

**PEER TEAM DOCUMENT**

**PEER TEAM VISIT**  
**TO**  
**MATA GUJRI COLLEGE**

**18<sup>TH</sup> -20<sup>TH</sup> NOVEMBER, 2004.**

## Report of the Peer Team on Institutional Accreditation of Mata Gujri College, Fatehgarh Sahib (Punjab)

### Section I Preface

Mata Gujri College, Fatehgarh Sahib volunteered to be assessed by the National Assessment and Accreditation Council (NAAC). The college prepared the self-study report and presented the same to the council. The council constituted a peer team under the chairmanship of Prof. L.S.Rathore, former Vice Chancellor of Jai Narain University, Jodhpur. Dr. S.K.Dhawan, former Joint Director of Education Himachal Pradesh, Member Coordinator; and Dr. Mehmooda Shafi, former Principal, Government College for Women, Srinagar, member; to visit and validate the self-study report. The team visited the college from 18<sup>th</sup> November 2004 to 20<sup>th</sup> November 2004 and submitted the following report.

The college was started in 1957 to commemorate the supreme martyrdom of Mata Gujri, the revered mother of the 10<sup>th</sup> Sikh Guru, Guru Gobind Singh Ji. Its founder was Bibi Gurbachan Kaur Mann, a blind lady, having visionary power, to provide education to rural youth. The college was taken over by the Shiromani Gurudwara Prabandhak Committee, Amritsar in 1964. Besides this College, the SGPC runs a chain of educational institutions -26 schools, 20 degree and P.G.Colleges, and around 4 professional Institutions. The College is affiliated with Punjabi University, Patiala. The college was recognized by the UGC under 2f before 1967.

The college mission is *"To seek, to strive, to find and not to yield."* The college has following objectives: -

- ❖ To provide a varied selection of academic curricula in business specialized areas in general education by systematically reviewing classroom facilities, equipment, faculty and staff.
- ❖ To provide the students with a background of job skills which enhance their employability.

- ❖ To provide the students with basic skills which contribute to success in their careers and in their private lives.
- ❖ To make available to the students activities, services and experiences which foster personal growth and leadership qualities that will assist students in their social, vocational and academic pursuits, which will also enhance their ethical and moral values.

The college has taken various steps to achieve these goals such as providing academic professional and vocational training. Providing the students, guidance and informing them about employment opportunities available in the market, organizing programmes for placement of the aspirants, inculcating moral and cultural values among the younger generation, helping students to explore their talent and hone the same. The college offers incentives like fee concession and scholarships to the students. Organizing remedial classes helps the students of deprived class. The problems of girl students are addressed separately and they are given opportunity to compete with their counterparts.

The college is a grant-in-aid Institution. It however generates funds through some of the self-financing courses.

The college has an area of about 25 acres. The college building comprises of a management, commerce, science and arts blocks. There is a separate wing for girls. The college has a well-equipped computer laboratory, a well-stocked library, a stadium with modern sports facilities, a canteen and parking facilities. The college provides hostel facilities to boys and girls. The college has applied for autonomy as per the university norms.

The College at present offers 16 academic programs -8 are of UG level, 4 PG, 2 Certificate courses, and 2 PG Diploma Courses. Its UG programs are -B.Sc. (med), B.Sc. (non-med), B.Sc. (Bio-tech), B.C.A., B.Com. B.Com. (Hons.), B.A. and B.A. (Hons)in English. Its PG Courses are -M.A. (Eco.), M.Com., M.B.A., and M.C.A. It runs two Certificate courses in Computers of 3 and 6 months duration. The self-financing courses run by the College are -B.C.A. and B.Sc. (Bio- Tech) at the UG level and Post Graduate Diploma in Computer Applications, Post Graduate Diploma in Insurance Business,

MBA and MCA at PG level. In addition there are 2 Certificate Courses in Computers & 3 Career Oriented Add on Courses.

The staff both teaching and non teaching is recruited as per the guidelines issued by the university and the state government. The college has teacher strength of 81 (49 permanent, 16 adhoc, 8 contract, and 8 part time). Out of 81 teachers 13 are Ph.D., 16 M.Phil and the rest all are only postgraduate. Some of the staff members are registered for pursuing research. The strength of non-teaching staff is 54. The college has 1981 students on roll in various courses. Drop out rate in undergraduate classes is there due to the admission policy of the University. The pass percentage is very high. Some of the students have done very well in university examinations and are placed in the merit list. The unit cost of higher education works out to be Rs.12908/-The college follows Annual & Semester system of examination. The college has a central library, computer center, a health center, sports facilities, hostels for boys and girls, a guest-house, Gym, Girls Common Room, water cooler and a canteen. The college provides housing facility to its class IV employees. The college has a grievance-redressing cell. The college has a career guidance-cell. The students are enrolled in NSS and NCC to carry out community welfare programs. The college has a Guru Gobind Singh Study Circle to disseminate the teachings of the great saint soldier and to inculcate moral and ethical values.. A good number of students have qualified different examinations such as NET, GRE, TOFEL/IELTS, USMLE, CET/PMT and B.Ed.

The college office and library works for 275 days in a year. Total numbers of teaching days are about 170 as per UGC guidelines. The library has 55,500 books and subscribes for about 78 periodicals. One teacher has received an international award. The teachers have attended seminars and conferences and two teachers of the college have been resource persons in the workshop. It does not have any collaboration with any laboratory.

The budget of the College in 2002-03 was Rs. 3,33,07,170.00; the income from fees and self financing courses was Rs. 1 crore 80 lacs; grant-in-aid from Government was Rs. 1 crore, 17 lacs; and grant from SGPC was Rs. 35 lacs. The budget is balanced; only there is a nominal net deficit. Besides, the College has been able to procure Rs. 7 lacs from M.P. quota in 2003.

The college raised Rs10823100/- through rent, self-financing schemes and grants.

## Part II Criterion Wise Inputs.

### Criterion-I- Curricular Aspects

The college provides instructions in 16 courses out of which 8 are for undergraduate students, 4 postgraduate, 2 certificate courses in computer education and 2 Postgraduate Diploma Courses one in computer application and another in Insurance Business. The college also runs vocational course in functional English and information technology and three add on vocational courses. The college proposes to start a few more courses. The purpose of such courses is to enhance the quality of teaching and learning. The programs are flexible to the extent that a student can select the subject/s of his or her choice but again within the frame work of university rules and regulation. At present there is no horizontal mobility, as the same is not provided in the university program. The courses offered are aimed at providing teaching learning skill. In some of the courses however the students are required to present case study or a project report. This gives them practical training. A ten day's training camp in Fishery Management was organized in the college to impart training in fish culture. The university prescribes the curricula and college does not have any role per say in the revision of courses. The college has introduced various courses in the last three years. These include vocational courses under UGC scheme and Add on Courses. The college has also introduced BSc Biotech. and subjects like Geography, Fine Arts, Sociology, Religion, M.Com. and PG Diploma in Insurance Business. The college follows the curricula framed by the university.

A magnificent computer research center has come into existence and has Sixty IBM computers with latest configuration and software have been installed. The existing computer lab is also well equipped and has some 74 computers with latest hardware and software. The college has facility of 128 kbps radio link internet and provides internet service to its students. The College is aspirant to start some more vocational and job oriented courses in the near future.

## Criterion II Teaching Learning and Evaluation

The students are usually admitted on the basis of their performance in the lower public examination. The students to MBA and MCA are admitted through an entrance test conducted by the Punjabi University, Patiala. The students Knowledge and skill is tested through class test, house tests seminars and class presentations. The college holds extra coaching classes for the educationally disadvantaged students. The advanced learners are also given extra coaching. They are helped by way of scholarships and are honoured on their performance in the house examination. The teachers have freedom to teach the way they like. The university syllabi are unitized. The teachers are encouraged to use various teaching aids. The college has a well-equipped seminar room. The college office is open for 275 day's in the year and observes about 170 teaching days. There are 6 part time teachers. The ratio between permanent and the part time teachers is 8:1. The ratio between teaching and non-teaching staff is 1.5:1. The students are informed about the evaluation and other procedure in the beginning of the session. The teachers are recruited as per the guidelines issued by the university and the government. The college has freedom and resources to appoint the staff. Many teachers have attended national and international level seminars and two have worked as resource persons in refresher courses and other workshops. Annual confidential report is only mechanism to judge teachers' performance. The College collects feed back from the students about their experience at the campus. The College organizes seminars symposia and extension lectures. The teachers are encouraged to attend refresher and orientation courses. Some of the teachers have been honoured by the state and NGOs for their contribution in the social, cultural and educational field. The principal has an overall control over the college affairs. The teachers in various programs help him and the principal has formed different committees for the purpose.

The college holds various programs to give its students a wide exposure. The college does not have any international linkage. Some of the students have performed well and are placed in the merit list.

The performance of the students in sports, cultural and extra-curricular activities is commendable. Some of the students have represented India in international events and won medals.

The teachers have participated in seminars and workshops and have presented papers. Some of the teachers are involved in research and have published a good number of papers. Some lecturers have written, translated and compiled books.

The teachers have participated in radio and TV programs. One of the teachers during his visit to Canada made an in-depth study in the library and transport system.

### ***Criterion III Research, consultancy and Extension***

The college encourages its teachers to do research. One of them is already guiding students for Ph.D. 13 of the faculty members are Ph.D. About 40% of its faculty members are engaged in research. Four teachers are doing M.Tech. The college encourages students to undertake projects for MBA and MCA courses. The college does not have any expertise for consultancy services. The college has assigned the duties of extension activities to one of its teacher by establishing career guidance bureau. The extension activities include community development, adult education health and Hygiene and blood donation camps etc. NSS and NCC units are involved in motivating students to undertake such programs. There are various clubs and societies, which are also organizing some similar programs. The college has collaboration with some NGOs and GOs to carry out extension work.

### **Criterion -IV      Infrastructure and Learning Resources**

The total area of the campus is 25 acres of land. It has semi-urban location. The college maintenance is done by class IV employees and college has constituted a campus beautification committee, students are also involved in it. It has employed four security men for security of college campus. The beautification and cleanliness of college campus is done regularly. College time-table is arranged in such a way that all the class rooms are occupied throughout working days of the college. The college has sufficient number of laboratories. The college has well stocked Library with 55500 books. Since Library constitutes the heart of any educational institution, it is partially computerized with provisions of latest facilities.

College has full- fledged sports stadium of international standards with provision to play football, hockey, basket ball, volley ball, tennis, badminton, cricket fields . The college stadium is also used for celebrations of national occasions and festivals like Republic-days, Independence Days.

The college provides boys hostel facilities to 60 students and has got grant of Rs.25 lakhs from UGC for the construction of new girls hostel and the same is under construction.

The PG result is 100% and UG 99.09%. The college has four buses, two are exclusively run for girl students. The college provides subsidised bus services to all the students.

The college has health centre for students, staff, and general public. The college has five computers which are interconnected through server LAN (local Area Network) and the Internet facilities are available to the students and staffs. Library and computer centre is open for six days a week.

The college has installed two generators to meet the requirement of continuous power supply to its computer laboratories.

College gives scholarships to outstanding sports persons and those who excel in academics and cultural activities. Students have won inter-university sports and extra-curricular prizes and inter-college competitions. Some of its students have participated and have won medals in international competitions. College has a botanical garden and Xerox facilities for the students. College has opened a Cyber Cafe for general public.

The college has established a tradition of maintaining a healthy, clean and well maintained infrastructure. It provides a healthy ambience to the students.

#### **Criterion-V Students Support & Progression**

The result percentage is cent-percent among PG classes and 99.09 % in UG classes. A good number of 80 -90 % among science students go for further studies, 30 % go for gainful employment. Among humanities, progression to further studies is 40 -50 %, to 20 -30 % for employment .Overall 50 % of the students prefer employment and 50 % go for further studies.



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The college provides national level scholarship (NCERT) and state level scholarships to the students and university gives merit scholarships for meritorious students.

Tuition fee concession is given to the deserving students.

The college has revived an Alumni Association in the year 2002, some of the philanthropist; old students and teachers have instituted medals, trophies, and scholarships for outstanding sportspersons and meritorious students.

Teachers participate in academic and personal counseling to the students in addition to normal duties.

The college has constituted various societies, associations, and clubs which hold seminars, debates, music competitions, science exhibitions, tournaments and education tours for all round development of the students.

#### **Criterion-VI Organisation & Management**

The college was taken over by Shironmani Gurudwara Parbandhak Committee Amritsar (SGPC) in 1964.

The College is a self financing body and also gets grants in Aid from the State Government. Internal Co-ordinating and monitoring is done by Principal who is aided and advised by different committees and heads of departments, who hold regular meetings with faculty members. Non-Teaching staff is recruited by Managing Committee through proper advertisement.

Each committee is put in charge of various responsibilities pertaining day to day functions of the institution

The college works on the principle of participatory management and there is proper documentation and transparency in operations. College Principal Co-ordinates and monitors the financial matters and is assisted by Accounts Branch and Bursar. Inter-com facility helps to monitor and coordinate the functioning of different departments of college.

Academic calendar is prepared by College Calendar Committee headed by Principal of the college.

The purchases in the college are done through the purchase committee by inviting tenders.

### **Criterion VII: Healthy Practices**

It is quite appreciable to note that the College has developed or is developing certain academic healthy practices. They are summed up briefly as under:

1. Keeping in conformity with the historic traditions of the land, the College has established Guru Gobind Singh Study Circle to acquaint the students about the glories and achievements of the heroes who had sacrificed their lives for the sake of the people. The Study Circle is functioning well and providing value based, ethical and moral education.
2. The college work is being conducted in a very cordial and cooperative atmosphere. The college provides pollution free environment and promotes secular culture.
3. The potential of the students in cultural field and sports is being exploited to the maximum. Some of the students have performed well in the national and international events.
4. The College has taken a big leap forward in the field of Information Technology, to strengthen the utility of its academic courses. It has an ultra modem Computer Centre, with latest hardware and software. It is laying adequate emphasis on job-oriented courses.
5. The College has opened its Library for the general public. The college is in the process of computerization of its library.
6. The college office is partially computerized and the staff has been given training in use of computer.
7. The College provides subsidized bus service; and Internet facility to staff and students free of cost.

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8. The College provides a good number of scholarships to the students -merit scholarship, merit-cum-need, Sports and Poor students, that is, 24, 139, 140 and 247 respectively.
9. The Alumni of the College has taken up the task of preparing the history of Sirhind region, and also to construct a student's Home and auditorium.
10. The alumni association, though in its infancy, is enthusiastic about the progress of the institution.
11. The College has provided enough concessions to the physically-handicapped students.
12. The Management of the College is quite visionary; and it has attractive academic plans for the future development of the College.
13. The College is regularly organizing its Convocation.
14. The College has a Master Plan for its future development.
15. The college has a Career and Guidance Bureau.

### **Suggestions**

1. The College should establish IQAC, the guidelines of which may be obtained from the NAAC.
2. The College should hasten its plan and have an auditorium.
3. It should try to promote international linkages.
4. The teachers be further encouraged to pursue for research projects with UGC
5. The feed-back from the students should be further strengthened.
6. The college should plan for addition of more job oriented courses like, translator and interpreter, course in mass media, fashion designing, and foreign languages and some add on courses like interior decoration, dietician and clinical laboratory technician etc.
7. The college should start some more PG courses as per the needs of the area.
8. The college may start planning for the introduction of some more courses with an eye on the future market needs and also prepare plans to drop certain courses as and when these become redundant.

Section C

Overall Analysis

Mata Gujri College, Fatehgarh Sahib is providing excellent service to the youth of the area in the field of education. Its location, area, lay-out of the campus and infrastructure are excellent. Apart from the good infrastructure, what is commended is their maintenance.

In the field of teaching, sports and extra curricular activities the college has created a landmark. It operates in a harmonious and peaceful way.


Taking a cumulative view of the whole, according to the seven criteria as laid down by NAAC, the peer team feels that the college is providing outstanding services to the youth.

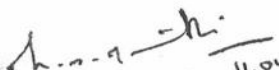
The case of college has been recommended by the university to the UGC as a college with Potential for Excellence for granting additional resources.

The peer team would like to record its appreciation for Principal for his dynamic role and outstanding contribution to the college.

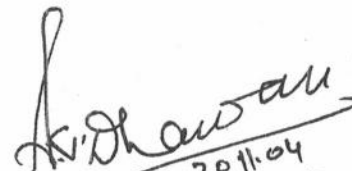
The peer team expresses its thankfulness to the teaching and non teaching staff, the students, the alumni and parents, the management for excellent hospitality and co-operation.

I accept the report


  
(Dr. Gurmohan Singh Walia)  
Principal 20/11/2004  
PRINCIPAL Mata Gujri College  
Fatehgarh Sahib  
Mata Gujri College Fatehgarh Sahib

  
(Prof. L.S. Rathore) 20.11.04

Chairman

  
(Dr. S.K. Dhawan) 20/11/04

Member Coordinator

  
(Dr. Mahmooda Shafi)

Member.