



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

KANYA MAHAVIDYALAYA

ROHTAK ROAD KHARKHODA SONIPAT

131402

www.kmkharkhoda.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

As a premier educational institute Kanya Mahavidyalaya, Kharkhoda, which was established in the year 1993 by some noble souls who enthusiastically took initiative to provide Value based, Quality based, Skill based and innovative education to create empowered young women capable to meet challenges of their life with intellectual and emotional strength. College is affiliated to Maharshi Dayanand University, Rohtak (Haryana). College is now NAAC accredited 'A' Grade with CGPA of 3.10 in 2nd Cycle. The recommendations made by the NAAC peer team have been implemented with priority. College seeks to educate the girls to achieve their highest potential and excel in their respective careers. It offers an ideal atmosphere for teaching learning excellence, well equipped classrooms, library and computer labs and erudite faculty. Faculty Development Programmes are regularly conducted on emerging areas to keep the faculty abreast with the contemporary developments.

College is spread in lush green area of 16 Acres including buildup area of 6516sq meters, currently catering to the educational & developmental needs of 1058 students. Under the able guidance and collective wisdom of Management and Principal, presently the College is running 5 UG and 5 PG programmes, 3 diploma courses under Community College, 8 Value Added courses. Class Room teaching is supplemented with a thoughtfully balanced mix of teaching pedagogy like Team Activities/Summer Internship/ Presentations/ Business Plan Development/Personality Development Workshops/Eminent & Professional Lecture Series/Seminars/Conferences and Skill Based Training Certificate Courses. To evolve with the changes, latest techniques and technological platforms like Google Meet/Google Class Rooms/Zoom/Video & Audio Lectures are used in imparting education. Counselling Sessions/Workshops/Webinars/Webinars by experts are facilitated to the students to prepare them for the world beyond classrooms.

College is committed to Academic, Social and Civic integrity that assures students in depth & extensive knowledge through student-led events/ fests/ clubs/ cells/societies and committees for cultural/literary/ fine arts/sports/NSS and other creative activities. Despite its situatedness in the rural heart land in Haryana, students excel in the field of academics/sports/other activities by achieving Merits/ winning Medals/ earning Positions at various levels. For good governance and smooth functioning of the College different policies are in place.

Vision

"Empowerment of Women through holistic learning and make them efficient through professional programmes so that they won't lag behind in any sphere of life."

Mission

"To provide value based, quality based, skill based and innovative education to the girls."

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Planning, Budgeting and Implementation with great zeal in accordance with our Mission & Vision.
- Multi Disciplinary Faculty options with Scholastic approach to boost academic performance of the Students in rural area and keeping pace with the time, by Introducing Vocational and Skill Oriented and Value Added Courses.
- Optimum use of the Modern Facilities, Wi-Fi enabled Infrastructure interconnected to main Server, ICT Enabled Classrooms, Well Equipped and Functional Labs, Seminar Halls, Language Lab, Indoor Sports Hall, Auditorium, Gym, and Tuck shop.
- Well Stocked E-Library having a corner with Religious Epics and Vedas to inculcate Moral Values and Ethics.
- Advance learning opportunities like College YouTube Channel, Online Classes, uploading of videos on the Website and exposure to new techniques.
- Excellent Indoor and Outdoor Sports Facilities along with Experienced and Expert Coaches.
- Personal and Motivational guidance, Mentor-Mentee relationship, Feedback Mechanism, Career and Placement Guidance, Financial Help like Fee Concession and Scholarships to deserving students' financial constraints.
- Exposure to Cultural activities by celebrating different festivals, literary and other co-curricular/extracurricular activities for Holistic Development of Students.
- Fostering cultural values with 'Ek Bharat Shrestha Bharat Club' in collaboration with pairing State Telangana.
- Sustainable Initiatives adopted by College for Clean and Green Environment to reduce Carbon Footprints viz. Tree Plantation, Solar Panels Installation, Rain Water Harvesting, Waste Management and working towards making the Campus Plastic Free.
- Qualified, Experienced and Dedicated teaching faculty with good retention ratio.
- Pioneers in offering Skill Based Programmes like Sports Nutrition & Physiotherapy, Catering Technology & Hotel Management in near by Colleges.
- Registered Alumnae Association.
- Regular Counselling Sessions, Yoga and Meditation Camps for a Stress and Pressure free atmosphere.
- Research Oriented attitude is cultivated by giving fund for Minor Research Projects and organizing National/International Seminars/Webinars/Workshops. Publication of proceedings of Seminars/Conferences in Reputed Books/ Journals.
- Dissemination of information through WhatsApp, Facebook and e-mails. Website and up gradation of softwares from time to time, Publication of Annual Magazine '**Disha-Drishti**'.
- Cordial and Friendly relationship with all Govt. Departments and University.
- To achieve academic and administrative excellence different policies are in place.

Institutional Weakness

- College is situated in a Semi-Urban area. Therefore it is difficult to strike Private or Corporate Partnerships and Collaborations.
- The College need more Financial support in order to develop with fast pace.
- College lacks in revenue generation.
- Lacking of adequate diversity among the students.
- Transportation and Communication problem.
- Due to lesser means and poorer Educational background particularly in weaker section of society, the parents are inclined to Traditional Programmes rather than Professional Programmes for their wards.

- Less number of Sanctioned Posts at Administrative level.
- Placement in Professional and Vocational programmes is less due to Gender bias nature of parents as they want their children to do Traditional jobs.

Institutional Opportunity

- To expand the scope of the Higher Education for Women of the region by opening new Skill Oriented Programmes in M.Voc.and under Community College Scheme.
- As the College has done great in the field of Sports, there are various opportunities to introduce more students in Sports.
- To Increase the base of Extension and other Co-curricular activities as the College has won several laurels in such areas.
- There are ample Opportunities to incorporate ICT & E- learning.
- There is an Opportunity for Synergic Collaboration with neighbouring Institutes.
- Scope for Inter-disciplinary and sponsored Research Projects for Faculty.
- The College intends to utilize the Alumni resources further for Institutional Training.
- To arrange more number of FDPs / National/ International Level Conferences.

Institutional Challenge

- Need to work with Parents and Management to strike deals with Private Sector to engage in Collaborations for the betterment of the students.
- The College needs more sponsorships and financial help from other sources to develop and evolve with fast pace.
- Change of mindset required for further growth in Communication, Higher Education and Employability.
- Limitations on introducing Programmes under Self Finance due to financial constraints of students.
- Due to unavailability of Prominent Subjects at School level, Students' Enrollment is less in some subjects.
- Gender biased society affects the Placement of Students.
- To strengthen Industry-Institute interaction so as to enhance placement.
- More placements in core companies.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curriculum/Syllabi of the College is designed and prescribed by the Maharshi Dayanand University, Rohtak. The College offers Five Under Graduate, Five Post Graduate Programmes in Arts, Commerce, Computer Applications and B. Vocational. Apart from this three Diploma courses are also being offered under Community College Scheme. The Curriculum has been regularly upgraded by Affiliating University and Elective papers have always been retained to maintain flexibility and responsiveness to changing environments. The Expertise of the Faculty members allows the Institution to provide flexibility to Students in terms of subject choices in the current CBCS format.

During the Post-Accreditation Period, the College has introduced B. Vocational Programmes (Catering

Technology & Hotel Management, Sports Nutrition & Physiotherapy), Community College Scheme (Beauty & Wellness, Dress Designing & Tailoring, Computer Application & IT) Eight Value Added Certificate Courses & Bridge Courses duly approved by IQAC and the Management with the objective of Self-development and Professional Skill enhancement of Students.

The College has a robust system of Curriculum delivery and has designed a “Curriculum Delivery Policy”. As a part of this policy academic calendar/time-table & lesson plans are prepared and displayed/uploaded on notice boards/Website accordingly. Principal and some faculty members are part of the BOS of University. Curriculum design of courses under Community College is aligned by BOS of the College in accordance with the Model curriculum of Sector Skill Councils. Faculty contribute as paper setter, practical examiner, invigilation & evaluation duties assigned by the University.

College ensures that through curriculum various cross-cutting issues of Human Values, Gender, Environment and Sustainability have been inculcated among students. Different Cells/Clubs/Societies with well defined objectives are constituted in the College to organize various Co-curricular/ Extra-curricular activities under the guidance of faculty to sensitize students and community towards societal issues.

Educational Tours and Excursions/Field Projects/Internships/Seminars/Workshops are organized by various departments, which help in widening knowledge horizon of the Students. As a learning organisation, the College is always engaged in a continuous process of obtaining feedback from different Stakeholders which is taken into consideration by IQAC, Principal and Management before formulation of different policies and plans concerning College.

Teaching-learning and Evaluation

The College provides an inclusive and equitable working environment which creates conditions for all round development of students coming from diverse fields. Reservation policy of GOI/Govt of Haryana is strictly complied for admissions. An Orientation programme for new entrants is organized to apprise them about the Courses, Objectives, Vision-Mission of the College, Infrastructural facility and tentative schedule of curricular/co-curricular/extra-curricular activities of the year.

College has an Academic Policy on Monitoring and Evaluation for regular assessment and evaluation of students. Advanced and Slow learners are identified through internal evaluation mechanisms. Remedial and extra classes are conducted for slow learners. Advanced learners are encouraged to participate in seminars, workshops, group discussions, co-curricular & extra-curricular activities, to contribute in wall-magazine, be student editor of College Magazine “**Disha-Drishti**”.

To enhance learning experiences of students’ different activities such as field/industrial visits, tour/trips/industrial trainings/internships are organized under students’ centric teaching methods.

College has a well qualified and experienced faculty with sufficient number of Ph.Ds to ensure the quality of Teaching Learning Process. Majority of classrooms and seminar halls are ICT enabled. To give opportunities to students, to grow and engage in a supportive environment College has a structured Mentor-Mentee system, a “Mentor-Mentee Handbook” for close mentoring of mentees is there.

There is strict compliance of internal assessment criteria of affiliating University. Internal examination for different programmes is conducted to judge and consequently improve the performance of students. To make

the system transparent, internal assessment is displayed on notice board as well as uploaded on College Website. Grievances related to internal assessment are addressed within five working days by internal assessment committee and grievances related to University examination are forwarded to University where they are addressed in time bound manner.

POs, PSOs and COs for all programmes are stated and communicated to teachers in departmental meetings and students through orientation programme and uploading it on College Website. Different tools such as attendance, assignments, unit tests, quizzes, presentations etc are used for the evaluation of these outcomes.

Students Satisfaction Survey is conducted and analysed every year to improve satisfaction level of students regarding Teaching Learning Process.

Research, Innovations and Extension

College offers conducive environment to nurture for research related activities by faculty and students to create and share the knowledge.

IQAC and Research Cell take initiative to support research interests and innovation skills in College. During last five years, submission of one minor research project, sanction of two minor research projects and submission of proposal of five Minor/Major Research Projects to funding agencies ICSSR/UGC by faculty under IMPRESS/STRIDE schemes shows the academic and research ambience in the College. College also provided seed money to faculty to pursue research project and financial assistance to faculty who participate in Seminars/Conferences/Workshops etc. Some of the staff members have also completed their Ph.D during this period. 31% of the faculty is having Ph.D degrees which reflect their acumen. Programmes like seminars/webinars and workshops on intellectual property rights, entrepreneurship, and research methodology are organised to enhance research quality and professional ethics. Two Faculty members are recognized as research guides. Fifteen International/National level Seminars/ Workshops/ Conferences/Webinars, funded and sponsored by DGHE Haryana and/NAAC are organized by the College. Proceedings of Seminars of quality Research Papers were published thereafter in edited Books. To make notable contribution in research, 82 research papers in UGC approved Journals and 98 Chapters in edited books have been published by faculty. MOUs are signed with Industries, Hotels, and other institutes for meaningful collaboration. Opportunities are provided for internships which give first hand training and exposure of industries to students.

Various extension activities and awareness programmes are carried out in College/Community under different Cells/Clubs/Societies constituted in the College with their well defined objectives under the guidance of faculty and with the large participation of students in collaboration with local administration/NGOs/Hospitals/Gram Panchayats/ other bodies. The broad areas of activities are gender sensitization/blood donation Camps/HIV/AIDs awareness/tree plantation/water conservation/road safety rules/legal literacy/Beti Bachao Beti Padhao/Health & Hygiene awareness etc. To recognize the contribution of the College in organizing these awareness programmes Principal, Faculty and Student Volunteers are duly appreciated/ felicitated by the recognized bodies.

Management of the College recognizes and felicitates faculty with mementos and certificates for their contribution in furtherance of academic & research activities.

Infrastructure and Learning Resources

The development and augmentation of Infrastructure is a continuous process in which College keeps itself vigilant for upgradation and addition in consonance with changes and needs of the education system. College has adequate infrastructure facilities and resorts to conduct curricular, co-curricular and extracurricular activities. College has campus area of 16 acre with 32 Class Rooms, including 19 ICT enabled Class Rooms/1 Multipurpose Hall/ 2 Seminar Halls equipped with e-podium interactive panels, administrative block, 15 well equipped laboratories with LAN & Wi-Fi for effective teaching learning process.

To incapacitate the sports activities and ensure maximum participation of students in sports, Indoor Sports Hall, Gymnasium, Yoga & Meditation Lab, different Indoor Courts and grounds are well maintained. CCTV cameras installed for surveillance of the College campus. College has facility of Cafeteria, Common Room, Water Purifiers and Water Filters, Four Power Generators, Solar Panels, Rain Water Harvesting System, Two buses, Tuck Shop, Lawns, Trees, Herbal Vatika. The Institute ensures that the infrastructure facilities meet the requirements of the differently abled students. College has well furnished Hostel facility with dining halls, power back up, recreational facilities.

College has two Libraries which are well equipped and enriched with 11527 books, 31 Journals, e-Books, Videos, Newspapers and Magazines. Libraries are automated through **Integrated Library Management System** with softwares **SOUL 2.0 & TECHLIB7**. A library portal is designed on College Website to act as one stop solution. Important links are provided on portal for access to various library resources:- Web OPAC through User Login-Techlibweb, N-LIST , National Digital Library of India, SWYAM/SwyamPrabha/E-Gyankosh/E-PG Pathshala/Vidyamitra/Kanya Mahavidyalaya Kharkhoda YouTube Channel etc.

Modern ICT resources like Smart Board/LCD/LED/Projectors/ORELL/SANAKO-Software for Language Teaching are used and strengthened for effective dissemination of knowledge. The College has 3 Computer labs, 129 Computers, 5 Laptops, 17 Printers & Copier machines. Dedicated lease line ? 50 mbps bandwidth with Wi-Fi networking. For regular maintenance and upkeep of Infrastructure Facilities and Equipments, College has a well designed Infrastructure Utilization & Maintenance Policy which is duly followed for Annual review of all Physical Facilities.

Student Support and Progression

College aims to provide healthy environment and supportive environment to groom the personality of students and for their holistic development. Post Matric Government Scholarships are also in place and are disbursed amongst SC/BC Students as per Government norms. Students are duly recognized in academic and sports and are given non-government scholarships/incentives every year by Members of College Governing Body and other Eminent Personalities on the basis of Merit and Economic backgrounds.

To upskill and upscale the competencies and capabilities of Students 8 value added courses are being run, capacity building and skills enhancement programmes are organized from time to time to augment the professional skills in this ever evolving competitive world. College has students' centric infrastructure- English Communication Lab/Entrepreneurship Lab/Think Lab/ Yoga & Meditation Lab to organize programmes such as- Communication Skill Workshops under Soft Skill learning, Yoga & Meditation session to impart life skill training. Renowned Academicians/Professionals/Industry experts from various fields are invited to give professional exposure to Students under Career Counselling & Placement Cell. Number of students make their place in University merit list. Coaching Classes and Mock Tests for competitive exams are conducted to give direction to their career prospects. Each year many students pass NET/SLET/CTET/HTET/other competitive tests.

To increase the confidence & leadership ability, Students are given representation in different Committees headed by Faculty members. Students are encouraged, inspired and guided to participate in extracurricular activities and they bring laurels to the College by earning positions in Inter-college/District/State/National level cultural/literary/fine arts competitions. Participation of students in Sports tournaments/Championships at different levels is commendable. They make their presence felt at National & International sports arena. College has a strong inbuilt mechanism to recognize and facilitate students who are achievers in the field of Academics, Sports and co-curricular/extra co-curricular activities.

College has a registered alumnae association. Alumnae are invited on different occasions/programmes and they share their experiences with Students to improve their performance. College has a transparent grievance redressal mechanism to address students' problems in time bound manner. There is policy document for Anti Ragging and for Sexual Harassment at Workplace to counter the problems.

Governance, Leadership and Management

The College always strives to achieve its Vision and Mission by showing its commitment towards achieving academic and administrative excellence. College administration is participative in nature and decentralized. Governing Body being the highest decision-making authority, but for shared responsibilities regular meetings of Management Committee, Principal, Teaching & Non-teaching Staff and Students are convened to chalk out plans and policies.

Staff Council Committees are constituted to supervise different activities organized during the academic session. Organogram is in place. Principal supervises and closely monitors the implementation of various Curricular/ Co-curricular/Extra-curricular activities.

E-Governance Policy is designed and practised to facilitate effective functioning. All service rules and norms laid down by Government of Haryana, UGC and affiliating University are followed regarding appointment, promotion of employees.

College organizes as well as motivates faculty to pursue Higher education, participate in FDP, orientation, refresher courses, workshops, training etc., publish research papers in reputed journals and make proposals for major and minor research projects for their professional growth. Many workshops and professional development activities for Non – Teaching Staff are organized. Performance appraisal system to assess the performance of Teaching and Non-teaching staff is followed.

The Internal Quality Assurance Cell of the College plays an important role in the development of the quality standards. Regular IQAC meetings are held wherein various measures are taken to promote innovative practices that continually improve the effectiveness of the learning experiences/outcomes of students. In post accreditation period Perspective Plan is designed by IQAC which has been supplemented by annual strategic plans and almost achieved. Feedback and valuable suggestions from all stakeholders are welcomed by the College administration. After analyzing the feedback properly and implementing suggestions the College has followed the trajectory of Growth and Development.

Proper utilization of grants and resources is ensured through joint efforts of Treasurer, Principal, Bursar. Several Staff Council Committees like RUSA, Construction, Infrastructure, Library, Research etc. has been formed for utilizing these grants and resources.

College has very transparent mechanism of auditing and regular **internal & external audit** are conducted.

Institutional Values and Best Practices

The College emphatically promotes Human values, Ethics and Gender sensitivity with the help of various activities organized by different Cells/Clubs/ Societies in collaboration with Grampanchayats/Hospitals/NGOs or other similar organizations. The College celebrates National/Religious Festivals/Important days of National significance. To address unity in diversity College has established “Ek Bharat Shreshtha Bharat Club” which is paired with Telengana state. The College has a prescribed Code of Conduct for Students, Teachers, Administrators and other Staff members. It has already been displayed on College Website and College premises.

Environmental consciousness is spread amongst students through awareness campaigns for maintaining clean and green campus. In order to maintain and sustain environment bags made of cloth were distributed amongst shopkeepers and general public as gesture to make our surroundings “Polythene Free”. No Vehicle Day is also observed. To adhere to our Environment Policy the college has replaced old tube lights with power efficient LED Bulbs, making minimum use of papers to print carefully on both sides of paper. Solar Panels for renewable energy, Compost Pit, Tree Plantation Drive, resorting to water harvesting and segregation of waste and its proper disposal are regularly maintained.

There are ample facilities to suit the special needs of differently abled students like provision of ramp, railing on the stair cases, separate washrooms, provision of making library books available in classrooms. A policy document for Differently Abled is maintained.

The two Best Practices of the College are Community Outreach Programmes and Vocational Education. College focuses on vocational education for imparting the need based and skill oriented education. The College is running three diploma courses under Community College Scheme, two B.Vocational programmes to enhance skill based learning. Two M.Vocational programmes are to be proposed. Distinctiveness in Sports is one of the best and thrust area of College.

Under Community Outreach Programmes, the College addresses some vital issues of social significance which are properly taken care of by organizing Awareness Rallies, conducting Extension Activities, enacting of Nukkad Natak/Poetic Recitation/Poster Making/Declamation/Slogan & Essay Writing Competitions etc. Appreciation certificates by Gram Panchayat and other recognized bodies proved tireless striving towards perfection.

2. PROFILE

2.1 BASIC INFORMATION

| Name and Address of the College | |
|---------------------------------|--|
| Name | KANYA MAHAVIDYALAYA |
| Address | ROHTAK ROAD KHARKHODA SONIPAT |
| City | Sonipat |
| State | Haryana |
| Pin | 131402 |
| Website | www.kmkharkhoda.com |

| Contacts for Communication | | | | | |
|----------------------------|-------------------|-------------------------|------------|--------------|-----------------------|
| Designation | Name | Telephone with STD Code | Mobile | Fax | Email |
| Principal | Mrs. Suresh Boora | 0130-7082002801 | 9416974179 | 0130-2584044 | kmkharkhoda@gmail.com |
| IQAC / CIQA coordinator | Mrs. Parmila Devi | 0130-9466663970 | 9466663970 | - | drparmila80@gmail.com |

| Status of the Institution | |
|---------------------------|--------------|
| Institution Status | Grant-in-aid |

| Type of Institution | |
|---------------------|-----------|
| By Gender | For Women |
| By Shift | Regular |

| Recognized Minority institution | |
|--|----|
| If it is a recognized minority institution | No |

| Establishment Details | |
|--------------------------------------|------------|
| Date of establishment of the college | 01-07-1993 |

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

| State | University name | Document |
|---------|-------------------------------|-------------------------------|
| Haryana | Maharishi Dayanand University | View Document |

Details of UGC recognition

| Under Section | Date | View Document |
|---------------|------------|-------------------------------|
| 2f of UGC | 01-01-2005 | View Document |
| 12B of UGC | 01-01-2006 | View Document |

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

| Statutory Regulatory Authority | Recognition/Approval details Institution/Department programme | Day,Month and year(dd-mm-yyyy) | Validity in months | Remarks |
|--------------------------------|---|--------------------------------|--------------------|---------|
| No contents | | | | |

Details of autonomy

| | |
|--|----|
| Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges? | No |
|--|----|

Recognitions

| | |
|---|----|
| Is the College recognized by UGC as a College with Potential for Excellence(CPE)? | No |
| Is the College recognized for its performance by any other governmental agency? | No |

Location and Area of Campus

| Campus Type | Address | Location* | Campus Area in Acres | Built up Area in sq.mts. |
|------------------|----------------------------------|------------|----------------------|--------------------------|
| Main campus area | ROHTAK ROAD KHARKHODA SONIPAT | Semi-urban | 16 | 6516 |

2.2 ACADEMIC INFORMATION

| Details of Programmes Offered by the College (Give Data for Current Academic year) | | | | | | |
|---|---|---------------------------|----------------------------|------------------------------|----------------------------|--------------------------------|
| Programme Level | Name of Programme/Course | Duration in Months | Entry Qualification | Medium of Instruction | Sanctioned Strength | No.of Students Admitted |
| UG | BCA,Computer Application | 36 | Senior Secondary | English | 60 | 35 |
| UG | BCom,Commerce | 36 | Senior Secondary | English,Hindi | 160 | 30 |
| UG | BA,Arts | 36 | Senior Secondary | English,Hindi | 320 | 165 |
| UG | BVoc,Catering Technology And Hotel Management | 36 | Senior Secondary | English,Hindi | 50 | 23 |
| UG | BVoc,Sports Nutrition And Physiotherapy | 36 | Senior Secondary | English,Hindi | 50 | 30 |
| PG | MA,Geography | 24 | Graduation | English,Hindi | 40 | 16 |
| PG | MA,Hindi | 24 | Graduation | Hindi | 40 | 18 |
| PG | MSc,Computer Science | 24 | Graduation | English | 60 | 12 |
| PG | MCom,Master In Commerce | 24 | Graduation | English,Hindi | 40 | 19 |
| PG Diploma recognised by statutory authority including university | PG Diploma, Yoga Science | 12 | Graduation | English,Hindi | 40 | 14 |

Position Details of Faculty & Staff in the College

| Teaching Faculty | | | | | | | | | | | | |
|---|------------------|--------|--------|-------|----------------------------|--------|--------|-------|----------------------------|--------|--------|-------|
| | Professor | | | | Associate Professor | | | | Assistant Professor | | | |
| | Male | Female | Others | Total | Male | Female | Others | Total | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | 0 | | | | 0 | | | | 17 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 13 | 0 | 16 |
| Yet to Recruit | 0 | | | | 0 | | | | 1 | | | |
| Sanctioned by the Management/Society or Other Authorized Bodies | 0 | | | | 0 | | | | 29 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 23 | 0 | 29 |
| Yet to Recruit | 0 | | | | 0 | | | | 0 | | | |

| Non-Teaching Staff | | | | |
|---|-------------|---------------|---------------|--------------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 11 |
| Recruited | 4 | 7 | 0 | 11 |
| Yet to Recruit | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 24 |
| Recruited | 8 | 16 | 0 | 24 |
| Yet to Recruit | | | | 0 |

| Technical Staff | | | | |
|---|-------------|---------------|---------------|--------------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 1 |
| Recruited | 1 | 0 | 0 | 1 |
| Yet to Recruit | | | | 0 |

Qualification Details of the Teaching Staff

| Permanent Teachers | | | | | | | | | | |
|------------------------------|------------------|---------------|---------------|----------------------------|---------------|---------------|----------------------------|---------------|---------------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 2 | 0 | 2 | 7 | 0 | 11 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 | 0 | 5 |

| Temporary Teachers | | | | | | | | | | |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 3 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 20 | 0 | 25 |

| Part Time Teachers | | | | | | | | | | |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Details of Visting/Guest Faculties | | | | | |
|---|-------------|---|---------------|---|--------------|
| Number of Visiting/Guest Faculty engaged with the college? | Male | | Female | | Total |
| | | | | | |
| | 0 | 0 | 0 | 0 | 0 |

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

| Programme | | From the State Where College is Located | From Other States of India | NRI Students | Foreign Students | Total |
|--|--------|---|-------------------------------|--------------|---------------------|-------|
| UG | Male | 0 | 0 | 0 | 0 | 0 |
| | Female | 797 | 3 | 0 | 0 | 800 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| PG | Male | 0 | 0 | 0 | 0 | 0 |
| | Female | 149 | 6 | 0 | 0 | 155 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| PG Diploma recognised by statutory authority including university | Male | 0 | 0 | 0 | 0 | 0 |
| | Female | 13 | 1 | 0 | 0 | 14 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| Diploma | Male | 0 | 0 | 0 | 0 | 0 |
| | Female | 89 | 0 | 0 | 0 | 89 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| Certificate / Awareness | Male | 0 | 0 | 0 | 0 | 0 |
| | Female | 251 | 0 | 0 | 0 | 251 |
| | Others | 0 | 0 | 0 | 0 | 0 |

| Provide the Following Details of Students admitted to the College During the last four Academic Years | | | | | |
|--|--------|---------------|---------------|---------------|---------------|
| Programme | | Year 1 | Year 2 | Year 3 | Year 4 |
| SC | Male | 0 | 0 | 0 | 0 |
| | Female | 103 | 107 | 174 | 265 |
| | Others | 0 | 0 | 0 | 0 |
| ST | Male | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| OBC | Male | 0 | 0 | 0 | 0 |
| | Female | 155 | 143 | 138 | 189 |
| | Others | 0 | 0 | 0 | 0 |
| General | Male | 0 | 0 | 0 | 0 |
| | Female | 867 | 765 | 692 | 680 |
| | Others | 0 | 0 | 0 | 0 |
| Others | Male | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| Total | | 1125 | 1015 | 1004 | 1134 |

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|--------------------------------------|---------|-------------------------------|---------|---------|
| 201 | 201 | 188 | 168 | 134 |
| File Description | | Document | | |
| Institutional data prescribed format | | View Document | | |

1.2

Number of programs offered year-wise for last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 10 | 10 | 10 | 10 | 8 |

2 Students

2.1

Number of students year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---|---------|-------------------------------|---------|---------|
| 1058 | 1134 | 1004 | 1015 | 1125 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 404 | 404 | 364 | 364 | 324 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

2.3

Number of outgoing / final year students year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 437 | 405 | 372 | 408 | 447 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 43 | 42 | 41 | 38 | 31 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3.2

Number of sanctioned posts year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 18 | 18 | 18 | 18 | 18 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 34

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 294.0 | 185.21 | 219.8 | 289.59 | 137.61 |

4.3

Number of Computers

Response: 110

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

Curriculum is planned and designed by the affiliating University and College makes all strenuous efforts for proper implementation of syllabus. Orientation session is conducted every year for new entrants to familiarize them about the different opportunities available at College. They are also apprised about Value Added Courses drafted by different departments. In the session, students are also informed about the co-curricular activities organized by different cells/clubs/societies, etc. constituted in College with well defined objectives and functions. Some of our faculty members are also part of Board of Studies in the University and they give their useful suggestions for the curriculum planning of their departments. A Well designed Time-Table of each year/semester for the UG/PG classes. Different Nomenclatures are distributed among faculty members as per their interest and experience. Lesson Plans of each paper, Course Outcomes, Course Specific Outcomes are available in the Library as well as uploaded on the Website for the ready reference for the students. Academic Calendar of the College is prepared well ahead of commencement of session by adhering to the schedule of Terms and Vacations observed by the University and incorporating prospective Departmental/Cells activities and it is pasted on Display Board and also uploaded on College Website. Separate meetings by each department are organized before the start of each semester as an initiative by IQAC and its minutes are placed before the Principal for approval. Time schedule of theory and practical examination conducted by University is communicated to the students by displaying on notice board, uploading on Website and by WhatsApp Groups. Internal assessment is uploaded on University portal as per scheduled time frame. Lesson plans and Time Table are prepared before the academic session and displayed on College Website as well as on Notice Boards for proper delivery of Curriculum.

For Experiential Learning, Excursion Tours/ Field trips/ Industrial visits and Survey programmes are organized. Participative learning is ensured by Group Discussion, Presentations by students, and Quizzes by departments, etc. Class tests, unit tests and whole syllabus tests are conducted to improve the performance of students. Internal Assessment is transparent and for display on the College Website. College has a well stocked, automated central library with open access system and another departmental Library for Commerce, BCA and M.Sc. students. A large number of Newspapers/Magazines/Journals are subscribed by the College. To embrace the technology for making Teaching Learning more effective, classrooms with ICT enabled Teaching Learning Tools are used by faculty members. Extension lectures by Academia and Industry expert Resource Persons are organized by Career and Counseling Cell of the college to give Academic and Professional guidance to students. Remedial and Tutorial Classes as per the need of the students are arranged. Feedback surveys are conducted from all the stakeholders and necessary suggestions are incorporated for bringing improvement in Teaching Learning Process.

| File Description | Document |
|---------------------------------|-------------------------------|
| Upload Additional information | View Document |
| Link for Additional information | View Document |

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The College being affiliated to MDU, Rohtak, adheres to the Academic Calendar of University regarding the terms and vacations observed by it. College also prepares its own Calendar, before the commencement of the session incorporating the activities of Departments, Cells, Sports Events, Celebrations of important Festivals and Days of National Importance. Before the commencement of the session, Syllabus and Lesson Plans of all U.G. and P.G. classes is displayed on the notice board and is also available on the College Website for the reference of students. Time Table is displayed on respective display boards of departments and also uploaded on website of the College before the start of each semester. New entrants are apprised about the prospective Activities of each Department/Cells/Societies and also about the co-curricular, extra-curricular activities and Sports Activities in the orientation sessions. Continuous Internal Evaluation is conducted through regular Revision Tests, Unit Tests, Whole Syllabus Tests and Presentations for Assessment. Performance of students is discussed in PTAs organized once in each semester. Internal Assessment of each subject is carried out as per the schedule of division of marks and criteria fixed by the University. Internal Assessment marks mechanism is fully transparent. Practical exams are conducted as per schedule and within the time frame issued by the University. Practical awards along with Internal Assessment marks are uploaded on University Portal within the stipulated time. Date Sheet of Theory and Practical Exams is pasted on the display board and uploaded on College Website as well as shared in the whatsapp groups, immediately after releasing it by the University.

In addition to these, directions and instructions given by the University, DGHE, Local Administration, Civil Surgeon Office, Haryana State Legal Services Authority (HSLSA)), etc. are also taken into consideration while carrying out the Activities of NSS, YRC Cell, Red Ribbon Club, Legal Literacy Cell and of other Clubs/Cells/Societies constituted in the College. Some other Activities such as 'Mann Ki Baat', 'Pariksha Pe Charcha', and Live Budget Session to update the knowledge of students are also organized.

| File Description | Document |
|---------------------------------|-------------------------------|
| Upload Additional information | View Document |
| Link for Additional information | View Document |

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university

2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: A. All of the above

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format | View Document |
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View Document |
| Any additional information | View Document |
| Link for Additional information | View Document |

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 80

1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.

Response: 8

| File Description | Document |
|--|-------------------------------|
| Minutes of relevant Academic Council/ BOS meetings | View Document |
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |
| Link for Additional information | View Document |

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 24

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 11 | 4 | 3 | 3 | 3 |

| File Description | Document |
|---|-------------------------------|
| List of Add on /Certificate programs | View Document |
| Brochure or any other document relating to Add on /Certificate programs | View Document |
| Any additional information | View Document |
| Link for Additional information | View Document |

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 13.53

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 324 | 129 | 93 | 78 | 98 |

| File Description | Document |
|---|-------------------------------|
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View Document |
| Any additional information | View Document |

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Being the constituent College of M.D. University Rohtak, College follows the curricula prescribed by the University. The affiliating University as well as the College is observant to the rapid changes taking place in society and at National as well as global level. So the various cross cutting issues as professional ethics, Gender, Human values, Environment and Sustainability are well integrated in to the various UG and PG programmes. College offers papers from the elective pool to students. A number of Value Added Courses have been introduced by the College wherein these cross cutting issues are well taken care of and in addition to this all these issues are also addressed in different activities organized by the cells/societies/clubs constituted in the College with their well defined objectives under the guidance of faculty members and with the participation of the volunteers/students throughout the year. The curricula include courses that integrate cross cutting issues relevant to gender, environment & sustainability, human values and

professional ethics. A number of activities under Community College are undertaken round the year such as Bag & Diya Making/Making of Paper Jewelry/Apparel Designing/Hand Embroidery/Block Painting/Hair Care/Skin Care/Skin Treatment/Cooking & Baking/House Keeping/Office Management/Hotel Accounting/Exercise/Massage Therapy /Yoga/Naturopathy/ Communication Skills/Computer Accounting and Electrotherapy etc.

Environment & Sustainability: A Compulsory paper on Environmental studies incorporated in curriculum to make the students realize their duties by giving them a complete understanding of our ecosystem, pollution, biodiversity, its various causal factors and their management. Eco Club, NSS Units and Women Cell are established to make students actively participate in environmental activities and involve the community in the conservation of environment. These cells include the activities like campaigns against the use of polythene bags, No vehicle day, earth day and world environment day. The institution takes keen interest in celebrating “Van Mahotsav” every year with the help of NSS volunteers and other students. The College has installed solar panels for renewable energy and LED bulbs to save the energy and minimize environmental pollution.

Gender Sensitivity: To make holistic development of the students, women cell has been established to help students as well as women folk of community to realize their potential and to impart them knowledge of the different spheres of life. Various cells facilitate women’s empowerment by organizing extension lectures and activities, street plays, slogan writing and awareness programmes. To employ & making them self reliant there are skill based diploma courses under Community College.

Human Values and Professional Ethics: Throughout the year College organizes extension activities by the cells/clubs/societies to inculcate the core values like national integrity, patriotism, equality, brotherhood etc. Run for unity is observed every year on the birth anniversary of Sardar Vallabh Bhai Patel. In order to inculcate the feeling of affiliation and unity among students morning assembly is observed on every Monday. During the Covid-19 pandemic, series of **Mantra Uccharan (Chanting of hymns)** videos are uploaded on Kanya Mahavidyalaya YouTube channel for spirituality.

| File Description | Document |
|---|-------------------------------|
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View Document |
| Any additional information | View Document |

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 6.01

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 16 | 16 | 12 | 8 | 4 |

| File Description | Document |
|---|-------------------------------|
| Programme / Curriculum/ Syllabus of the courses | View Document |
| MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship | View Document |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View Document |
| Any additional information | View Document |

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 15.97

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 169

| File Description | Document |
|---|-------------------------------|
| List of programmes and number of students undertaking project work/field work/ /internships | View Document |
| Any additional information | View Document |

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: B. Any 3 of the above

| File Description | Document |
|--|-------------------------------|
| Any additional information (Upload) | View Document |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View Document |
| URL for stakeholder feedback report | View Document |

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |
| URL for feedback report | View Document |

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 51.88

2.1.1.1 Number of students admitted year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 362 | 468 | 485 | 418 | 440 |

2.1.1.2 Number of sanctioned seats year wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 860 | 860 | 860 | 860 | 760 |

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 81.8

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 367 | 361 | 293 | 250 | 258 |

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

College is striving to impart quality education to students by identifying their learning needs as per their educational background, medium of learning, their motivation level etc. Orientation Session is organized every year for the students to familiarize them about the facilities available in the College so that they may groom and stretch their potential to the maximum. Wi-Fi enabled campus helps students to update the knowledge and extension lecture delivered by Industry Experts and Academia under Career Counselling & Placement Cell constituted in the College. It gives them maximum exposure about the recent developments in relative fields.

As a general practice before the commencement of the session, students are assessed and identified on the basis of their performance in previous examinations, interacting by teachers with them to know their areas of interest and learning needs, faculty members identify slow and advanced learners and accordingly institution organizes special programmes for Slow and Advanced Learners such as Bridge Courses/Value Added Courses/Skill Development Courses/different co-curricular, extracurricular activities.

Slow learners:

- College offers remedial classes in which extra time is given to students to ensure academic growth.
- Different bridge courses are organized by the relative departments to cope up the needs of these students.
- Motivational lectures are organized to create confidence among the students.
- The progress of the students is communicated through PTM & digital information system.
- Strong Mentor Mentee relationship helps in improving slow learners.
- Participation in other curricular activities like sports meet, NSS camps & cultural activities help to develop social skills and creates bond with the community.
- Teachers encourage them to visit library frequently to expand their knowledge.

Advanced learners:

- Teachers interact with advance learners, counsel them to pursue relevant areas for higher studies guide them for employment opportunities.

- Institution provides coaching for competitive tests like NET, SLET, CTET, HTET etc. For this purpose one of our brilliant alumnae (NET qualified) was hired to enhance the knowledge of students.
- They are motivated to participate more & more in co-curricular activities like quiz, declamation, poetic recitation, debate, essay writing etc. to expand their horizons of learning.
- P.G students are motivated for writing research papers as well as present the papers in National & International seminars/conferences/workshops organized in College itself and also in other Colleges.
- Competitive exam related books are provided to these students to expand their learning base. Book Bank is also there to facilitate them.
- Academically advanced learners are made student editors of different sections of the annual College magazine “Disha Drishti”. It helps in showcasing the creativity and talent of the students and builds responsibility and leadership among these students.

| File Description | Document |
|--------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Past link for additional Information | View Document |

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 24.6

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Majority of the students of the College hails from rural areas and transforming them into confident, independent and employable women is the objective of the College. To realize this, student centric approach is adopted in the teaching learning process. Teachers facilitate students to learn at their own pace by ensuring their participation and involvement in classroom and outside classroom activities. A number of experiential learning, participative learning and problem solving methodologies are used to make teaching learning more effective.

Experiential Learning:- To increase learners’ knowledge and develop their competence in skills and behaviors experiential learning is extensively used by the faculty members. To combine direct experience

with focused reflection field visits are conducted by departments of Geography, Commerce, Catering Technology & Hotel Management and Sports Nutrition & Physiotherapy. Tours and trips are organized at regular interval. Socio-Economic survey is also conducted as per the need of curriculum by the department of Geography for active involvement of students in meaning construction. Department of English, Hindi and Sanskrit share the experiences of their novels, plays and poetry through screening of adapted movies to build on past knowledge and experience, Department of Political Science, History, Economics arrange study tours to various historical and educational places. To encourage collaboration and exchange of ideas and perspectives MOUs with industries, Hotels, Institutes are signed under B. Vocational and Community Colleges. Yoga and Meditation camps are organized to increase concentration of mind.

Participative Learning:- To provide students with an opportunity to gain professional knowledge and skills participative learning approach is extensively used in teaching learning process. Participation in co-curricular and extra-curricular not only provides a platform to students to showcase their talent in various events such as Declamation, Poetic Recitation, Quiz, Debate, Collage Making, Painting, Rangoli, Poster Making, Photography, Cultural Events etc. but it instills in them a sense of leadership and promotes team spirit. Organization of intra-college, inter-college competitions and academic fest every year ensure participation of substantial number of students in various events. To help students to gain a deeper understanding of the meaning of civic responsibility and prepare them for serving the community/ society, community outreach programmes are organized in nearby villages. Different Cells/Societies such as NSS, YRC, RRC, Women Cell, Legal Cell, Road Safety Club etc. organize awareness rallies, bold donation camps, first aid training camps, tree plantation, swachh bharat, health awareness programmes etc. with the wider participation of students. Students are also given due representation in administrative council committees to instill the sense of responsibility and leadership skills in them.

Problem Solving Methodologies:- Students prepare charts, models, practical files, project work to get deep understanding of the concept and to know its practical implementation. Assignments are given to them to search the topic outside the prescribed books. Group discussion method is followed in many of the subjects as it makes the students to think wide & participate and come up with opinions & suggestions. Quizzes are conducted, debates are followed where students give different opinions, thoughts to activate brain storming.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Link for additional information | View Document |

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Use of Information and Communication Technology is making impact in every sphere of life and education is no exception to this. ICT tools are used in dissemination of knowledge to improve students' learning. ICT enabled education not only helps in finding information but also in organizing and sharing it with others. College has majority of class rooms as ICT enabled. It encourages its faculty to make intensive use of ICT in teaching. Google class rooms and different Google apps are used by the teachers for teaching and to create and distribute assignments. Webinars are organized to expand the horizons of learning, Google quizzes work as practice tests, Google questionnaire for eliciting any relevant information from students, WhatsApp group with students for remaining connected with them, College Facebook page for uploading activities and events, E-mail for sharing information, College Website for uploading information etc. To make faculty more well versed in using technology in class room, College organised FDP programmes on "Use of MS- Excel", "Use of ICT tools in Class Room Teaching", "Use of ICT tools for Effective Learning Solutions" etc.

The College has issued separate Laptops, PC's to each department with printer facility. Entire College campus is Wi-Fi enabled. English Language lab with high speed internet facility & equipped with LCD Projector with New version of ORELL/SANAKO software which improves listening & speaking skills of students. To strengthen the knowledge of teachers College has conducted many workshops on MS- Excel, Research Methodology, PPTs Making etc. College has its own YouTube Channel; E-content developed by faculty is uploaded on the channel to facilitate the students. Links of other online relevant videos are also shared with students to assist in their learning. College Website also provides link for various portals like Swayam online courses, E-PG Pathshala, UG/PG UGC MOOCs, Swayam Prabha & E – content course wise. In Mathematics Lab teachers allow students to explore new patterns & ideas through latest technology. Computer labs are well equipped with sufficient computers & all students are allowed as per time schedule to practice ICT facilities. Automated library is equipped with latest software Techlib-7 and SOUL 2.0. Inlibnet to access online study material is subscribed by the College. College is registered under N-LIST to access online study content by faculty and students.

During Zonal Youth Festival cultural & literary videos are used to fine tune the talent of students. International yoga day was celebrated during Covid – 19 lockdown via Online mode. The institution also participated in a Government sponsored online sapling planting event titled "Vrikshabandhan" and students & teachers participated with full enthusiasm. To make students socially aware and live healthy life awareness documentary movies on HIV/AIDS, blood donation, gender sensitization, save earth etc. are also screened under "TeachAids" sites. To make the subject matter more effective and interesting to students, different types of online resources such as videos, pictures, images of international recipes, Physiotherapy techniques, cuisine, make up techniques, hair styles are supplied by the faculty of B.Vocational and Community College.

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View Document |

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 24:1

2.3.3.1 Number of mentors

Response: 45

| File Description | Document |
|---|-------------------------------|
| Upload year wise, number of students enrolled and full time teachers on roll. | View Document |
| mentor/mentee ratio | View Document |
| Circulars pertaining to assigning mentors to mentees | View Document |

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 216.67

| File Description | Document |
|---|-------------------------------|
| Year wise full time teachers and sanctioned posts for 5years(Data Template) | View Document |
| List of the faculty members authenticated by the Head of HEI | View Document |
| Any additional information | View Document |

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 36.37

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 16 | 15 | 15 | 14 | 11 |

| File Description | Document |
|--|-------------------------------|
| List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template) | View Document |
| Any additional information | View Document |

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 7.19

2.4.3.1 Total experience of full-time teachers

Response: 309

| File Description | Document |
|---|-------------------------------|
| List of Teachers including their PAN, designation, dept and experience details(Data Template) | View Document |
| Any additional information | View Document |

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

In tune with the reforms made in CIE by the College, internal evaluation system of the College is revised & communicated to students. For CIE College has its Academic Policy on Monitoring and Evaluation which is made available in College library for ready reference of the students & faculty and uploaded on College Website. College follows the guidelines for internal assessment as issued by affiliating University.

- In orientation session, students are informed about the Academic policy of the College on Monitoring and Evaluation.
- Internal examinations are conducted as per Academic Calendar and the schedule of the same is communicated to the students well in advance by displaying it on the notice board and uploading on the College Website.
- Throughout the semester, academic performance of the students is evaluated by the teachers through various means such as performance in class tests, presentations, group discussions, project

reports, etc. and after evaluation record of assessment is maintained by the concerned Teacher.

- Tutorial classes help in one to one interaction with students. Individual attention is paid through group discussion, book reviews and assignments etc. in these tutorial classes. It helps in upgrading the graph of students' academic success.
- Assignments offer teachers a chance to assess students in more innovative ways. Presentations help to assess students in their confidence and communication skills. Debate allows students organize their thoughts and present their views with a strong logic. Field surveys in Geography let students to have actual experience of location and sensitize them to the environment and community.
- Internal assessment is given to students as per criteria prescribed by affiliating University. To make the system transparent, internal assessment is also displayed on notice board as well as uploaded on College Website.
- Choice based credit system is introduced in all the PG programmes & internal evaluation is undertaken as per the university rules.
- Practical classes are conducted as per curriculum.

| File Description | Document |
|---------------------------------|-------------------------------|
| Any additional information | View Document |
| Link for additional information | View Document |

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

The Primary focus of the College is to strengthen the Teaching Learning Process through continuous assessment and evaluation. To ensure transparency and efficiency in internal /external examination, the College has issued guidelines to faculty for the purpose. Awareness is made among students through Orientation programme held at the beginning of the academic year apprising them of the syllabus, internal assessment process along with assessment tools. The College Prospectus & Website carries the Code of Conduct and Academic Policy on Monitoring & Evaluation for examinations and it is also displayed inside College premises. The grievance redressal mechanism pertaining to examinations is efficient as all complaints are entertained without exception.

For Grievances related to Internal Examination and Assessment

- Information regarding criteria of assessment as per affiliating University is given to students by way of College Website and notice board.
- The students are given answer scripts for review. They can approach the concerned teacher if there is any discrepancy. The grievances are resolved by showing their performance in the answer sheet or the answer sheet is reassessed by the faculty once again in their presence. The problem is

resolved in time bound period.

- Internal marks sheets are displayed on the notice board for verification and signature of students is obtained after uploading into the University Portal.
- After internal examinations, Parents Teacher Meeting is conducted.
- To make the internal examination system more effective, suggestions are invited from students via suggestion box.

For Grievances related to External Examination

- University examinations are conducted as per the M.D. University guidelines. Students are informed of the schedule of Theory /practical examinations timely through WhatsApp group, College Website and on display boards.
- The grievances of the students related to examinations such as online form submission, correction in name/subject/code/programme/pattern re-totalling, photocopy of the answer script and revaluation are addressed at College and university level within a time bound period.
- The common problems include non-receipt of Roll Number slip, withholding of results, out of syllabus question paper and any discrepancy etc. All these problems are properly and timely addressed and solved by the examination superintendent.
- If the students indulge in any kind of malpractices, severe action is taken after discussing the matter with the Chief Superintendent of Examination Centre.

| File Description | Document |
|---------------------------------|-------------------------------|
| Any additional information | View Document |
| Link for additional information | View Document |

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

Under the student centric curriculum delivery the College adopts outcome based education. All programmes offered by the College have learning objectives. POs, PSOs and COs are aligned with the learning objectives of the relative programme. While designing these, knowledge domain, skill outcomes, value outcomes and outcome professional competences are considered.

So far as the communication of learning outcomes to the teachers and students is concerned following mechanism is followed by it:

- IQAC organizes meetings with respective departments to formulate Programme Specific Outcomes

and Course Outcomes of the Programmes and communicate these to teachers.

- Curriculum and Programme Outcomes, Programme Specific Outcomes, Course Outcomes of all departments are available in College Library, displayed on the notice board as well as on College Website to facilitate accessibility to various stakeholders. Students are also made aware of these in class rooms and in mentor-mentee meetings too.
- In Orientation Programme for new entrants of UG and PG, the broad outcomes of all programmes are explained. They are also made aware of the job opportunities available in these fields.
- PSOs of all departments are highlighted through career options open to students after completion of the programme.
- Alumnae are invited to interact & share how the different courses shaped their careers during Alumnae meeting and in other events.
- Programme outcomes are evaluated by the respective teachers by the means of Class Tests, Assignments and Presentation by students and these are also communicated in PTMs.
- Guest lectures by renowned academia and professionals from industries are invited to add knowledge to the kitty of students and give orientation of industry standards which in turn helps in effectively communicating the learning outcomes.
- Faculty members are always encouraged to attend the seminars/workshops to attain more competencies to enrich the learning outcomes.

| File Description | Document |
|---|-------------------------------|
| Upload COs for all Programmes (exemplars from Glossary) | View Document |
| Past link for Additional information | View Document |

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

The College strives hard for the holistic development of the students and leaves no stone unturned in shaping their career to meet the demands of ever evolving competitive world where they have to step in for career opportunities. A good number of students join PG programmes either in the College itself or take admission in other Colleges. The Programme Outcomes are assessed with the help of various methods like MCQ's, home assignments, class tests, internal examination, university examinations, practicals, group discussions, participation in class activities. Basic conceptual clarity, close awareness of cross – cutting issues, like skills, practical exposure and behavioural changes are some of the parameters to evaluate the attainment of Course Outcomes. Students are motivated to participate in various competitions, seminars & conferences etc. Their performance in these academic events provides another index of their learning levels. Students are evaluated continuously on the basis of their regularity, receptiveness, answers to questions asked by the teachers & overall quality of their conduct.

Merit holders in Academics, good performers in NSS, Achievers in Sports activities are duly recognized and are given certificates, mementos and cash prizes in Annual function of the College. Annual Report of

the College highlights the achievement of students in different fields which is the reflection of evaluation of Programme Outcomes and Course Outcomes. The Practice of selecting the best girl student of each department on the basis of attendance in class, overall behavior, performance in curricular and co curricular activities is maintained over the years that work as the index of evaluation.

The College offers subject related Bridge Courses, Value Added & Vocational Courses to increase the learning outcomes of students. Various extension lectures on competitive examinations, career counseling, soft skills, insight development, are conducted for overall development of the students. Evaluation of the outcome of above mentioned programmes is measured by their achieving excellence in various competitions.

For Attainment of PO and CO, 80% weightage is given to University Examination and 20% weightage is given to Internal Evaluation at UG and PG Level.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for Additional information | View Document |

2.6.3 Average pass percentage of Students during last five years

Response: 74.99

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 309 | 299 | 309 | 304 | 326 |

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 441 | 402 | 372 | 408 | 447 |

| File Description | Document |
|--|-------------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View Document |
| Upload any additional information | View Document |
| Paste link for the annual report | View Document |

2.7 Student Satisfaction Survey

| 2.7.1 Online student satisfaction survey regarding teaching learning process | |
|---|-------------------------------|
| Response: 3.81 | |
| File Description | Document |
| Upload database of all currently enrolled students (Data Template) | View Document |

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 2.1

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0.15 | 0 | 0 | 1.95 | 0 |

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 2.33

3.1.2.1 Number of teachers recognized as research guides

Response: 1

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 4.55

3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 1 | 0 | 0 | 1 | 0 |

3.1.3.2 Number of departments offering academic programmes

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 9 | 9 | 9 | 9 | 8 |

| File Description | Document |
|---|-------------------------------|
| Supporting document from Funding Agency | View Document |
| List of research projects and funding details | View Document |
| Paste link to funding agency website | View Document |

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

3.2.1

The College provides good ambience, state of the art infrastructure and conducive environment which help in upgrading the skills of students, increasing their competencies for learning and make efforts to increase their participation in innovation and research activities. A number of activities are under taken in this direction round the year. Students of Geography and Psychology participate in competitions and exhibitions on Model Making. Preparing models increase the creativity of students, builds relationship between theory and practical knowledge, they gather information by doing a lot of research work on the topic. They analyze the facts about the different parts of the model. Participation of Students in exhibitions builds up their confidence.

Likewise Departments of Mathematics, Commerce and Computer Application participate in Inter-College PPTs making competitions at State/National Level which improves their horizons of learning. The College offers “Entrepreneurship Development Programme” under the pool of Value Added Courses to students for inculcating entrepreneurship and the spirit of starting up their own ventures among them. “Innovating Business Plan” and “Logo Making” activities are organized by Commerce Department to enhance the creativity among students. ‘National Small Scale Industries Day’ is observed by Commerce Department on 30th August every year to apprise students about the significance of small Industries in India’s economy. Skill training augments the potential of students under Community College and B.Voc

programmes for taking up entrepreneurship and start up programmes.

The College encourages faculty members to engage themselves in Research related activities such as presenting of papers in seminars/conferences, to apply for minor/major research projects funded from UGC/ICSSR/other such agencies. One faculty of Mathematics has completed her Minor Research Project in the session 2018-2019 duly sanctioned by UGC. Two Minor Research Projects applied by the faculty of Commerce were approved by UGC in the Session 2015-16. Interdisciplinary major projects are applied for approval by the faculty of Commerce and English in the Session 2019-20 and are waiting for the financial approval. Faculty make notable contribution in research by getting their papers published in National/International Journals/ Chapters in edited books and by writing subject books. Two faculty members in Department of Mathematics and History are working as Research Guide too for Ph.D works.

The College is actively engaged in organizing International/National Seminars/Workshops/Conferences sponsored by DGHE Haryana/UGC on contemporary research areas & novel ideas from delegates and resource persons are put forth in theses. From the session 2015-16 to 2019-20 College has organized 15 seminars & webinars successfully.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 21

3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 9 | 4 | 2 | 2 | 4 |

| File Description | Document |
|--|-------------------------------|
| Report of the event | View Document |
| List of workshops/seminars during last 5 years | View Document |

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 2

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 2

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 1

| File Description | Document |
|--|-------------------------------|
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc | View Document |
| Any additional information | View Document |
| URL to the research page on HEI website | View Document |

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 2.1

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 29 | 18 | 20 | 7 | 8 |

| File Description | Document |
|--|-------------------------------|
| List of research papers by title, author, department, name and year of publication | View Document |
| Any additional information | View Document |

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 2.51

3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 17 | 15 | 16 | 28 | 22 |

| File Description | Document |
|---|-------------------------------|
| List books and chapters edited volumes/ books published | View Document |
| Any additional information | View Document |

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

3.4.1

The College promotes regular engagement of its students with the neighbourhood community by the means of organizing different activities as it will help in the holistic development of students and contribute towards sustainability of community. Throughout the year a substantial number of activities are organized by different cells/clubs/societies constituted in the College. The objective of these activities is to transform our students into a well informed, balanced and responsible citizen.

The NSS units, YRC, RRC, Women Cell, Legal Literacy Cell, Road Safety Club, Electoral Literacy Club, Eco Club organize programmes such as Tree Plantation, Conservation of Water & Energy Resources, Rally on Beti Bachao Beti Padhao, Blood Donation Camp, First Aid Training Camp, Human Chain on different occasions to spread unity, solidarity & fraternity among community. Awareness Programmes and Campaigns on Saving Earth, Gender Sensitization, Swachh Bharat, HIV/AIDS, Legal Literacy, Road Safety, Voter Awareness etc. are organized round the year. To sensitize the students important days such as International Earth Day, Energy Conservation Day, National & International Youth Day, International Yoga Day, International Women's Day, National Girl Child Day etc. are organized. These programmes are organized either solely by the College or in association with the Gram Panchayats, Civil Surgeon office, Sonapat, SHO Office Kharkhoda, Aangan Waris and local administration with the means of workshops, rallies, skits, nukkad natika and other activities in nearby villages.

To recognize the contribution of College towards promotion of education in the area and for organizing awareness programmes in nearby Community, Principal of the College and Staff Members are felicitated by SDM, Kharkhoda and Gram Panchayats of the surrounding villages on different occasions. Youth Red Cross Club of the College was adjudged as the best unit by M.D. University for the Session 2019-20. Principal and incharge of YRC were honoured and presented with mementos and certificates for this by the University authorities. Programme Officer of NSS was adjudged as the Best Programme Officers by NSS Coordinator, Maharshi Dayanand University, Rohtak in the Session 2017-18. Two NSS Volunteers were

adjudged as Best District Volunteers in Sessions 2016-17 and 2017-18.

In addition to these activities, other flagship awareness programmes of Central/State Government are duly organized in the communities as per the instructions issued. College Campus was converted into 'Sakhi Booth Kendra' in 2019 Parliament elections to motivate and create awareness among voters to turn up in large numbers at Booth to cast their votes. Students of Community College along with their teacher incharge and their instructors make regular visits in nearby villages such as Matindu, Sisana to give training in apparel designing and in the field of 'Beauty and Wellness' to encourage them to take care of their personal Beauty and start entrepreneurship in both these areas.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 67

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 34 | 18 | 7 | 5 | 3 |

| File Description | Document |
|--|-------------------------------|
| Number of awards for extension activities in last 5 year | View Document |
| e-copy of the award letters | View Document |

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 180

3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 54 | 41 | 34 | 29 | 22 |

| File Description | Document |
|--|-------------------------------|
| Reports of the event organized | View Document |
| Number of extension and outreach Programmes conducted with industry, community etc for the last five years | View Document |
| Any additional information | View Document |

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 93.29

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 993 | 993 | 993 | 993 | 993 |

| File Description | Document |
|---|-------------------------------|
| Report of the event | View Document |
| Average percentage of students participating in extension activities with Govt or NGO etc | View Document |
| Any additional information | View Document |

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 22

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 6 | 7 | 5 | 3 | 1 |

| File Description | Document |
|---|-------------------------------|
| e-copies of related Document | View Document |
| Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship | View Document |
| Any additional information | View Document |

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 8

3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 0 | 1 | 1 | 0 | 6 |

| File Description | Document |
|---|-------------------------------|
| e-Copies of the MoUs with institution/ industry/corporate houses | View Document |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years | View Document |
| Any additional information | View Document |

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

4.1.1

Proper Infrastructure of an institution accentuates the teaching learning process and helps in the holistic development of the students. The College has 16 acre lush green campus, is the vicinity of town's Bus Stand which makes it easily accessible to students. It has Thirty Two classrooms including Nineteen ICT enabled rooms. Furthermore it has one multipurpose hall and two seminar halls equipped with e-podium, interactive panels with latest audio visual aids to augment the teaching learning activities. With LAN and Wi-Fi facilities, College has Three Computer Labs, One Mathematics Lab, One Entrepreneurship Lab, One Geography Lab, One Psychology Lab, One Yoga Lab and One English Language Lab for the smoothing of teaching learning environment. Under Vocational and Community College Courses College has one Beauty and Wellness Lab, One Dress Designing & Tailoring Lab with fifty latest sewing machines, Physiotherapy Labs, Hotel Management Labs, Suite Room, Front Office Lab. In addition to this College have 129 Computers, 5 Laptops, 17 Printers & Copier machines. There are two libraries which are automated and enriched with 11527 books, Print & e-journals, e-Books, Videos, Newspapers and Magazines. These libraries are equipped with latest software i.e. SOUL 2.0 and TechLib 7. Web OPAC facility is available in the Library to track the Books easily. CCTV cameras are installed in each classroom and prominent areas of the College campus to keep vigil at every time.

For student support Facilities College has Hostel, Power Generators, Common Room, Tuck Shop, College Lawns, large numbers of trees, Herbal Vatika contributing to improve the quality of air on campus, a large number of saplings are planted in the vicinity of College too throughout the year. Students are motivated by taking pledge to take care of the saplings planted by them. Solar Panels as renewable source of energy are installed in the campus to lessen the carbon emission and Rain Water Harvesting System to conserve the Water. To incapacitate the sports activities and ensure maximum participation of students in Sports-Indoor Sports Hall, Gymnasium, different indoor courts and grounds are well maintained.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

To groom the personality of students and for their holistic development, College offers ample opportunities to them to participate in cultural activities, sports, games and has adequate facilities to carry out these activities at full length.

Sports

College ensures participation of its students in various sports such as Netball, Football, Handball, Kabaddi, Kho-Kho, Grappling, Wushu, Table Tennis, Boxing, Weight & Power Lifting, Badminton etc. at State / National / International level. Every year students of the College win medals in individual sports as well as make their place in State / University teams and bring laurels to the College by winning number of medals. The students also participate in adventures sports organized by affiliating university.

A number of Inter-college tournaments are hosted and organized in the College to increase participation of students in these sports. For different Sports/Games coaches are hired to increase the acumen of players in respective games. College has maintained an outdoor sport grounds/tracks as well as Indoor Hall/ Courts for different games.

The College has maintained fully equipped **Gymnasium Hall** with exercise machines namely Treadmill, Leg Cycle, Abdominal Exercise Board, Bench Press, Multi Exercise Machine, Twister etc. **Yoga & Meditation Lab for Yoga and Meditation** session to increase the strength, stamina and fitness of students are there.

Facilities of Sports & Games

| | Area | Description of Activity |
|----------------------------------|------------------------------|---|
| Infrastructure for Sports | | |
| Track | 200 M Track and Field Events | <ul style="list-style-type: none"> • 100 M Race, 200 M Race • M Race • Long Jump • High Jump (High Jump P • Discuss Throw • Shot-put • Javelin Throw |
| Sports Grounds | | |

| | | | |
|---|-----------------------|----------------------------------|--|
| Hand Ball | 40m*20m | | |
| Football | 100m*70m | | |
| Netball | 100feet*50feet | | |
| Rugby | 100m*70m | | |
| Circle Style Kabaddi | 10m from Centre Point | | |
| Volley Ball | 18m*9m | | |
| Kabaddi | 12.5 m * 10 m | | |
| American Flag Football | 90m*45m | | |
| Kho-Kho | 29m*16m | | |
| Basket Ball | 28m*15.2 m | Cemented Court | |
| Indoor Sports Hall | | | |
| Indoor Badminton | 44 feet * 20 feet | | |
| Boxing and Wushu | | Boxing Punching Bags, Gloves, I | |
| Weight Lifting and Power lifting | | Weight Plates- 3KG, 5KG, 10KG | |
| Carom | | Carom Board | |
| Table Tennis | Standard Size | Table, Tennis Balls, Table Tenni | |
| Kabaddi | | 200 Kabaddi Matts | |
| Grappling | | Matts | |

M = Metre

Cultural

As far as cultural activities are concerned Cultural, Fine Arts, Literary Committees constituted in the College encourage students to participate in different Inter-College/State/National/International competitions such as Dance, Rituals, Essay Writing, Painting, Slogan Writing, Poster Making, Declamation, Debates, Rangoli etc. throughout the year. As far as facilities for cultural activities are concerned, in Multipurpose Hall Talent Hunt Show, Ramp Show, Academic Fest is organized. Seminar halls are used to organize seminars, debate, declamations, guest lecture etc. College hires the services of Professionals to train the students for different events. Think lab is maintained to enhance the creativity of students. Assembly ground is used to celebrate different Festivals. Each year students win substantial number of prizes, trophies and make their presence felt at Inter-College/District/University/State/National/International level competitions. To give full exposure of Youth Festival to students, College hosted Zonal Youth Festival in the Session 2017-18 successfully.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 64.71

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 22

| File Description | Document |
|---|-------------------------------|
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View Document |
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 12.9

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 44.88 | 5.45 | 40.92 | 40.58 | 18.78 |

| File Description | Document |
|--|-------------------------------|
| Upload Details of budget allocation, excluding salary during the last five years (Data Template) | View Document |
| Upload audited utilization statements | View Document |

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The library as the knowledge hub of the College is enriched with wide range of Books, Journals, Magazines, Competitive Books, Encyclopedias, Dictionaries, Vedas, and Upanishads etc. to expand the knowledge base of students. It is automated through Integrated Library Management System (ILMS) **TECHLIB7**.

The ILMS have following modules:

Circulation

Issue, Return, Renew, Reservation, Fine, Security, History, Gate Pass, Serials Issue, Newspaper Issue, Pending Books, Overdue Items, New Member, Update / Delete Member, Member I Card, Member Bar Code, Communication, No dues, Change Session, Stock in circulation, Missing Stock, Write Off Stock, Stock List, Stock Statistics, Circulation Rules etc.

Acquisition

Accessioning, Accession Register, Cataloguing, Keywords, Synonyms, Class No, Book No, Export to Excel, Accession Register editing, Recommendation, On approval, Ordering, Requisition, Binding, Accounts, Budgeting, E Books, E Notices, Events, E Journals etc.

Periodicals

Serials list, Serials Kardex, Reminders, Serials/Magazines stock, Newspaper attendance, Newspaper report, Newspaper bill, Serials bill, Serials orders etc.

Tools

Printing of bar codes, Circulation rules, Data updation, Data allocation, Almirah shelf allocation, Subject allocation, Department allocation, Data editing, Database backup, Photocopies functionality, Support tickets etc.

Library Portal

A library portal is designed on College Website (www.kmkharkhoda.com) to act as one stop solution for different services for user such as collection and facilities. Important links are provided on portal for access to various library resources:- Web OPAC through User Login-Techlibweb, N-LIST (National Library and Information Services Infrastructure for Scholarly Content), National Digital Library of India, SWAYAM, SWAYAM PRABHA, e-Gyankosh, e-PG Pathshala and Vidyamitra.

Computer Facility

In the Library 11 Computer with more than 50Mbps Wi-Fi and Power backup facilities are available. The details of Computers are as follows.

| Sr. No. | Particulars of work | Number of Comp |
|---------|--|----------------|
| 1. | Library OPAC for Reader | 01 |
| 2. | Circulation of Books | 01 |
| 3. | Library Administration Work | 02 |
| 4. | Network Resource Centre for using database | 07 |
| | Total PC | 11 |

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for Additional Information | View Document |

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership

- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: B. Any 3 of the above

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template) | View Document |

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 2.73

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 2.13 | 1.62 | 1.46 | 3.96 | 4.47 |

| File Description | Document |
|---|-------------------------------|
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template) | View Document |
| Audited statements of accounts | View Document |
| Any additional information | View Document |

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 1.09

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 12

| File Description | Document |
|---|-------------------------------|
| Details of library usage by teachers and students | View Document |

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

It is an established fact that the use of IT in education improves engagement of students more towards learning and consequently teaching learning process grows in the desired direction to realize an institution's objectives. College has sufficient IT infrastructure for effective teaching learning and administration.

Details of updated IT Facilities are as follows:

- MS Office-13 License Copy
- Tally ERP Gold
- Oracle 11 G Std.
- Visual Studio 8.0
- Turbo C
- Java JDK
- Window OS
- ORELL/SANAKO - Software for Language Teaching
- SOUL and Tech-Lib 7 – ILMS Software
- Quick Heal Version 19.00, 64 bit
- 129 Computers with LAN
- 19 Classrooms ICT enabled Classrooms (Smart Board/LCD/LED/Projectors)
- Digital Podium

As a part of effective curriculum delivery College has facilitated full Wi-Fi accessibility to teachers and limited to students. Through IT facilities, Teachers make use of online sources, PDFs, PPTs, in class room teaching. Students give their presentations by PPTs, documentary films of Teach Aids on HIV/AIDS, Blood Donation, National Integration, Adapted movies on Novels as prescribed in curriculum are screened for students. Through IT facilities workshops/Seminars are organized regularly. College has successfully organized 15 National/International Seminars/Webinars during last five years.

IT facilities are availed of by the College fully for other academic purposes such as online admission process, DBT (Direct Benefit Transfer) of Post Matric scholarships and freeship scheme, online submission of examination forms, Taking feedback from stake holders and uploading of internal assessment awards. IT facilities have been provided in all departments, offices, under community College and for all value added courses. Information about upcoming events is available on the College Website and Facebook page. Following the completion of any event, pictures and minutes are also uploaded for easy access on Website as well as Facebook page. The technology at College is constantly updated. Lease line connectivity More than 50 Mbps is available. Regular update of PCs with Quick Heals total security and 10 KVA online UPS is there. The College has WhatsApp groups of students and employees separately.

Students are connected with concerned teachers and Principal through WhatsApp groups for exchange of informations according to their stream. Each student has her own e-mail ID.

As per the requirement, the maintenance of above IT Equipments, College has an Infrastructure Maintenance Policy. A demonstrator cum technician is also appointed who uses his skill to update and repair the equipments. However, for the major disorder and damage, computer technicians and service providers are hired for up keeping and replacement. The measures like installation of Anti Virus periodically, updating the software, replacing of hardware and cartridge in printers etc. are taken for maintaining and utilizing IT Equipments. Replacing hardware of old computers with new ones, for maintaining of CCTV cameras, renewal of AMCs (Annual Maintenance Contracts) is done every year for website up gradation.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 9.62

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Student – computer ratio | View Document |

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 250 MBPS

| File Description | Document |
|--|-------------------------------|
| Upload any additional Information | View Document |
| Details of available bandwidth of internet connection in the Institution | View Document |

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 13.21

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 41.43 | 9.52 | 12.26 | 22.27 | 46.2 |

| File Description | Document |
|---|-------------------------------|
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View Document |
| Audited statements of accounts | View Document |

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

4.4.2

It is imperative to have optimum utilization of resources for effective functioning of an institute. College has a well designed Infrastructure Utilization and Maintenance Policy for overseeing the maintenance of buildings, class rooms, e- resources, CCTV Cameras, Biometric Attendance system laboratories, hostels, cafeterias, sports facilities, utilities, lawns etc. Campus and classroom maintenance and their cleanliness is ensured by the support staff. The use of polythene is completely banned in the campus as green protocol. Security staff ensures the safety of College infrastructure. Stock verification of articles and equipments is done by the respective stock verification committee.

The procedure followed for usage, upkeep and maintenance of Physical, Academic and Support facilities is as under:

Laboratories:

The schedule of laboratories is decided by the time table committee with the help of HODs of department to use the lab in an optimal way. The lab attendants maintain the labs and periodically check the lab equipments and facilities. Stock and maintenance registers are kept in all the labs which are verified by the respective HODs.

Library:

Library of the college is automated with the software SOUL 2.0/TechLib 7, OPAC facility and is equipped

with photo copier machine & printer. Online access to e-resources is provided through INFLIBNET - NLIST. Stock verification of library is done regularly by the library staff. Library advisory committee frames rules for the weeding out of old titled books, books collection late fees, deposits etc.

Sports:

College grounds are used for conduct of various sports activities, for hosting University Championships and for the public and neighbouring schools on request. Grounds and Tracks are fully maintained. Support staff weeds out its grass at regular interval and upkeep it. Students of the College earn positions in University/State/ National Level Tournaments.

Computers:

A full time Hardware Technician is employed by the college for the maintenance of the IT resources such as computers, printers, software problems, Net working problems etc. Proper disposal of scrapped parts of computers is followed.

Classrooms:

College has 32 classrooms which are properly ventilated; full time electrician is hired by the College who monitors the working of ceiling fans, light bulbs, MCB boxes, CCTV Cameras etc. Classrooms, Benches, Desks, are always kept clean by the sweepers. Repair of furniture is done in time.

Other Physical Facilities

Multipurpose Hall, Seminar Halls and College grounds are extensively used for the conduct of academic and cultural programmes. Committees are set up to improve the efficiency of the Canteen, college premises, Green Cover and Hostel. Water purification plant, Fire Extinguishers are routinely serviced, Multipurpose Hall and College ground is also used for rehearsal of parade and cultural activities as a part of Independence Day and Republic Day celebrations of block level. The College has framed general guidelines for the external users as a source of information to use the College facilities.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 19.06

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 190 | 214 | 220 | 161 | 233 |

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 3.52

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 50 | 43 | 56 | 38 |

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template) | View Document |

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

| File Description | Document |
|---|-------------------------------|
| Details of capability building and skills enhancement initiatives (Data Template) | View Document |
| Any additional information | View Document |
| Link to Institutional website | View Document |

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 74.82

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 508 | 869 | 635 | 1537 | 391 |

| File Description | Document |
|---|-------------------------------|
| Number of students benefited by guidance for competitive examinations and career counselling during the last five years | View Document |
| Any additional information | View Document |

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View Document |
| Details of student grievances including sexual harassment and ragging cases | View Document |

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 8.12

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 3 | 46 | 35 | 48 | 33 |

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Self attested list of students placed | View Document |
| Details of student placement during the last five years (Data Template) | View Document |

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 113.73

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 497

| File Description | Document |
|--|-------------------------------|
| Upload supporting data for student/alumni | View Document |
| Details of student progression to higher education (Data Template) | View Document |

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 30.99

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 11 | 13 | 3 | 11 | 13 |

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 39 | 29 | 26 | 37 | 32 |

| File Description | Document |
|---|-------------------------------|
| Upload supporting data for the same | View Document |
| Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template) | View Document |
| Any additional information | View Document |

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 159

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

| | | | | |
|---------|---------|---------|---------|---------|
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| 70 | 32 | 35 | 16 | 6 |

| File Description | Document |
|---|-------------------------------|
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year | View Document |
| e-copies of award letters and certificates | View Document |

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

The College is toiling hard to groom the personality of its students so that they can stretch all the possibilities of their life. Students' council as a group of students elected by the College students was in place in the session 2018-19 as per the notification issued by affiliating University. Apart from this Students are encouraged and given opportunity to develop leadership by organizing and carrying out College activities related to academics and other co curricular and extracurricular activities. They assist the faculty in betterment of College affairs by collaborating with them.

Representation and Engagement of Students in Administrative activities:

Bright students are nominated to the statutory committees/cells/societies, such as IQAC, Grievance Redressal Cell, Anti Ragging committee, Internal Complaint Committee etc. They attend the meetings of these committees held at regular intervals. They give their suggestions for proper working of these committees which resultantly helps in improving the teaching learning environment of the College and provide a healthy atmosphere to learn which is the first and foremost motto of the College. Participation in these committees helps them in developing ideas for the betterment of College. Doing work in consonance with their teachers helps students in increasing their confidence. By this the College is implanting fully decentralization and democratic process. As the member of library advisory committee students apprise

committee about the problems faced by the students related to books or timings of library and also give suggestions for its betterment.

Representation and Engagement of Students in Co-Curricular and Extracurricular Activities:

Students are also given representation in Cultural Committee to organize different programmes such as Talent Show, Ramp Show etc. As a part of Literary Committee students help in organizing programmes such as Hindi Divas, Inter College and Intra College Competitions in Essay writing, Debate, Declamation etc. As the members of Fine Arts Committee they suggest and help the faculty to organize activities and competitions based on Fine Arts, work for increasing participation of students in these activities. Students are made the part & parcel of other cells/clubs/societies such as NSS, Women Cell, Youth Red Cross, Red Ribbon, Road Safety, Ek Bharat Shreshth Bharat etc., where they help in organizing the activities and events in a better and organized way. As member of Sports Committee they help in organizing Inter-College tournaments in different sports/games. Students take active part in all Community Outreach Programmes organized round the year.

Students who earn position or win medals, trophies in different Inter-College Competitions or tournaments are appreciated and felicitated firstly in morning assembly session which is organized every Monday and afterwards they are duly rewarded and awarded with certificates, mementos and cash prizes at Annual Function. College organized Zonal Youth Festival in the session 2017-18 and students were given different responsibilities for organizing the events. College also organized Inter-College Academic Fest every year and students support and co-ordinate to organize the event successfully.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 34.8

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 89 | 37 | 30 | 13 | 5 |

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Report of the event | View Document |
| Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template) | View Document |

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

Alumnae Association bridges the gap between former students and the existing students of the College and keeps them in touch for the development and growth of the College. College IQAC has one representative of Alumnae as a member and she can express her views in the meetings and make suggestions for better functioning of the College.

Alumnae Association meetings are organized yearly and future plans are discussed with them. Alumnae also visit campus at regular intervals too to extend support for the activities of different clubs/cells/societies. They also guide present students as resource persons in workshops for competitive exams. Alumnae also share their experiences of College and their journey of life to make positive impact on current students. Alumnae are also invited in the Annual function of the College. Alumnae who are working as entrepreneurs guide students about the road map of entrepreneurship.

Some alumnae are also employed faculty and other staff in the College. They play an important role in academic and institutional development. Alumnae association is registered now w.e.f. 2019-20 with representatives from themselves. The office Bearers of the association has close links with the College administration in giving suggestions for reforms and giving support for developmental activities. Moreover members of association contribute financially towards the welfare of College. They have provided financial aid of Rs. 21,000 for financially weaker students in the Session 2019-2020. Alumnae also help in organizing NSS Special Camps and other activities/ awareness programmes Blood Donation Camps, Tree Plantation Programmes, Community Outreach Programmes etc.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

| File Description | Document |
|-------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Link for any additional information | View Document |

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Kanya Mahavidyalaya, Kharkhoda, which started its journey in the Year 1993, with the initiative and contribution of some noble souls to impart quality education to the women of the rural area. The Vision and Mission of the College are:

Vision:

“Empowerment of women through holistic learning and make them efficient through professional programmes so that they won't lag behind in any sphere of life.”

Mission:

“To provide value based, quality based, skill based and innovative education to the girls.”

Kanya Mahavidyalaya Kharkhoda a premier educational institution is providing education to the women majority of which belong to the economically weak strata of the society. The main source of livelihood of their families is farming. The institution always strives to achieve its vision and mission. It is on a journey to developing ideas, training minds, challenging thoughts and stretching possibilities. Broad plans and policies of the College are devised and formulated under the guidance of Governing Body and Principal, suggestions of HODs & faculty members and feedback of stakeholders are also taken into consideration. The current perspective plan of the College has been prepared for 5 years (2015-16 to 2019-20) after the second cycle of NAAC and focuses on the future needs by keeping in view the broad objectives of the College. For achieving the perspective plan every year Annual plans are devised by IQAC, in consultation with the Principal of the College.

Principal is the ex-officio chairperson of various statutory and other committees constituted in the College for the proper implementation of the plans and policies of the College. Physical infrastructure such as laboratories, library, sports facilities, class rooms with ICT and other facilities have been upgraded time to time. The funds of the College are efficiently and optimally utilized. Students of the College earn positions in academics, sports and in other activities. For sustainable development Community Outreach Programmes are organized. The College celebrated its silver jubilee year in 2017-18. During these 25 years the achievements of the College has been noteworthy almost in all years- in academic, sports and other activities. College has been able to achieve its Vision and Mission with the team work provided by the Management, Principal and faculty. To provide quality education to students, it has taken initiative in providing skill education under B.Voc and Community College Scheme to achieve its goal. This is in tune with the Mission and Vision of the College. The effective leadership which is manifested in all its affairs has led to the academic excellence.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

Administration of the College is participative in nature and decentralized. It has a properly constituted management committee which plays an important role to bring academic excellence in the College. Regular meetings of members of Management Committee, Principal, IQAC and the representatives of Staff, Alumnae & Students' representatives are held for the formulation and implementation of different policies and plans.

Under the supervision of Principal teachers are made Conveners/Nodal Officers/Incharges of different Cells/Clubs/Societies such as Literary Club, Cultural Committee, Fine Arts Committee, NSS, Women Cell, Youth Red Cross Cell, Red Ribbon Club, Ek Bharat Shreshth Bharat Club etc. They prepare the Action Plan of the academic, co-curricular and extra- curricular activities /events at the beginning of the year and are provided autonomy to organize/conduct the activities/events. There is an advisory committee to Principal constituted with the senior faculty members of the College which takes decision on important and exceptional matters. One of the senior faculty is the bursar who looks after the financial matters.

Staff Council chart communicating the responsibilities of staff members is circulated among them before the commencement of new academic session each year. Students Council is also at place to give due representation to students in decision making system including students' discipline and organizations of various College events. Grievances of students are addressed by Grievances and Redressal Cell without any delay. The decentralized governance mechanism is evident in every sphere as each department works as a separate sub- unit in deciding and implementing the student centric programmes and activities. The matters of the concerned department are discussed by the respective HODs in consultation with the Principal.

IQAC contributes to raise the overall academic quality in the institute. It also takes care of UGC/DGHE (Seminars/Workshop/Research Projects) sponsored proposals to promote Research. Library committee is entrusted with budgeting, subscribing, purchasing of books, journals etc. Infrastructure Committee is responsible to augment and maintain the resources for better functioning of the College and Purchase Committee is committed to purchase items and articles on merit. Faculty members are engaged in making proposals for introduction of new courses as well as for research projects for approval from the funding agencies.

Case Study:

Cultural affairs committee deals with the participation of students in cultural affairs/literary/fine arts activities throughout the year. College receives invitation for participation in various events and activities. Cultural committee decides which student will participate in the events on the basis of their interest and performance. The arrangement of trainers, artist, musicians is decided by the committee. Due to the

untiring efforts of this committee a great number of students won positions in Inter-College/State/National/International competitions.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The College is committed to the cause of providing quality education to the students. To attain its mission and vision it has a perspective plan of development which is reviewed from time to time by Principal and IQAC. Taking into account the recommendations of 2nd Accreditation Cycle of NAAC and analyzing the feedback of stakeholders, current perspective plan (2015-16 to 2019-20) is framed by keeping into account the needs of the learners and the goals of the higher education. The perspective plan is prepared by IQAC, by keeping in mind all the seven key indicators of quality assurance and is uploaded on the website of the College.

In the current perspective plan great impetus is given to the skill oriented education to increase the employability of students. To fulfill this objective Community College Scheme in the year 2015-2016 was started with the course “Beauty and Wellness”, Two Courses “Computer Application & IT” and “Dress Designing & Tailoring” are introduced in the Session 2018-2019. Two Programmes with the approval of UGC under B. Vocational Scheme are initiated from the Session 2016-2017. To augment the skill and employability of students Eight Value Added Courses are being run by the College successfully. Perspective Plan is further subdivided into annual strategic plans. Introduction of new skill courses created an urgent need to add the new infrastructure and more facilities in the form of Laboratories, ICT enabled Seminar Halls, expanding seating capacity of library, adding new programme specific books, journals and separate book racks which were done accordingly. To collaborate with institutions, industries, corporate houses, MoUs are signed with them. To give practical exposure of work place field trips, industrial visits are organized. Training/Internships are provided. Workshops and webinars are organized time to time. Professionals and Industry experts are invited to expand the horizons of knowledge.

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| strategic Plan and deployment documents on the website | View Document |
| Paste link for additional information | View Document |

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

Like other Higher Educational Institutions of Haryana Directorate the College is governed by the policies of Higher Education Department, Haryana which frames the regulations, policies to be complied with. All norms of affiliating university i.e. M.D. University Rohtak are strictly adhered to by it.

Administrative Setup:

College being Govt. Aided institution is functioning under the supervision of its Governing Body which is its apex body to frame policies, approve its plans and monitors its activities. Governing Body is constituted under the Act of Registrar of Societies, Government of Haryana. A Governing Body has 21 members. Five office bearers constitute the management committee of the College. Governing Body is responsible for the overall general policies, plans of the College, discusses the progress of the College with Principal and IQAC Core Committee and monitors the performance of the College.

Academic Administration:

All guidelines related to admission schedule, students intake capacity, date sheets of theory and practical exams, schedule of uploading of Internal Assessment are issued by affiliating University is duly followed. Mechanism of Post Matric Scholarship of Govt. of Haryana and DGHE is followed. Principal frames the policies for the smooth function of academic and extra-curricular activities of the College in consultation with the IQAC core committee and advisory committee of the College.

College Committees:

There are admission committee, examination committee, research committee, library committee etc. for streamlining the process of administration. Academic calendar of affiliating university is followed. Activity calendar of the College is prepared in consultation with the all the heads of departments and incharges of cells/clubs/societies to conduct activities and important events. Decentralization and Democratic set up is inherent in the administration of the College. Students Council and Staff Council are in place. A total number of 55 committees such as Purchase Committee, Infrastructure Committee, College Beautification Committee etc are formed for the monitoring and coordinating the activities of the College. Feedback given by the stakeholders is duly incorporated in the functioning of the College.

For Appointment and Promotion Policies:

For appointment and promotion in the College all the rules, guidelines and instructions given by UGC/DGHE/Affiliating University and amended from time to time are properly followed and all the appointments are made on the merit basis. Amendments in service rules are communicated to staff members from time to time. API committee recommends the promotion cases of faculty members after duly verifying their documents under Career Advancement Scheme which are finally sent to concerned university to be dealt by the screening committee for promotion purpose. The College has a proper structure of organization wherein all the duties are well defined.

Grievance Redressal Mechanism:

It has Grievance Redressal Committee, Anti Ragging Committee, Internal Complaint Committee and Sexual Harassment Committee for dealing with complaints of students and staff and which has Principal as its ex-officio chairperson. These committees address the issues well in time to provide a safe, secured and healthy environment to thrive for all.

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |
| Link to Organogram of the Institution webpage | View Document |

6.2.3 Implementation of e-governance in areas of operation

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: A. All of the above

| File Description | Document |
|---|-------------------------------|
| Screen shots of user interfaces | View Document |
| ERP (Enterprise Resource Planning) Document | View Document |
| Details of implementation of e-governance in areas of operation, Administration etc | View Document |

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The College realizes that welfare of its employees raises their productivity and morale. Keeping into view this, all the welfare measures are in place for its teaching and non-teaching employees as provided by the government and also at its own level.

There are a number of welfare measures taken by the College for the benefit of Teaching and non-teaching staff which are stated below:

- General provident fund for employees who joined service prior to 31st December 2005 and NPS for employees who joined service after 31st December 2005.
- Gratuity Funds.
- The College allows maternity leave to the women staff as per the rules of the State Government.
- Fee concession is given to the relative/ wards of the employees.
- Promotions/ salary hike are given to the faculty members according to the rules of higher education Panchkula.
- Workshops/Seminars are organized to increase the competencies of the faculty.
- Faculty members are motivated for attending workshops/ seminars/conferences, short term training programmes, refresher & orientation programmes to update their knowledge.
- Reimbursement of registration fee of the faculty members for attending National/International Seminars/ Workshops/ Conference is done.
- Annual increments are provided as per policies.
- College gives advance to its employees in case of exigencies.
- College maintains a pool of fund with its staff representatives which is contributed by the employees and some Shagun money on the auspicious occasions such as marriage or birth of child is given from this pool to the staff members.
- Faculty recreation trips are organized to rejuvenate faculty members.
- Cell Phone and bicycles are given to faculty members & supporting staff for their convenience.
- Uniform is provided to Non-Teaching Staff.
- Gifts/ Sweets are given on festive occasions as Diwali, Holi and Teej etc.
- Training programmes for non teaching employees are conducted.
- Well equipped gymnasium facility and Yoga & Meditation Lab.
- Management of the College recognizes the contribution of faculty members in education for furtherance in academic, research activities and towards community outreach programmes and non teaching members for sincere discharge of their duties and felicitates them with mementos and certificates. The objective is to encourage work culture in College.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 46.06

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 20 | 16 | 17 | 20 | 16 |

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Details of teachers provided with financial support to attend conference, workshops etc during the last five years | View Document |

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 5.8

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 14 | 6 | 4 | 4 | 1 |

| File Description | Document |
|--|-------------------------------|
| Reports of Academic Staff College or similar centers | View Document |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff | View Document |

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 24.15

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 34 | 5 | 5 | 3 | 3 |

| File Description | Document |
|--|-------------------------------|
| IQAC report summary | View Document |
| Details of teachers attending professional development programmes during the last five years | View Document |

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The Institute has an effective mechanism to assess and evaluate the performance of its employee. Monitoring the performance helps in bringing the improvement in quality of academic and administrative functioning of the College. Resultantly an institute treads on the path of excellence. The self appraisal report is designed for teaching faculty as per the norms of UGC and Affiliating University. Every year this report has to be submitted individually to the Principal. Teaching Learning and Evaluation related strategies adopted by the teacher, organizing and conducting of curricular, co-curricular & extra- curricular activities and also their professional and academic development is considered for their performance and appraisal. This report is assessed and evaluated by the Principal as well as at the Management level and is taken into consideration for ACR.

Feedback of students regarding teacher's performance is a regular practice. The feedback forms are collected and analyzed by the IQAC and are communicated to the Principal. Teachers fill their Academic Performance Indicator (API) score in the prescribed proforma whenever they are to be promoted under

Career Advancement Scheme (CAS) for the higher grade in their teaching career. Teachers fill up the forms containing information of :-

Category-I Teaching Learning and Evaluation

Category-II Co-Curricular and Extra-Curricular Activities

Category-III Research

These information are filled for each year under consideration. API committee of the College verifies the details and validates the scores submitted by the faculty and forwards the report to the Principal.

Performance of the Non-teaching staff is also under the scanner of Principal for their appraisal. Their performance is assessed by the Principal on the basis of their quality of work, efficiency, sincerity, punctuality annually.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal Audit:- Internal Audit is done initially by the College Bursar. Bursar verifies and checks all the vouchers of transactions. All payment vouchers are signed by the Bursar and finally by the Principal. Stock verification is done at the end of each year and non-operational items are written off by the stock verification committee. Quotations from three vendors are taken before giving the final order for purchasing of goods/items by the purchase committee. Grants received for seminar/ workshops/ research projects are utilized as per the guidelines issued by funding agencies i.e. UGC/DGHE etc. and used in consultation with the research committee constituted in the college. Utilization Certificates is duly sent to the respective agencies. RUSA committee is in place for utilizing the grant received for adding infrastructure and other facilities

External Audit:- A Certified Chartered Accountant carries out the work of external audit regularly with regard to the receipt and expenditure of the College. He verifies all the receipts, grants, scholarships and their utilization. External Audit of the College in respect of grant of salaries and post matric scholarships is conducted by auditors from DGHE Accounts department annually. It is also done by Principal Accountant General (Audit), Haryana every five years for all the grants and funds and their utilization.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 67.5

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 11.33 | 23.62 | 5.75 | 14.91 | 11.89 |

| File Description | Document |
|--|-------------------------------|
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years | View Document |
| Any additional information | View Document |
| Annual statements of accounts | View Document |

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

College is affiliated to M.D. University, Rohtak and follows the rules & regulations of DGHE, Haryana and the affiliating university framed from time to time. Institute is on 95% grant in aid by the govt. of Haryana and is included under sections 2 (f) and 12B of the UGC act, 1956. It is fully eligible to receive the grants under various schemes of UGC. It collects fee from students, mobilizes fund through donations, from canteen and the amount generated is used for development of the College, non grant faculty and other staff salaries The Institution ensures proper utilization of resources through combined efforts of construction committee, Treasurer, Principal, Bursar and several staff council committees like Infrastructure, Library, and departmental committees etc. The Institution has also received financial aid from UGC to start programmes under Community College scheme and degree programmes under B.Vocational programmes.

The Institution has very transparent mechanism of auditing and has formed specific committees for utilizing these grants and resources. Each and every rupee is utilized in an efficient manner. Quotations are invited from three vendors/ suppliers and their rates are compared. After that a firm is selected by the

purchase and infrastructure committee constituted by the College and order to supply the items is given to it. For purchasing of items quality of goods, terms and conditions of vendors and other specifications are taken into consideration.

Grant received for organization of seminars from DGHE and UGC are properly utilized by the research committee in consultation with the Principal and concerned faculty and are also audited by Chartered Accountant authorized by the affiliating university. Audited utilization of seminars/conferences grants and research projects are submitted to respective agencies. Funds are used for organizing guest lectures, field visits, library and sports services etc. for augmenting and maintaining academic and physical facilities. Grant from RUSA is utilized under the specifications and the RUSA committee maintained for the purpose. For every expenditure permission from Principal is taken. Library committee looks after the matters related to purchase of books, journals and other items. In order to provide financial support to the needy students, a fee- concession committee is constituted which deals with the concession given to student on the basis of merit cum economic criteria.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

IQAC the advisory and evaluative body which was constituted in the year **2009** is playing a significant role in quality enhancement of teaching learning process. During the assessment period the IQAC have been successful in devising strategies to increase overall performance of the College in academic and administration. IQAC shows commitment for the holistic development of the students and makes concerted efforts to improve the personality and communicational skills of the students.

As a result of the recommendations of IQAC a number of initiatives have been undertaken for the academic excellence.

Example 1:

Practice: To Promote Research and Publications

Campus of the College is Wi - Fi enabled. Infrastructure and other facilities support the faculty and students to engage in research related activities. It encourages teachers to undertake Ph.D/ M.Phil. It motivates faculty to indulge in authoring & presenting research papers and publish research work in journals. It encourages faculty to submit proposal for Minor/Major research projects. Students are encouraged to present papers in seminars/conferences.

Implementation and Impact

By constant motivation and support during the assessment period:

- Different departments of the College organized Eight National Seminars, One International Seminar and One National Level Workshop sponsored by DGHE and NAAC respectively. Three National and Two International Webinar were also organized.
- Five Faculty members completed their Ph.D during the assessment period.
- It resulted in presentation of more than 300 research papers in seminars/conferences, 82 research articles in National/International journals and 98 chapters/ books published by faculty.
- Proceedings of Seminars of quality Research Papers were published thereafter in edited Books and Journal. So far five edited books and One International Journal was published by the College.
- One faculty in Mathematics completed her Minor Research Project funded by UGC, One more Minor Research Project completed by Social Science Faculty funded by College itself **and Seven Research Projects** were submitted to UGC and ICSSR for approval.
- One faculty in History and One in Mathematics are working as research guides for Ph.D.

Example: 2

Practice: Introducing Skill Based Interdisciplinary Courses

The mission of the College states empowerment of women through quality education. To provide skill based education to students in the form of diplomas in community College and degree courses in B.Vocational is the latest initiative taken by IQAC.

Implementation and Impact

- The institution provided skill courses namely Sports Nutrition & Physiotherapy and Catering Technology & Hotel Management under B.Vocational Programme from the Session 2016-17.
- Diploma courses in Beauty & Wellness, Dress Designing & Tailoring, Computer Application & IT and Banking, Financial Services & Insurance under Community College scheme were introduced from the Session 2015-16, 2017-18 and 2020-21 respectively.
- MOUs to give practical training and exposure of industries are signed with Industries, Hotels, etc.
- Eight Value Added Courses to enhance the skill and proficiency of students were initiated in the Session 2019-2020.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

IQAC being the central body of the College, it monitors & reviews the teaching learning process, structure & methodologies of operations and learning outcome at periodic intervals. It has designed structured feedback from the stake holders, based on this feedback teaching learning activities are improvised; various innovative activities and reforms were introduced. The process is evident by these two examples:-

Quality Enhancement of Teaching Learning Process

For effective learning outcome, IQAC has made internal assessment strategies. Teaching plans, academic calendar are made before the commencement of the session. COs, POs, PSOs are communicated to teachers for implementation. Guidelines for curricular, co-curricular and extracurricular activities are given before the commencement of the session. From devising strategies to improve teaching learning process through ICT, expanding the scope of library, increasing the research related activities; IQAC is committed to learners' centric approach.

IQAC has regularly convened meetings of faculty members, submitted AQARs timely, reviews teaching learning process periodically for improvement, regular feedback is taken from stake holders and their suggestions incorporated in proposed plans. Infrastructure is upgraded and added more facilities and makes efforts by extended learning to transform the students into socially conscious and useful citizens.

Enhancement of ICT Facilities:

To keep pace with the growing need of global requirement, IQAC motivates faculty to embrace and adopt ICT enabled teaching methodology. Training Sessions on ICT are arranged for teachers. One National Workshop on "Application of MS-Excel in Statistical Analysis" was organized for students and faculty members. Workshops for non teaching members are organized to enhance ICT uses. Departments are provided with computer, printer, laptop with internet facility. Most of the class rooms are ICT enabled supplemented with the use of audio-visual aids such as LED, Projectors. Faculty makes E-content of their lecture and it is uploaded on College website. For effective curriculum delivery, faculty makes use of online resources. Subject related Videos, PPTs are shared with the students.

College has its own YouTube channel. Google and other digital platforms are invariably used to conduct online classes to benefit the students. Our automated library facilitates both online and offline database access to all the faculty and students. Library also provides N-LIST subscription to students and faculty,

where they can access e-books and e-journals. The online feedback method is helping stakeholders to communicate their views. All important activities and notices are uploaded on website and face book. All Labs such as Computer Labs, Language Lab, Think Lab, Entrepreneurship Lab, Yoga Lab, Physiotherapy & Hotel Management Labs etc are equipped with ICT resources.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above

| File Description | Document |
|--|-------------------------------|
| Upload details of Quality assurance initiatives of the institution | View Document |
| Upload any additional information | View Document |
| Paste web link of Annual reports of Institution | View Document |

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The College provides all kinds of facilities & amenities to all students and staff members without any discrimination about their gender. However our college is a girls' college and there are no issues such as gender inequality yet extensive efforts are taken into account for creating gender sensitivity to cease gender based prejudices in the society . The College shows gender sensitivity in providing facilities such as

1. **Safety & Security:** - Security guard cum chowkidar is appointed on the campus. Full time hostel warden is also there.
2. **Complaint Box:** - Complaint box has been set up on college campus for students as well as for staff to collect complaints & suggestions.
3. **Grievance Redressal Committee:** - The College has constituted many committees to address gender sensitivity such as anti ragging committee, anti-sexual harassment committee, equal opportunity cell etc.
4. **CCTV Cameras** are installed on the college premises which provide 24 hours surveillance.
5. **Medical facility:** - The College has signed MOU with AMAR hospital Kharkhoda to provide any kind of medical facility required to the students and staff.
6. **Fire Safety equipments:** - Fire extinguishers are installed on the college campus to ensure fire safety.

To make holistic development of the girl students, women cell has been established to empower women and help them in all walks of life. Women Cell along with other cells like Legal Literacy, Red Ribbon, Red Cross and NSS provide a platform for women to share their experiences and views regarding their rights and duties, status in society and to suggest way to improve and empower. Various cells facilitate women empowerment by organizing extension lectures and activities -street plays , slogan writing and awareness programs. We have few courses under Community College which equip them with employment oriented knowledge and skills.

Women Cell, Youth Red Cross Cell, Legal Literacy Cell and NSS organize various activities like Slogan Writing, Essay Writing, Poetic Recitation, Declamation Contest, Poster Making, Skit etc. on such topics - Status of Girl Child in India, Beti Bachao Beti Padhao, Gender Equity, Domestic Violence to maintain Gender Equity and Equality.

Extension lecturers on different topics pertaining to women like Safety and Gender Equity, Sexual Harassment, Cyber Crime against Women, Gender Equality & Justice and Women Safety etc are organized to procure Gender Sensitivity.

| File Description | Document |
|--|-------------------------------|
| Link for annual gender sensitization action plan | View Document |
| Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information | View Document |

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

| File Description | Document |
|--------------------------------|-------------------------------|
| Geotagged Photographs | View Document |
| Any other relevant information | View Document |

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Waste Management includes Solid Waste, Liquid Waste Management, E – Waste Management and Waste Recycling System. Separate dustbins have been placed at different places in the College Campus. Sanitary napkin vending machine has been installed in the girls' washroom. Academic Building, Lawns and surrounding area is cleaned up by sweepers daily. Dusting of electric equipments and furniture is done on daily basis. College strives hard to reduce waste and adopt environment friendly behaviour. Various activities and awareness programmes are organized to make aware students as well as staff about the water conservation, tree plantation, waste management, paperless work and use of solar energy. Single side used papers are reused for writing and printing in all departments/office.

Solid Waste Management:

- Blue dustbin is for solid waste and green dustbin is for wet waste.
- Biodegradable waste includes food waste & garden waste is dumped into a pit in order to make Compost which is used as manure for plants grown in the College campus.
- Dry solid waste like paper, card boxes etc. are given to 'Rag Picker' regularly for reuse and pulping.
- In order to reduce wastage students are sensitized through best out of waste activities.
- Burning of garbage on the campus is strictly prohibited.
- Use of plastic cups, plates, polythene etc. is also banned.
- Plants litter are regularly collected and used in compost pit.
- Non – biodegradable waste is picked up by Municipal Corporation Kharkhoda (Sonipat) daily.

E-Waste Management:

E – Waste corner/store has been set-up beside the computer lab. It is essential for the College to keep in stock damaged computer device, boards, phones etc. for at least five years. After that e-waste is handed over to the suppliers with whom buyback assurance has been received. We have buyback agreement with supplier of electronic equipments that have damaged or out of order like computer peripherals, lithium batteries, ink cartridges etc.

Liquid Waste Management:

Kitchen waste water & toilet waste water is drained into sewage tanks. Partial waste recycling system is maintained on the campus by utilizing roof tops water for gardening and maintaining the lawns.

| File Description | Document |
|--|-------------------------------|
| Any other relevant information | View Document |
| Link for Geotagged photographs of the facilities | View Document |

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: A. Any 4 or all of the above

| File Description | Document |
|--|-------------------------------|
| Geotagged photographs / videos of the facilities | View Document |

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: Any 4 or All of the above

| File Description | Document |
|--|-------------------------------|
| Various policy documents / decisions circulated for implementation | View Document |
| Geotagged photos / videos of the facilities | View Document |
| Any other relevant documents | View Document |
| Link for any other relevant information | View Document |

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: D.1 of the above

| File Description | Document |
|---|-------------------------------|
| Any other relevant information | View Document |
| Link for any other relevant information | View Document |

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: B. 3 of the above

| File Description | Document |
|--|-------------------------------|
| Policy documents and information brochures on the support to be provided | View Document |
| Geotagged photographs / videos of the facilities | View Document |

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

College is situated in a semi-urban area, but majority of the students taking admission are belong to the rural area. The students motivated to become member of at least one of the Cells/ Clubs/Societies/NSS Units constituted in the College. In order to promote and aware the general public and students, these Cells/ Clubs/Societies/NSS units organize many activities round the year. Government hospital, agricultural office, S.D.M office and Gram Panchayats of near by villages etc. are fully involved in the national development activities like celebration of national festivals, observing important days, awareness rallies and Government campaigns.

These Cells/ Clubs/Societies/NSS units play a true role of a catalyst in the town and College to maintain peace and national integration. The College organizes different activities at regular intervals. Most of students belong to the rural background, so any activity conducted has a long lasting impact on the society's cultural and communal thoughts.

After interacting with N.S.S volunteers in our College, we came to know that most of them belong to farmer's family. They showed their interest in "Methods of Organic Farming". To take this opportunity our College tried to gather number of farmers from the **adopted village "Aanandpur Jhorth"** and from other villages too, and organized an extension lecture cum workshop on organic farming. They were made aware about organic farming and its future aspect as a business. The various methods of irrigation were also introduced to farmers for proper management of available water. A workshop on Stubble Burning was also organized along with Agricultural University, Hisar for making aware the students regarding hazards of stubble burning. Alternative ideas were also given for enhancing fertility of soil. Students as well as staff members participated in International Humanity Olympiad which inculcated excellence in values, humanity, morality and ethics. Our institution also won Appreciation Certificate for successful participation in 4th International Humanity Olympiad-2018 for making leaders of tomorrow better human beings today.

No Vehicle Day is executed at regular interval. Campus is honk free zone and vehicle movement is restricted. As a 'Swacha Bharat Abhiyan' initiative, campus is already declared 'Plastic Free'. Guest for every programme is also given saplings and Jute bags for carrying the material as green initiative. Van Mahotsav is celebrated every year in the College. Faculty & students are encouraged to plant more trees and making the campus garbage and plastic free zone.

College also try to maintain sustainable environment by distributing handmade carry bags among shopkeepers in order to keep our town "Polythene free" by students of Community College and NSS volunteers. The students are inculcated with the tolerance and harmony about cultural regional, linguistic,

communal, socio-economic and other diversities by arranging expert lectures. To maintain the linguistic importance, Department of Hindi and Sanskrit conduct various activities like “Poetic Recitation and Declamation etc. Thus, the College has created very positive image for all the communities.

| File Description | Document |
|---|-------------------------------|
| Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View Document |

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The College is a role model and takes pride in the fact that apart from preparing a sound academic foundation of the student community; the College constantly works upon to develop them as better and responsible citizens by the country. In this direction, the institute runs many Cells/Clubs (Ek Bharat Shreshth Bharat Club, NSS, Women Cell, Youth Red Cross, Red Ribbon, Road Safety Club, Electoral Literary Club and Legal Cell etc.), which are maintained by different incharges for organizing various activities.

Preamble of the constitution is displayed at the entrance of assembly and it is clearly visible to all the entrants. National Anthem, N.S.S Song, College’s Vision and Mission are clearly displayed in the campus.

It is a unique practice in College that Morning Assembly is mandatory on every Monday along with National Anthem. College organises number of activities (Inter/Intra College) to boost confidence among students. **The institution has tried its best to increase the level of awareness and appropriate practices amongst the students with regard to the following areas:-**

National Identities and Symbols:-

The College has taken various steps which promote the awareness about National Identities and Symbols. We celebrate the Republic and Independence Day, Constitution Day with great zeal in order to spread constitutional values and ideals.

Fundamental Duties and Rights of Indian Citizens:-

College has significantly organized various academic/co-curricular/extra co-curricular activities for the propagation of Fundamental Duties and Rights of the Indian Citizens. Students have enthusiastically participated in various under mentioned activities conducted by different cells/clubs/societies.

- Various Academic programs have been organized like seminars, workshops, extension lectures etc. which have enriched the awareness about this aspect.
- Various co-curricular activities like slogan, poster and painting competitions etc. were conducted.
- Our students participate every year in District/State/National level legal literacy competitions.

Constitutional Obligations:-

During Seven Day Special NSS Camps, our teachers deliver lectures on the constitutional rights and duties in nearby villages. Nukkad Natak are also performed on public places on Voter Awareness. Electoral Literacy Club organizes various activities to make aware the students regarding their constitutional rights and duties. The College organizes massive rallies throughout the town to spread the message of Social Equality. The National Unity day is also celebrated every year on the occasion of birth anniversary of Sardar Vallabh Bhai Patel by organizing pledge ceremony and run for unity. The Voter's Day, Yoga Day, Legal Services Day, Human Rights Day, etc are celebrated every year. Freedom of Expression Program, lecture on Consumer Protection Act, RTI, Domestic Violence, and Dowry Prohibition Act are conducted by the institution from time to time to make aware the students regarding different Acts of Constitution. With a purpose to encourage Hindi & Sanskrit languages various programs are conducted on Hindi & Sanskrit Diwas. Faculties and students from Commerce and Political Science Department visited High Court Chandigarh and Parliament respectively, as a part of their study tour with students.

| File Description | Document |
|--|-------------------------------|
| Link for details of activities that inculcate values necessary to render students in to responsible citizens | View Document |

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

| File Description | Document |
|--|-------------------------------|
| Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims | View Document |
| Code of ethics policy document | View Document |
| Any other relevant information | View Document |

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Cultural and Festivals diversity is deeply rooted in India. The College provides a platform for the Students to relate with the cultural heritage and connect with their roots, by inculcating the importance of protection, preservation and propagation of Indian culture. The College actively participates in the National Flagship programmes promoted by MHRD, UGC, DGHE and Haryana Government offices.

The Institution celebrates National Festivals to commemorate the great leaders and great historic events of National importance. On eve of Shahidi Diwas, and Republic Day, blood donation camps were organized to give a tribute to our leaders. Such Celebrations create an atmosphere of patriotism in the minds of young Students. Independence Day and Republic day are celebrated with great fervour followed by events including Flag-hoisting and sweets distribution among Students. Anniversaries of great personalities are also observed, so that the Students can recall their Sacrifices. Rallies, Rangoli, Essay Writing, Poster and Painting competitions are usually organized to commemorate all important days. Various religious festivals like Baisakhi, Diwali, Lohri, Holi and Teej are also celebrated to inculcate cultural values among students. Different exhibitions of decorated Diyas, Karwas, Rakhi etc. are exhibited occasionally. Such activities imbibe moral and ethical behaviour of Students in their professional and personal lives.

Ek Bharat Shrestha Bharat Club has been established in the College which has a collaboration with Girls College, Karim Nagar, Telangana. This club organized various activities to boost our culture. Ogadi festival celebration, Workshop on Telagu language, Cultural Exchange programme, National Workshop on "Cultural Exploration of Haryana and Telangana", Cultural and Literary Fest, Workshop on "Telanaga Cuisine to Promote the Cross Cultural Culinary Art and Cultural Exploration".

| File Description | Document |
|---|-------------------------------|
| Link for Annual report of the celebrations and commemorative events for the last five years | View Document |
| Link for Geotagged photographs of some of the events | View Document |

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practice-1

Title of the Practice: Community Outreach Programme

Objectives of the Practice

- To train students to realize the societal needs and issues for creating sufficient awareness.
- To understand the community requirements and concerns and come up with sustainable solutions for the same.
- To enhance the earning skills of Rural Women Folk so as to make them employable and self reliant.
- To give a chance to students having an interaction with NGOs and established Social Entrepreneurs.
- To stimulate in the development of students' character and citizenship spirit by involving in community outreach activities.
- To assist students to develop purpose, integrity, ethical practices and civic responsibility.
- To strengthen leadership skills.

The context:-

There are several challenging issues that need to be addressed. These issues are problematic for the village communities. First and foremost is the issue of pollution which is rising up because of crop residues burning, burning crackers etc. Second issue is the problems of illiteracy. Many poor children do not have access to schools and sometimes there is school dropout which needs to be curbed. Domestic violence is another issue which is done against women. Gender inequality is a big problem. From Female feticide to female infanticide to rapes, females face several problems, which is very disturbing. As a result there is imbalance in sex-ratio in society. Our youth is facing several mental health issues. Dreaded diseases like HIV/ AIDS are spreading in the society.

The Practice

Our Community Outreach Programme is unique in Session 2015-16. College adopted the village **Matindu**. The volunteers organized rallies on social evils like **Beti Bachao Beti Padhao, Domestic Violence**

Prohibition etc. They run a campaign for cleanliness. The volunteers also performed Nuddad Natika, Haryanvi Skits & Poetic Recitation at various places in the village to enhance literacy rate. Our faculty members conducted seminars in more than 50 Schools situated in remote areas: Farmana/Rohna/Nilothi/Silana/Sisana etc. to eradicate illiteracy & promote higher education. Various expert lectures were arranged for volunteers & village folks.

In Session 2016-17, our College adopted Chapreshwar slum area in Kharkhoda. The volunteers organized rallies on **“Beti Bachao Beti Padhao”** and **“Swachh Bharat Abhiyan”**. Nukkad Natak, Declamation and Poetic Recitation were also performed on the same subject. Various seminars to promote Higher education among school students were conducted by our faculty members in more than 25 schools, Extension lectures were conducted by our faculty addressing various problems of society. Kaushal Mela was organized by B.Voc and Community College on 27.02.2017. Students of 11th & 12th class from Government schools from Kharkhoda, Khanda, Sisana, Rohna and Farmana villages visited the College along with their teachers and learnt various beauty tips by Beauty and Wellness students, different dishes by Catering Technology & Hotel Management students. In the end industry partner Mrs. Beermati made aware the students regarding skill development and how to earn while learn.

In 2017-18 under Community Outreach Programme our College adopted the village **Anandpur Jharoth**. Our volunteers performed Nukkad Natak, Songs, Speech etc for cleanliness on the occasion of Gandhi Jayanti. Pledge of **Clean India, Healthy India** was taken along with the villagers. Rally on **Swachh Bharat Abhiyan** was observed to promote clean habits among villagers. First Aid training and Home Nursing training was given by Sh. Dhramveer Dhaiya Instructor, District Red Cross Society, Sonipat to village women and children. Swachhata Pakhwara was also observed in that particular village. Seminars were conducted in more than 20 schools in remote areas to promote higher education among school students.

In Session 2018-19 College adopted the village **Humaynpur**. The volunteers organized Rally on **“Say No to Plastics”** and **“Stop Burning Crop Residues”**. The volunteers also performed skit on **“Adulteration in Milk & Milk Products”**. Awareness campaigns for **“Traffic Rules and Say No to Crackers”** were run by volunteers to sensitize villagers regarding harmful effects of adulteration and plastic. Environment consciousness was also created by various activities. On the occasion of **World Red Cross Day** pledge on **Blood Donation** was also taken. During **Loktantra Mahotsav -2019**, College took initiative in setting **Sakhi Booth** managed by women. This move encouraged women voters in the election. **Nukkad Natak on Jagruk Matdata** was performed by the students. Community College organized an Orientation Program to orient school students for skill-based courses. **One month Summer Camp was also organized for the community women to hone their talent of stitching, embroidery, make up and personality grooming as well.** Faculty members conducted seminars in more than 25 schools in remote areas to stop school dropouts and to inspire students to pursue higher education.

In Session 2019-20, Two Days Workshop on **Makeup and Hairstyle, Fabric Painting** was organized from 15-16 January, 2020 **in the village Matindu**. Community women took active part in this workshop. Twenty students from College along with the programme incharges visited the village. On 31/01/20 a one day workshop was organized in the village Khanda. Fabric bag making and fabric painting was taught to the village women. It was a campaign against polythene bags. Cotton bags, Jute bags were distributed to village folks and vegetable vendors to promote environment sensitization. **22 women** of this village took active part in this programme. One day workshop on **Hair Style and Fabric Painting** was organized on 10/02/20 in **Kharkhoda**. One day workshop on **Beauty & Wellness and Designing & Tailoring** was organized in the village **Khurampur** on 11/02/20. The students of the College taught hair styles, mehendi

styles, make up and fabric bag making to the village women. Community College also organized an orientation programme for school students. College adopted the village **Anandpur Jharoth**. The volunteers organized rallies on ‘**Say no to Plastic**’ and ‘**Stop Burning Crop Residues**’. The volunteers also performed skits on ‘**Female Foeticide**’, ‘**Beta Beti Ek Saman**’ and ‘**Smoking Kills**’. Various awareness campaigns like **Water Conservation, Saving Plants, Drug Addiction and Literacy** were organised. Lectures on Cashless Transaction, Protection of children from Sexual Offences, Healthy Eating & Healthy Living, Proper Nutrition and Balanced Diet were delivered by various dignitaries. Prabhat Pheri was also organized to raise awareness among farmers about environmental pollution caused by stubble burning. College students planted and adopted **hundred one saplings in Phoolgarh (Sisana) village in association with Dahiya Khap**. College has established Passport, Driving License and Electoral Literacy Club, which ensures voter cards, family IDs and License of students. Faculty members visited more than 30 Schools to conduct seminars to promote Higher Education. Our Youth Red Cross Cell/Red Ribbon Club/Road Safety Club/Women Cell/ NSS Units organized a Blood Donation Camp on 26/01/2020 in **Kharkhoda** in collaboration with **Market Association Kharkhoda and NGO Deshbandhu**. During COVID-19 lockdown various online activities, uploading videos of **Awareness and Mask Making at Home** on College YouTube channel & Facebook. **Harit Haryana Abhiyan, International Yoga Day** celebration were conducted to motivate the common mass. **A contribution of Rs. 1.85 lakh was made by the College towards CM relief fund to combat Corona.**

Evidence of Success

As a result of Cleanliness Campaign the adopted villages like Matindu, Chapreshwar Slum area, Anandpur Jharoth have become clean. People there now took great care in cleaning the surrounding area, Students planted trees in adopted villages and inspired the village folks to plan & protect the trees. As a result, people in these villages planted more & more saplings & protected the trees. This activity preserved our flora life to some extent. Our volunteers organized rallies on “Say no to Plastics” “Stop Burning Crop Residues”. People in these villages now do not use polythene bags & they have stopped burning crop residues. In various workshops, the students of the College taught hair styles, make up fabric bag making, fabric painting, mehendi styles etc. to the village women. As a result the village women are self-reliant in doing these things. They are able to teach these styles to their relatives also. After learning fabric bag making, they do not use polythene bags now. To some extent vegetable\fruits vendors has minimized the use of polythene bags. Participation of our faculty at Sakhi Booth enhanced the percentage of casting votes among village women. Our faculty members conducted seminars in various schools in remote areas to inspire students for higher studies. The result was that many students from these schools have taken admission in Higher Education. Participatory community-based activities ensured informal counselling, social support and self-management skills among villagers. **It is the hard work of students and incharges that Appreciation Certificates from Anandpur Jharoth and Humyaunpur Panchayat Samiti were awarded to the College for this specific service.**

Problems Encountered and Resources Required

As the village folk are conservative they participated in our campaigns & rallies in a less number. Our faculty and students took great pains in motivating them to take interest in their campaigns. They told the villagers about the existing issues like forest conversation, Beti Bachao Beti Padhao, Water Conservation, Burning of Crop Residues, Cleanliness, etc for this our faculty members have to arrange various expert lectures to provide the villagers insight into the various problems they are facing in their day to day life. To teach the village women sewing, hair styles, fabric painting etc. sewing machine & other material was needed. We provided this material to them with our limited resources. Moreover, it’s hard to determine

community members' expectations and motivate them to achieve better outcomes. Had we more resources we could have helped more people. We took our students in College bus to serve the society. To address the problems of community we need more resources.

Best Practice-2 :

Title of the Practice:- Skill Based Education

Objectives of the Practice:

- To acquaint girls with practical knowledge.
- To integrate relevant skills into the higher education system.
- To provide skill based education to students currently pursuing higher education but actually interested in entering the workforce at the earliest opportunity.
- To provide employable and certifiable skills based on National Occupational standards (NOS) with necessary general education to senior secondary school pass-outs, with general education and or Vocational education background.
- To provide opportunity for vertical mobility to move to higher education in future.
- To offer bridge courses to certificate holders of general/vocational education, so as to bring them at par with appropriate NSQF level.
- To provide entrepreneurial orientation along with required skill training for self employment and entrepreneurship development.

The Context:

College is well aware of the importance of vocational education as career opportunity and has taken a number of important initiatives in this area. College has successfully completed four add-on courses (Communicative English, Cosmetology & Beauty Care, Apparel & Dress Designing, Computer Accounting) in the Session 2014-15 under UGC scheme. A meeting of IQAC was held with Principal, Management Committee on 25.03.2015 to continue these skill courses which will create job opportunity as well as fulfill the need of the day. To achieve excellence the institution has opened new avenues of knowledge by introducing **two B. Vocational Programmes** in 'Catering Technology and Hotel Management' and 'Sports Nutrition and Physiotherapy' and **three programmes under Community College Scheme.**

- Beauty and Wellness
- Dress Designing and Tailoring
- Computer Application and IT

Realizing the importance and necessity to develop skills among students and to create work, ready workforce on large scale, College started these skill programmes on pilot modes. The curriculum was prepared by 'Board of Studies' constituted at College level according to the guidelines of UGC, affiliating University and Sector Skill Council. Various MOUs have already been established between College and Industry.

Vocational Education refers to a system or course of study which prepares individuals for jobs that are based on manual or practical activities. Vocational Education is traditionally non-academic in nature and is totally related to a specific trade, occupation or vocation. As it is vocation based, it is called Vocational

Education. So, keeping in view the objectives of Vocational Education, various activities were conducted during the last five years. These activities facilitated ample employment opportunities for the students by helping them to start their own **Start-up**.

B. Vocational Degree Programme was started in the Session 2016-17 in the College. A student of B. Voc programme has to go through a pathway from Diploma, Advance diploma that leads to a B. Voc degree after three years. The B. Voc programme incorporates specific job roles and their National occupational standards.

The College feels proud to declare that first batch of B.Voc students have successfully completed the programme and recruited in various reputed companies. The College has sent proposal to start **M.Voc in 'Food Science and Nutrition' and 'Catering Technology & Hotel Management'** in the coming Session.

Practice: - IQAC and Nodal Officer of Vocational studies have taken various steps to promote different skills among students. During the last five years various activities have been conducted like extension lectures, seminars, TOT workshops, field projects, internships/training and field visits. Ramp Shows and Food Fests are organized from time to time to train the students in particular skill. To create awareness about these skill programmes among the public masses, pamphlets were distributed.

Under Community College Scheme the College is running Four skill oriented diploma programmes like (Beauty and Wellness, Dress Designing and Tailoring, Computer application & IT). Nodal officer of NSQF invites various Industry Experts for extension lectures and workshops. Various exhibitions displaying Best out of Waste, Embroidery, Painting etc. are organized from time to time. **Students earn their livelihood also by getting orders from faculty. 'Mehandi Lagao'** competitions are organized on some occasions like **Teej & Karwa Chauth**. Students get exposure to new designs. **In Apparel and Dress Designing, electronic updated Sewing machines help students** to learn new techniques.

Constraints/limitations:-

- Many excellent students desire to have skill programmes but due to financial constraints they don't.
- Even after getting placement and joining letters most of the students don't join the different jobs offered to them.
- Students are more elated towards traditional programmes rather than B. Vocational Programmes.

Evidence of Success:-

The College feels proud to declare that first batch of B. Voc students have successfully completed the programme and get recruited in various reputed Hotels/Restaurants/Hospitals/Companies. Students are coming up with flying colours. Many students have opened their own boutiques and parlors after taking expertise from the College. Our students displayed food court during **Zonal Youth Festival, MDU (Rohtak)** held at our College in the Session 2017-18 and got an enthusiastic feedback from Guests/Visitors. Later on in **Rang Tarang Mohotsav organized by MDU, Rohtak, our students displayed Food Court having traditional Haryanvi Food and brought laurels in form of cash prize worth Rs 31,000.** Nodal Officer has encouraged all students to improve their presentation skills and

confidence by organizing personality development Seminars/Workshops. Such type of workshops has helped students remain updated and prepare for placement. Our college has also applied for M. Vocational courses after witnessing huge success in UG courses. **As an evidence of success two students started their own Start-up of Homemade Chocolates and Sweets during COVID-19 lockdown.**

Problems Encountered and Resources Required

- Trainers/Experts from Industry.
- Professional Equipments.
- Additional Financial Assistance.
- There is a dire need to aware parents as after getting Placement Officer they don't join because of stereotype thinking of their parents.

| File Description | Document |
|---|-------------------------------|
| Link for Best practices in the Institutional web site | View Document |
| Link for any other relevant information | View Document |

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Institutional Distinctiveness

The College students are immensely encouraged to participate in various sports activities and release their unexpressed energy to facilitate their overall development. This way, the College helps students lead happier and brighter life as participating in sports activities increases mental alertness, self-esteem and confidence of the students which is an essential part of the curriculum.

College realises that Sports activities can be a gateway to better opportunities for students. To boost participation of students in sports in India, scholarships and financial support through excelling in sports are given which subsequently improve their lives quite significantly. In competitive scenario such as excellence in sports helps in placements. Students can develop better interaction skills such as conflict resolution and effective communication through sports.

The activities of Physical Education and Sports came in to being in 1993, with the inception of College. Since then it is actively engaged in training of students in sports/games and has produced many players of National/ International Level. The activities in Physical Education and sports focus on physical fitness of students and on making their participation in Inter - College tournaments such as- Athletics, Netball,

Kabaddi, Cross Country, Football and many more. The Alumnae of the department are working on different positions in the field of sports and in other prestigious professions.

One of the most eventful and prestigious activities conducted by the College is the exposure to sports and yoga to students.

College has Sports Club, PG Diploma in Yoga Science and Sports Nutrition & Physiotherapy to boost a holistic approach among students. These departments are interrelated to each other which offer students a full utilization of resources in College paving way to act as stewards of the best practices at Inter College/ Inter University and National and International level.

Vision: College makes every effort to become the leading voice of sports and academics as well. We hope to use this voice to unite, challenge and motivate the next generation of students to engage in relentless pursuit of excellence in the promotion and development of Physical Education and Sports through innovative programs in teaching, coaching and outreach activities to the betterment of human resources along with blend of body, mind and spirit.

Objectives:

- To act as a catalyst to bring about a positive change in the minds of players.
- To promote/ develop sports facilities at Inter College, Inter University and National Level.
- To provide service of the play grounds, tracks equipped with all modern activities.
- To provide access to coaching of different games by expertise with a special emphasis on under privileged students enrolling from rural area.

The College thrust area is to nurture talents of the students in sports. For these various activities are being organized since the inception of College. The concrete activities undertaken by the College are as following:

- College organizes various Inter-College, Block/District/ National Level Tournaments, Yoga Workshops, First Aid Trainings and Physiotherapy sessions to bring excellence in sports.
- Eminent Dignitaries are invited from time to time to inculcate a feeling of leadership and self-confidence, Renowned Wrestler **Ms. Vinesh Phogat, First Indian Woman Wrestler to win Gold in Both Commonwealth and Asian Games**, was invited as a Chief- Guest in Inter College Netball Tournament to inspire students.
- College felt elated by inviting **Sh. Omparkash Ji (Former SAI Coach of Wrestling)** who is **'Dronacharya Awardee'** by Hon'ble President of India on the occasion of Annual Athletic Meet. Sh. Omparkash Ji shared his experiences among students and motivated them to put dedication and team spirit in each & every sport.
- National Championship of Netball Men/ Women was organized from 04-02-2016 to 07-02-2016 in which 22 states participated with enthusiastic players. This activity is distinct in a way that students were exposed to inter lingua cultural atmosphere for future prospects.
- Five students of the College participated in All India Inter-University (Rugby) Women Championship held at Punjab University Patiala in Session 2017-18.
- Twelve students of the College participated in All India Inter-University Rugby Women Championship held at KIIT University Bhubaneswar and team got third position in the Session 2018-19.

- Seven girls participated in Rugby and Sneha & Komal participated in Weightlifting under Khelo India University Games. Student, Nisha participated in Kabaddi and got first place in National Women Championship at Andhra Pradesh in the Session 2019-2020.

List of International Players

| S. No | Name | Father's Name | Game | Venue | Session | Position |
|-------|-------------|-----------------------|--|------------------------------|---------|------------------|
| 1. | Neelam | Sh. Shamsher Singh | Asian Netball Championship | Singapore & South Korea | 2008 | Participation |
| 2. | Promila | Sh.Jai Singh | Asian Games Kabaddi Championship | Dhaka, Bangladesh | 2010 | Asian Gold Medal |
| 3. | Anita | Sh.Satish | 8th Asian Netball Championship | Colombo, Sri Lanka | 2012 | Participation |
| 4. | Sonali | Sh. Rajender Singh | Asian Netball Championship | Singapore | 2014 | Participation |
| 5. | Preeti Bose | Sh. Rakam Singh | Cricket Challenger Trophy | Sri Lanka | 2014 | Gold Medal |
| 6. | Meenu | Sh. Satpal | Indian Open Badminton Championship | Bangkok, Thailand | 2015 | Participation |
| 7. | Reena | Sh. Mukesh | Netball Championship | Bangkok, Thailand | 2016 | Participation |
| 8. | Nishu | Sh. Yashweer | International Basketball Championship | Kathmandu, Nepal | 2018 | Silver Medal |
| 9. | Pinki | Sh. Bhagwan | International Basketball Championship | Kathmandu, Nepal | 2018 | Silver Medal |
| 10. | Shivani | Sh. Devender | 2nd Indian Open Grappling Super League | Talkatora Stadium, New Delhi | 2019 | Gold Medal |
| 11. | Urmi | Sh. | 2nd Indian Open Grappling Super League | Talkatora Stadium, New Delhi | 2019 | Gold Medal |

| | | | | | | |
|-----|--------|-----------------|---|--------------------|------|------------|
| | | Devender | | | | |
| 12. | Suman | Sh. Gulab Singh | International Students Games, Taekwondo | Petersburg, Russia | 2020 | Gold Medal |
| 13 | Meenu | Sh. Surender | International Students Games, Taekwondo | Petersburg, Russia | 2020 | Gold Medal |
| 14 | Varsha | Sh. Uday Singh | International Students Games, Taekwondo | Petersburg, Russia | 2020 | Gold Medal |

It is the distinctiveness and hard work in Sports that College got appreciation certificate from Director, Sports, M.D.University Rohtak for exemplary achievements during last 5 years.

To conclude this institutional distinctiveness has emerged strong in its pursuit for quality assurance in sports to make this institution a center for excellence in line with the College Vision.

| File Description | Document |
|---|-------------------------------|
| Link for appropriate web in the Institutional website | View Document |
| Link for any other relevant information | View Document |

5. CONCLUSION

Additional Information :

- Academic Calendar is prepared and students are enrolled in different cells /clubs in orientation course at the commencement of new session.
- AAA was conducted (internal & external).
- Skill Oriented B. Vocational Programmes- Catering Technology & Hotel Management and Sports Nutrition & Physiotherapy were started.
- Alumni meet/ PTM is conducted at regular interval every year to bridge the gap & to share experiences.
- Eight Value Added courses and three Bridge Courses were started to provide additional learner centric skill oriented training.
- Workshops for Teaching/ Non teaching staff were conducted.
- Blood donation camps are organized.
- National/ International Seminar/ Conferences were conducted to boost research oriented attitude and the college motivate faculty to apply for Major /Minor Research Projects funded by UGC/ ICSSR.
- Job fairs were organized to secure the future of students.
- Gold medal / Top positions of student in University Merit List.
- Educational tours/trips are organized regularly.
- Trainings with industry partners are conducted.
- Hawan ceremonies, Tree Plantation Drives are conducted and Herbal Vatika is maintained regularly.
- Solar panels & LEDs are installed.
- Rainwater Harvesting and Compost Pit are maintained.
- Appreciation Certificate by Gram Panchayat Samiti of Farmana, Humayunpur and Anandpur Jharot for Community Outreach Services.
- During 2019-2020, 101 saplings were planted & adopted at Phoolgarh village and got Appreciation Certificate for this.
- Appreciation Certificate to College, Principal and Faculty from Administration Kharkhoda ,Chairman -cum -Vice Chancellor MDUYRC, NSS Program Coordinator MDU Rohtak, Director of Sports MD University Rohtak.
- Earn While You Learn Scheme under Community College Courses.
- Well stocked E-library having upgraded software SOUL 2.0/TechLib- 7 and Language Lab with ORELL/SANAKO Software.
- Attainment of positions by many students at State /National/ International level in Sports and Extra -Curricular Activities.
- Implementation of Code of Conduct and eleven Academic Policies for sustainable development.
- Dissemination of information through College YouTube Channel/WhatsApp/ Facebook/e-mails.
- E-content and practice of ICT enabled facilities were developed by faculty members to make student techno savvy.
- Annual publication of College Magazine 'Disha Drishti'.
- Transport facility to make it accessible for students.
- Talent Search/Fresher's Parties/Farewell Parties/Annual Sports Meet are organized every year.
- College hosts Zonal Youth Festival and District/State level Tournament regularly.

Concluding Remarks :

Kanya Mahavidyalaya Kharkhoda established in 1993 to serve the cause of education of the women of the region. Since its inception, College is passionately devoted to meet the diverse needs of the women in the field of higher education. Over the years it has evolved in consonance with the radical changes in pedagogy, policies and information technology. Besides traditional UG & PG Programmes, College realized the importance of skill development, it introduced vocational programmes and other skill based courses under B. Voc. and Community College respectively from the Session 2015-16. College believes in overall development of students, for this they are encouraged to participate in co-curricular and extracurricular activities along with academics. Every year notable performance by students in academics, sports and other activities brings pride to the College. Students Cells/Clubs/Societies are playing vital role in the overall development of students. Community Outreach programmes organized in the surrounding villages by the College inculcates a strong spirit of inclusivity and civic ecology among students. For its contribution in organizing social awareness programmes in surrounding villages, College is felicitated on many occasions by recognized bodies.

The research culture in the College is reflected in involvement and engagement of faculty in undertaking of research projects, in published work, research publications and organising seminars, webinars, workshops etc. There is adequate investment in infrastructure and services by the College and it also ensures its regular maintenance to promote the optimum utilization of resources.

Every year prizes and scholarships to the deserving students are awarded which encourages them to perform better. Financial Assistance to the needy students is provided to make sure that no one is deprived of their right to education due to financial crisis. Carrying forward its rich legacy of 27 years College has strived to achieve and has been successful in keeping up with its motto "**Strive for perfection and settle for excellence**".

6.ANNEXURE

1.Metrics Level Deviations

| Metric ID | Sub Questions and Answers before and after DVV Verification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|---|---------|---------|---------|---------|---------|------|------|------|------|------|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|---------|---------|---------|---------|---------|------|------|-----|-----|-----|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|
| 1.1.3 | <p>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3.3 | <p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p> <p>1.3.3.1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 212 Answer after DVV Verification: 169</p> <p>Remark : Value as per data provided by HEI</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1.1 | <p>Average Enrolment percentage (Average of last five years)</p> <p>2.1.1.1. Number of students admitted year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>1058</td> <td>1134</td> <td>1004</td> <td>1015</td> <td>1125</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>362</td> <td>468</td> <td>485</td> <td>418</td> <td>440</td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>1010</td> <td>1010</td> <td>910</td> <td>910</td> <td>810</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>860</td> <td>860</td> <td>860</td> <td>860</td> <td>760</td> </tr> </tbody> </table> | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 1058 | 1134 | 1004 | 1015 | 1125 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 362 | 468 | 485 | 418 | 440 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 1010 | 1010 | 910 | 910 | 810 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 860 | 860 | 860 | 860 | 760 |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1058 | 1134 | 1004 | 1015 | 1125 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 362 | 468 | 485 | 418 | 440 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1010 | 1010 | 910 | 910 | 810 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 860 | 860 | 860 | 860 | 760 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Remark : Values as per data provided by HEI

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 420 | 454 | 312 | 250 | 258 |

Answer After DVV Verification :

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 367 | 361 | 293 | 250 | 258 |

Remark : Values as per data provided by the HEI for seats filled in reserved category

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

3.1.2.1. Number of teachers recognized as research guides

Answer before DVV Verification : 2

Answer after DVV Verification: 1

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

Answer before DVV Verification:

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 8078 | 8722 | 6184 | 5590 | 3250 |

Answer After DVV Verification :

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 993 | 993 | 993 | 993 | 993 |

Remark : Data provided by HEI is too large ,assuming all the students take part ,taking the average intake of students (UG students *3 + PG students*2 + i year Diploma) we take 993 .

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/

internship per year**3.5.1.1. Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 99 | 108 | 63 | 16 | 0 |

Answer After DVV Verification :

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 6 | 7 | 5 | 3 | 1 |

Remark : Values as per HEI data taking internships , seminars , training programs , workshops as one .

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**3.5.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

Answer before DVV Verification:

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 2 | 2 | 1 | 2 | 3 |

Answer After DVV Verification :

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 0 | 1 | 1 | 0 | 6 |

Remark : Data as per values provided by HEI for metric 3.5.2

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**4.2.4.1. Number of teachers and students using library per day over last one year**

Answer before DVV Verification : 100

Answer after DVV Verification: 12

Remark : Values as per data provided by HEI , (12 signatures against the particular data) for entry into library for metric 4.2.4

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

Answer before DVV Verification:

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 163 | 54 | 55 | 17 | 6 |

Answer After DVV Verification :

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 70 | 32 | 35 | 16 | 6 |

Remark : Values as per data provided by HEI excluding the awards at inter-college level for metric 5.3.1

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

Answer before DVV Verification:

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 11 | 7 | 4 | 4 | 3 |

Answer After DVV Verification :

| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
|---------|---------|---------|---------|---------|
| 14 | 6 | 4 | 4 | 1 |

Remark : Values as per data provided by HEI for metric 6.3.3

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: C. 2 of the above

2.Extended Profile Deviations

| ID | Extended Questions | | | | | | | | | | | | | | | | | | | | |
|---------|--|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|
| 1.1 | <p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>217</td> <td>217</td> <td>192</td> <td>172</td> <td>138</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>201</td> <td>201</td> <td>188</td> <td>168</td> <td>134</td> </tr> </tbody> </table> | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 217 | 217 | 192 | 172 | 138 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 201 | 201 | 188 | 168 | 134 |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | |
| 217 | 217 | 192 | 172 | 138 | | | | | | | | | | | | | | | | | |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | |
| 201 | 201 | 188 | 168 | 134 | | | | | | | | | | | | | | | | | |
| 1.2 | <p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>13</td> <td>11</td> <td>11</td> <td>9</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>8</td> </tr> </tbody> </table> | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 13 | 13 | 11 | 11 | 9 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 10 | 10 | 10 | 10 | 8 |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | |
| 13 | 13 | 11 | 11 | 9 | | | | | | | | | | | | | | | | | |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | |
| 10 | 10 | 10 | 10 | 8 | | | | | | | | | | | | | | | | | |
| 2.2 | <p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>602</td> <td>602</td> <td>542</td> <td>542</td> <td>482</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>404</td> <td>404</td> <td>364</td> <td>364</td> <td>324</td> </tr> </tbody> </table> | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 602 | 602 | 542 | 542 | 482 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 404 | 404 | 364 | 364 | 324 |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | |
| 602 | 602 | 542 | 542 | 482 | | | | | | | | | | | | | | | | | |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | |
| 404 | 404 | 364 | 364 | 324 | | | | | | | | | | | | | | | | | |
| 3.1 | <p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>46</td> <td>45</td> <td>43</td> <td>40</td> <td>32</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>43</td> <td>42</td> <td>41</td> <td>38</td> <td>31</td> </tr> </tbody> </table> | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 46 | 45 | 43 | 40 | 32 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 43 | 42 | 41 | 38 | 31 |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | |
| 46 | 45 | 43 | 40 | 32 | | | | | | | | | | | | | | | | | |
| 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | | | | | | | | | | | | | | | | |
| 43 | 42 | 41 | 38 | 31 | | | | | | | | | | | | | | | | | |

| | |
|-----|--|
| 4.1 | Total number of classrooms and seminar halls Answer before DVV Verification : 35 Answer after DVV Verification : 34 |
| 4.3 | Number of Computers Answer before DVV Verification : 129 Answer after DVV Verification : 110 |

NAAC