



Yearly Status Report - 2015-2016

Part A

Data of the Institution

1. Name of the Institution		KANYA MAHAVIDYALAYA
Name of the head of the Institution		Mrs. Suresh Boora
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0130-7082002801
Mobile no.		9416974179
Registered Email		kmkharkhoda@gmail.com
Alternate Email		kanyamahavidyalaya@yahoo.in
Address		ROHTAK ROAD KHARKHODA SONIPAT
City/Town		Sonipat
State/UT		Haryana
Pincode		131402
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Parmila Devi
Phone no/Alternate Phone no.	01302584110
Mobile no.	9466663970
Registered Email	kmkharkhoda@gmail.com
Alternate Email	kanyamahavidyalaya@yahoo.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.kmkharkhoda.com/files/AQAR/AQAR_2015-16.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.kmkharkhoda.com/files/AC(2015-16).pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	A	3.10	2015	01-May-2015	30-Apr-2020

6. Date of Establishment of IQAC	03-Aug-2009
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Feedback and grievance Redressal Mechanism for qualitative teaching learning process and Alumnae meet parent's teachers meet to strengthen students' academic progression. Promotion of research by organizing two national seminars sponsored by DGHE Two day workshop on research methodology under faculty development programme. Organized 21st Junior National mandal women championship All India National coaching camps in college premises Introduction of 2 new games Cricket Wushu.To hone skill, one year diploma course in 'Beauty wellness' approved by UGC was introduced. Community outreach activities were organized by different cells/clubs.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>IQAC</td> <td>01-Jul-2016</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	IQAC	01-Jul-2016
Name of Statutory Body	Meeting Date				
IQAC	01-Jul-2016				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2016				
Date of Submission	23-Jan-2016				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<ul style="list-style-type: none"> • Yes, the institution has a management information system. Teachers and students attendance register is maintained. • Students enrollment record is also maintained. 				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

At the commencement of the session time tables of different streams are prepared & classes are taken accordingly. Each & every information regarding welfare of students is displayed on notice board as well as on website. Meetings are held by the departments to monitor the progress of curriculum delivery. Regular class tests are held in order to measure the formative learning of the students. Assignments are given, practical files are maintained properly. Projects & power point presentations are the other tools of assessment & evaluation. At the end of the semester, internal assessment of the students is calculated on the basis of their assignments, projects, presentations & class performance. To enhance efficacy & standard of academic delivery, research based pedagogical tools like seminars, workshops; field visit, laboratory practicals, surveys, excursions, skill development workshops etc. are organized. Faculty development programmes are organized to update pedagogical skills. Library is well stocked with reference books, journals, magazines, newspapers. Duty leave is given to the faculty to attend meetings, workshops, curriculum planning & development. Formation of BOS for curriculum development of community college. After development of curriculum, the same is sent to university/UGC & sector skill council for approval.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Computer Accounting	Nil	01/07/2015	365	Employability Entrepreneurship	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	Computer Science	01/07/2015
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	31	35

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Beauty Wellness	01/07/2015	35
Computer Accounting	01/07/2015	31
View File		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geographical Survey	40
BA	7 Days NSS Camp at Village Matindu (Sonipat)	100
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

Feedback Obtained

A structured students feedback is one of the most important criteria for quality enhancement. Students evaluate the institution on various parameters like curriculum, teaching, learning evaluation, governance of management, infrastructure etc. The feedback obtained is analysed suggestions as well as grievances of the students are considered while framing future plans. Adequate amendments are made as and when possible. Periodic feedback on individually from the teachers, which helps in curriculum development 7 redressing other issues. Alumnae feedback is taken during alumnae meet every year. The feedback data is analysed. Steps are taken to ensure that alumni continue to have meaningful association with the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	879	2466	15	4	15

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
34	27	10	8	5	10
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring is a valuable strategy to provide students with emotional and psychological support. They need to achieve their academic as well as extracurricular goals during their college degree. So for fulfilling their purpose the institution has mentoring systems where teachers act as mentors. Each mentor counsels 33 students. Counseling sessions are organized twice in a week to provide professional socialization and personal support. The students shed off their inhibitions and share their personal as well as academic problems with the mentor unrestrained by any psychological constraint. The issues which are discussed in routine are stress management, handling exam fear, anxiety, dealing with career challenges dilemmas, boosting self confidence, ethics values, time management coping with mood swings etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1125	34	1:33

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	15	3	Nil	11

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

House tests, snap tests, surprise tests are regularly conducted to evaluate the performance of the students. Simultaneously, various reforms are implemented for continuous internal evaluation (CIE) system at the institution. Practical work/field work/ survey are assigned to students to ensure conceptual understanding of the subject. Internal assessment is given to students based on their assignments, performance in exams, class interaction attendance. Remedial classes are organized for weak students extra classes for bright students. House exam answer scripts as well as internal assessment of the students are shown to them in order to be transparent. Special tests are taken of those students who could not appear in house exam due to some compelling reason. Other parameters of CIE are through quizzes, discussions, project reports etc. Assessment of Beauty Wellness students is done by sector skill council prior to their final exams. Various practical's demonstrations are conducted.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution adheres to the academic calendar for the conduct of examinations other related works. Academic calendar is prepared by deputed incharge by the principal in consultation with IQAC Co-ordinator. In the beginning of the session students are apprised of academic calendar which is displayed on notice board. The same is uploaded on website. The schedule of all examinations, periodic tests, departmental activities, co-curricular activities is given in the academic calendar. Every teacher in his or her class makes

aware the students regarding their syllabus and examination pattern. Following this syllabus is covered with in stipulated time. Final examination practical examinations are conducted strictly as per the M. D. University academic calendar guidelines. Extension lecturers, training programmes, industrial visits, seminars, literary society activities are conducted as per academic calendar. Every year workshop for supporting staff is conducted.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.kmkharkhoda.com/pgm-course-outcome.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.kmkharkhoda.com/Feedback-Analysis.php>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Empowering Women to Lead Change	Women Cell	15/12/2015
Emerging Trends in Financial Sector	Commerce Department	15/03/2016

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
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No Data Entered/Not Applicable !!!

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1000	2000	3000

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Political Science, Sanskrit, Economics, Phy. Education, English, Commerce, Computer Science, Mathematics	17
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and

Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS	Merit Certificate	M.D.University, Rohtak	26
District Level Youth Red Cross Training Camp	Certificates	District Red Cross Society, Sonipat	4
State Level Youth Red Cross Camp	Certificates	State Red Cross Society , Panchkula	6
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen- cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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No Data Entered/Not Applicable !!!

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1900000	1907296

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar halls with ICT facilities	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar Halls	Newly Added
Laboratories	Newly Added
Class rooms	Existing
Campus Area	Existing

[View File](#)

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4936	642122	1054	191652	5990	833774
Reference Books	1913	887626	142	49847	2055	937473
Journals	18	11050	10	7100	28	18150
Others(s pecify)	1920	319958	90	13663	2010	333621

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content

No Data Entered/Not Applicable !!!

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	113	4	20	20	0	5	3	1	0
Added	5	0	0	0	0	1	1	0	0
Total	118	4	20	20	0	6	4	1	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

1 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility

Provide the link of the videos and media centre and recording facility

No Data Entered/Not Applicable !!!

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
746000	733455	3817000	4203847

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college management believes in imparting quality education and aims at providing necessary infrastructure and learning resources for the overall development of the learners. A committee is constituted to fulfill the need of infrastructure requirement. The college is spread over in an area of 16 acres, open space for garden and sports facility. The campus is spread over in an area of 16 acres open space for gardens and sports facility. For effective teaching-learning process the institution has 32 classrooms 5 specialized lab, 4 computer labs, 1 multipurpose hall, one principal office, 2 seminar halls, 2 libraries, 1 common room, 2 staff rooms and administrative block etc. The college has two well stocked library equipped with 3 computer systems with internet facility and two laser printers. It has been automated by library automation software-Soul 2.0. Library has 5990 text books, 2055 reference books, 28 journals and 2010 other books. Administrative office is fully equipped with computers, printers, scanners and Photostat machine. Entire office is on networking and has internet facility. Software used in office is Tally, MS office, Quick Heal. The college has its own website that allows a glimpse of the entire working of the institution. It provides details of courses, activities, event celebrations and achievement updates. All notices are hashed on the website and college also. The institution has 200 meter running track, a gymnasium and spacious sports ground with required equipments

for each game. Every year new sports are introduced for all round development of the students. Language lab is equipped with Orell software for enhancing communication skill of students. Entire campus is Wi-Fi enabled which also allows students to have access a limited data.

<https://www.kmkharkhoda.com/infrastructure.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2015	Career Counselling and Placement Cell	1125	1125	12	30
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
--	Nill	Nill	Nil	Nill	30
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
Any Other	9
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The institution has a significant representation of students in different committees. The students are also members of various committees cells in the college. NSS/Red Ribbon volunteers manage the general discipline in the college campus perform duties during various functions organized in the college. Monitor of each class cater to the needs concerns of the student community work as a bridge between the students, teachers college administration. These students are felicitated for their contribution in annual function. Each committee / cell has 2 student representatives.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

11000

5.4.4 – Meetings/activities organized by Alumni Association :

1 Meeting is organised during the session

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution has a practice of participative management. The college provides better opportunities all the participating in the decision making process Principal is the Administrative Academic head followed by department heads. Governing body in consultation with the Principal staff representatives formulates policies plans of the institution. The Management authorities regularly undertake the review of working of the college in its Executive council meeting and working committee meeting. The necessary guidelines and directives are issued through these meetings. • For sending new proposals to UGC or starting any new course, all department heads are requested to do as required. • NSS camp is held once in a year. Principal NSS programme officers along with student representatives conduct a meeting do decide the place/venue, dates. The responsibility rests with NSS programme office. • The college has conducted seminars at National level. The department decided the subject of their seminar in departmental meetings and same is communicated with Principal in meeting. • The examinations are carried out throughout the year for which there is a separate examination branch. For smooth conduct of examination meetings are conducted at proper intervals. Thus the college works with aim of attaining the academic excellence through quality education and inculcating all possible soft skills in the personality of the students. The college plans for such implementations through all its academic calendars and the regular feedback from the students and staff members

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The College being affiliated to M. D. University, Rohtak follows the curriculum development followed by the university. The curriculum of Community College is approved by Sector Skill Council as per Job Role. The teachers enrich the curriculum by planning the teaching strategy, adopting different pedagogical techniques. Seminars/ Conferences sponsored by DGHE and at college level are organized from time to time to create a research attitude among PG students. Faculty members from our college also participate in meetings conducted by University for curriculum development.
Teaching and Learning	Teachers upgrade/update their academic development as well as professional development by attending faculty development programmes / capacity building programmes/ short

term courses workshops/ orientation refresher courses organized by university or other universities/institution. This helps them to enhance and upgrade new teaching skills for cognitive development of students. Mentor: Mentee cell also help teachers as well as students for qualitative teaching-learning process. Lecture on stress management / time management are organized to support students.

Examination and Evaluation

Semester exams are conducted as per university schedule. Quality improvement of examination and evaluation process is ensured through conducting house exams / class tests/ giving assignments etc. Internal assessment of every student is based on these tests, their attendance and their class performance. According to this criterion remedial classes are organized for weak students and extra classes are conducted for bright students. For maintaining transparency, internal assessment is displayed on notice board. The inputs of the students / employees are taken through systematic and structured feedback designed by IQAC.

Research and Development

To develop research attitude among students, IQAC along with research committee plans for National Seminars/ Conferences and the proposal for the same is sent to UGC and DGHE. PG students are motivated to publish their research papers in seminar proceedings, edited books as well as presentation in seminars. The institute has Wi-Fi enabled internet facilities which allows a limited access to students. The institute encourages faculty towards getting minor research projects. Consequently one faculty member got approved UGC funded minor research project. The institute also facilitates faculty members with research oriented books and journals. Faculty members are reimbursed with registration fee of seminars/conferences as an incentive. Two day workshop on Research Methodology was conducted.

Library, ICT and Physical Infrastructure / Instrumentation

Stock register are maintained regularly. Departments are equipped with smart boards, visualizer and projects. Entire campus is 24x7 Wi-Fi

	<p>enabled. English communicative language lab is equipped with latest software Orell 2.0. Computer labs are connected with servers, online local area networks server IGBPS. Workshop for ICT training is conducted from time to time for teaching as well as supporting staff.</p>
Human Resource Management	<p>The institute follows the promotion policy as per norms of DGHE Panchkula. Annual Performance indicator system also exists as per MDU Rohtak. The college encourages faculty by way of monetary incentive by sponsoring registration fee. Faculty members attend workshops, seminars, conferences to upgrade their skills.</p>
Industry Interaction / Collaboration	<p>? Industry Interaction / Collaboration: - Placement cell and career counseling cell always remain active for better job placement opportunities and training of students. Timely industrial visits are organized for the students to make them aware about practical knowledge. Experts from industries are invited for talk on current scenario and to apprise students about the scope of jobs in IT sector, banking sector, stock market and other industries. MOU signed with • Beauty N Beyond Saloon Rohtak • Rivoli Hotel, Rohtak • Hawk Travel, Rohtak • Gym Health Planet, Rohtak • Partap Sports Academy, Kharkhoda • Hoshiyar Singh Memorial Hospital Kharkhoda • UV Resorts Recreation, Bahadurgarh, Jhajjar</p>
Admission of Students	<p>The college website gives detailed information about admission to the available programmes advertisement and pamphlets are used for spreading information. Seminars and counseling sessions are organized in surrounding schools for awareness and guidance purpose. All the norms are followed according to M.D.University and DGHE criterion regarding new admissions. Admission is done on the basis of merit and academic record of students. Reservation criterion for SC/ST/OBC and physically handicapped is followed.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	? E-mail ID's of all students ? Website update from time to time ? A

	brief profile of teaching and non-teaching staff members are uploaded on the college website regularly
Administration	? On line leave requisition ? Notice display system for students and stakeholders ? Upgraded software in library and language lab. ? Well equipped computer labs ? 24x7 Wi-Fi enabled campus ? Online tax return filing
Finance and Accounts	? Fully computerized office and account section ? Maintenance of college accounts through tally
Student Admission and Support	? Online submission of registration and continuation return of the students
Examination	? Online submission of Internal and External awards of the students ? Paper work during examination is done with computer for paperless culture

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Training cum Orientation Programme for NSS (PO)	1	24/07/2015	30/07/2015	7
Training cum	1	09/09/2015	15/09/2015	7

Orientation Programme for NSS (PO)				
Orientation Programme	1	03/06/2015	30/06/2015	28
District Level Youth Red Cross Training Camp	1	26/10/2015	30/10/2015	5
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
15	22	11	13

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Pension Gratuity • Recreational activities are organised. • Training of ICT to staff to enhance the knowledge of staff about teaching learning aids. • Workshop on Research Methodology are organised to equip the faculty members about new tools, techniques and software's used in research work which further helps them to complete Ph.D work and research projects. • Counselling sessions are organised for Teaching staff. • Two Day Research Workshop on the title Statistical Tools with MS Excel • Extension Lecture on Savings Investments • One Day Workshop on Disaster Crisis Emergency First Aid • Guest lecture on Asans and Pranayams 	<ul style="list-style-type: none"> • Pension Gratuity. • Uniform • One day workshop organised for administrative staff to update them regarding online submission of fee, data of students, internal assessment, practical marks etc. • Counselling sessions are organised for Non-teaching staff. • Extension Lecture on Savings Investments • One Day Workshop on Disaster Crisis Emergency First Aid • Guest lecture on Asans and Pranayams 	<ul style="list-style-type: none"> • Scholarship and financial support for poor students and sports persons. • Fee concession for poor Meritorious students. • Counselling sessions are organised for students. • Books are given from book bank to needy students. • Medical facility to students. • One Day Workshop on Disaster Crisis Emergency First Aid • Poor students are given option to pay fee in installments. • Guest lecture on Asans and Pranayams. Earn While you Learn Scheme

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

3 Type of Audits for accounts are performed in due course of time. 1. Internal Audit - CA is appointed for 3 Years from the list provided by the University. After 3 Years the same CA could be continued if he is still in the new list provided by MDU. 2. Audit by DGHE- Auditors are appointed by DGHE every year for the Grants released by DGHE i.e. Salary Pension and report is submitted by the auditors to DGHE. 3. HAG - Haryana Accountant General, audit every five

years the accounts related to the Grants received from State Central Govt. The audit objections are very minimal we try to clear the objections timely.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	0
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6.4.3 – Total corpus fund generated

5088840.00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	No	Nil	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

PTM is conducted per semester 1 Feedback proforma is filled up by the parents. 2 Required improvements are incorporated in teaching learning process and infrastructure. 3 A harmonious balance is maintained between teachers and parents for excellent learning outcomes.

6.5.3 – Development programmes for support staff (at least three)

1. Two day computer training cum workshop on "Statistical Tools with MS Excel" was organised for supporting staff from 11.02.2016 to 12.02.2016. 2. One Day Extension lecture on the topic "Saving Investment" by Prof. RajRoop Chahal, from CRA College Sonipat on 19.03.2016. 3. Three Day meditation camp from 27.08.2015 to 29.08.2015.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Two DGHE Sponsored National Seminars were organized. 2. Introduction of Diploma course 'Beauty Wellness' under Community College to accelerate skill. 3. Two new sports 'Cricket and Wushu were introduced during the session.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Declamation Contest on Domestic Violence	12/08/2015	12/08/2015	12	Nil
Extension lecture on Violence against women	25/11/2015	25/11/2015	250	Nil
Pledge ceremony to Save Girl Child on National Girl Child Day	09/12/2015	09/12/2015	35	Nil
DGHE Sponsored National seminar on Empowering Women to Lead Change	15/12/2015	15/12/2015	450	Nil
Poster making competition on Women Empowerment on National Youth Day on National Youth Day	12/01/2016	12/01/2016	15	Nil
Extension lecture on "Gender Awareness" by Dr. Prem Lata on the theme "Beti Bachao Beti Padhao"	11/02/2016	11/02/2016	250	Nil
Declamation contest on the topic "Role of Women in Administration" on international women day	08/03/2016	08/03/2016	9	Nil
Nukkad natak was performed on "Eradiction of female	08/03/2016	08/03/2016	15	Nil

foeticide"				
Competition like Poster making, slogan writing, poetic recitation, power point presentation on the topic "Sexual Harassment"	27/01/2016	27/01/2016	70	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The institution is environment conscious. Following are the example of on-The-Ground initiatives being taken to achieve sustainability goals. Solar energy is used. Solar lights are installed. To utilize rain water, rain water harvesting is done by the students college staff. NSS volunteers are assigned the responsibility to take care of plants. Eco club celebrates Earth Day on 22nd April. Ozone Day on 16th September every year. A workshop was organised to make the students aware on environmental issues. Dustbins for different types of waste are used accordingly. Signature campaign against the use of crackers, polythene bags was started. Promotion of paperless work is done.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Ramp/Rails	Yes	3
Rest Rooms	Yes	3
Any other similar facility	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
For Students	21/05/2015	University Brochure
For Students	01/07/2015	Academic Calender

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Havan Ceremony was organised on 15.07.2015. 2. Pledge to save earth on Earth Day 22.04.2016. 3. Van Mahotsav was celebrated on 25.07.2015. 4. One day workshop on Climate Change, Adaptation Disaster Management on 25.08.2015. 5. Tree plantation awareness programme on 22.04.2016.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Name of the Practice:- Introduction of Cricket and Wushu games in the college. Goal:- As cricket is popular game in our country, students participation in sports will increase by introducing it. Content:- Students were motivated to take part in cricket team of the college and individual game wushu. Proper grounds were maintained for these. Practice and friendly matches were organised to improve the performance of students. Problems encountered and Resources Required:-Being the rural area and having the interest of people towards kabaddi and wrestling tournaments students showed less interest towards cricket but they were motivated again again to participate. Evidence of success:- One player of college was selected for University Team for participation in Inter University Tournament. 2. Name of the Practice:- Community College During the session 2015-2016, one year diploma course in "Beauty Wellness" has been approved by UGC under Community College. Before commencement of this course lab was renovated. Different appointments on various posts i.e. Principal, Nodal officer, Instructor, clerk, lab attendant, peon, sweeper and watchman were done. As per job role assessment is done by sector skill council (NSQF level 4 5). Objective:- • To fill the gap between industry and academics. • To cultivate entrepreneurship. • To develop skill work force. Challenges:- It was challenging for us to align the curriculum of NSQF level 4 with sector skill council as they have never experienced the assessment of level 4.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.kmkharkhoda.com/files/Best%20Practices/Best%20Practices%202015-16.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Kanya Mahavidyalaya Kharkhoda is committed to incite all possible platform for all round development of the students. The institution focuses on the vision and mission to achieve academic excellence and promoting quality education with latest innovational in teaching and learning. The institution has taken utmost care for the personal growth of the students by providing value based, quality based and skill based education. Since the beginning of the 1st sem students are involved in various cells, clubs, societies and co-curricular activities to achieve the vision and mission. 1) Value Based :- Keeping in view the vision and mission, the college always tries to empower its students in all aspects. For this it has an active women cell and NSS units (I, II) which keeps stress on outreach programmes and instills responsibility in them towards society. Such programmes make the students valuable citizens. In order to arouse the feeling of empathy for under privileged and towards natural calamities, students and staff contribute money as charity. Eco club and NSS units sensitize students for environmental consciousness. 2) Quality Based :- Students are encouraged to use ICT for classroom and research presentations.

Students are mentored from time to time. Regular feedback from all stakeholders are analysed and communicated to the principal and all heads of the departments for further improvements. Students are felicitated for their good performances through scholarships. 3) Skill Based :- In order to impart skill based education we have introduced Community College. The college organizes frequent industry visits to various types of organizations in order to enable the students to get an operational insight of its working. Soft skill also form part of Community college.

Provide the weblink of the institution

<https://www.kmkharkhoda.com/visionmission.php>

8.Future Plans of Actions for Next Academic Year

- Proposal for National Seminar under Physical Education Department as per DGHE Norms.
- Planning to start B. Vocational course under the aegis of UGC.
- Planning to organise academic fest.
- Planning to introduce new games Rugby and Football.
- Planning to organise Inter-college Handball tournament of M.D. University.
- Planning to organise Athletic meet.
- To promote student participation for adventure sports, leadership camp and in different National/ International tournaments.
- Adherence to activities under Academic Calendar 2016-2017.
- Planning to organise workshop for faculty members and office staff.
- Planning to visit industrial sites for practical exposure to students of commerce, B. Voc and computer department.
- To arrange MOUs for B.Voc. and Community College.
- Planning to adopt online admission procedure.
- To motivate students for social cause.
- Planning to organise blood donation camp.