

MANDATORY DISCLOSURE

MANDATORY DISCLOSURE BY INSTITUTIONS RUNNING AICTE APPROVED ENGINEERING/TECHNOLOGY/PHARMACY PROGRAMS 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.”

1 NAME OF THE INSTITUTION:

Name	Malwa College	
Address	Goniana Road, Bathinda	
STD Code	0164	Phone No: 2270611
Fax No.	224896	E-Mail: malwacollegebti2001@gmail.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
Courses	MBA MCA BCA (NEP 3+1) BBA(NEP 3+1)	Intake: MCA : 45 MBA : 45 BCA : 150 BBA : 100

2 **NAME & ADDRESS OF THE TRUST/SOCIETY:**

Name	Malwa Advanced Educational Society	
Address	Goniana Road, Bathinda	
STD Code	0164	Phone No: 2270611, 615
Fax No.	-	E-Mail: malwacollegebti2001@gmail.com

Promoted by Malwa Advanced Educational Society, Malwa College sprouted in 2001. Sardarni Amar Kaur & Sh. Raman Singla are looking after the affairs of the society at present as President and secretary respectively. The college is located in pollution free, lush green sylvan surroundings and is spread over an area of seven acres. Malwa College is not only a college but a mission, a step towards future innovation. It is an organization with a difference. We, at Malwa College are aware of the revolutionary changes that undergo every moment and we explore the unexplored talent of the intellectual capital of the region

BOARD OF GOVERNANCE

Sr. No.	Name	Designation
1.	Sardarni. Amar Kaur	President
2.	Sh. Rakesh Kumar Goyal	Vice-President
3.	Sh. Raman Kumar Singla	Secretary
4.	S. Jaipal Singh Mahesh	Cashier
5.	S.K.P.S.Brar	Member
6.	Mr. Karanvir Singh Brar	Member
7.	Mrs. Amandeep Kaur	Member
8.	Mrs. Sushma Singla	Member
9.	Mrs. Manita Singla	Member
10.	Mr. Munish Singla	Member

3 NAME & ADDRESS OF THE DIRECTOR:

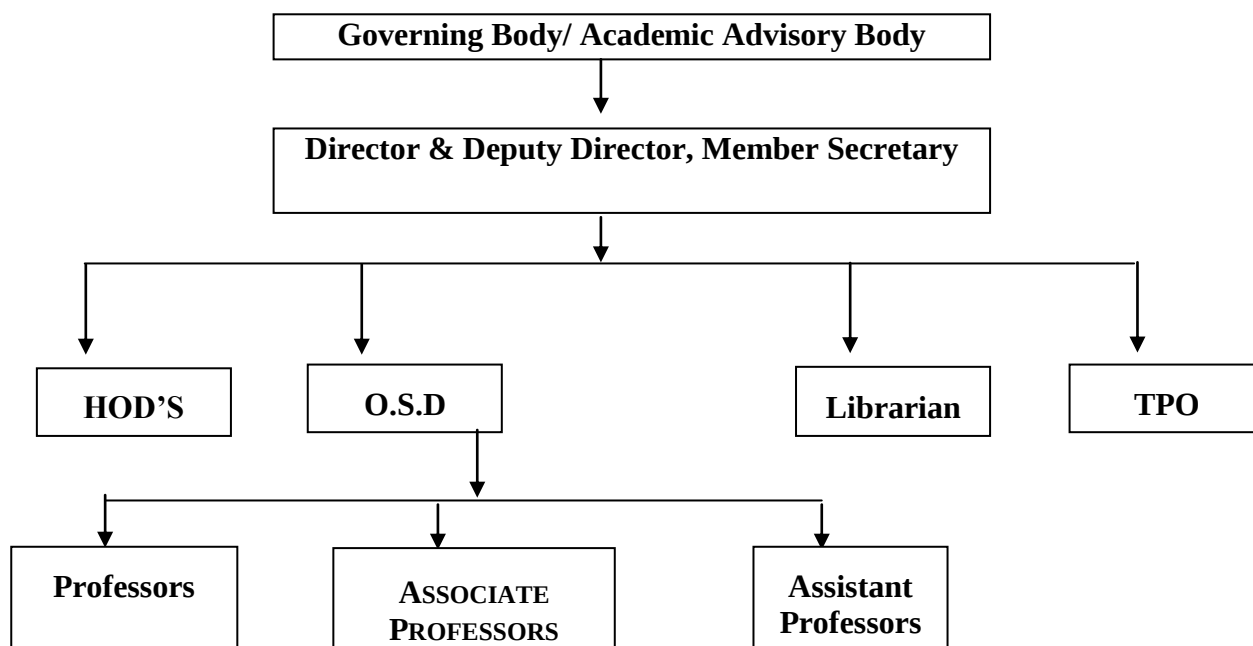
Name	Dr. Sarbjeet Kaur Dhillon			
Designation	Director			
Qualification & Experience	Date of joining the institution:	Highest Degree	Specialization	Total Experience
	5/7/2014	PhD	Computer Sci & Application	23 Year
Phone No.(O)	0164-2270611			
Phone No. (R)	0164-2270615			
Mobile No.	7986887287			
E-Mail	sabby13dhillon@gmail.com			

4 Name of The Affiliating University & Courses Detail

Name		Punjabi University, Patiala		
Website		www.punjabiuniversity.ac.in		
1	Name of programmes approved by AICTE		MBA, MCA, BCA, BBA	
2	Name of programmes accredited by NBA		NIL	
3	Status of accreditation		Nil	
4	Total No. of courses		4	
5	Course Name	Number of Seats	Duration	Cut off marks
	MCA	45	2 Years	-
	MBA	45	2 Years	-
	BCA	150	NEP 3+1 Year	-
	BBA	100	NEP 3+1 Year	-
6	FEE MCA (Annum)	59000/-	FEE MBA (Annum)	66000/-
	FEE BCA (Annum)	26000/- (Boys) 13000/- (Girls)	FEE BBA (Annum)	26000/- (Boys) 13000/- (Girls)
7	Name and duration of Programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with the status of their AICTE approval. If there is Foreign Collaboration, give the following details			NA

GOVERNANCE

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, quizzes, debates, and declamation contests. Technical fests, sports meets, cultural, festivals are organized at regular intervals in which the participants from the other institutes are also invited.
- 2 Faculty from various departments are pursuing Ph.D.s from various universities. The faculty members in national-level seminars to present papers and workshops.
- 3 An advisory committee has been set up for the improvements. Attendance and sessional marks are sent to the parents regularly.

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

- 1 To maintain accountability, we conduct an Internal Audit Every Semester at the departmental and interdepartmental levels. We have an open-door policy. Every Saturday meetings of the Members of Staff Are Conducted and Their Feedback and opinions are Sought. Faculty and other members of staff are motivated to deliver ideas to make the system more effective.
- 2 At Malwa College, we have a very healthy and democratic procedure of governance. We have four tiers of making decisions: The Faculty, the Head of Departments, the Director, the 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 play a vital role in policymaking.

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

- 1 A Transparent and impartial system is followed for awarding internal assessments to the students in which specified marks are allotted for 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, and co-curricular affairs of the institute.
- 3 A smart card system is followed.
- 4 Special software is installed for keeping the student's 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 format by the class representative which consists of the contents of the syllabus covered the and percentage of the syllabus covered.
- 2 Regular, anonymous, questionnaires are given to students to fill in to identify the problem areas.
- 3 In addition to the suggestion boxes, the institute also encourages the students to fill in suggestion forms regularly, and in the follow-up, everybody in the college is promptly informed of any decision whatsoever reached on each suggestion.

The members of the committee are as under:

Sr. No	Name	Position in Committee	Designation
1	Dr. Sarbjeet Kaur Dhillon	Chairperson	Director
2	Mrs. Gurjeet Kaur	Member	Teaching faculty
3	Dr Anchal	Member	Teaching faculty
4	Mrs. Priyanka	Member	Teaching faculty
5	Mr. Gursajan Singh	Student	MCA-I
6	Ms. Sakshi	Student	MBA-I

In considering the grievances before it, the SGRC shall follow principles of natural justice.

- 1 The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- 2 Any student aggrieved by the decision of the SGRC may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.
- 3 There is a procedure of filling up a feedback format by the class representative which consists of the contents of the syllabus covered and percentage of the syllabus covered.
- 4 Regular, anonymous, questionnaires are given to students to fill in to identify the problem areas.

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

For any kind of grievance

- mail us at: grievanceredressalmc@gmail.com
- <https://malwacollege.edugrievance.com/>

Internal Complaint Committee(ICC)

NAME	POSITION	E-MAIL ID	DESIGNATION
Dr. Anchal	Presiding Officer	aanchalanejamalwa@gmail.com	HOD,Mgmt
Mrs. Ramanpreet Kaur Grewal	Member	raman23.9.89@gmail.com	Teaching Faculty
Mrs. Priyanka Singh	Member	priyankasingh.bfcmt@gmail.com	Teaching Faculty
Mr. Sukhwinder Singh	Member	sukhi.sidhu9@gmail.com	Non Teaching Faculty
Mr. Manpreet Singh	Member	preet22spal@gmail.com	Non Teaching Faculty
Ms. Sakshi	Member	sakshi@gmail.com	Student
Ms. Tanishka	Member	tanishka@gmail.com	Student
Ms. Shaina Pal	Member	palshaina001@gmail.com	Student

ICC must upload the Annual Report containing the following details by 30th June of the Calendar Year:

WORKING

- Number of complaints of sexual harassment received in the year
- Number of orientation or training Programmes carried out for the members of the IC to deal with complaints
- Number of complaints disposed of during the year
- Number of cases pending for more than 90 days
- Number of workshops or awareness programs carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment
- Nature of action taken by the Technical Institution against the perpetrator

ANTI RAGGING COMMITTEE

National Anti Ragging Helpline No. 1800-180-5522

The students are advised to contact immediately to the following persons and committees if they are facing any type of problem-related to ragging.

Sr.No	NAME	DESIGNATION	CONTACT NUMBER	E-Mail IDs
1	Dr Sarbjeet Kaur Dhillon	Director	7986887287	sabby13dhillon@gmail.com
2	Dr. Anchal	Asstt. Prof	7009832679	aanchalanejamalwa@gmail.com
3	Mrs. Gurjeet Kaur	Asso. Prof	9501366449	gurjeet907@gmail.com
4	Mr Harpreet Singh	Asstt. Prof	9417934921	harpreet822@yahoo.co.in
5	Mrs. Ramanpreet Kaur	Asstt..prof	7087413810	raman23.9.89@gmail.com
6	Ms. Manpreet Kaur	Asstt..prof	9700552009	goswamimani918@gmail.com
7	Helpline	Thana Thermal	7710100216	

HEI ANTI-RAGGING SQUAD (ARS)

Person Name	Designation	Mobile	Email
Mrs.Sarbjeet Kaur	Astt.Prof.	6280550905	sarbjeetmandeep99@gmail.com
Mrs.Priyanka	Astt.Prof.	7071590001	priyankasingh.bfcmt@gmail.com
Ms. Gagandeep Kaur	Astt.Prof.	9872514658	gk0298587@gmail.com
Mrs. Pritibha	Astt.Prof.	6280182586	pritibhagoyal@gmail.com
Mr. Harpreet Singh	Astt.Prof.	9417934921	harpreet822@yahoo.co.in
Mr. Sukhwinder Singh	System Administrator	9877299936	sukhi.sidhu9@gmail.com
Mr. Kulveer Singh	Sports Incharge	9888518045	kbrar032@gmail.com
Mr. Manpreet Singh	Clerk	981503913	preet22spal@gmail.com

Parents Representative: -

- Ashok Kumar F/o Ms. Sakshi (MBA 1 Year)
- Gursewak Singh F/o Gursajan Singh (MCA 1 Year)

Anti-Ragging E-Mail Id: Antiraggingmc@gmail.com

SC/ST Committee

Aim & Objectives

The main objective of the SC/ST cells is to implement, monitor, and evaluate continuously the reservation policy of the Government of India and to comply with UGC regulations. SC/ST cell is also instrumental in following the various welfare policies and programs of Govt of India for students, teachers, and the nonteaching community of Malwa College. SC/ST cell is also effectively implementing the policies/ welfare schemes with respect of the admission of SC/ ST students.

NAME	DESIGNATION	CONTACT NUMBER	E-Mail IDs
Mr.Nirvair Singh	NODAL officer	9915702551	singhnirvair2014@gmail.com
Mr. Amandeep Singh	Asstt. Prof	9646949099	aman.deep23363@gmail.com
Mrs. Gurjeet Kaur	Asso. Prof	9501366449	gurjeet907@gmail.com
Mr Harpreet Singh	Asstt. Prof	9417934921	harpreet822@yahoo.co.in
Ms. Jaswinder Kaur	Asstt. Prof	9023510101	jaswinder6391072@gmail.com

STUDENT COUNCELLOR

Following faculty members are hereby assigned as counselors for the students:

1. Mrs.Gurjeet Kaur
2. Mrs. Priyanka Singh

All the students are advised to note down the following number for the safety and security for girls/women students / faculty.

87250-87700

Note: This helpline number is available for 24x7.

TRAINING & PLACEMENT CUM INSTITUTE INDUSTRY CELL

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.

TRAINING AND PLACEMENT OFFICERS

- | | |
|-----------------------|---------------------|
| 1. Mrs.Gurjeet Kaur | Contact: 9501366449 |
| 2. Mr. Harpreet Singh | Contact:9417934921 |

For further information, E-mail at: tpomalwac@gmail.com


**DIRECTOR
MALWA COLLEGE
BATHINDA**