

MANDATORY DISCLOSURE

MANDATORY DISCLOSURE BY INSTITUTIONS RUNNING AICTE APPROVED ENGINEERING/TECHNOLOGY/PHARMACY PROGRAMMES TO BE INCLUDED IN THEIR RESPECTIVE INFORMATION BROCHURE, DISPLAYED ON THEIR WEBSITE AND TO BE SUBMITTED TO AICTE EVERY YEAR LATEST BY 30TH AUGUST TOGETHER WITH ITS URL

The following information is to be given in the Information Brochure besides being hosted on the Institution's official Website.

"The information has been provided by the concerned institution and the onus of authenticity lies with the institution and not on AICTE."

I. NAME OF THE INSTITUTION:

Name	Malwa College		
Address	Goniana Road, Bathinda		
STD Code	0164	Phone No: 2270611	
Fax No.	224896	E-Mail: mcit2001@rediffmail.com	
Web site	www.malwacollege.org		
Nearest Railway Station	Bathinda City	Distance in Kms (Towards): 6 Kms	
Nearest Airport	VPO Bhisiana, Bathinda	Distance in Kms (Towards): 21 Kms	

II NAME & ADDRESS OF THE DIRECTOR:

➤ Address Including Telephone, Fax, E-Mail.

Name	Dr. Sarbjeet Kaur Dhillon				
Designation	Director	Qualification & Experience	Highest Degree	Specialization	Total Experience

			PhD	Computer Science & Application	16 yrs
STD Code	0164	Phone No. (O)	2270611	Fax No.	2274896
STD Code	0164	Phone No. (R)	-	Fax No.	N.A.
E-Mail	sabby13dhillon@gmail.com	Mobile No.	8146608108	Date of joining the institution: 5/7/2014	

III NAME OF THE AFFILIATING UNIVERSITY

Punjabi University,
Chandigarh Road,
Bathinda

BOARD OF GOVERNANCE

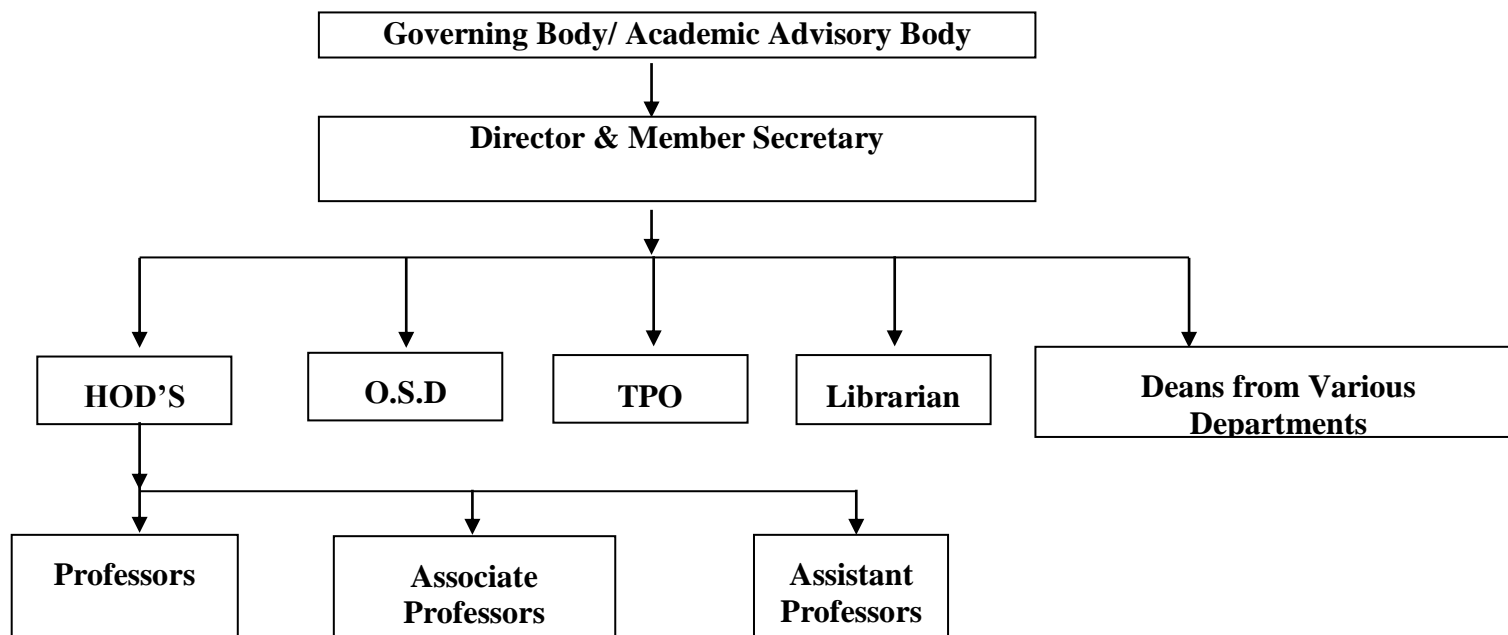
Sr. No.	Name	Father's Name	Designation
1.	Smt. Amar Kaur	W/o Sh. Baldev Singh Brar	President
2.	Sh. Ram Sharan Dass	S/o Sh. Sarwan Dass	Vice-President
3.	Sh. Raman Kumar Singla	S/o Sh. Rikhi Ram	Secretary
4.	Smt. Paramjeet Kaur	W/o Sh. Jaspal Singh	Cashier

5.	Smt. Amandeep Kaur	W/o Sh. Kanwal Preet Singh	Member
6.	Sh. Gurmeet Singh Sandhu	S/o Sh. Jagjit Singh Sandhu	Member
7.	Sh. Karanveer Singh	S/o Sh. Baldev Singh	Member
8.	Smt. Sushma Singla	S/o Sh. Sewak Ram Singla	Member
9.	Sh. Munish Singla	S/o Sh. Sewak Ram Singla	Member
10.	Smt. Manita Singla	W/o Sh. Raman Kumar Singla	Member

❖ **Frequency of the Board Meetings & Academic Advisory Body**

Twice or thrice in a semester

ORGANIZATION CHART AND PROCESSES



❖ **Nature and Extent of Involvement of Faculty and Students in Academic Affairs/ Improvements.**

- (1) Students of the institute are involved in various academic activities like seminars, quiz and debate & declamation contests. Technical fests, sports meet, cultural, festivals are organized at regular intervals in which the participation from the other institutes is also invited.
- (2) Faculty from various departments is pursuing P.hD from various universities. The faculty members in national level seminars to present papers, workshops.
- (3) Advisory committee has been set up for the improvements. Attendance and sessional marks sent to the parents regularly.

❖ **Mechanism/Norms & Procedure For Democratic/Good Governance**

- (1) In order to maintain the accountability, we conduct an Internal Audit Every Semester at departmental and inter departmental level. We have an open door policy. Every Saturday meetings of the Members of Staff Are Conducted and Their Feedbacks and opinions are Sought. Faculty and other members of staff are motivated to deliver ideas to make system more effective.
- (2) At Malwa College, we have a very healthy and democratic procedure of governance. We have the four tiers of taking decisions: The Faculty, Head of Departments, Director, Principal and Finally the Malwa College Management. We Also Incorporate the Suggestions of Student Representatives to Make Our System More Effective and Democratic. Our Alumni Also Plays a Vital Role In Policy Making.

❖ **Student Feedback on Institutional Governance / Faculty Performance**

- (1) A Transparent and impartial system is followed for awarding internal assessment to the students in which specified marks are allotted for the attendance, assignments and minor tests as per the University criteria
- (2) Monthly departmental meetings with the head of the institute for regular interaction and smooth conduct of the academic, administrative, co-curricular affairs of the institute.

(3) Smart card system is followed.

(4) Special software's are installed for keeping the students information Handy. Information regarding their attendance, performance, and university results is regularly updated.

❖ **Grievance Redressal Mechanism For Faculty, Staff And Students**

(1) There is a procedure of filling up a feedback performa by the class representative which consists of the contents of syllabus covered and percentage of the syllabus covered.

(2) Regular, anonymous, questionnaires are given to students to fill in with a view to identify the problem areas.

(3) In addition to the suggestion boxes, institute also encourages the students to fill in suggestion forms regularly and in the follow up everybody in the college in promptly informed of any decision whatsoever reached on each suggestion.

(4) The members of the committee are as under:

OMBUSDMAN:

Dr. Gurpreet Pannu

email: drgurpreetpannu@hotmail.com

NAME OF NODAL OFFICER:

1. Dr. B K Garg
email:bk.garg.jbd@gmail.com
2. Dr. Sarbjeet Kaur Dhillon
email:sabby13dhillon@gmail.com
3. Dr. Rupinder Kaur Sidhu
email: rupinderkaursidhu@gmail.com

❖ **Anti Ragging Committee**

1. Dr. B K Garg
2. Dr. Sarbjeet Kaur Dhillon
3. Dr. Rupinder Kaur Sidhu

Anti Ragging Squad:-

1. Ms. Teenam
2. Mr. Hardeep Singh
3. Mr. Harpreet Singh
4. Ms. Gurwinderjeet Kaur

❖ **Sexual Harrasment committee**

1. Dr. Sarbjeet Kaur Dhillon
2. Dr. Rupinder Kaur Sidhu
3. Mrs. Teenam

❖ **SC/ST Committee**

1. Dr. Sarbjeet Kaur Dhillon
2. Dr. Rupinder Kaur Sidhu
3. Ms. Navjot Kaur
4. Ms. Ratneet Kaur Dhaliwal

V. **PROGRAMMES**

❖ **Name of the Programmes approved by the AICTE**

MCA (3 years) 60 seats

MBA (2 years) 60 seats

❖ **PLACEMENT FACILITIES**

The placement cell is committed to provide all possible assistance to its students in their efforts to find employment. This commitment is demonstrated by the existence of full-time placement office. Staff is available to respond to student's questions and concerns of all kinds. This may include advice on placement procedure, help with preparation of applications and resume, and practice for interviews. The aim is to ensure that students have appropriate information and skills necessary for an effective job search. Those contemplating of pursuing careers in education or its related fields are offered detailed career guidance at the placement office. The expert advice is always based upon up-to-date placement statistics and an informed view of future educational trends. Additionally, the placement office maintains a library of print and other resources concerning the job search.