

A.S. COLLEGE FOR WOMEN

Amloh Road, Khanna-141401(Punjab)



THE ANNUAL QUALITY ASSURANCE REPORT

(AQAR)

OF THE IQAC

FOR THE SESSION

2008 - 2009

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 --Co-ordinator

Dr. Mrs. Kusum Narula Member

Ms. Puneet Sodhi "

Dr. Mrs. Karuna Arora "

Ms. Arvinder Kaur "

Dr. Mrs. Prabhjit Kaur "

Mrs. Sushma Singla "

Dr. Naina Sharma "

Mr. Rajinder Singla "

Dr. Ashwani Bansal --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)

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

Year of Report : 2008 – 09

PART A

OF

THE ANNUAL QUALITY ASSURANCE REPORT

(AQAR) OF THE IQAC

2008 – 2009

A.S.COLLEGE FOR WOMEN,

KHANNA

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

Year of Report : 2008 – 09

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 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.
- * ICSSR and UGC sponsored National Seminar and State Level seminar will be organized.
- * Various inter-class competitions in the form of Calligraphy and Creative Writing contests will be held by Language Departments.
- * Extension lectures/workshops/talks will be arranged by the Departments of Commerce, Economics, Hindi and Panjabi.
- * Excursions and Educational trips will be organized in order to stimulate the exploring instinct among the students.
- * Talent Search function will be held.
- * Funds will be generated through donations and other means.
- * The college will apply for more Add-on Courses.
- * Infrastructure of the college campus will be renovated and updated.
- * Computer labs will be supplied with new equipments.

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 THE INSTITUTION'S GOALS AND OBJECTIVES

THE INSTITUTION:

PART B

OF

THE ANNUAL QUALITY ASSURANCE REPORT

(AQAR) OF THE IQAC

2008 – 2009

A.S.COLLEGE FOR WOMEN,

KHANNA

PART – B

1. ACTIVITIES REFLECTING THE GOALS AND OBJECTIVES THE INSTITUTION :

Since the goal of our institution is 'Awakened Women –Awakened Nation', we are 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 & Award of Certificates:

The session 2008-09 started in the college with religious ceremony i.e. Havan Yajna on 24-07-08. Sh Ashok Pandey Ji from Shanti Kunj Haridwar recited Gayatri Mantra and prayed for the healthy and bright future of everyone. Dr. Ashwani Bansal, President of College Managing Committee and the College Secretary Sh. Jatinder Devgan graced the occasion with their presence. The students who secured more than 70% marks in the examination held in session 2007-08 were given away certificates by the college President Dr. Ashwani Bansal, 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 detail of these camps is as below :

- 25 NCC cadets of A.S.College for Women, attended an Annual Training Camp at JNU Sandhuan from 2nd Jan, 2009 to 12th Jan, 2009. Richa Sharma was selected 'The Best Cadet' among approximately 400 cadets from all over Punjab. Six cadets namely Rajni, Richa, Hani, Uvika, Meenakshi and Kirandeep brought laurels by bagging 1st position in Group firing. These cadets have brought the name of our college at top rank.

Formation of Central Association

Every year elections are held to form Central Association. C.A. is 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 elections were conducted on 2nd Sep, 2008 under the guidance of Dr. Kusum Nani. The college principal, Dr. Rekha Bhardwaj believes that 'Right to Election' is 'Fundamental Right' of every citizen. This election helps to make the students familiar with the administrative system. The central association of the college plays a special role in conducting discipline in all the college activities. The result declared the following students as the elected members : President : Upma Vijan, Vice-President : Kesav Goyal, Secretary : Reema and Joint Secretary : Uvika Rani. Two projects of 'Discipline' and 'Cleanliness' of the college have been taken up by the Central Association.

Teej Festival

Teej festival was celebrated in the college on 19.8.2008. Punjabi songs and folk songs related with Teej were presented by the college students. Smt. Sangeeta Chaudhary was the chief guest of the function. Everyone enjoyed the presentation of the students. About 50 students participated in 'Miss Teej Contest'. Miss Sonam Verma was declared 'Miss Teej' for the session 2008-09.

Independence Day

15th 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.

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 Aug 28th, 2008. 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. Tanjua Sood 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. The function was organized in collaboration with Alumni Association of the college.

Lohri Celebrations

The Lohri festival as usual was celebrated with full enthusiasm in the college complex on 12th Jan, 2009. 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.

Sports Day Celebrated

31st Annual Athletic Meet of the college was held on 4th March, 2009 in the college play-ground. The Chief Guest of the morning session Sh. Sukhminder Singh Mani I.P.S., S.S.P. Khanna inaugurated the athletic meet. He was welcomed by the college Principal Dr. Rekha Bhardwaj alongwith members of the management Dr. Ashwan Bansal and Sh. Jatinder Devgan, college staff and members of college Central Association. NCC cadets and sports students saluted 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. Bikramjit Singh J Khalsa M.L.A., Chief Parliamentary Secretary Pb. Govt. was warmly welcomed by all. Ms. Harpreet Kaur was declared the Best Athlete of the college for the session 2008-09.

Exhibition of Books

* An Exhibition was displayed in the college complex on 12-11-2008 by 'Janchetna' a thought provoking project. In the exhibition 'World Classics' Progressives Literature and books on Bhagat Singh were shown. All the teachers and the students were benefitted by the exhibition.

* On 6-2-09 USG Publication, Ludhiana held an exhibition in the college premises. In the exhibition 'Classics' were displayed.

Lectures in the College

On 4th Feb, 2009, a lecture by Dr. Gurvinder Singh Sandhu (associated with HBO Group) was delivered in our college. He informed directly how to remain healthy without the intake of medicines. He suggested some remedies about the Chronic diseases like Blood-Pressure, Spondalities, Arthritis, Back Pain, Migraine, Diabetes, Asthama etc. He told Physio-therapy is the exact treatment for all these painful diseases. Different exercises were shown by him to get rid of these Chronic diseases. We can keep ourselves healthy by proper diet, posture & exercise. It was really a beneficial lecture & enjoyed by all the students and the staff.

Seminars

1. Seminar on Impact of Globalization on Higher Education

A state level one day seminar (UGC sponsored) on the topic 'Impact of Globalization on Higher Education' was organized in the college on 6th Sept, 2008. Dr. Kanwaljit Singh DPI (Colleges) Pb. was the Chief Guest of the occasion in morning session. Dr. Kulwinder Singh, Reader & Head, Dept. of Education, Pbi. University, Patiala, Dr. R.K. Sharma Director, Education institutions, Sanghol, Prof. Tejinder Kaur, Dept. of English (Correspondence Courses) Pbi. University, Patiala were the key speakers of the morning session. Dr. S.S. Bari, Registrar Pb. University Chandigarh was the chief guest of the morning session. Prof. M.K. Khurana, Dept. of Economics, Panjab University, Chandigarh, Dr. (Mrs) Shashi Jain, Director, Dev Samaj Institution, Chandigarh were the key speakers of the evening session. It was very educative & informative seminar.

2. Seminar on Judicial Activism

A seminar on 'Judicial Activism' was held in the college on 6th March, 2009. Sh Vijender Jain, Former Chief Justice, Pb & Haryana High Court was the chief guest. Other key speakers were Dr. J.S. Jaiswal, from Panjab University Chandigarh, Dr. Charanjit Singh and Dr. Bhupinder Singh Virk from Punjabi University, Patiala. They all spoke about the role of Judiciary in the present scenario of the country. Ms Monika Soni Lect. in Political Science

from our college also presented her paper. The students of the college presented beautiful cultural programme on the occasion.

Trips & Tours:

Every year, educational and recreational trips & tours are organized to widen the mental horizon of students :--

- An educational trip to Markfed Canaries, Jalandhar was organized by Commerce Dept. on 23rd September, 2008. Students got practical knowledge of working of Production Process and packing of foods. In the dept. of accounts they were given the knowledge of preparing the accounts by Mr. Jaswal, senior account officer. Besides this they also visited Devi Talab Mandir, Wonder Land, Haveli & Ansal Plaza. All the students enjoyed the trip.
- Three one-day trips were organized for the college students on 25-1-09, 26-1-09 and 8-2-09 to visit Hardy's World, Ludhiana. Approximately 150 students joined these trips. They were accompanied by Ms Aarti Gupta, Ms Savita Khanna, Sh. Rajinder Singla, Ms Taranjit Kaur, Ms Manpreet Kaur, Ms Navnish & Ms Kalpana. They visited Manji Sahib, Hardy's World, The Westend Mall, Ansal Plaza, Durga Mandir, and Mc'Donald.
- A one day trip was organized by PG departments of Hindi & Economics to Kurukshetra & adjoining area. During this trip students visited many temples & Panorama & gained a lot about educational as well as cultural values of India.
- A two days tour on 9/2/09 to 'Akshardham Temple' was organized for the college students. Total 50 students alongwith 5 teachers joined the tour. They visited the places & famous places of the art & craft like Suraj Kund Mela and Dilli Haat, Bangla Sahib Gurdwara, National Gallery of Modern Art, India Gate, Akshardham Temple. It was really very educational & informative experience for the Fine Arts students.

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:

- * Students of Hindi Dept. participated on 13/8/2008 in a written test held at Manu Gobindgarh by Mahant Prabhatpuri Manas Vidyapeeth. 18 students participated. 1 student got merit position. Seema Kumari of B.A.I stood first in the contest.
- * A Seminar was organized by Hindi Dept. on 20/9/2008 in which Dr. A.S. Wadhan, Director Higher Education & Research Centre Chandigarh delivered a lecture on 'Hindi Bhasha Ke Vikas Mein Paterkarita aur Anuvad Ke Bhumika' which helped the students of Dept. a lot as this subject is newly introduced in M.A.II Hindi. Dr. Wadhan gave important & latest knowledge of the subject.

Economics Department :

- * On 23rd Sept, 2008 a seminar was organized by the Post Graduate Dept. of Economics on the topic 'The Impact of Globalization on Indian Economic Situation'. Dr. Balwinder Singh (Reader Economic Dept. Punjabi University, Patiala) was the key speaker of the seminar. All the students of Post Graduate Dept. of Economics attended this seminar.

Post Graduate Departments of Economics and Hindi

- On 7th Jan, 2009 a Mental Ability Test was organized by the Post Graduate Dept. of Economics & Hindi keeping in view UGC Test. The winners of the test are as follows:

<u>Name</u>	<u>Position</u>
Prabhjot (1559)	First
Nidhi (1526)	Second
Nisha (1566), Lovleen(1503), Aatri(1506)	Third

Certificates were awarded to all the students by the college Principal Dr. Rekha Bhardwaj.

- A Declamation on World Recession was organized by PG Dept. of Economics & Hindi on 3/2/09. Students from Economics & Hindi Dept. participated in this contest. The results are : Poonam Pathania of M.A.I Hindi & Prabhjot M.A.II Economics bagged the First position. Aina Arora of B.A.III stood Second, Rajdeep M.A.II Economics and Daljit M.A.II Economics stood Third.

- On 7th Feb, 2009 a workshop was conducted on 'Vedic Maths' by Economics & Hindi Dept.. Head of Economics Dept. Dr. Ramna Singla delivered a lecture to the students the easier methods of calculations, multiplication & division in Mathematics to make it convenient for the students in the 1st paper of UGC and other competitive exams. Madam Principal encouraged & motivated the students for these inspiring efforts.
- On 12th Feb, 2009 a Quiz contest was organized by Post Graduate Dept. of Economics & Hindi. All the students were divided in six teams 'Bulandi', 'Bagvan', 'Badshah', teams stood first, second & third respectively. Questions related to social & cultural field were asked to the students.

Computer Department:

Exhibition and Inter-Class competition: Computer Department organized an exhibition and Inter-class Web-Designing, Error Handling and Debugging competition on 25th Oct, 08. Models and Charts were displayed for the exhibition. Models prepared by Amanjot, Kamal, Manpreet, Karamjeet and Gagandeep were declared best. College Principal Dr. Rekha Bhardwaj told that these kind of activities increase the awareness, confidence and intelligence of the students. In Web-Designing Neha, Navpreet and Priyanka bagged the first prize. In Error Handling Rajni, Shivani and Sarbjeet of BCA III bagged first prize. In Debugging Pallavi, Shweta and Prabha bagged the first prize. Students of computer dept. showed the over whelming interest in these activities.

Seminar Organized: Computer Dept. organized a seminar on topic 'Input/output' devices. Principal madam told that these kind of activities are very educative & Informative for the students. A student of BCA IIIrd year Ms Prabha delivered lecture on the declared topic. All the students of computer dept. attended the seminar heartily and enthusiastically. Later on many questions were asked by the students. Over all this quiz contest was a great success.

d) Music Department: Music department organized a Classical Musical function named 'Swar Lehri' on 22.1.09. This programme was graced by the arrival of Sh. Narpal Rai Vashisht (Guruji). He was given a ceremonial welcome by college

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

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

Home Science Department : A Talent Search competition of Rangoli and various crafts items was organized by the Dept. of Home Science & Fashion Designing on 26th August 2008 to find out talent among the students. Many students participated in these competitions with great enthusiasm. Judgment was made with the help of teachers from Fine Arts Dept. of the college. Such competitions are regularly organized by the Dept. to inculcate the spirit of competition among the students & they are encouraged for more competitions.

Item	Names of the student/students	Prizes
Rangoli	Ashu (1457)	First
	Sonam(135)	Second
	Kiranjit(657)	Third
Mehandi	Usha(1011)	First
	Heena(424)	Second
	Princi(1464)	Third
	Neha Shahi	Consolation
	Davinder(1275)	Consolation
Pakhi Designing	Navpreet Kaur(904)	First
	Jaswinder Kaur(841)	Second
Knitting	Lorin(547)	First
	Jyotika(9)	Second
	Jaspreet(40)	Third
	Sukhwinder Kaur	Consolation
Crochet Work	Sharanjit Kaur(35)	First
Dasuti	Shivani(868)	First

- Miss Harpreet Kaur and Miss Jagdeep Kaur students of Home Science and Fashion Designing Dept. got University Color in the XLIX Youth Festival 2007-08.

- **Fine Arts Department:** Inter-Class competition of various items was organized by Dept. of Fine Arts on 27th August, 2008. As many as 40 students participated in this competition with great enthusiasm. Students with better skills for various items were selected for Youth Festival & various Inter-college competitions. Such competitions are organized to encourage the spirit of competition among the students. Principal Madam, Dr. Rekha Bhardwaj appreciated the work done by the students & encouraged them to participate vigorously in these competitions. The results of Talent search competition is as:

Item	Names of the student/students	Prizes
Landscape	Pawanjeet (993)	First
	Neha(1058)	Second
	Manila(911)	Third
Poster Making	Gurpreet(874)	First
	Arvinder(939)	Second
	Harpreet(898)	Third
	Manila(911)	Consolation
Collage Making	Shivani(1015)	First
	Balwinder(563)	Second
	Nancy(1018)	Third
Still Life	Pawanjeet(993)	First
	Navdeep(404)	Second
	Amandeep(564)	Third
	Deepika & Manninder	Consolation
Cartooning	Manila(911)	First
	Parul(4)	Second
Clay Modelling	Kiranjeet(657)	First
	Arvinder(939)	Second

English Department :

- A Calligraphy competition was organized by English Literary Society on 13/2/09. About 30 students participated in this competition. The name of the winners are :

Ms Parul Singla	First
Ms Akanksha Kapoor	Second
Ms Shivani	Third

Punjabi Department:

On 13th Feb, 2009 an extension lecture was organized by Punjabi Department on the topic Sri Guru Granth Sahib "Gurta Gaddi" 300 years celebration. Dr. Rajinder Kaur Head of the Dept. (Religious studies) Pbi. University, Patiala was the key speaker. She had detailed discussion on historical importance, cultural values, religious & ruhani message of Guru Granth Sahib. She told about the importance of 'Shabad' parts of 'Shabad' & universality of 'Shabad'. She increased the knowledge of the students by telling them the relation of 'Gurbani' with 'Vedas'. We should always be respectful to all the religions.

Commerce Department:

Quiz Competition: On 23rd August, 2008 a Quiz competition was hosted by the Commerce Dept. On the basis of a written test, nine students were selected & they were divided in three teams. Three rounds of quiz were taken up. Team A (Neha Gupta B.Com III, Priya B.Com II & Meena B.Com I) remained the winner in this contest. Team B and C got the second & third position respectively. In the end prizes were given away to the winning teams by college Principal Dr. Rekha Bhardwaj.

Extension Lecture : On 14th Nov, 2008 Commerce Dept. organized an extension lecture. Mr. Satish Kapoor, Chartered Accountant, Ludhiana was the key speaker on the occasion. Mr. Kapoor had delivered a lecture on Indirect-Tax Laws (Custom Act). He gave valuable & fruitful knowledge to the students.

Library Department

A Poster- Making competition was organized by Library Dept. on 26th Sept. 2008 on the themes like Peace, Environment, Education, Drugs, Utility of Water, Female Foeticide. About 30 students participated in this competition. Pawanjit Kaur, Manila & Gurpreet Kaur (combined), Amandeep Kaur & Harpreet Kaur got the first, second and third prize respectively.

h) Annual meeting of Alumni Association

The annual meeting of the Alumni Association was held on 28.3-2008. No office bearers were re-elected as under. Ms. Sunita Walia(President), Ms. Sarbje Kaur (Vice-President), Ms. Manjali Menon (Secretary), Ms Manpreet Kaur(Jo Secretary).

It was followed by a brief cultural programme and discussion on 'How to bring about positive and constructive progress in the college through Alumni Association'.

2. NEW ACADEMIC PROGRAMMES INITIATED (UG and PG)

a) In the academic session 2008-2009, we got affiliations for B.Sc Fashion Designing vide letter no A-4/6988-7055 dated 19/9/07.

b) In academic session 2008-09 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 the 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 these activities has already been elaborately mentioned under the **title of Departmental Activities of point 1.**
- * 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 acc. 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 may 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 i.e. 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 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
16.	Ms Sonam Devgan	Maths

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:--

- Ms Ranjit Kaur & Ms Goldy Bansal, Lecturers from Commerce Dept. attended a National Seminar on the topic of 'Mitigating Risk-A Paradigm Shift', held at Ludhiana at Guru Nanak Khalsa College, Gujjar Khan Complex on 26th Sept, 2008.
- Ms Navnish Goel attended a seminar on 'Value Based Education' held at Desh Bhagat Institute of Management and technology on 3rd & 4th Oct, 2008.
- Ms Gurpreet Kaur, Lecturer from Economics Dept. & Ms Goldy Bansal, Lecturer from Commerce Dept. attended an International seminar on 'Value Based Education' organized by Desh Bhagat Institute of Management and technology on 3rd & 4th Oct, 2008.
- Ms Goldy Bansal, Lecturer from Commerce Dept. attended an International conference on the topic of 'Indian Capital Market'-Emerging Issues', held at Punjabi University, Patiala on 25th and 26th Oct. 2008.
- Ms Savita Khanna & Ms Ritika Agnihotry, Lecturers from English Dept. attended a U.G.C. sponsored National Seminar on 'Indian Women writers : A Feminine Perspective' held at Khalsa College for women, Ludhiana on 4th Nov, 2008.
- Ms Ranjit Kaur & Ms Goldy Bansal, Lecturers from Commerce Dept. attended a 'Trade Fair' at Desh Bhagat institutes of Management & Computer Science on 18th Nov, 2008.
- Ms Savita Khanna & Ms Neerja Puri, Lecturers from English Dept. attended a U.G.C. sponsored National Seminar on 'Shifting Paradigms in Indian writings in English' held at Guru Nanak Khalsa College for women, Ludhiana.
- Ms Goldy Bansal & Ms Ranjit Kaur attended Faculty Training workshop on 'Technology Entrepreneurship' organized by Desh Bhagat institutes of Management & Computer Science on 17th & 18th Dec. 2008.
- Ms Goldy Bansal, Lecturer in Commerce Dept. attended a workshop on the topic of "Statistical Methods in Research" organized by Punjabi University, Patiala on 28th & 29th Jan, 2009.
- Dr. Ramna Singla (Economics Deptt.) attended a National Seminar on 17th March, 2009 organised by Economics Deptt. Panjabi University, Patiala.

- Ms Ranjit Kaur, Ms Goldy Bansal (Commerce Deptt.) and Ms Gurpreet Kaur (Eco Deptt.) attended a National Seminar on 26th March, 2009 organised by RIMT, Mand Gobindgarh on the topic ' Various Aspects of WTO'.
- Ms Harpreet Kaur, Ms Smita Tewari and Ms Manju Sharma (Computer Deptt.) attended a two day seminar on "ICT Developments : Past, Present and Future" at The Department of Computer Science and Application, Panjab University, Chandigarh.
- Ms Sujata (Economics Deptt.) attended a National Seminar on 17th March, 2009 organised by Economics Deptt, Punjabi University, Patiala.

POINT NOS 8 TO 13 ARE NOT APPLICABLE

14. CITATION INDEX OF FACULTY MEMBERS AND IMPACT FACTOR

- Principal Dr. Rekha Bhardwaj honoured with Dr. Radha Krishan Award by the N.G.O., AVANTIKA, New Delhi.
- She was invited and honoured as Chief Guest in D.A.V. Public School Khanna the Declamation Contest organized by Ved Prachar Mandal, Ludhiana on 29th Oct ,2008.
- She was invited and honoured as Chief Guest by A.S.College of Education on 10th Dec,2008 on International Human Rights Day.
- She was invited & honoured by many local schools.

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 (CPRC) Khanna.
- She is also a member of P.U. Academic Council.
- Dr. Rekha Bhardwaj is a member of P.U. Sports Committee.
- She is a member of P.U. Sports Purchase Committee.

b) ACHIEVEMENTS OF TEACHERS

- Dr. Kusum Narula, Dept. of English has been elected as Member, Undergraduate Board of Studies in English P.U. Chandigarh for the term 1-4-2009 to 31-3-2011.
Member Faculty of Languages: Dr. Kusum Narula is also elected member of the Faculty of Languages Panjab University Chandigarh for the term of two years i.e. 1-2-2009 to 31-1-2011.
- Dr. Ramna Singla Economics Dept. is elected as Member Undergraduate Board of Studies in Economics Panjab University Chandigarh for the term 1-4-09 to 31-3-2011.
Member Faculty of Arts: Dr. Ramna Singla has also been elected as a member of the Faculty of Arts Panjab University Chandigarh for the term of two years i.e. 1-2-2009 to 31-1-2011.
- Dr. Naina Sharma (Hindi Dept.) got 7 National Awards in a Hindi Sahitya Sammelan organized by Hindi Sahitya Sanskritik Sammelan (Partapgarh U.P.) in Language Dept, Patiala.
 1. 'Sarswat Samman' by Hindi Sahitya Sammelan, Patiala.
 2. 'Kabir Samman' by Sahitya Sanskritik Kala academy (U.P.).
 3. Literacy Award by Aaditya Literary institution (Kanpur).
 4. Lokpriya Kavi Sahitya Sevi by Shri Hindu Vishv Prasar Pratishthan Deenanagar.
 5. Vidya Varidhi for contribution to Literature by Sahitya Sanskritik Kala academy (U.P.).

6. Acharya Hazari Prasad Dwivedi Samman for contribution to Literary Criticism in Hindi Bhasa Sammelan, Patial.
7. Maa Vindhyvasini Samman Patar by Vindhyvasini Jan Kalyan Trust, New Delhi for contribution to Indian Literature.
8. Award of Honour for contribution as Social Worker by Neterheen Jagriti Sangh, Punjab.

Her name was also nominated in 'Akhil Bhartiya Hindi Sahitya Samity' Paryag.

Paper –Presentation:--

1. Ms Navnesh Goel presented a paper on the topic 'Ethical values in Modern Education'. This paper was published in the book entitled 'Value Based Education' published by Desh Bhagat Institute of Management & Technology, Mandi Gobindgarh.
2. Ms Gurpreet Kaur, Lecturer from Economics Dept. & Ms Goldy Bansal, Lecturer from Commerce Dept. presented a paper in seminar on the topic 'Value Based Education & Educational Institutions'. This paper was also published in the book entitled 'Value Based Education' published by Desh Bhagat Institute of Management & Technology, Mandi Gobindgarh.
3. Ms Neerja Puri, Lect. In English & Ms Ranjit Kaur, Lect. In Commerce presented a paper on 'Moral and Ethical Values in Modern Education' in an international seminar on 3rd Oct., 2008. held at Desh Bhagat institutes of Management & Computer Science, Mandi Gobindgarh.
4. Dr. Ramna Singla (Economics Deptt.) March, 2009 organised by Economics Deptt. presented a paper on this topic 'Punjab Economy, Financial Administration'.
5. Ms Sujata from Economics Deptt. presented a paper on this topic ' Punjab Economy : Industrial Development'.

16 INTERNAL RESOURCES GENERATED

A sum of approximately Rs. 1,48,31,962/app. was collected through the following activities to mobilize funds for the institution in the session 2008-09.

- * 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 :

Tree-Plantation: On 12-8-08 a very auspicious ceremony of 'Tree-Plantation' was celebrated in the college campus. It was organized by the N.S.S. wing & 4 Pb Girls NCC wing of the college. Sh. R.K. Lakhanpal D.G.M., Bank of Baroda graced the occasion as the chief guest. Talking about the natural beauty, Principal awakened the students about the indispensable quality of green trees. A cultural programme was also presented by the students of N.S.S. & N.C.C. wing. The chief guest donated the amount of Rs. 11,000/- for tree plantation. As many as 100 little saplings were planted in the college complex.

* 10 days NSS camp was organized in the college campus in Autumn Break. On 4-10-08 the closing ceremony of this camp was celebrated. Sh. Arun Pal, SSP Khanna was the chief guest of the occasion. The college Principal along with all the management member gave a floral welcome to the chief guest. NSS volunteers presented their cultural programme. 'A spiritual Journey' was also shown to the audience through audio-visual technique by the S.S.P. Khanna, Sh. Arunpal Singh. All the guests appreciated the good deeds of NSS volunteers.

Blood Donation Camp:

On 19th Nov, 2008 a 'Blood Donation Camp' was organized by the Red Cross Society of the college. Sh. D.S. Bhullar, Vice-President Godrej Agrovat Ltd. inaugurated the camp. As many as 30 students came forward for this noble task. President of the college Managing Committee Dr. Ashwani Bansal, Vice-President Sh. Avinash Singla. Secretary Sh. Jatinder Devgan Ji were present on the occasion. The college Principal, Dr. Rekha Bhardwaj welcomed the Chief Guest and all others guests. She also gave a detailed glimpse of the college Red-Cross society and the social services rendered by it. Sh. Massat Ram Ji (Emergency Blood Donors Association, Khanna) was also present. For the last many years the college has been organizing blood donation camp. It has become a routine of this institution to provide such a help to society.

19. TEACHERS AND OFFICERS NEWLY RECRUITED

* As many as 10 teachers were appointed on contract basis and 24 teachers on Ad hoc basis for the session 2008-2009.

* 5 lecturers on probation were appointed during the session 2008-2009.

20. TEACHING-NON-TEACHING STAFF RATIO

The College has 49 members in the teaching faculty and 12 members in the non-teaching faculty. The teaching-non-teaching staff ratio comes to 49 : 12

1: 24

i.e. 49 = 24% of the Teaching Staff

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 20679 books in the library. The following additions have been made till date :--

Total Books addition	-	557
Sociology	-	5
Economics	-	23
Public Administration	-	1
Punjabi	-	18
Reference Section	-	12
General Section	-	34
Home Science	-	16
Hindi	-	210
English	-	3
Commerce	-	66
Environmental Education	-	2
History	-	19
Computer	-	34
Political Science	-	6
Mathematics	-	21
Physical Education	-	2
Functional English	-	9
Religious	-	2
Fine Arts	-	24
Fashion Designing	-	7
Classical Dance	-	---
Music	-	4
Translation	-	35
No. of News Papers	-	10 (Copies 12)
No. of Journals/Periodicals	-	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 total number of 555 books are there in the Book-bank for deserving students.

INCREASE IN INFRA-STRUCTURAL FACILITIES

One computer lab has been added.

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 and 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)	-	8162.85
Unit Cost (Fixed assets)	-	3513.20
Unit Cost (Recurring)	-	<u>973.95</u>
		<u>12650.00</u>

25 COMPUTERIZATION OF ADMINISTRATION AND THE PROCESS OF ADMISSIONS, AND EXAMINATION RESULTS, ISSUANCE OF CERTIFICATES

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

1. One computer lab has been added.

2. Big hall of 4000 sq. feet has been constructed in the college Sports Ground.
3. Women Hostel is in progress, it is a double storey building having the capacity of about 60 students.
4. 10 New computers have been added.
5. Two Water-purifier have been installed.
6. One more lab for B.Sc Fashion Designing has been added.

27. TECHNOLOGY UPGRADATION

Addition of New devices in Computer Department and Administrative office :

1. Networking in Computer Lab

Project Works Undertaken

1. Presently, the computer Department of the college is working on the following projects which will be helpful in conducting the office work more effectively :-
 - 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, they 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 2006-07 are as under:--

S.No	Particulars	Full Strength = 1240	%	Source
1	Concession to poor & deserving students	91	7.23	from college students aid fund
2	Fee Concession to Sports Students	10	0.80	from college sports fund
3	Merit scholarship	3	0.25	out of college Merit Scholarship
4	Post Matric Scholarship to S.C. Students	146	11.61	from State Govt.
5	Post Matric Scholarship to B.C. Students	96	7.63	from State Govt.
6	Sister Concession	1	0.10	from college students aid fund
7	Poor & Brilliant Students	5	0.40	From Panjab University

8	Half fee concession to poor & deserving students	109	1154.13	from State C
9	Merit scholarship stipend	5	0.40	from State G
10	Sanskrit Scholarship	46	3.66	Rashtrya Sanskrit New Delh

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 7th annual meeting of the Alumni was held on 28.8.2008, 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

Sports and Academics move together at A.S.College for Women. The following have been our achievements in sports for the session 2008-09 :-

- The college Table Tennis team got Bronze medal in Inter college Table Tennis competition & won two matches against DAV College, Abohar and SBBS Memorial Girls College Sukhanand held at P.U. Chandigarh on 6th Sept, 2008.
- The college Badminton team participated in Inter College Badminton competition and won two matches Dev Samaj College Ferozpur and Dev Samaj College Chandigarh which was held at P.U. Chandigarh on 17th Sept, 2008.
- Our college Wrestling team participated in Inter college competition and won one match G.N. Khalsa College, Ludhiana which was held at P.U. Chandigarh on 6th Oct 2008. Our student Gurpreet Kaur got Silver Medal.
- Inter Class Chess Competition was organized in the college campus. Manisha, Dipika, Harpreet, Esha secured I, II, III & IV positions respectively.
- The college Chess team got 4th position in Inter college Chess competition held at P.U. Chandigarh on 21st Oct. 2008.
- College Judo team participated in Inter college Judo competition held at P.U. Chandigarh on 12th Nov, 2008.
- College Lawn Tennis team participated in Inter college tennis competition and won one match with MCM DAV college and got IVth position.
- Our college Kho-Kho team participated in Inter college Kho-Kho competition held at P.U. Chandigarh on 8th Jan. 2009.
- College student Liza got Silver Medal in Open State Boxing Championship.

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.

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 2008-2009 is as under :--

University Results for the session 2008-09

<u>Class</u>	<u>College Pass%</u>	<u>Uni. Pass%</u>	<u>Remarks</u>
B.A.III	97.92	70.81	
B.A.II	97.7	61.06	
B.A.I	88.10	46.13	
B.Com I	85.18	66.69	
B.Com II	100	76.84	
B.Com III	100	95.52	
BCA I	64.10	49.69	
BCA II	100	82.79	
BCA III	100	96.85	
PGDCA	93.25	-----	
M.A.I (Hindi)	100	52.37	
M.A.II (Hindi)	100	77.98	
M.A.I (Eco)	100	33.70	
M.A.II (Eco)	95	66.01	
B.A.II			
(Hons)Eng.			
B.A.III	100		
(Hons)Eng.			

Subject wise Cent Percent Results for the session 2008-09

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

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

Class	Uni. Pass%	College Pass%	Above 60%	Above 70%
M.A.I Hindi	52.37	100	4	1
M.A.II Hindi	77.98	100	10	1
M.A.I Eco.	33.70	100	2	---
M.A.II Eco.	66.01	95	7	---
P.G.D.C.A.	----	93.25	26	12

B.Com I	66.69	85.18	3	2
B.Com II	76.84	100	9	3
B.Com III	95.52	100	9	1
BCA I	49.69	64.10	17	7
BCA II	82.79	100	21	3
BCA III	96.85	100	10	8
B.A.I	46.13	88.10	109	18
B.A.II	61.06	97.7	114	16
B.A.III	70.81	97.92	164	31

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 Guru Nanak Girls 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 12-10-08 to 16-10-08), held at Guru Nanak Girls college, Ludhiana. They came out with flying colours. They bagged a number of prizes as given below :

ITEM	Names of the student/students	Prizes
Rangoli	Sonam Vijan (135)	First
Kawishri	Jaspreet Kaur(1098)	First
	(Individual Prize)	
Bagh	Harjot Kaur(805)	Second
Essay Writing	Parul Singla (250)	Second
	Meena (1508)	Second
Mimicry	Aina Arora	Second
Vaar Singing	Jaspreet Sidhu(1098)	Third
	Parmjeet Kaur (665)	
	Rajvir Kaur (309)	
Poem Writing	Nisha Mann (1566)	Third
Folk Song	Rajvir Kaur (309)	Third

Poem Recitation	Nisha Mann (1566)	Third
Histrionics	Shivani Joshi (543)	Third
Giddha	Harpinder Kaur (1019), Kulwinder Kaur (594), Ramneet (1084), Sukhdeep Kaur (1057), Rupali Singla(849), Manminder Kaur(407), Gurpreet Kaur(848), Shafali Bedi(124), Manjit Kaur(143), Sandeep Kaur(648), Archana Verma	Third

Inter-College Participation

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

- * In the Inter-college competition held at DIMT, Doraha on 11th Nov,2008, our students got prizes in various competitions:

Item	Names of the student/students	Prizes
Creative Writing	Nisha Mann(1566)	First
Dance	Kavita (06)	Third
Face-Painting	Arvinder Kaur(939)	Third

Chintan-Madhuri Inter College Competition

To enhance the over-all mental capabilities of the students a thought provoking colorful Inter-college competition 'Chintan-Madhuri' was organized in the college campus on 24th January,2009. Ms Rupali Atli was the chief guest of the occasion. As many as 13 college s participated in this competition. Approximately 225 students presented their skills in various items. The judgement for the different item were declared by our honouable judges. Ms Charu Devgan, Mr. Satish Kapoor, Ms. Chanchal Setia, Mr. Sukhjinder Singh, Mr. Manjinder Singh & Mr. Parminder Singh. 'Chintan' Inter college competition was organized by Commerce & Computer Departments. It had many items on:

- Web-Site Development Competition
- Debugging Competition
- Error Handling
- Quiz
- Paper Presentation
- Debate

Fashion Designing, Home Science and Fine Arts Dept. Organized 'Madhuri' Int college competition including all the following items:

- Fashion Illustration
- Soft Toy Making Competition
- Flower Arrangement
- Salad Decoration
- Tie & Die
- Pot Painting
- Flower Making
- Face painting
- Fashion Show

All the participants from different colleges participated enthusiastically and presented their excellency in various fields on the stage & off the stage items. Our college students bagged many prizes which are as follows:

<u>Item</u>	<u>Name</u>	<u>Position</u>
Fashion Illustration	Navpreet Kaur	Second (A.S.C.W. Khanna)
Pot Painting	Nancy & Deepika	Second(A.S.C.W.Khanna)
Soft Toy Making	Saloni	Second(A.S.C.W.Khanna)
Flower Making	Aman	First(A.S.C.W.Khanna)
Face painting	Pawanjeet Kaur	First(A.S.C.W.Khanna)
	Arvinder Kaur	Second(A.S.C.W.Khanna)
Salad Making	Urvashi	First(A.S.C.W.Khanna)
	Jasmeet Kaur	Second(A.S.C.W.Khanna)

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 Ranjit 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 2008-09 are as below :

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

38. DEVELOPMENT PROGRAMMES FOR NON-TEACHING STAFF

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

- * Mr. Rajinder Singla, office Supdt. and Mr. Hardev Singh dealing hand of Income Tax keep on 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 RPFCL Ludhiana to get the update information.
- * Mr. Hardev Singh, clerk and Ms Anita Soni, Computer Instructor attended the annual meeting regarding Registration-Return organized by Panjab University Chandigarh to get the update information.

39. HEALTHY PRACTICES

The college motto is 'Satyam Shivam Sundram'. To achieve this motto, stress is laid on mental, spiritual and aesthetic growth of the students. Special emphasis is laid on imparting v 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 moral values among the students.
- * N.S.S. Camp also starts with morning prayer and the volunteers are urged to lead a social 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 lecture, workshops etc. are our regular features.
- * Inter-class, Inter-college, Zonal/Inter-Zonal/Inter University competitions are held.
- * Annual Prize Distribution and Convocation are the regular feature of our college.
- * The students take out Awareness rallies on important functions to condemn Social evils in the society. They also take pledge to eradicate the same.

PRIZE DISTRIBUTION FUNCTION

An Annual Academic Prize Distribution Function of the college for the session 2008-09 was held on 7th March, 2009. Mr. Justice Honourable N.K. Sood was the chief guest of the occasion. The college Principal Dr. Rekha Bhardwaj alongwith all the members of the management gave a warm welcome to the honourable chief guest and other guests. 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, Shivam, Sundram'. The message of 'Higher Education' was conveyed through a rally by the C.A. students of the college. On this occasion, Principal Dr. Rekha Bhardwaj read out the Annual Report of the achievements during the session 2008-09. Total students were awarded prizes and certificates in academic, cultural and sports fields. On this occasion Principal Dr. Rekha Bhardwaj, President Dr. Ashwani Bansal, Secretary Jitender Devgan, Sh. Sanjeev Dhamija, Sh. Ashok Tiwari, Sh. Dharam Pal Angrish, Rajiv Rai Mehta, Sh. B.D. Dewett, Sh. Raj Sahnewalia, Sh. D.K. Bhardwaj, Smt. Anjali Joshi, Sh. Joshi, and other gentry of Khanna were present.

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 Minority groups sponsored by UGC.

Valedictory Function

The Valedictory function of the session 2008-09 was celebrated with great fervour in the college campus on 14/3/09. The students of B.A.II, B.C.A. II, B.Com II and M.A. (Eco & Hindi) Part I gave a warm send off to all the outgoing students of B.A.III, B.C.A.III, B.Com III, M.A.II (Eco & Hindi) and PGDCA classes. The chief guest of the occasion was Madam Principal Dr. Rekha Kalia Bhardwaj. A floral welcome was given to the chief guest by Dr. Kusum Narula and Dr. Karuna Arora alongwith C.A. members. Every Body was spell bound to see the youngsters of our college in colourful and beautiful dresses. A cultural

programme was presented by the students. The main attraction of the function was presentation of 'Fashion Show'. As many as 31 students participated in this competition and the judges declared the following students as the winners of the prizes :

i)	Miss Farewell	:	Shiana
ii)	Miss Runner-up I	:	Sukhdeepak
iii)	Miss Runner-up II	:	Param
iv)	Miss beautiful hair style	:	Harpinder
v)	Miss beautiful dress	:	Madhuri Gupta
vi)	Miss Personality	:	Sonam Verma
vii)	Surprise Prizes	:	Aina Arora and Sonam Bhelle

Towards the end madam principal blessed the students and prayed for their prosperous future of their life.

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!

PART - C

PART C**PLANS OF THE INSTITUTION FOR THE NEXT YEAR****OF****THE ANNUAL QUALITY ASSURANCE REPORT****(AQAR) OF THE IQAC****2008 – 2009****A.S.COLLEGE FOR WOMEN,****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 in order to cope with the ever – changing issues. Any institution, which discourages expansion, gives an open invitation to stagnation and extinction. Hence, we always have ambitious plans for our future and are keen to bring about practicability, flexibility and positiveness to our institution. For this purpose, we have chalked out certain projects to be undertaken for the academic session :

- 1) To set one more computer lab.
- 2) To purchase 10-15 more computers.
- 3) To set one more Fine Arts lab.
- 4) To complete the construction of Girls' Hostel.
- 5) To add more books in the Reference Section and books for various departments.
- 6) To organize one State-level seminar and National Level seminar.
- 7) To buy more latest and modern gadgets in the Home Science, Fine Arts and Fashion Design Departments.
- 8) To set one more Fashion Designing lab.
- 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-oriented 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 organize Inter-college competitions.
- 17) To organize seminars and declamations on International issues like Global Warming, Economical use of scarce resources like water and electricity.
- 18) To start the evening coaching classes to provide best national level players.
- 19) Conference Hall to be constructed.
- 20) Day Care Centre to be established in the college.
- 21) Arrangement of Remedial Coaching for SC/ST/OBC and minorities.
- 22) Arrangement of Coaching Classes for entry in services for SC/ST/OBC and Minorities.
- 23) Career and Counselling Cell with facilities like Computers, Internet, Laser Printer, Photocopier, Fax etc. to be established.
- 24) Mini Stadium be erected/constructed in the Sports Ground.

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

सम. ए. प्रश्न

{ July 2018 }
प्रश्न ईवाई

(1)

पैपर - प्रश्न - पाठ्यक्रम आर्गेनि

2008-09

हिन्दी साहित्य का इतिहास

खण्ड 1

- इतिहास दर्शन और साहित्य इतिहास
- हिन्दी साहित्य इतिहास - लिखन परम्परा, आधारभूत सामग्री और पुनर्लिखन की समस्याएं।
- काल विभाजन, सीमा-निर्धारण और नामकरण

खण्ड 2

- पूर्व मध्यकाल (भक्तिकाल) का ऐतिहासिक प्रवृत्ति, सांस्कृतिक एवं भाषा-आंदोलन, विभिन्न कालखंडों और उनका विशेषत्व
- प्रमुख निर्गुण और गुण और उनका योगदान

खण्ड 3

- आधुनिक काल की सामाजिक, राजनीतिक, आर्थिक एवं सांस्कृतिक प्रवृत्ति आधुनिक काल और नवजागरण।
- भारतीय युगः प्रमुख साहित्यकार, रचनाएं और साहित्यिक विशेषता

खण्ड 4

हिन्दी गद्य की प्रमुख गद्य विधाओं - कहानी, उपन्यास, नॉवेल, निबंध का विकास

पॉ. ० (१०) - भाग तृतीय { मध्य- २
 पाठ्य-क्रम आवंटन प्रथम से
 Session 2008-09
Paper A

1. संक्षेप

प्रथम, द्वितीय एवं तृतीय सर्गों की संक्षेप व्याख्या
 - चनात्मक प्रश्नों की तैयारी

2. गद्य - प्रवाह

साहित्य क्या है, कौटुम्बिक, श्रमिक, महादेवी वर्मा
 आलोचनात्मक प्रश्न एवं संक्षेप व्याख्या, लघुतर प्रश्नों की

3. हिन्दी साहित्य का इतिहास

गद्य-विद्याएं - उपन्यास, कहानियाँ
 का उद्भव और विकास तथा लघुतर प्रश्न

Paper B

1. निबंध लेखन

साहित्य और समाज, भारतीय समाज की कुरीतियाँ
 भारतीय समाज में नारी का स्थान

2. संगीत - सिद्धांत

काल्य की परिभाषा तथा भेद, महाकाल्य की परिभाषा
 और भेद

गद्य-विद्याएं - निबंध स्वरूप और तत्वों का सामान्य परिचय

आलोचना - धर्म - दोहा, शेरछा और चौपाई

आलोचना - अनुप्रास, योग्य, श्लेष, वक्रोक्ति

हिन्दी भाषा और उसकी लिपि - तार लेखन, विज्ञापन

रश्मिरूपी

पान ८० - पाठ्यपुस्तक

पाठ्यक्रम आर्कषित
Page A

{ वल पान प्रपे. }
{ विनियम इवार्ड }

तृतीय, चतुर्थ, और पंचम सभी
संदर्भ शीत व्याख्या, आलोचनात्मक प्रश्नों का तैयारी

2. गद्य प्रवाह

श्रीमती महादेवी वमा, गोपबतुः जीवनी और काल, श्री रम
प्रिया, अलोपदीन, इवार्डः मगर जॉव-सा, बूढ़ी काका

संदर्भ शीत व्याख्या और आलोचनात्मक प्रश्नों का तैयारी

'रश्मिरूपी' और 'गद्य प्रवाह' से संबंधित लघु-उत्तरांश प्रश्नों के

3. हिन्दी साहित्य का इतिहास

गोपबतु, निबंध, आत्मकथा तथा जीवनी का उद्भव
विकास, वस्तुनिष्ठ प्रश्नों का तैयारी

Page B

1. निबंध लेखन

साहित्यिक और सामाजिक विषयों से संबंधित निबंधों का

2. समीक्षा सिद्धांत

का महाकाव्य, खण्डकाव्य तथा गीति काव्य की परिभाषा
विशेषताएं

(ख) रश्मिरूप तथा जीवनी का स्वरूप और तत्वों का सामान्य परिचय

3. दृष्टि और अलंकार

(क) श्लेष, वक्रोक्ति, उपमा, रूपक, औत्प्रेक्षिक अलंकार

आंदोलन तथा लक्षण

वॉ. ०८० - भाग तृतीय

पाठ्यक्रम आवंटन

Page A

मेक 10 0000000000
इकाई तृतीय

1. संक्षेप

पठ और संक्षेप संगी, तथा प्रथम से लेकर सभी संगी, को हराई।
संदर्भ सहित व्याख्या, आलोचनात्मक एवं लघु-उत्तरांशों प्रश्नों की तैयारी

2. गद्य प्रवाह

वाक्यों की उद्देश्य तथा निर्वाचन और नीलकण्ठ निबंधों के
के साथ ही इसके पूर्वी सम्पूर्ण निबंधों की तैयारी (को हराई)
संदर्भ सहित व्याख्या एवं आलोचनात्मक प्रश्नों की को हराई
लघु-उत्तरांशों प्रश्नों की तैयारी

3. हिन्दी साहित्य का इतिहास

संस्मरण और रेखाचित्र का उद्भव तथा विवे
पूर्वी की विधाओं की को हराई एवं वस्तुनिष्ठ प्रश्नों
तैयारी

Page B

1. निबंध लेखन

साहित्यिक और सामाजिक विषयों से संबंधित निबंध
को हराई।

2. संगीत सिद्धांत

(क) काव्य, महाकाव्य, ~~काव्य~~ खण्डकाव्य तथा गीतिकाव्य की
(ख) आत्मकथा का स्वरूप और तत्वों की व्याख्या के साथ, साथ सम्पूर्ण (क
क्रम में निर्धारित) विधाओं की को हराई।

3. दृष्टि और उत्तरांश

(क) चरित्रात्मक, उपेक्षात्मक तथा इन्द्रिय उत्तरांशों के
और लक्षण के साथ शेष पाठ्यक्रम में निर्धारित उत्तरांशों
को हराई।

Paper Code: BCA – 17

Paper Title: EDP

UNIT-1

Project Formulation: Need, scope and approaches for project formulation; Structure of project report; study and analysis of sample project report; preparation of project report; Techno- economic Feasibility of the project. Finance and Accounting: Working capital assessment, its management and exercise thereon; assessment of fixed capital and exercise thereon

UNIT – 2

Capital budgeting; product costing and cost consciousness. Financial ratios and their significance; Break-even analysis; Credit institutions and financing procedures; books of accounts, financial statements and fund flow analysis. Managing the Enterprise: Resources management – Men, material, money and machines; Personnel management, Office management.

UNIT – 3

Rules & regulations: Licensing and registration procedure; Appreciation of important provisions of factory act, shops and commercial establishment act, sales of goods, Partnership act; Contract act; Income tax sales tax and excise rules; Insurance.

Paper code: BCA – 18

Paper title: Data Communications and Networks

UNIT -1

Introduction : Network definition , Network hardware and software , Network topologies , uses of Computer Networks , OSI reference model, TCP/IP , Reference model, comparison of OSI and TCP/IP reference model.

Physical Layer: Transmission media, switching, ISDN & its services. Multiplexers, Modems.

UNIT -2

Data link layer: Design issue, error detection and correction codes, elementary data Link Protocols, static and dynamic channel allocation, introduction to IEEE standards, Sliding window protocol.

Network layer: Design issues, Routing algorithms, Shortest Path routing, Flood Broadcast and Multicast Routing, Congestion control & internetworking.

UNIT -3

Application Layer: Network Security and Privacy, Data compression and Cryptography, E- mail, The WWW, Multimedia, Audio, Video, Remote Login, transfer.

UNITIZATION

PAPER CODE: BCA – 19

COMPUTER TITLE: COMPUTER GRAPHICS & MULTIMEDIA APPLICATIONS

NUMBER OF LECTURES: 100

1st TERM

1. Computer graphics:

A survey of computer graphics: Computer aided design, presentation graphics, computer art, Entertainment, education & training, visualization, graphical user Interfaces.

4. Developing computer graphics using c: input-output primitives setting

Character & text attributes, changing line styles, using fill styles to fill Images. Use the above primitives to develop programs like drawing concentric Circle, ellipses, sine curves, histograms, pie charts & human face.

2nd TERM

2. Overview of graphics system:

Video display devices, raster scan system, random scan system.

Graphics monitors & workstations, input devices, hard-copy devices, Graphics software.

3. Studying the features & developing computer graphics, using

Standard graphics package like auto cad & paint brush.

3rd TERM

5. Multimedia application: Multimedia in use introducing multimedia, what is multimedia? Using Multimedia.

6. Technology: System components, multimedia platforms, development tool, image, Audio, video, storage for multimedia, communications.

7. Applications: Multimedia in real world, training & education, image processing. Studying features and use of multimedia image processing authoring

Tools like Photoshop, macromedia director.

UNITIZATION

PAPER CODE: BCA-20

PAPER TITLE: INTERNET PROGRAMMING

THEORY MARKS: 90

NO. OF LECTURES: 100

1st Term

1. HTML: introduction to HTML, building blocks of HTML, lists, links, images, tables, frames, layers, forms , introduction to cascading style sheets(CSS), defining and applying CSS.
2. Java script: Features, tokens, data types, variables, operations, control structs, strings, arrays, functions, core language objects, client side objects, event handling, and application related to client-side form validation.
3. Fundamentals of java: java v/s C++, byte code, java virtual machine, constants, variables, data types, operators, expressions, control structures, defining class, creating objects, accessing class members, constructors, method overloading.

2nd Term

4. Inheritance: basics, member access, using super to call super class constructors, creating a multilevel hierarchy, method overriding, dynamic method dispatch, using abstract classes, using final.
5. Packages and interfaces : defining a package, understanding CLASSPATH, access protection: importing packages, interfaces, defining an interface, implementing: interfaces, applying interfaces, variables in interfaces.
6. Exception handling: fundamentals, exception types, using Try and Catch, multiple Try and Catch clauses, nested Try statements, built in exceptions.
7. Multithreaded programming: the java thread model, thread priorities, synchronizations, messaging. The thread class and runnable interface, the main thread: creating a thread, implementing runnable extending thread, creating multiple threads, thread priorities, synchronizations: methods, statements, inter thread communication, deadlock, suspending, resuming and stopping threads.

3rd Term

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.

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 -----	Ms	Ms	Ms	Ms	Ms
Attributes					
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
 - c) 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%
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- 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 at 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	

Manual for Self-study for Affiliated/Constituent Colleges

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 of 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 and
 - c) to build team spirit 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

14. Were you provided training in library use?
 - a) yes
 - b) no
15. What is your opinion of the library holdings for your subject?
 - a) excellent
 - b) adequate
 - c) inadequate
 - d) very poor
16. Were you able to get the prescribed readings?
 - a) easily
 - b) with difficulty
 - c) not at all
17. Were you provided with training in computer use?
 - a) yes
 - b) no
18. How educative was your mid course placement?
 - a) very relevant
 - b) moderately relevant
 - c) irrelevant
 - d) irrelevant but interesting
19. Were you visited on placement by the departmental faculty and was feedback provided?
 - a) yes, feedback given
 - b) yes, feedback not given
 - c) no, feedback was sent
 - d) no, feedback not given
20. The internal evaluation system as it exists is
 - a) desirable
 - b) undesirable
21. In your opinion, how much of the total weightage of a course should the internal assessment account for?
 - a) 100%
 - b) 75%
 - c) 50%
 - d) 25%
 - e) less than 25%
22. If no weightage was given to sessional work, do you think your grades would have been
 - a) better
 - b) poorer
 - c) about the same

Manual for Self-study for Affiliated/Constituent Colleges

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

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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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

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
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 :

- 9 Did the teacher encourage student participation in class?
- a) yes
c) no
- b) attempted
- 10 If yes, which of the following methods were used?
- a) encouraged questions
c) discussion outside class
- b) discussion in class
- 11 How helpful was the teacher in advising?
- a) helpful
c) sometimes helpful
- b) unhelpful
d) sometimes unhelpful
- 12 Was the teacher
- a) courteous
c) indifferent
- b) rude
- 13 Did the internal assessment work
- a) fairly
c) helpfully
- b) regularly
- 14 What effect do you think the internal assessment will have on your course grade?
- a) improve it
c) no effect
- b) lower it
- 15 How did the teacher provide feedback on your performance?
- a) regularly/irregularly
c) with helpful comments/without comments
- b) in time/late
- 16 Were your assignments discussed with you?
- a) yes, fully
c) no
- b) yes, partly
- 17 Were you provided with a course and lecture outline at the beginning?
- a) yes
- b) no
- 18 Was it helpful?
- a) yes
- b) no
- 19 Was it followed?
- a) yes
- b) no
- 20 If you have other comments to offer on the course and the instructor you may do so below or on a separate sheet.