

MULTANIMAL MODI COLLEGE, PATIALA
Circular for Deans/HoDs

Date: 22.12.2021

1. Dean of each faculty to devise strategy by 15/1/2022 to increase the admission intake at entry level and retention.
2. Encourage faculty members to enrol Ph.D. students, where ever teachers are eligible to guide the scholars particularly the departments of Punjabi, Hindi and Physics.
3. Explore the scope to enrol more Ph.D. students in the department of Chemistry, Commerce, Computer Science, and Mathematics. Plan guidelines for encouraging part time teachers to enrol for Ph.D.
4. Every department should start an exchange program with any institute from January 2022.
5. Every PG department should start a summer/winter internship program for the students in the first phase, and then, all departments for their UG students. The internship may be in-house or/and at various other institutions, industries etc.
6. Every department involved in research should explore the research collaboration with institutes of repute.
7. HoDs will ensure their department's teachers to login at NLIST, regularly visit library and refer/quote books or article in their classroom interaction and motivate the students to visit library and read books.
8. Prepare an exit survey for each programme to get feedback from the students for attainment of POs.
9. Start collecting data from schools by **January** and ask teachers to explore their links for data collection. Every teacher is to establish rapport with at least two school for expert talk, admission guidance, career counselling, arrange students visit to college laboratories, etc. HoDs to co-ordinate, monitor and maintain record of such liaisoning.
10. Science faculty required to workout the reasons for extra ordinary fall in admission & to plan their strategy to improve admissions. The target is to reach the sanctioned strength.
11. Head of the Departments should approve the admission on the University Admission Portal and each HOD should have ID and Password the process will be monitor by Dr. Harmohan Sharma and Dr. Ganesh Kumar.
12. Unit plan to be supported by advance weekly schedule to be uploaded on LMS, Dr. Sukhdev Singh to make changes to LMS to facilitate the process. HoDs to ensure the process on weekly basis.
13. Awards should sought to the institution and not to the individual for extension activities.
14. The number of student participants in the activities should be increased.(Atleast 20-25% students should be involved)

15. Include specific space for Yoga as Yoga center. (Stage at Boy's Parking can be allotted for Yoga Centre). Organize at least 7 days Yoga Camp on International Day of Yoga (June 21).
16. Yoga Workshop to be conducted by Physical Education Department in Collaboration With NCC/NSS/BSG.
17. Certificate Course in Yoga may be started (already running in Punjabi University Patiala). Department of Physical Education to explore possibility and prepare a plan for year 2022.
18. Representatives of students to be included in Departmental Societies, Committees.


Principal