

REPORT ON INSTITUTIONAL ASSESSMENT AND ACCREDITATION
OF
SANATAN DHARMA COLLEGE (Lahore) AMBALA CANTT

Section-I

Introduction

Sanatan Dharma College (Lahore) was set up in Lahore in 1916 by great Sanatanists Pt. Madan Mohan Malviya and Deen Dayal Vachaspati. It was uprooted from Lahore during partition and rehabilitated in 1948 in Ambala Cantt due to the untiring efforts of Goswami Ganesh Dutt ji. Thereafter, the Sanatan Dharma ^{Pranichi} Sabha played a key role in uplifting the institution and its progress. The Mission Statement of the institution is: **FIRM IN FAITH & LARGE IN HEART**. The college has a long list of renowned old students, educated from it, including the Nobel Laureate Dr. Abdus Salam, the internationally acclaimed Physicist. At present, the former Prime Minister Sh I K Gujral and former Cabinet Minister and scholar Dr Karan Singh are the patrons of the Management. The Management also runs one more college and two public schools.

The college is housed in a campus spread over 14.5 acres of land. Nearly 70% of the students studying in the college are found to be from rural areas. The college offers education in faculties of language, science, arts and commerce. There are 17 teaching programmes, consisting of 07 under-graduate, 02 post-graduate, 07 self-financing courses and 01 certificate course. Out of the 2659 students, nearly 51% are girls. The total number of students consists of 2178 students at the UG level, 151 at PG level and 330 in Self-financing courses. On the teaching staff, there are 86 members, of whom 63 are permanent, 20 temporary and 03 are part-time. The college has a well-qualified teaching faculty. There are 25 Ph.D.s, 11 M.Phils and remaining are postgraduates. There are 31 technical staff, (of which 25 are regular), and 36 administrative staff (of which 24 are regular).

Sanatan Dharma College (Lahore), Ambala Cantt has submitted its Self Study Report (SSR) to the National Assessment and Accreditation Council (NAAC) and volunteered for the process of assessment and accreditation. The NAAC constituted a Peer Team consisting of Prof G K Sasidharan, former Vice Chancellor/Pro-Vice

Chancellor, University of Calicut as Chairperson and Prof. B.G. Jadhav, Principal, Marathwada Mitra Mandal College of commerce, Pune, Dr. R. Krishnakumar, Principal, Dr. Ambedkar College, Nagpur as members. Dr. G. Srinivas, Deputy Adviser, NAAC, Bangalore coordinated the Peer Team visit.

During the institutional visit, the Peer Team carefully studied and analyzed the Self Study Report submitted by the institution and noted the following points.

The Peer Team verified the relevant documents, examined the facilities, interacted with the Management, the Principal, the Teachers, the Non-teaching staff, the students and also interacted with the other constituents like the alumni, the parents etc. The academic, co-curricular, extra-curricular, sports and extension activities etc. of the college were also scrutinized.

Based on the above exercise and keeping in line with the criteria, identified by NAAC, the Peer Team made the value judgments as follows.

Section II: Criteria wise Analysis

Criterion I: CURRICULAR ASPECTS

The temporal plan of the academic work in the college is Annual System and the Unit Cost of Education works out to be Rs.14639.46.

This institution was recognized by the University Grants Commission under Section 2f in 1956 and Section 12B in 1972 and receiving development assistance.

The college runs BA, BA (Hons), B.Sc, B.Sc. Home Sc., B.Com, BCA, BSc Hons IT, PG in English and Hindi. Various options are available to the students. Some of the courses run by the college are career oriented on self-financing basis. Also, the students have flexibility with reference to time-frame. The curriculum of the various subjects is designed by the university authorities. The college has introduced the following programmes during the last three *years*

1. B.C.A.
2. BSc. Hons in I.T.
3. B.Sc Computer Science

4. B.Sc Computer Applications as UGC Vocational Course
5. B.Com Computer Applications as UGC Vocational Course
6. B.Com Principals & Practices of Insurance
7. B.Com Sales Promotion and Sales Management
8. B.Com with Computer (Optional)

Approximately six months are required to introduce a new course. Some of the teachers of the college are representing Board of Studies, Academic Court in the University. The college is yet to introduce academic audit. The department heads meet in the beginning of the academic year to chalk out the teaching plan for the year with concerned teachers of the department. The syllabi are unitized. The college makes a survey of the thrust areas besides the need of the courses and the need of the students and accordingly the courses are introduced. Self-financing programmes offered by the college are job oriented. The curriculum designed by the University is now largely based on the guidelines given by the UGC.

Criterion II: TEACHING LEARNING & EVALUATION

The college admits students on the basis of academic records and reservation policy of the Government is also taken into consideration while admitting the students. The knowledge and skills of the students are assessed after admission by arranging seminars, discussions, assignments and viva-voce. The college provides Remedial Courses to the educationally disadvantageous students. The college organizes remedial classes, especially in the subjects of English, Maths and Science for students coming from weaker sections and those weak in the studies. The advanced learners are supported by providing text books and financial support through scholarships and interaction with the concerned teachers from time to time. The college encourages the teachers for preparing for teaching classes through interactive learning. In the beginning of the session, the academic plan is devised. Monthly meetings are also held to verify that the teaching is as per the teaching plan. The college supplements the lecture method of teaching with group discussions, tutorials, practicals, seminars, exhibitions, role-playing

and audio-visual aids. The college has centralized media facilities to prepare A-V and teaching aids. Many of the faculty members make use of the Centralized Media Facility. The working days of the college are 270, out of which Teaching Days are 169. The teachers are allotted workload as per University/Govt. norms. The ratio of the full time to part-time teachers was 77:2 in 2000-2001 and 80:3 in 2001-2002. The ratio of teaching and non-teaching staff during the last two years is 79:53 (2000-2001) and 83:54 (2001-2002). The faculty has a very good rapport with the students. At the time of admission, the college provides a prospectus, in which all the rules and regulations, tentative dates of examination and evaluation methods are communicated. The college monitors the overall performance of the students in the beginning of the year through constant evaluation and personal information. Permanent teachers are recruited through Selection Committees, constituted as per University norms. Even the teachers to be appointed on ad hoc basis are also recruited through duly constituted selection committees. New posts are created when new courses are started and /or divisions are increased. The college has freedom to appoint a teacher and to pay out of its own funds. However the college has no authority to appoint teacher on permanent basis. The Govt. has put a ban on recruitment on full time faculty. Whenever any teacher retires the Management appoints the teacher on ad hoc basis and pays out of the amalgamated fund of the college.

The teachers have attended Seminars, Conference, and Workshops at national and international level. The college encourages the teachers to participate in various academic activities. The evaluation of the performance of the faculty is made through Self Appraisal method. No other method is followed in evaluating performance of the Faculty. Teachers are given Study leave. Extension lectures of eminent scholars are organized from time to time. The teachers are given Computer training. The college has an Advisory Committee, Library Committee, Examination Committee, Cultural activities committee etc. The college has organized a training programme for teachers on Use of Audio Visual Aids for Teaching Purpose. The college has established a centralized audio visual production center.

Some of the teachers have got teaching awards. The college conducts excursion and educational tours to enhance the field knowledge of the students. The college makes efforts in shaping the overall personality of the students. The college has formulated a

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strong teacher learning and evaluation Network. A lot of emphasize is given to regular attendance. Class Tests and House Exams are conducted throughout the session to continuously monitor the progress of the students. The PG students are required to submit written assignments, after evaluation, the assignments are returned to the students and it is discussed in the class.

Criterion III: RESEARCH, CONSULTANCY & EXTENSION

The college has postgraduate courses in English and Hindi. The college encourages the teachers for availing study-leave. During interaction with the Peer Team, the teachers informed that college teachers are not allowed to register PhD scholars under them. Only about 1/3 of the teachers are involved in active research. During the last five years, 07 teachers have completed PhD. At present there are no on ongoing projects funded by the external agencies. The college makes available the expertise and consultancy services to a number of manufacturers of scientific instruments located in Ambala. The college has designated the persons for various extension activities and has carried out the activities effectively. The college has worked for community Development, Health & Hygiene Awareness, Adult Education and Literacy, AIDS Awareness and Medical Camps, Blood Donation Camps, Etc. The college also has Women Development Cell, through which they are making efforts to bring awareness among the women from nearby areas. It has carried out programmes like Population Education, Adult Education, National Literacy Mission through NCC and NSS and Women Development Cell.

The students and teachers actively participate in Extension Activities. The college has linkages with various NGOs and GOs like Dist. Red Cross, Rotary, Lions, Hospitals, Jaycees and Extension Activities are carried out with the help of these clubs/organizations. The NSS students had undertaken the project of construction of 5 kms long drain from Boh village to Mahesh Nagar with the help of Gandhi Peace Foundation and Rotary Club of Ambala. It has also arranged 10 Day NSS Camp on the motto: "Youth Against Dirt and Disease". For the last 3 years, in a village Khudda Kalan,

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a number of projects like Small Savings, Medical check up, construction of drains and roads, big pond for animals, smokeless stoves have been undertaken.

Criterion IV: INFRASTRUCTURE & LEARNING RESOURCES

The college is spread over 14.5 acres of land in the heart of the city. There are adequate and spacious classrooms to cater to the needs of the students. The institution is making optimum use of its infrastructure. The college has a library with 50000 books and 87 journals, with spacious reading rooms for both staff and students. The library is computerized. The facilities for Sports, Games and Gymnasium are satisfactory to enable the students to learn and excel in various competitions. The college has produced outstanding sportspersons like Arjuna Awardee Ms Sunita Sharma in Gymnastics. Ms Sandhaya represented India in Moscow Olympics. Mr. Kashmir Singh represented India in Asian Cycling at Bangkok while Mr Devender Singh represented India in Handball in Commonwealth games. The college has won prizes and medals at University and Inter-University competitions. The college has recently created Audio-Visual facilities to enrich the teaching and learning process through interactive methods. Other facilities such as canteen and hostel are sufficiently provided. The science laboratories and Computer Laboratories have adequate infrastructure for imparting practical training. The college has a center for Cultural Activities and facilities to support them. The college has installed its own 200 KVA Power sub-station and has its own captive Power Plant of 12.5 KVA capacity.

Criterion V: STUDENT SUPPORT & PROGRESSION

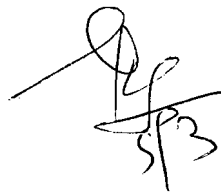
The college consistently maintains a good record of the students' performance in university exams. Financial aid is provided to the needy students in the form of scholarships. There are 10 kinds of financial aids ranging from Merit Scholarships to scholarships to socially backward and minority classes.

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The Alumni Association was formally constituted in the last academic session. The alumni of this institution today occupy prestigious positions in various organizations and professions. The interaction with the alumni and parents of students enabled us to infer that they have a strong sense of belonging. The available records to assess the progression of students to employment indicate that the students of this college are well placed in life. Five students have cleared UGC-CSIR (NET) exam in the last five years. Students have outstanding achievements in extra curricular activities. The college bagged the overall trophy for outstanding performance 13 times in 15 years in the Zonal Youth Festival.

Criterion VI: ORGANIZATION AND MANAGEMENT

The functioning of the college is managed by Sanatan Dharma College Managing Committee Delhi. The internal coordination and functioning is facilitated by various committees constituted for the purpose. The college Management has assured the Peer Team that they will provide full assistance for further development of the college. The ACRs of the staff are maintained. Sufficient budgetary provisions have been made to the departments. There is no deficit budget and there are no major audit objections. The welfare measures are sufficiently available for both teaching and non-teaching staff. Loan facility is available to the staff. During interaction with the Peer Team, the non-teaching staff expressed their concern at lack of training programmes and career promotions. While expressing immense satisfaction towards the college functioning and internal environment, they lamented that they do not have career progression as available to the University non-teaching staff or the state-government employees. They wanted that their career norms be governed by an apex body like the UGC.

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Criterion VII: HEALTHY PRACTICES

The Peer Team during its visit has observed the following good practices in the institution:

- ① There is a stress on value-based education.
- ① The internal co-ordination between staff & students' is cordial and well appreciated.
- ① The college has academic links with state level and National level academic institutions.
- ① The Adhyatmic Sabha organizes programmes to imbibe basic human values.
- ① The college Management is making efforts to regain traditional courses along with technical courses.
- ① There is a good understanding between the Management, principal, teaching and non-teaching staff.
- ① Many teachers have participated in Blood Donation Camps and a few have donated blood nearly fifty times.
- ① Incentives to meritorious students is given by the Alumni Funds.
- ① The Women Development Cell of the college plays a key role in providing information on legal rights of woman.
- ① The staff club organizes functions to celebrate various occasions and maintains a close-knit family.
- ① Retired teachers are invited for all the college functions, considering them to be part and parcel of the college family and the college is benefited by their rich experience.

Section III

Overall Analysis

The Peer Team places on record its appreciation for the following noteworthy features in this institution:

- The college Management is well concerned for the progress of the institution and has provided adequate financial resources from time to time as per the need.
- There is transparency and effective interaction among all the constituents of the college.

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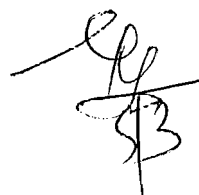
- The alumni of the college are occupying prestigious positions in Public life, Defence and Bureaucracy.
- The college has consistently showed good performance in various sports and games competitions. The awards won by the students in Gymnastics is praiseworthy.
- The participation of the college in extension activities is appreciated. The NCC, NSS (3 units), Cultural Affairs Wing, Women's Cell have demonstrated strong performances in their respective areas. The participation of some teachers and students in Blood Donation Camps has received wide recognition.
- The infrastructural facilities provided to the staff and students are adequate in the given situation.
- The college students have won prizes at University and Inter-University Cultural events.
- The students are very disciplined, properly guided, have developed a bond with the college and are very enthusiastic to learn new techniques.
- The teachers are dedicated and are involved in all the activities of the college.
- Prominent Alumni have a feeling of oneness with the college even after 30-40 years of leaving the institution and are ready to take active participation in the further development of the college.

The Peer Team would like to make the following suggestions to the concerned authorities for further growth and consolidation of academic activities of the college:


- The college can start post-graduate courses in some disciplines as per student demands, in addition to the existing PG courses in Hindi and English.
- The State Government may enable the college to fill the vacant positions with regular teachers, at least in some disciplines on priority.

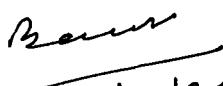
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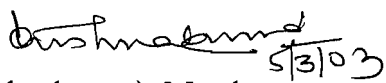
- The college can initiate certain Diploma/Certificate Courses in Communicative English, Music (Vocal & Instrumental), and Computer Awareness as programme options for the students, so that they pass out with value-added skills.
- Student facilities such as Career Guidance Cell and Placement Cell have to be further strengthened.
- The college can create a Research Promotion Cell and motivate the teachers to undertake Research Projects, Teacher Fellowships etc. from UGC and other apex agencies. The teaching staff has to take further interest in Organizing and attending academic seminars and conferences. They can utilize the facilities such as seminar/conference grants and Participation of Teachers in Academic Conferences (PTAC) from UGC and similar bodies.
- The college is suggested to create a Quality Enhancement Cell to continuously monitor and catalyze the improvement of academic activities.
- The teachers can undertake Self-evaluation and / or Student Feedback to further improve their quality of teaching. Shift to more interactive teaching by employing available Audio-Visual facilities, case studies, simulations and group discussions etc.
- Facilities for Public Campus Telephone and more Internet access to the students need to be provided.
- The college can create Departmental Libraries particularly in the PG Departments.
- A Certificate Course on Computers for non-science students.
- The college library has to procure more research journals. It can be further strengthened with the assistance of INFLIBNET.
- Linkages with the local Scientific Instruments Industry are to be strengthened.
- The college is suggested to establish Mathematics, Commerce and Language laboratories.



The Peer Team deeply appreciates and acknowledges the cooperation and support provided to it by the College Management, Principal, Coordinators of the NAAC Steering Committee, Teaching Faculty, Staff and Students. The Peer Team wishes that the potential of the college be transformed into a Centre of Excellence, adopting with changing times.


(Prof. G.K. Sasidharan), Chairperson 5/3/03


5/3/03
(Prof. B.G. Jadhav), Member


5/3/03
(Dr. R. Krishnakumar), Member

I agree to this.


5/3/03
(Dr. Desh Bandhu), Principal, S.D. College (Lahore), Ambala Cantt.

Place: Ambala Cantt, Haryana

Date: March 05, 2003.