

DRAFT REPORT
ON
INSTITUTIONAL ACCREDITATION

of

Gandhi Memorial National College
Ambala Cantt, Haryana

Visit dates
November 17 – 19, 2003

National Assessment and Accreditation Council
Bangalore

DRAFT REPORT ON THE INSTITUTIONAL ACCREDITATION OF GANDHI MEMORIAL NATIONAL COLLEGE, AMBALA CANTT (HARYANA)

SECTION-I : INTRODUCTION

Gandhi Memorial National College is situated in Ambala Cantt, Haryana. The college volunteered to be accessed by the National Assessment and Accreditation Council (NAAC) and submitted its self-study report to NAAC in November, 2002. NAAC constituted a Peer Team consisting of Prof. V. S. Patel (former Vice-Chancellor, Sardar Patel University, V.V. Nagar) as a Chairman, Prof. A. S. Kukla (former Principal, Acharya Narendradev College, Delhi University, Delhi) and Col. D.S. Cheema (Retd.), Director, Deptt, of Professional Studies, D.A.V. College, Chandigarh, as members to visit the college and validate the self-study report. The Peer Team visited the college during November 17-19, 2003. Mr. B. S. Madhukar, Deputy Adviser, NAAC coordinated the Peer Team visit.

The Trust has its Mission Statement and objectives stated in the original document of registration of Gandhi Memorial National College Trust and Society. The goals are reflected in the commitment of the college to inculcate and infuse patriotic, secular and nationalistic value system. The Mission and the Goals of the college are also pursued through the publications of College Magazine '*Gandhi Path*', with sections in Hindi, English, Punjabi and Sanskrit.

The college is located in an urban area and it offers four UG programmes, B.A., B.Com, B.I.M. and B.Sc. in the faculties of Arts, Commerce and Science respectively. Two PG programmes are offered in the subjects of Political Science and English. The Institution is recognized by UGC under section 2(f) and 12(b).

The college possesses a campus covering 10 acres of land. The student strength in UG programmes is about 800 and is about 140 in PG programmes. In addition to these, another 300 students are studying in B.Com Courses which offer two subjects with a differential of fee (Self-financing) i.e. Foreign Trade and Computer Applications. Also, in Science faculty, self-financing subjects of electronics and computers are



available. The College has recently introduced Mass Communication and Video Production as a vocational subject with UGC support. The college conducts Bachelor of Information and Management (B.I.M.) a three-year degree programme as a self-financing course. A large number of the students are from the surrounding areas and very few are from outside the state. The temporal plan for the academic work of the college is annual.

The college has now a total strength of 42 permanent teachers and 19 part-time teachers and 31 non-teaching staff. The college possesses support services like central library, computer centre, sports facilities, gymnasium, canteen, vehicle parking shed etc.

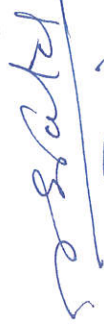
The Peer Team noted that Alumni of the college occupy good positions in public life. The outstanding few among them are Sh. Suraj Bhan, the former Governor of Himachal Pradesh and Uttar Pradesh, Sh. Bhisham Sahni, Lt. General, A.S. Mahajan, Sh. R.S. Gujral, Mayor of London.

The Peer Team carefully perused and analysed the self-study report of the college, went through all the relevant documents and also interacted at length with members of the Management of the college, Principal, Faculty, Non-teaching staff, Students, Parents and Alumni of the college. Based on these meetings and keeping in mind the criteria identified by NAAC, the peer team has derived the value judgment. The assessment of the college criterion-wise and the issues of concern are as described below:

SECTION-II : CRITERION-WISE ANALYSIS

CRITERION-I : CURRICULAR ASPECTS

The college offers UG programmes in Arts, Commerce and Science faculties. A good number of combination in elective subjects are offered to students e. g. six elective subjects combination in B.Sc., eleven elective subjects in B.A. of which students may opt for two. Non-core options are available to students of B.Com. and at post graduate



level in MA English and Political Science. The curricula framed by the Kurukshetra University are adopted and implemented by the college. The staff members of three departments are on the Board of Studies of the university have been helpful in suggesting changes whenever needed. The teachers upgrade their skills by conducting and participating in seminars, conferences and workshops. Within the curriculum prescribed by the university, the college tries to develop skills and values and helps them achieve academic excellence.

It is advisable to examine the course content in both UG and PG programmes and to find out whether skill components could be added to the existing curricula by the institution so as to meet the challenges of new emerging areas in the fields of Information Technology, Bio-Technology, Microbiology and Business Administration to be in tune with the Mission and Objectives of the Society.

It is suggested that feedback from the Peers and industry in surrounding areas may be obtained and efforts made to introduce certificate/ diploma courses in select areas. The Add on courses suggested by UGC with financial support may also be looked into. The College may define its specific goals and objectives based on the goals and objectives of the Society.

CRITERION II : TEACHING-LEARNING AND EVALUATION

The College has a transparent admission procedure. Students are admitted to the college based on their academic records and interviews. The college has adopted a practice of preparing teaching plans in respective subjects before the commencement of academic year. A complete and exhaustive academic calendar is prepared in accordance with the University norms to ensure effective teaching. Classroom lectures are supplemented with display of models, charts, maps etc. and with field studies, tutorials etc. The college provides remedial courses to the educationally disadvantaged students by conducting extra classes for weak students as per the UGC norms.



The over all performance of the students is assessed by way of class tests, assignments and class seminars. It is a welcome step. The evaluation methods are communicated to the students by announcing the same through prospectus and by publication on the notice boards. Workshops and seminar are organized by the institution to upgrade the skills of the teachers. Many staff members have participated in University, National and International level seminars. The academic performance of the postgraduate departments of the college in terms of the university results is noteworthy.

The teaching staff is appointed on the recommendation of selection committees constituted in conformity with the norms of the university/government. The management may consider introducing the system of teachers' appraisal by students and academic Peers. The teachers of the college may make use of modern teaching aids to make teaching more effective.

CRITERION-III : RESEARCH, CONSULTANCY AND EXTENSION.

Out of 42 permanent teachers 18 teachers posses Ph. D. degrees and 10 teachers of different department possess M.Phil degree. 16 permanent and 13 part-time teachers are PG Holders.

The Departments of Political Science, Zoology, and English have done well in research and have many research publications and books to their credit. The Department of Punjabi has also published a large number of books. The college has setup committee to encourage the research activities. The Committee has drawn a plan to approach the UGC and other funding bodies to obtain research projects. A faculty member from the department of political science has participated in few international seminars and carried out research projects abroad, which is an encouraging achievement.

The college has a designated person for extension activities as additional charge. Programmes like community Development, Social work, Adult education, Literacy, Environmental awareness, Blood donation camps, AIDS awareness, Health and



Hygiene awareness etc. are carried out with the help of NGO's and GO's. It would be advisable to undertake small projects useful to areas of study and to benefit the people of the locality. Specific problems could be identified and PG students could be trained in research methodology with the help of the teachers. More faculty members and students may be encouraged to participate in extension activities.

Women Cell is also playing a useful role in extension activities. The College may explore possibility of providing consultancy services by interacting with the local industries and other agencies.

CRITERION -IV: INFRASTRUCTURE AND LEARNING RESOURCES

The college campus spread over 10 acres land houses double storey main building, administrative block, auditorium, Library, Principals' quarter, Stores, Play ground, Gym, Botanical Garden, adequate parking space. The college maintains its infrastructure through regular, repair and upkeep.

The college management monitors and plans the future growth of the institution commensurate with increasing number of students and ever-evolving education pattern. A commendable feature of the institution is that the existing infrastructure is being used to optimum extent. College auditorium and playground are used by external agencies – NGO's and GO's.

The college has adequate library facility with about 40,000 books and is subscribing to 80 periodicals, both Indian and foreign. The library is managed under the supervision of an advisory committee of faculty members. It has a rich collection of Gandhian literature, maps and other collections, useful to the students. The facilities, however, are underutilized. Longer Library hours are required to help students make optimum use of Library facilities.

The College has two types of computer laboratories; the 'Multi-Media Laboratory' has facilities in terms of infrastructure and equipment. However, the other laboratories



need to be updated. After updating, the laboratories may be used, after working hours, for conducting computer literacy programmes for the students of the college.

The college has adequate infrastructure facilities for Sports and Games. It has a Hockey ground, Cricket ground, Hand Ball, Badminton court, archery equipment, Gymnastic equipments, table tennis, Chess rooms and Foot ball ground. The college is providing sports kit, shoes, sports equipment and incentives, free ship etc. to the players. Some players have participated and won positions in national, regional and state level competitions, particularly in gymnastics, which needs a special mention.

CRITERION- V : STUDENTS SUPPORT AND PROGRESSION

The college admits students to the different academic courses on the basis of merit in the qualifying examination in confirmatory with the rules and norms of university and state government. The college publishes its prospectus at the beginning of each academic session, containing required information by the students. However, there is need to update this prospectus by providing information about the fee structure and financial aid. The students appear for the university examinations after fulfilling the laid down conditions. The percentage of pass in all classes is above 80%, which is a good achievement. The college provides the required training in academic and co-curricular activities. Scholarships are available to student under different schemes of the government (e.g. open merit scholarships, national merit scholarship and free ship to economically backward students.)

The College has a spacious playground and facilities for Sports. Encouragement for participation in sports is given by imparting training in several sports activities by qualified instructors and financial help to sports persons. The financial and other assistances have produced good sportspersons. The motivation and good participation of students has benefited them in securing jobs. The contribution of the college to the development of the sports is commendable. Similarly, the NSS unit of the college has undertaken a large number of activities regarding service to the society. NCC, besides its goal of training students in discipline and combat has also involved itself in social activities.



Many students appear in competitive examinations and necessary books are available in the library to help this category of students. Many have benefited from this support.

The College has an Alumni Association of 250 members that provide effective liaison between the old students and the college. A strong Alumni Association and stable Parent-Teachers Association can help in starting an effective college-industry interaction. This and skill based short-term courses can go a long way in placement of the students.

CRITERION-VI: ORGANIZATION AND MANAGEMENT

The college has a well-defined managerial structure with managing committee of the college as the apex body. The coordinating and monitoring mechanism is helped by a large number of committees of staff, which look after various functions of the college administration. Prominent among these committees are Advisory Committee, Library Committee, Building Committee, Canteen Committee, Discipline Committee etc.

Various academic activities are planned and coordinated under the leadership of the Principal. The non-teaching staff works under the direct supervision of the Principal and the college has been able to discharge its duties well. Different committees of the staff-members help the institute work with full potential. Besides, all the departmental heads are delegated certain academic and administrative powers. Periodic meetings of the Principal with the HODs are called to take overall stock of the situation. A conducive environment useful for the growth of academics exists in the college.

The college and management through the Annual Confidential Reports monitor the performance of the teachers. The efficiency of the non-teaching staff is also assessed at regular intervals. The Principal directly deals with the Redressal of Grievances of non-teaching employees. As a welfare measure the non-teaching staff are provided with loan facility.

The accounts are update and well kept. The accounts are audited by a chartered accountant and also by external auditors.



CRITERION-VII : HEALTHY PRACTICES

The Peer Team has identified a few unique features in the context of functioning of the college, which have contributed to the academic atmosphere of the college.

These are as follows:

- The management does not interfere with day-to-day administration of the institution and the Principal enjoys freedom in the academic and administrative matters.
- The Government grants of the college are supplemented through Self-financing courses.
- The efforts of the management to generate resources by renting of shops, built towards the roadside in the campus area without affecting the working of the college.
- The campus is well maintained.
- To impart value-based education, moral and secular values are taught in weekly tutorials.
- A sense of civic responsibilities is inculcated among the students by making them aware of the significance of environment, cleanliness, health, and hygiene.
- Many NCC students have been recruited to Army, B.S.F. and other Para military forces.
- Cordial atmosphere exists in the college.

SECTION-III : OVERALL ANALYSIS

The Peer Team, after going through the self-study report and on the basis of its visit to Departments and various academic and physical facilities, is satisfied by the progress of Gandhi Memorial National College. The college aims at educating the students and equips them for their mental, physical and moral developments. There is cordial relation between the authorities, staff and students of the college. The Principal, teaching and non-teaching staff are devoted to their duties. The Peer team considers that the following features of this college are noteworthy:

- Encouragement and the support given by the management to the institution for its effective functioning.



- Almost all the conventional courses in Arts, Commerce and Science faculties at UG levels are available in the college.
- The college has started a few self-financing courses that enhance the job-potential of the students.
- The college carries out large number of co-curricular and extra-curricular activities.

Keeping in view the future growth and development of the college, the Peer team suggests the following:

- ▶ The college should identify specific objectives and make strategic plans so as to attain desired results as per the Mission and Objectives of the Society.
- ▶ The college may explore the possibilities of introducing more course options to increase flexibility in course combinations.
- ▶ For new entrants an organized orientation program needs to be conducted.
- ▶ Job and self-employment courses could be introduced by making optimal utilization of the available resources and by providing necessary infrastructure.
- ▶ Access to computers may be made to all categories of students.
- ▶ Early computerisation of the college library is desirable.
- ▶ The faculty staff may take steps to enrich research and consultancy component of the college.
- ▶ Considering the potentials in the field of sports and games, the management can hire additional services of experts.
- ▶ Faculty and the students personality development programmes may be organised at regular intervals.

The Peer Team thanks the college for the cooperation extended for the conduct of the visit and wishes the college "*All the best*" in its future endeavors.

Signatures of the Peer Team Members



Prof. V. S. Patel
(Chairman)

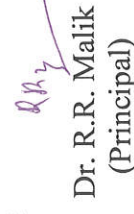


Prof. A. S. Kukla
(Member)



Col. (Rtd.) D.S. Cheema
(Member)

I agree with the Report



Dr. R.R. Malik
(Principal)

Place: Ambala Cantt
Date : 19/11/2003



C. M. M. Singh
Ambala Cantt.