughout the college to imbibe a spirit of high moral values among the students.
- \* N.S.S. Camp also starts with morning prayer and the volunteers are urged to lead a socially productive and useful life.
- \* The students are required to wear white uniform on Mondays and on functions.
- \* From time to time spiritual and intellectual dignitaries are invited to deliver lectures to imbibe ethical and moral values among the inmates.
- \* Weekly oral/written tests are mandatory for all the students in their respective subjects.
- \* Teachers use latest audio-visual equipments like globes, charts, dummies, OHPs, multimedia computers etc. to broaden the mental horizon of the students.
- \* Tutorial periods are compulsory for the students.
- \* Inter-disciplinary programmes like lectures, workshops etc. are our regular features.
- \* Inter-class, Inter-college, Zonal/Inter-Zonal/Inter University competitions are held.
- \* Annual Prize Distribution and Convocation is the regular feature of our college.

Articles prepared by ~~Guest Artists~~ ~~departments~~ ~~the~~ departments are exhibited

- \* The students take out Awareness rallies on important functions to condemn Social evils in the society. They also take pledges to eradicate the same.

### PRIZE DISTRIBUTION FUNCTION

Prize Distribution Function was held at A.S.College for Women, Khanna on 10<sup>th</sup> March, 2007. Dr. Kanwarjeet Singh (D.P.I. Colleges Punjab) was the chief guest of the occasion. The function began with the lighting of the sacred lamp of knowledge and the musical notes of the national song 'Vande Matram'. A classical dance was also represented on the rhythm of Satyam, Shiksha, D

On this occasion, Principal Dr. Rekha Bhardwaj read out the Annual Report of the achievements during the session 2006-07. Prizes and certificates were awarded to the winners in different college and intercollege competitions. Winners in the field of 'Sports' got the cash prize of Rs. 3600/- each. To encourage the students the President 'Yoginder Sharma ji' announced the cash prize of Rs. 5100/- to the each position holder in Punjab University. In the end due thanks were conveyed to the chief guest. On the occasion Principal Dr. Rekha Bhardwaj, President Yoginder Sharma, Secretary Sh. Jitender Devgan, Sec.Sh. Sanjeev Dhamija, Sh. Ashok Tiwari, Sh. Batra Ji, Sh. Raj Sahnewalia, Sh. Madan Lal, Dr.R.S. Jhanji (Principal), Sh. D.K. Bhardwaj, Smt. Amar Joshi, Sh. Joshi, Sh. Kang and other gentry of Khanna were present there.

### OTHER PURPOSEFUL ACTIVITIES

- \* Different bodies of the students like Central Association N.S.S., N.C.C., Red Cross Society, Youth Services Club and Subject Societies are formed annually to smoothen the working of the college.
- \* Religious /National Days such as Republic Day, Independence Day, World Aids Day, International Women's Day are celebrated in the college with great fervour and enthusiasm.
- \* **Free classes** are held for **weak students** in English.
- \* **Meritorious students** are guided by their teachers during their free period.
- \* Students of Fine-Arts Dept. exhibit the articles prepared by them and collect money for the institution.
- \* Free classes are held for the students belonging to SC,ST and Minorities group sponsored by UGC.



### VALEDICTORY FUNCTION *Report*

Every year, the session ends with properly organised Valedictory function. This year Farewell function was organised on 17 March 2006. The students of B.A.II, B.Com II and BCA I bade farewell to their seniors. It is a unique tradition in our college to give an affectionate send off to our outgoing class. For this purpose Principal (Dr.) Rekha Bhardwaj distributed 'Parshad' to the students and wished them all the luck for their exams. She also advised them to always march ahead in life and evolve as balanced and useful citizens of their motherland.

### 41. ANY OTHER INFORMATION THE INSTITUTION WISHES TO ADD

A.S. College for Women, Khanna is an institution that endeavours to ensure that whatever is done in the institution for promoting "education", is done efficiently and effectively with an aim to achieve excellence. It is an institution committed to promote the cause of women's education. This college caters to the academic needs of girl students not only of Khanna but also from a number of adjoining villages. To accomplish this noble cause, the college is fortunate to have a Managing Committee consisting of highly cultured, dedicated and dynamic persons always eager and enthusiastic to render a helping hand whenever and wherever required. They inspire and motivate the students to achieve the best in thought, work, conduct and deed. The college has a team of hardworking staff led by the Principal with a positive and futuristic vision. With the combined efforts of the staff and the students, the college has emerged as a centre for providing quality education and for showing enviable results in Academics, Sports as well as Extra-curricular activities. The institution strives to reflect its immortal motto of 'Satyam, Shivam, Sundram' in all the fields and always remains desirous of adopting and cultivating constructive and healthy programmes. After all, the road to perfection is unending and always demands tireless pursuance!

KHANNA

## **PART C**

### **PLANS OF THE INSTITUTION FOR THE NEXT YEAR**

In this rapidly growing global world, every institution must keep pace with the fast growth rate in order to cope with the ever – changing issues. Any institution, which discourages future expansion, gives an open invitation to stagnation and extinction. Hence, we always have very ambitious plans for our future and are working towards making them a reality. We are proud of our institution. For this purpose, we have framed our vision and mission to be undertaken for the next year.

## **OF**

### **THE ANNUAL QUALITY ASSURANCE REPORT**

- 1) To start B.Sc. Fashion Designing
- 2) To purchase 10-15 more computers
- 3) To start B.Sc. Fashion Designing

- 4) To start Classical dance as elective subject

- 5) To start B.A. Hons. History (AQAR) OF THE IQAC

- 6) To add more books in the Reference Section and books for various departments

- 7) To organize one State-level seminar/workshop

- 8) To buy more latest and modern journals in the Home Science, Fine Arts and Fashion Designing Departments.

**2006 – 2007**

- 9) To buy new Musical Instruments

- 10) To encourage wide usage of Audiovisual aids for effective teaching-learning process

- 11) To organize workshops/seminars/workshop lectures at Departmental level

- 12) To organize career-orientation workshops/lectures for the benefit of the students

- 13) To introduce more P.T.E. courses

- 14) To encourage the use of Information and Technology in the classroom

- 15) To integrate Moral and ethical values with the curriculum in order to fill the increasing spiritual void in the present generation

- 16) To organize a seminar/workshop

**A.S.COLLEGE FOR WOMEN,**

**KHANNA**

Through the above mentioned plans, our aim is to make our students vibrant, creative and dynamic individuals, who will stand out in this world with the grace of their intellect and creative personality.



## LIST OF ANNEXURE PART – C

### PLANS OF THE INSTITUTION FOR THE NEXT YEAR

In this rapidly growing global world, every institution must keep pace with the fast growth rate in order to cope with the ever – changing issues. Any institution, which discourages future expansion, gives an open invitation to stagnation and extinction. Hence, we always have very ambitious plans for our future and are keen to bring about practicability, flexibility and positivism in our institution. For this purpose, we have chalked out certain projects to be undertaken for the next academic session :

- 1) To set one more computer lab.
- 2) To purchase 10-15 more computers
- 3) To start B.Sc. fashion Designing.
- 4) To start Classical dance as elective subject.
- 5) To start the construction of Girl's Hostel. *To set up more P.D Lab.*
- 6) To add more books in the Reference Section and books for various departments.
- 7) To organize one State-level seminar. *and National Level Seminar.*
- 8) To buy more latest and modern gadgets in the Home Science, Fine Arts and Fashion Designing Departments.
- 9) To buy new Musical instruments in the Music Department.
- 10) To encourage wide usage of Audio-visual aids for effective teaching-learning process.
- 11) To organize workshops/seminars/extension lectures at Departmental level.
- 12) To organize career-orientation workshops/lectures for the benefit of the students.
- 13) To introduce more P.G. courses.
- 14) To encourage the students and staff to become more Techno-savvy in this world of Information and technology.
- 15) To integrate moral and ethical values with our curriculum in order to fill the increasing spiritual vacuity in the present generation.
- 16) *To organise Inter-college competitions.*

Through the above mentioned plans, our aim is to make our students vibrant, sensitive and dynamic individuals, who will strengthen this world with the power of their intellect and towering personalities.

## LIST OF ANNEXURES

### 1. Unitization of Syllabus

### 2. A Copy of Students Questionnaires



# Internet Programming

## UNITIZATION

### UNIT-I

1. HTML: Introduction to HTML, Building blocks of HTML, lists, links, images, tables, frames, layers, forms, introduction to CSS, defining and applying CSS.
2. JavaScript: Features, token, datatypes, variables, operations, control structs, strings, arrays, functions, core language objects, client side objects, event handling. Applications related to client side form validation.

### UNIT-II

3. Fundamentals of Java: Java v c++, Byte code, Java virtual machine, Constants, variables, data types, operators, expression control structures, defining class, creating object, accessing class members Constructors, method overloading.
4. Inheritance: Basics, member access, using super to call super class Constructors, creating a multilevel hierarchy, method overriding, Dynamic method dispatch, using abstract class, using final.
5. Packages and interfaces: Defining a package, understanding classpath Access Protection: importing packages, interfaces, defining an interface, implementing interface, Applying interface, variables in interface.
6. Exception-handling: Fundamentals, exception types, using Try and Catch Multiple Try and Catch clauses, Nested Try statements, Built in exceptions.

Multi-threaded programming: The Java Thread Model, Thread priorities, Synchronization, messaging, The thread class and Runnable interface, The main Thread, Creating a Thread, implementing Runnable, Extending Thread, Creating Multiple Threads, Thread priorities, Synchronization: Methods, statements, inter Thread Communication, Deadlocks, Suspending, Resuming and Stopping Threads.

### UNIT-III

8. I/O Applets: I/O Basics, streams, The predefined streams, Reading Console I/P, Writing Console O/P, The Print writer class, Reading and writing files, Applet fundamentals using AWT Controls, Layout Managers and Menus, String handling and event handling.



## UNITIZATION OF SYLLABUS

### Entrepreneurship and small business.

Syllabus upto September, 2006

Concept of Entrepreneurship : The entrepreneur : Definition, nature and characteristics of entrepreneurship ; Emergence of entrepreneurial class including women entrepreneurs ; Theories of entrepreneurship : Socio economic environment and the entrepreneur. Characteristics of Entrepreneur. Leadership, Risk taking. Decision making and business planning. Innovation and entrepreneurship, entrepreneurial behaviour and motivation.

Entrepreneurial Development Programmes - Their relevance and achievements, Role of govt. in organizing such programmes, Critical Evaluation.

Syllabus upto December, 2006

Small business as a seed bed of Entrepreneurship. Concept of business Venture. The start up process : Concept, Plan, Implementation, Initial strategic planning, Product and Marketing Scope, legal and Tax considerations, Risk analysis and financial considerations. Profit Planning in small Enterprise : Growth strategies and diversification.

Syllabus upto March, 2007

Finance Management in current operations and expansion of capital.

Role of small business in the national economy, National Policies for small business development, Governmental and Non-Governmental assistance. Contribution of commercial banks in promoting and servicing small business. small.

Governmental Policies and formalities in setting up a Unit. Basic requirements regarding registration, Excise, Sales tax, Factory Act, SSI exemptions.

### Practical Work

Process of establishment of any firm, Project report for loans to bank, form for registration under Sales tax.

Namrata



## UNITIZATION

CLASS :- PGDCA

Subject :- COMPUTER PROGRAMMING AND PROBLEM SOLVING

Paper Code :- PGD-05

I<sup>st</sup> Term :-

Problem Solving :- Problem Identification, Analysis, Flow charts, Decision Tables, Pseudo code and algorithms, Program coding, Program Testing & execution. Computer Programming Language (C Language) :- concept of variable and constants, structure of a C program, Various operators, expression and their evaluation using rules of hierarchy. Assignment statements, Control Structures : sequencing, alteration, and iteration arrays. String function, User defined functions.

II<sup>nd</sup> Term :-

Manipulating vectors and matrices, pointers, I/O files, Pre-processors, Macros. OOP Language (C++ Language) :- Introduction to OOP - objects, classes, Data, abstraction, Data encapsulation, Inheritance (Single, Multiple, Hierarchical, Multilevel, Hybrid) Polymorphism, Dynamic binding, Message passing. Tokens, expressions, data types, variables, operators, control statement, Arrays, Class, objects, functions & methods.

III<sup>rd</sup> Term :-

Constructors, destructors, file handling exception handling & templates.

## Unitization of the syllabus

B.A. III

History

From July to Sept (A)

- ① The Renaissance & Reformation: Decline of Feudalism, Causes & Effects of Renaissance, Martin's Luther's Protestant Reformation; Counter Reformation.
- ② Rise of Absolute state: France and Prussia
- ③ Rise of Parliamentary Govt: The Glorious Revolution and its effects.
- ④ The American Revolution: Social, political, Eco. Causes; its results.
- ⑤ The French Revolution: Causes and Impact of the French revolution.
- ⑥ Napoleon Bonapart: Reforms of Napoleon; his Continental system.
- ⑦ Congress of Vienna: Motives, Working, Principles, Provisions, and Significance of Congress of Vienna.
- ⑧ The Industrial Era: The Industrial Revolution its Causes, New Inventions, spread of Europe;  
From Sept to Dec. (B+A)
- ① New Imperialism: Main features; Partition of Africa - Causes, Colonization and Impact;
- ② Congress of Berlin: Circumstances, Provisions, & Significance of the Congress of Berlin 1878.
- ③ Diplomatic Developments in Europe: Circumstances leading to the formation of Triple Alliance of 1882 & Triple Entente.
- ④ WW I: Division of Europe into two blocks Causes of the WW I.
- ⑤ Paris Peace Conference: Treaty of Versailles 1919, Provisions, major defects & their impact
- ⑥ Russian Revolution: Causes & Impact of the Russian revolution of 1917.
- ⑦ Nationalism & Communism in China: Causes for the Nationalist revolution of 1911 & Impact



Modernization of Japan: Meiji restoration & modernization in Japan.

Maps: Historical Plans, unification of Italy, unification of Germany (A), Historical plans, I k l k, II k l k.

Dec. to March (A+B)

- 1) Eastern Question: Greek War of Independence, Mehmet Ali and Egypt, Crimean war.
- 2) unification of Italy: Diff. stages in unification of Italy, role of Mazzini, Cavour, & Garibaldi.
- 3) unification of Germany: Rise of Nationalism, role of Bismarck in the unification of Germany.
- 4) The Great Depression of 1929: Causes of the Great Depression in the U.S.A., its spread in Germany, France & U.K, its impact, New Deal.
- 5) Fascism & Nazism: Circumstances responsible for rise of Fascism, Nazism in Germany under Hitler.
- 6) I k l k II: Causes of I k l k, , modernization of Turkey under Mustafa Kemal Pasha.

apaf

## Unitization of BAI (Pol. Science)

- 1<sup>st</sup> to September :
- 1) The State, 2) Theories of the origin of the State { Social Contract and Evolutionary theory.
  - 3) Liberal, Marxian and Gandhian view of the state.
  - 4) Functions of the state → Liberal theory.
  - 5) welfare state, 6) Functions of the state → Socialist perspective.

1<sup>st</sup> to December :

Paper A : Pol. theory, Relation of Pol. science with other Social Sciences,

Paper B : Concept of power, Authority, Legitimacy, Pol. culture, Socialisation, Rights and Duties, UN Declaration of H.R, issue of Environmental protection. Concept of liberty, equality and Justice.

1<sup>st</sup> to Preparatory

Paper A : Sovereignty, Pol. system.

Paper B : Social change, Democracy, Theories of Democracy.



## Unitization of B.A.II

(Pol. Sci.)

UP to September

Paper A

Salient features of the Indian constitution, Preamble, Indian Federal Structure, Relations of Union and States, Fundamental Rights, Human Rights, N.H.R.C and P.H.R.C, Fundamental Duties, Directive Principles.

UP to December :

Paper A : Development towards the making of the constitution. Constituent Assembly, President, Parliament, Indian cabinet and P.M, Supreme Court and High Court.

Paper B : Nature of Party system in India, National Pol Parties, Regional Pol Parties, Pressure groups, Election Commission, voting behaviour, Caste, Religion, Language, Regionalism, Liberalisation, and study of emerging trends in Indian politics.

UP to Preparatory :

Paper A Governor, State legislature, Council of Ministers.

Paper B : Basic Principles of Indian Foreign Policy, Policy of NAM.

## Utilization of Syllabus of B.A. III (Home Science) Theory - 2006-07

Paper - A - M.Marks - 75, Th - 65, IntA - 10

Paper - B - Max.Marks - 75, Th - 65, IntA - 10  
Practical - 40, I.A - 10

Upto Sept. 2006

Paper - A  
Section - A

1. Importance & functions of food  
(a) Physiological (b) Psychological (c) Social
  2. Food Constituents: Carbohydrates, Proteins & fats - functions, sources, requirements & deficiency.
  3. Methods of cooking: - Boiling, Steaming, Frying, baking, roasting & microwave cooking.
- Section - B

1. Functions, recommended allowances, deficiency, excess & sources of the following nutrients  
(a) Vitamins - A, B<sub>1</sub>, B<sub>2</sub>, Niacin, C, D (b)  
(b) Minerals - Calcium, Phosphorus, Iron, Sodium, Iodine.
5. Food preservation: Definition, Importance & principles, Causes of food spoilage - Household methods of food preservation - Sun drying, use of salt, oil, spices, Sugar, & chemical preservatives.

Paper - B  
Section - A

1. Definition & importance of Child Development.
2. (a) Difference between growth & Development  
(b) Principles of development.
3. Physical Development of the Child from infancy to late childhood - Lactation



Upto Feb-2017

## Paper A

### Section - D

10. Therapeutic Diets & Modification of normal diets
  - (a) Principles of Therapeutic diets (b) Concept of soft, bland, liquid diets with examples.
11. Therapeutic diets in the following conditions with principles involved
  - (a) Fever (b) Constipation (c) Diarrhoea
  - (d) High Blood Pressure/Hypertension (e) Diabetes Mellitus

### Paper B

### Section D

9. Pregnancy - Signs & symptoms of pregnancy, Discomforts, Complications, Care during pregnancy, Methods of family planning in brief.
10. Prenatal Development
 

Stages of prenatal Development, Factors affecting Prenatal Development.
11. Feeding of the infant.
 

Importance of technique of breast feeding, Bottle feeding, Weaning.

Different kinds of important weaning foods for infants. Importance of weaning.

+ Revision of whole syllabus.

Regular oral & written tests in class.

Signature  
10/8/06



Upto Dec. 2006 Paper A.

Section C

6. Food adulteration  
(a) Definition (b) Common Adulterants (c) Food Standards.
7. Concept of Balanced diet
8. Classification of food based on the <sup>first</sup> seven food groups.
9. Principles of meal planning.  
Planning of balanced diets for middle income groups for the following:  
I. Preschool Children II School going  
III Adolescents IV Adult male & female (only moderate workers)  
V Old age VI Pregnancy VII Lactation

Paper B.

Section B

4. Motor Development from infancy to late childhood.  
Pattern of motor Dev, factors affecting motor development.
5. Emotional Development, characteristics of children emotions, common childhood emotions - fear, anger, jealousy, love, affection, anxiety, Curiosity.
6. Language Development, Stages of Language Development, factors affecting Language Development.

Section C

7. Play - Significance of play, types of play, Play materials/equipment required for various age groups.
8. Common behaviour problems & their remedies - Bed wetting, thumb sucking, nail biting, temper tantrums.



## Unitization of Practical Syllabus of B.A.-III (HareSci) (2006-07)

Up to Sept-2006

1. Preparation of minimum of three dishes by using various methods of cooking (e.g. boiling, steaming, baking), frying (Deep & shallow) and roasting with diff. food groups (e.g. cereals, pulses & vegetable groups & their combinations)

2. Planning & Preparation of diets for the following:
  - (a) Pre-school child (b) School going / packed lunch
  - (c) Adolescence (d) Adult (Man & Woman) Moderate worker pregnancy & lactation diets.

Up to Dec-2006

3. Cooking & Serving of the following Invalid cookery - Soft, liquid, fluid diets.
  1. Hot & cold beverages (at least two)
  2. Low Calories recipe (five)
  3. Low cost recipe (five)

Up to Feb-2007

4. Food preservation - pickle, Chutneys, Jams, Squashes, Sherbets, Sauce (at least two each)
5. Enhancing Nutritive value (five recipes)
6. Revision of whole syllabus & practice of more related recipes from Students' side

note:- Practical exams will be held before the theory exams.

Sd/-  
3/8/06

Paper-A B.A. Final Maths 2006-07.

upto sept. Sequences, chain Rule & mean value  
theorems, limit & continuity of functions  
of two variables, Partial Derivatives,  
Jacobians.

Oct to Dec:- Maxima & minima, Envelopes  
& Evolutes, continuity & uniform  
continuity.

Jan:- Series.

Paper-B

upto sept:- Power series, Boundary value  
problems and S.L Theory.

Oct to Dec:- Bessel's Legendres &  
Hypergeometric Eq. & functions,  
Laplace Transforms.

Jan to Feb:- Partial Differential Eq.  
of first order. Paper-C.

upto sept:- Differentiation & Integration of vectors.

Oct to Dec:- Gradient, Divergence & curl, S.H.M,  
Elastic strings, Radial & Transverse velocities  
cannon catenary

Jan to Feb:- Virtual work, line surface  
Chas. Integrals, motion in resisting medium.



## Paper-C

upto Sept. Differentiation & Integrations of  
vectors -

oct. to Dec:- Gradient, Divergence & curl.

S.H.M, Elastic strings, Radial &  
Transverse velocities, common catenary -

Jan to Feb:- Virtual work, Line surface  
& space Integrals, Motion in  
Resisting medium, Rough Plane curves  
& Motion on smooth. , Central orbits.

# 1. Scheme syllabus of B.A. III 2006-2007

## Part I Paper A

1. रघुवंशम् - 1-40 पद्य, आख्या, प्रश्न
2. ईशोपनिषद् - 1-6 मंत्र " "
3. वैदिक साहित्य - चारो वेद
4. संस्कृत साहित्य - अथर्वव्याख्य, आषा, भाष्य
5. निबन्ध - संस्कृत भाषा, कालिदास
6. अन्तःसार - विभावना, विश्वामित्र, दृष्टान्त
7. विभिन्न उन्नत प्रश्न

## Part II Paper B

1. रघुवंशम् - 41-80 पद्य, आख्या, प्रश्न
2. ईशोपनिषद् - 7-14 मंत्र " "
3. वैदिक साहित्य - ब्राह्मण साहित्य
4. संस्कृत साहित्य - कालिदास, दण्डी
5. निबन्ध - गीता, पर्व
6. अन्तःसार - अनुप्रास, उपमा, उपमा
7. विभिन्न उन्नत - सम्पूर्ण

## Part III Paper C

1. रघुवंशम् - 81-95 पद्य, आख्या, प्रश्न
2. ईशोपनिषद् - 15-18 मंत्र " "
3. वैदिक साहित्य - उपनिषद् साहित्य
4. संस्कृत साहित्य - अथर्ववेद, मनुस्मृति
5. निबन्ध - प्रोपकार, सत्संगति
6. अन्तःसार - स पद्य



# UNITISATION OF SYLLABUS

## B.A. I ENGLISH COMPULSORY

2006-07

### UPTO SEPTEMBER

TEXT: POEMS : 1 to 6  
STORIES : 1 and 2  
PROSE : 1 and 4

### GRAMMAR:

PARAGRAPH (Any 5)  
LETTERS (Any 5)

VOICE

NARRATION

DETERMINERS

TRANSLATION (PROVERBS AND IDIOMATIC)

REVISION TESTS TO BE CONDUCTED

### UPTO DECEMBER

TEXT: POEMS : 7 to 12  
STORIES : 3 and 4  
PROSE : 2 and 3

### GRAMMAR:

PARAGRAPH (10)

LETTERS (10)

VOICE

NARRATION

DETERMINERS

TRANSLATION (ALL KINDS)

MODALS AND NON FINITES

COMPREHENSION

[REVISION]

### UPTO MARCH

TEXT: POEMS : 13 to 15  
STORIES : 5  
PROSE : 5

PARAGRAPHS, LETTERS AND  
WHOLE GRAMMAR EXERCISES TO BE REVISED.

Puneet Doshi  
1/8/2006.

## UNITISATION OF SYLLABUS

B.A.I. English  
(ELECTIVE)  
2006 - 2007

upto September

Poetry: 1 to 8 poems

Fiction: Three stories - 'A Cup of Tea', 'The Postmaster' and 'The Grief'.

Plays: 1st play.

Grammar: Voice, Paragraph writing, Letter writing.

upto December:

Poetry: 9 to 18 poems

Fiction: Six stories.

Plays: 2nd, 3rd and 4th play.

Grammar: Articles, Narration, Conjunctions, Comprehension, Transformation of sentences, Prepositions.

upto March

Poetry: 19 to 21 poems.

Fiction: Last three stories.

Plays: 5th and sixth play.

Revision of paragraphs, letters, grammar.

Puneet Doshi  
 Lect. in Eng.



# Unitization B.A III English Elective 2006-07.

July to September ] Paper A.

Poems 1-6, Play - First Act

Prose - 1-4 chapters

Literary terms 1-10

Paper B.1 -

one word substitution - 1-130

Pairs of words - 1-80

word formation - Make Verbs, Make Nouns.

Translation Hindi to Eng. 1-10 exercises

upto December ] Paper A.

Poems 7-14

Play 2, 3 & 4th Acts and questions

Prose 6-10 chapters

Literary terms 11-25.

Paper B.1 ] Essays - 10

one word substitution & use in sentences - 131-300

Pairs of words 81-250

Idioms 1-300

word formation - Make Verbs, Nouns & Adjectives

Precis - 15 exercises

Translation - 11-40 exercises

upto March ] Paper A & B

Completion of poetry, Prose and Revision

Completion of play-discussion of all questions & Revision

All kinds of grammar to be completed & revised

Translation and Precise exercises to be completed

Class tests - oral and written class tests will be

conducted in the class throughout the session.

## Utilization of Functional English B.A II 2006-07

July to September

### Paper A.

- 1) Unit I - Introduction to Broadcasting
- 2) Role and History of Radio
- 3) Interview - Unit II
- 4) News Bulletin Unit III

### Paper B-1:

- 1) Unit II - Interview
- 2) Unit III - News Bulletin
- 3) Unit IV - Electronic Media

September to December Paper A.

- 1) Unit IV - Announcements
2. Unit V - Commentary
3. Unit VI - Compereing

### [Paper B.]

1. Unit IV - Compereing
2. Unit V - Broadcast Presentation, Voice Production  
Speech Training, Body Language.
3. Unit VII - Commentary
4. Unit VIII - Announcements

upto March. Paper A.

- 1). Unit VII - Concept of Voice Training
2. Unit VIII - Training in Developing one's Best Voice
3. Unit IX -

### Paper B.]

1. Unit VII - Commentary
2. Unit VIII - Announcements
3. Unit IX - Documentary
4. Unit X - Body Language.



B.A. - I Music 2006-07.  
UNITIZATION OF SYLLABUS

UPTO SEPTEMBER

PART - I

1. Elementery knowledge of the following terms.  
 Ohwani Sangeet, Naad, Shenti, Swara.  
 Sopstak, Jatis of Raga, Laya, Tala.

PART - II

1. Definition & Explanation of the following terms.  
 Nasheetkheni get, Rezakheni get, Tora, Thela.

2. Life sketch and Contribution of Pt.

Ustad Allauddin Khan Sahib.

PART - III

1. Description & Notation ofraag Yaman,  
 & Taal - Dadra & Rostak.

2. Non - detailed raag - Shuddh Kalyan.

UPTO DECEMBER

PART I

1. Introduction of your own instrument.
2. Elementery knowledge of Bhatkhande's  
 Notation system.

PART - II

1. Knowledge of Bhatkhande's Theat Paddeti
2. Life sketch of Pt. Ravi Shankar & Pt.  
 Vishnu Narayan Bhatkhande.

PART - III

1. Description and Notation of raag - Bhopali,  
 Kafi, Taal - Theptal, Teental.

UPTO FEBRUARY

# Unitisation of Vbi Syllabus (BA, B.A., B.Com, B.A-1, B.Com I)

## B.A. III સેમસ્ટર પરીક્ષા Syllabus for September Exams

### Paper - A

(1 copy)

પ્રશ્નકોશ

① સંપ્રદાયિક પરીક્ષા રાહિયોગ : પાંચે પૂરે વધી, પૂર્વે મરિત દિખાવિયા, માર/વેરગી હાદ, દિશા, મોંધ મધરાં રે માર, પાંચે પૂરે વધાનું રે કોઈ, રત્ના, ભોગરાં મધીયી પુત્રાં કિષદાહિં

② પરીક્ષા રીતી પૂર્વે મરિત : પાંચીમાં પૂરે કોઈનીમાં પત્રાહિંનું રે મરિતીદીમાં, ~~મરિતીદીમાં~~

③ કર મિંચી : મારક રા પાંચે 50 મરે રા પાંચે રે કપુ પુત્રાં

### Paper - B

① પૈગ રત્ના રા મરિતમાસ

② ~~પૈગ રત્ના~~

③ માર મરિત મધર રે મરિતમાસ દિખાવરે રા મરિતમાસ

### Syllabus up to December Exams

① સંપ્રદાયિક પરીક્ષા રાહિયોગ : મારકે પૂરે વધી, પૂર્વે મરિત દિખાવિયા, માર, દિશા, મોંધ મધરાં રે માર, મારકે 6 વધાનું રે કોઈ, રત્ના મરિત ભોગરાં મધીયી પુત્રાં કિષદાહિં પાંચીમાં

② પરીક્ષા રીતી પૂર્વે મરિત : મારકે મરિતમાસ રા મરિતમાસ રે મરિતમાસ પત્રાહિંનું રે મરિતમાસ મરે પાંચીમાં પત્રાહિંનું મરે પાંચીમાં પત્રાહિંનું

③ કર મિંચી : મારક રા મરિતમાસ, દિશા, મારકે-મરિતમાસ મરે કપુ પુત્રાં

### Paper - B

① પૈગ રત્ના

② ~~પૈગ રત્ના~~

③ મારક

④ મરિતમાસ દિખાવરે રા મરિતમાસ (માર, દિશા, દિશા રા પત્રાહિં)

⑤ પરીક્ષા રા મરિતમાસ રે મરિતમાસ કિષદાહિં મરિતમાસ કિષદાહિં

### Syllabus up to March Exams

① સંપ્રદાયિક પરીક્ષા રાહિયોગ : મારકે માર રા પૂર્વે મરિત દિખાવિયા, માર, દિશા, મોંધ મધરાં રે માર, મારકે 6 વધાનું રે કોઈ, રત્ના મરિત ભોગરાં મધીયી પુત્રાં કિષદાહિં પાંચીમાં

માર મરિતમાસ રા પત્રાહિં, મરિતમાસ મરે માર મરિતમાસ રા પત્રાહિં મરે મરિતમાસ મરે મરિતમાસ મરે મરિતમાસ

P.T.O.



### B.A. III પંચાયત દિવસવિષે

મિત્રવચન માર્ચ 2006 ઉર

મહાસભા મહાસભા

મહે રિતકરે: પતિકે રીતે રહી પુરીગ સતિ દિમાપિયા, દિમા, ભા, લેરંગી બાદ  
ત્રાણી દાંડી સિંધ, પુરુષ સિંધ, ભેગ સિંધ સારિતિર જોગરાન

ગીકાં કે ગમ્કાં: પતિકે રે નિચીપ દિમાર નકે જમ્ પુમ

પીર લી રાગ: મારા રા પાર નકે જમ્ પુમ (પતિકા કારી)

રહિત રે રીકગમ: સીધે પુમ

કે- જી પરિભાષા: દિમાગકાદો, મરેકડ, હેર- હેર

મનમ કે મારક: રા પરિભાષા, કંઠક

દિમાર નાકેકા નાકેકા

મિત્રવચન માર્ચ 2006 ઉર

મહે રિતકરે: મારાકે હે રહી પુરીગ સતિ દિમાપિયા, ભા, દિમા, લેરંગી બાદ

ગીકાં કે ગમ્કાં: 5 મારાકે નિચીપ દિમાર નકે જમ્ પુમ

વાદા બનકેડ, ગિરે રુમાર, નીચીકા ચીકા, રુકકેડ સિંધ દિમા,  
ગુરુપમ સિંધ પીકાલી, મારા. ભી. મી. સારિતિર જોગરાન

પીર લી રાગ: મારાકે નાકેકા [દિમા, મારા કીમા, રુપાકર, મીમાર નાકેકા]

મારક, મારા રા પરિભાષા સીધે પુમ

કેગા, ભેગા, રહેલીમા, ભેગા, લેડ, રીલેડ, રેપલી, હેગાં જી પકાદ રા નાકેકા  
વાર પુમ

મીડ, ગમક, રાદી, મારા, કિંગી, મરકા મારા, વાર પુમ

દિમાર નાકેકા નાકેકા

મિત્રવચન માર્ચ 2007 ઉર

મહે રિતકરે રે વારી રીતે રહી પુરીગ સતિ દિમાપિયા, દિમા, ભા કે લેરંગી બાદ

ગીકાં કે ગમ્કાં દિમાર નિચીપ કે દિમાર કે જમ્ પુમ

મારા રી રુગરા

કિંગી, મિમાર રહેલીમા હેર વાર પુમ

સીદા, મહે સીદા વાર પુમ

સારિતિર જોગરાન સીડ સિંધ સે

દિમાર નાકેકા મારા રુગરા

મારે મેમ રેગા મારે પાર-કુમ રે કિમરી કે મીપર રીકે કરે  
સાદા

## Unitisation of Syllabus

M.A I (Paper I)

### Advanced ECONOMIC THEORY

#### UNIT-I (upto September) 30%

1. Methodology of Economics 2. Criteria for choosing between alternative theories 3. Dynamic eco Theory and Cobweb Theorems 4. Partial v/s General equilibrium Analysis 5. Marshallian and Walrasian stability Conditions 6. Elasticity of functional relation 7. Cross elasticity of demand and nature of Commodities 8. Elasticity of Supply 9. Ordinal Utility Analysis 10. Elasticity of Commodity substitution 11. Revealed Preference Theory 12. Market demand and Bandwagon and snob effect 13. Consumer's surplus

#### UNIT-II (upto December) 40%

1. N-H method of measuring utility 2. Risk aversion and risk preference 3. Risk return trade off 4. Technology and production function 5. Cost minimising equilibrium and choice of Technique and Scale 6. Effect of a change in factor price and elasticity of factor substitution 7. Expansion Path 8. Homogenous function 9. Economies and diseconomies of scale 10. Sauser shaped & L-shaped long run average cost curves 11. Productivity curves of variable factors and derivation of S.R. cost curves 12. Idle capacity 13. Sauser shaped AVC 14. Relation between AC and MC 15. Multi product firm equilibrium 16. Economies of scope 17. Linear programming 18. Welfare effect of price controls, price supports and production quota 19. Interimary of equilibrium of firms in the absence of economies of scale 20. Allocative v/s Production efficiency 21. Monopoly power 22. Price discrimination 23. Bilateral monopoly.

#### UNIT-III (upto March) 30%

1. Group equilibrium 2. Selling cost 3. Excess Capacity 4. Oligopoly nature & def. 5. Cournot model 6. Stackelberg model 7. kinked demand curve 8. Collusion 9. Dominant firm 10. Price leadership 11. Bain's limit



- cost pricing (13) Profit Maximisation v/s Sales maximisation (14) Modern  
 demand and supply Theory of factor pricing (15) factor  
 pricing under Perfect Competition, monopoly and monopsony  
 (16) Euler's Theorem (17) Fisher's Theory (18) Pareto optimality  
 (19) Inter personal comparisons (20) Bergson-Samuelson  
 Social welfare function

## 14A II Mathematical ECONOMICS

### UNIT-I (upto September)

The Nature of Mathematical Economics and ingredients of Mathematical Model  
 Theory of Consumer Behaviour: Utility function: Behavioural Postulates, Nature and Existence: separable and additive Utility functions: Homogeneous and Homothetic Utility functions, Demand function: Compensated demand function; Cardinal & ordinal Utility maximisation; Slutsky equation for two and more commodities, Traditional and Modern derivation and its interpretation: Concept of elasticities: Generalization to  $n$  variable case, Linear expenditure and indirect Utility function, Roy's identity: Expenditure function: Consumer surplus; Choice under risk, Von Neuman Utility function, Intertemporal Utility maximisation, Revealed Preference Theory - The weak and strong axioms, Integrability Problem, Composite commodity theorem, Production Analysis: Homogeneous and Homothetic production function: Elasticity of substitution, Cobb-Douglas, CES and VES production function, Output and Profit Maximisation, Cost Minimisation: Duality in production, Input demand functions Adding up theorems, Analysis of Joint profit Maximisation and Multi product firm, Production possibility curve  
 Market Equilibrium: Price and Output determination under perfect Competition, Monopoly and Price discrimination, Oligopoly and duopoly

### UNIT-II (upto December)

The Cournot-Nash equilibrium, Collusion and Stackelberg Model, Commodity Market and Factor Market equilibrium  
 Existence and Uniqueness of Market Equilibrium: Stability of Equilibrium, dynamic equilibrium with lagged adjustment, The Cobweb Model, Multi Market Equilibrium, Walras law and the existence of general equilibrium and conditions for stability of equilibrium  
 Macro Economics: The classical and Keynes system, Hicks-Hansen version of Keynesian model: Fiscal Policy and the balanced Budget Theorem: Liquidity Trap and the efficiency of Monetary Policy, Comparative statics in the classical and Keynesian models, static and dynamic Multiplier, Accelerator Growth Model: Harrod-Domar and its stability, Solow Model: Basic Neo classical growth Model; Golden Age problem  
 Technical progress and stability of Neo classical Models, Optimal growth and Golden Rule of capital accumulation, Engeneous growth



## UNIT - IV (upto Hance)

- 1. Trade Cycles : General Concepts, Hicks Samuelsons Multiplier accelerator interaction Model.
- 2. Input-output Analysis : Static open and closed Models, Viability Conditions, activity analysis interpretation of input output Model, Aggregation problem, Substitution Theorem, Cost and Price determination, Dynamic economic system.
- 3. Linear programming : Activity analysis interpretation of a linear program, simplex and the Revised simplex method, dual and its economic interpretation, Complementary slackness conditions, Duality Theorems; Applications of linear programming in economics.
- 4. Game Theory : Two person Zero sum non cooperative game, pure and mixed strategies, linear programming formulation of a matrix game, Methods of solving a game problem, fair game and conversion of linear programming problem into a game problem, Introduction to non constant sum games, Prisoner's dilemma.

## Unitization of Syllabus

B.COM I

Paper :- Business Mathematics and Stats.

Upto September Test :-

Measures of central Tendency, Measures of Dispersion, Index Numbers, Time Series, Introduction to statistics, Sampling Techniques, Primary Data collection, Tabulation and Presentation of practical work, Simple Interest and compound Interest.

Upto December Test :-

Correlation Analysis, Regression Analysis, Interpolation and Extrapolation, Indian statistical system, Discounting and factoring Techniques, Matrices and Determinants, Linear Programming, and Practical work.

Upto March :-

Theory of Probability, Probability Distributions, Theory and Association of attributes, consistency of data, Tests and Revision

*P. Ransel*



## Utilization of Syllabus

B. Com II

### Corporate Accounting

upto September → (40% of syllabus)

Issue, Reissue, Forfeiture and Buy-back of shares, Redemption of Preference Shares, Issue and Redemption of Debentures, Profit Prior to incorporation, Managerial Remuneration.

upto December - [ 75% of syllabus ]

Right, Issue and Bonus shares, Accounts of ~~and~~ Companies, Accounts of Banking and Insurance Companies, Valuation of Goodwill and shares, Liquidation of companies, Accounts of Holding companies (excluding cross holding)

upto March - [ 25% of syllabus ]

Amalgamation, Absorption and Reconstruction and Internal Reconstruction (excluding Inter company Holdings)

Practical work

Revision.

Ranjit kaur

## Students Questionnaires

College A.S.College for Women, Khanna

Format No.1

### Students Feedback on Courses

Name:--

Year:--

Please rate the courses on the following attributes using the 10 point scale shown

10	9	8	7	6	5	4	3	2	1
----	---	---	---	---	---	---	---	---	---



Very Good



Very Poor

Courses		01	02	03	04	05
1	Learning value (in terms of skills, concepts, knowledge, analytical abilities, or broadening perspective.					
2	Applicability/relevance to real life situations					
3	Depth of the course content					
4	Extent of coverage of course					
5	Clarity and relevance of reading material					
6	Extent of effort required by students					
7	Relevance/learning value of projects/report					
8	Overall rating					



College A.S.College for Women, Khanna

Format No.2

## Students Feedback on Teachers

Name:--

Year:--

Please rate the courses on the following attributes using the 10 point scale shown

10	9	8	7	6	5	4	3	2	1
----	---	---	---	---	---	---	---	---	---

Very Good

Very Poor

Name of the Teacher ----- Attributes		Ms	Ms	Ms	Ms	Ms
1	Communication Skill (in terms of articulation and comprehensibility)					
2	Interest generated by the teacher					
3	Ability to integrate course material with environment/other issues to provide a broaden perspective					
4	Ability to integrate across the courses / draw upon other courses					
5	Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class discussion)					
6	Ability to design quizzes/examinations/ assignments/projects to test under standing of the course					
7	Provision of sufficient timely feedback					
8	Knowledge base of the teacher (as perceived by you)					
9	Sincerity / Commitment of the teacher					
10	Overall rating					

## College A.S.College for Women, Khanna

Format No.3

**Students ' course and Teaching Evaluation**

(To be filled only after Results are out)

Name of the Student:

Course :

Teacher :

Year :

Your responses will be seen only after your results have been finalised and recorded.  
 The information will be used only for the improvement of the course and teaching in the future.  
**You need not disclose your name if you do not wish to.**  
**You may tick off more than one answer to a question to the extent that it does not invalidate your response.**

- 1 The syllabus was
 

a) challenging	b) adequate
c) inadequate	d) dull
- 2 Your background for benefiting from the course was
 

a) more than adequate	b) adequate
c) inadequate	
- 3 Was the course conceptually difficult to understand?
 

a) easy	b) manageable
c) difficult	d) very difficult
- 4 How much of the syllabus was taught in class?
 

a) 90 to 100%	b) 75 to 90%
c) 50 to 75%	d) less than 50%
- 5 What is your opinion about the library holdings for the course?
 

a) excellent	b) adequate
c) inadequate	d) very poor
- 6 Were you able to get the prescribed readings?
 

a) easily	b) with difficulty
c) not at all	
- 7 How well did the teacher prepare for class?
 

a) thoroughly	b) well
b) poorly	d) indifferently
e) not at all	
- 8 How well was the teacher able to communicate?
 

a) effectively	b) invariably
c) passably	d) badly



# College A.S.College for Women, Khanna

Format No.3

## Students' course and Teaching Evaluation (To be filled only after Results are out)

Name of the Student:

Course :

Teacher :

Year :

Your responses will be seen only after your results have been finalised and recorded.  
The information will be used only for the improvement of the course and teaching in the future.  
**You need not disclose your name if you do not wish to.**  
**You may tick off more than one answer to a question to the extent that it does not invalidate your response.**

- 1 The syllabus was
  - a) challenging
  - b) adequate
  - c) inadequate
  - d) dull
- 2 Your background for benefiting from the course was
  - a) more than adequate
  - b) adequate
  - c) inadequate
- 3 Was the course conceptually difficult to understand?
  - a) easy
  - b) manageable
  - c) difficult
  - d) very difficult
- 4 How much of the syllabus was taught in class?
  - a) 90 to 100%
  - b) 75 to 90%
  - c) 50 to 75%
  - d) less than 50%
- 5 What is your opinion about the library holdings for the course?
  - a) excellent
  - b) adequate
  - c) inadequate
  - d) very poor
- 6 Were you able to get the prescribed readings?
  - a) easily
  - b) with difficulty
  - c) not at all
- 7 How well did the teacher prepare for class?
  - a) thoroughly
  - b) well
  - c) poorly
  - d) indifferently
  - e) not to all
- 8 How well was the teacher able to communicate?
  - a) effectively
  - b) invariably
  - c) passably
  - d) badly

**Format No. 4****College XYZ****Students' Programme Evaluation**

(To be filled in only after final results are out)

Department :

Year :

Programme :

Your responses will be seen only after your final results have been finalised and recorded. The information will be used only to improve the programme and provisions.

**You may or may not reveal your identity**

1. Before undertaking the programme did you get a prospectus giving details of
 

a) courses available	b) admission rules
c) completion requirements	d) fee and refund structure
e) support services and training available	f) financial aid
2. What determined your choice of the subject?
 

a) interest in the subject	b) past scores in the subject
c) influence of parents/friends/teachers	d) ease of getting admission
e) ease of passing	f) reputation of the department/ teachers
g) ease of getting admission to	h) ease of getting a job after completion of higher studies
j) availability of scholarship/stipend	k) others, (specify)
3. Was your background to undertake the programme
 

a) adequate	b) inadequate
c) more than adequate	
4. The choice of courses offered was
 

a) satisfactory	b) unsatisfactory
c) not available	



5. In case no optional courses were available, would you have liked to have some?
  - a) yes
  - b) no
  - c) Worth trying
6. What do you think should be the ratio of optional courses to the total number courses?
  - a) 100%
  - b) 75%
  - c) 50%
  - d) 25%
7. Was it possible to take a course in other departments?
  - a) yes
  - b) no
8. If, yes did you benefit from the interdisciplinary study?
  - a) yes
  - b) no
9. If not, would you have liked to do interdisciplinary work?
  - a) yes
  - b) no
10. For how many courses did you have (give numbers)
  - a) project work
  - b) practical work
  - c) team projects
  - d) field work
11. Did any of this help
  - a) to make classwork more relevant and understandable
  - b) to make classwork more relevant and understandable
  - c) to build team spirit and skills
  - d) to promote independent study
12. Was the practical/studio/workshop component of your courses sequenced integrally with theory classes?
  - a) yes
  - b) no
13. Were the laboratories /studios/workshops adequately equipped and properly maintained?
  - a) yes, fully
  - b) yes, partly
  - c) no





23. Is the internal assessment system conducive to
- |                                    |                                 |
|------------------------------------|---------------------------------|
| a) regular work                    | b) understanding the course     |
| c) early discovery of difficulties | d) interaction with the teacher |
24. The internal assessment system operated
- |                               |                                |
|-------------------------------|--------------------------------|
| a) fairly in how many courses | b) unfairly in how many course |
|-------------------------------|--------------------------------|
25. The internal assessment was done
- |  |                                     |
|--|-------------------------------------|
| a) regularly in how many courses?        | b) haphazardly in how many courses? |
| c) only at term end in how many courses? |                                     |
26. Were your written assignments returned on time?
- |        |       |
|--------|-------|
| a) yes | b) no |
|--------|-------|
27. Were they returned with helpful comments?
- |        |       |
|--------|-------|
| a) yes | b) no |
|--------|-------|
28. Did the department have provision to take care of grievances?
- |        |       |
|--------|-------|
| a) yes | b) no |
|--------|-------|
29. How many teachers taught you during the full duration of the programme?  
(give total number)
30. If you had to grade your teachers on the seven point scale (highest O-A-B-C-D-E-F lowest) to how many would you assign the following grades? (Give number of teachers against each grade)
- |      |      |      |
|------|------|------|
| a) O | b) A | c) B |
| d) C |      |      |
| e) D | f) E | g) F |
31. How many teachers prepared their lectures (give numbers)
- |               |                  |
|---------------|------------------|
| a) thoroughly | b) well          |
| c) poorly     | d) indifferently |
| e) not at all |                  |

40. How do you find the institution's administrative offices?
- a) very helpful
  - b) helpful
  - c) indifferent
  - d) unhelpful
  - e) cumbersome
41. Are you satisfied with the hostel facilities?
- a) yes
  - b) no
  - c) not affected
42. How do you find the transport facility of the institution?
- a) adequate
  - b) inadequate
  - c) regular
  - d) unreliable
43. How do you rate the health care facilities?
- a) good
  - b) bad
  - c) good but inadequate
44. Did you participate in any of the extra curricular activities of the department/institution?
- a) rarely
  - b) often
  - c) never
  - d) sometimes
45. What was the attitude of teachers to extra curricular activities?
- a) co-operative
  - b) encouraging
  - c) indifferent
  - d) hostile
  - e) cynical
  - f) enthusiastic
46. What was your relationship with the Students' Union?
- a) member
  - b) office bearer
  - c) voter
47. Was the Students' Union representative of the student community?
- a) yes
  - b) no
  - c) largely
  - d) marginally
48. Has your time at the institution been intellectually enriching?
- a) yes
  - b) no
  - c) marginally



32. How many teachers were able to communicate (give numbers)
- |                |               |
|----------------|---------------|
| a) effectively | b) invariably |
| c) passably    | d) badly      |
33. How many teachers encouraged students to participate in the class? (give numbers)
- |                                 |                                 |
|---------------------------------|---------------------------------|
| a) through question answers     | b) through discussion           |
| c) through course related games | d) through inviting suggestions |
34. You would like your teachers to be (rank the qualities according to your preference, omitting the ones that do not apply)
- |                |               |
|----------------|---------------|
| a) scholarly   | b) oratorical |
| c) open minded | d) casual     |
| e) fair        | f) aloof      |
| g) polite      | h) strict     |
| i) painstaking | j) friendly   |
| k) lenient     | l) articulate |
35. If you wish you may name the teacher you liked best for the qualities you ranked the highest in question 34.
36. At the end of the programme of study you came out
- |  |  |
|--|--|
| a) the same as before                  | b) better informed and skilled         |
| c) less enthusiastic for further study | d) more enthusiastic for further study |
37. When you meet students who have taken a similar programme at other institutions do you feel
- |             |             |
|-------------|-------------|
| a) inferior | b) superior |
| c) equal    |             |
38. How do you rate the student-teacher relationship in the institution as a whole?
- |                 |                   |
|-----------------|-------------------|
| a) very good    | b) good           |
| c) satisfactory | d) unsatisfactory |
| e) very poor    |                   |
39. How do you rate the student-teacher relationship in your department?
- |                 |                   |
|-----------------|-------------------|
| a) very good    | b) good           |
| c) satisfactory | d) unsatisfactory |
| e) very poor    |                   |

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49. Have you made any friendships which you expect will last long?

- a) some
- b) none
- c) many
- d) a few

50. After leaving the institution how will you talk about it?

- a) proudly
- b) disparagingly
- c) indifferently
- d) humorously
- e) try to forget it





## Format No. 5

## College XYZ

Overall Rating of Programme by Students

(To be returned by them after the final examination results)

Name :

Programme :

Department :

Years : from to

Item	Very good	Good	Average	Poor	V p
1 Academic content					
2 Usefulness of teaching materials					
3 Usefulness of study-groups in furthering learning					
4 Timeliness of practical work					
5 Educative value of mid-programme placement					
6 Giving and getting helpful feedback					
7 Fairness of evaluation					
8 Interaction with faculty					
9 Interaction with administration					
10 Library facilities					
11 Computer facilities					
12 Hostel facilities					
13 Recreational facilities					
14 Extra-curricular activities					
15 Sports facilities					

Signature :

Date :



## Format No. 6

## College XYZ

## Exit Questionnaire for Graduating Students

(In the last week of classes, before the examination)

Name :

Department :

Year of joining :

Your response to the questionnaire will not be opened until your grades have been finalised and handed in to the examination office.

1. What do you plan to do after completion of the programme?
2. Which courses were the most valuable? Why?
3. Which courses were least useful? Why?
4. Whom do you consider to be the best teachers?
5. What important topics were not covered by the courses?
6. Was the advice received from your adviser helpful? Was it timely?
7. What other comments do you have about your experiences in the department?
8. In what ways has your personality changed as a result of being enrolled in the department?
9. Were your expectations from the department adequately satisfied?
10. Have you made any friendships in the department which you expect to be lasting?
11. Would you like to keep in touch with the department after you leave it? *No*
12. In what matters did you interact with the administration of the institution? What was your experience during those interactions?
13. Were you provided help and training in the use of library and computer services? Was the training useful?
14. What are your comments on the social atmosphere (a) at the institution? (b) In your department?
15. What sports and extra curricular activities did you participate in? With what satisfaction?
16. Will you join the Alumni Association?
17. How do you think you can help XYZ to improve?

Date :

Signature :