Yearly Status Report - 2016-2017

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	**kmkharkkhoda@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(2016-17).pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	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**

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!!!		
View File		

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!!!				
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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)

No Data Entered/Not Applicable!!!

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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**

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	2017
Date of Submission	21-Jan-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Selection of the candidates is on merit basis. Data required by the university is sent online based on the information drawn from the application forms for admission. All the relevant information regarding the college courses are available on the college website. Internal assessment of the students is sent online to university. Swipe machine is provided to the interested students for fee submission. Alumni association parent teacher association organize meetings twice in a year. Informations and news of the events are uploaded on college facebook account as well as on website for the stakeholders. Desired informations are shared with faculty members students through whatsapp groups. Administrative staff maintains the records of casual leaves, duty leaves, academic leaves, maternity leaves, service books etc. Finance Accounting MIStransaction with bank is conducted online. Ledger records are maintained electronically through tally. Student feedback, teachers feedback and stakeholders feedback is taken. Attendance mentors registers are maintained. SMS are sent to the stakeholders as well as students from time to time for required information

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

Curriculum is designed & prescribed by the university from which the institution is affiliated for all UG and PG courses. The institution has its own Board of Study (BOS) for B.Vocational & Community College. The syllabus designed by BOS is sent to University & SSC for approval. Principal Dr.(Mrs) Suresh Boora is a member of BOS at university level. Therefore from time to time suggestions are put forth for the required changes. At the commencement of the session an orientation programme is conducted for newly admitted students regarding time table, syllabi, extracurricular activities and sports. Time Table and lesson plans are displayed on notice boards, according to which classes are adhered to. Innovative teaching learning techniques like group discussion, quizzes, Q/A method, interactive methods are used. Value added course like Beauty & Wellness and Computer Accounting are being run. Skill based courses like Catering Technology & Hotel Management & Sports Nutrition and Physiotherapy are available as driving force for social development and these skills adjust the students more effectively to the challenges & opportunities of globalization. Specialized coaches are invited to groom the students regarding new techniques for different sports. Tutorial and remedial classes are organized for weak & bright students. Class tests, assignments, surprise tests and house exams are conducted to gauze the development of the students.

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	Beauty Wellness	01/07/2016	365	Focus on employability and 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
BVoc	Sports Nutrition & Physiotherapy	01/07/2016
BVoc	Catering Technology & Hotel Management	01/07/2016
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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
MA	Hindi	28/02/2017
MA	Geography	28/02/2017
MCom	Commerce	28/02/2017
MSc	Computer Science	28/02/2017

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

	Certificate	Diploma Course
Number of Students	27	20

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	01/07/2016	20
Computer Accounting	01/07/2016	27
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback plays an important role in the process of assessment in an organization. College has a proper feedback system to perceive its performance communicated by Students, Parents, alumni employees to provide guidance on improving teaching – learning process. Feedback forms provided (Manual) by Stakeholders are analyzed by applying Statistical Techniques like : Mean, Median, Percentage and Likart scale. Feedback are obtained on various Parameters such as Regularity of teachers, coverage of syllabus, Co – curricular activities, Library, Sports facilities, infrastructure facilities, Students counseling etc. Results of this feedback mechanism is used for improving the effectiveness of organization as a whole and individually too. Results are communicated to Principal for intervening and she takes remedial action in consultation with staff members.

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 !!!				

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled	Number of students enrolled	Number of fulltime teachers	Number of fulltime teachers	Number of teachers

	in the institution (UG)	in the institution (PG)	available in the institution teaching only UG courses	available in the institution teaching only PG courses	teaching both UG and PG courses
2016	735	280	30	5	5

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
40	29	11	10	5	10
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, the institution has mentoring system where teachers act as mentors. Each mentor counsels 25 students. Counseling sessions are organized once in a month to provide professional socialization personal support. To facilitate the students quality mentoring is provided. Cooperation from parents is also availed according to the gravity of the situation. Mentor-Mentee registers are maintained to track the progress of the students. The mentors give emotional instrumental support to achieve the goals of their life. Mentor is both a friend and a role model who supports and encourages a younger partner in her academic and professional growth. Mentors and young people develop their relationship as they participate together in social, cultural and recreational activities, community services, tutoring or any of the many different activities. They connect students with other professionals, internships and jobs. Industrial visits, internships in B.Voc. Courses community college are managed under the guidance of mentors. Mentors acquaint students with new resources organizations. Before organizing job fair a counseling session of mentor-mentee is organized to apprise them about new ventures.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1015	40	1:25

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	Nill	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	Date of declaration of

				semester-end/ year-end examination	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)

CIE is carried out throughout the year through class tests, surprise tests, assignments, quizzes, group discussions etc. Tutorials and remedial classes are organized for creamy and slow learners. On the basis of attendance performance in class, internal assessment is given. Seminars, survey projects are conducted to evaluate the students for internal practical exams. Book reviews, group discussion, presentations, debates quizzes etc are conducted by different departments. Skill based courses are organized at college level. Workshops on food soaking ceremony blood culture examination are organized from time to time for practical evaluation of students. Review of budget is done by students of Commerce department. University also cooperate the students at each level.

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

As an affiliated college, to M. D. University Rohtak. We strictly adhered to university norms. In addition to this an academic calendar (college level) is prepared followed. The calendar contains all the innovative ingenious promethean activities. Tentative schedules for house exams, semester exams, practical etc are given beforehand so that students can prepare accordingly. Revision of the syllabi is done according to that extracurricular activities, extension lectures, workshops, seminars, sports meet, tournaments any other relevant information. Celebration of important days festivals are mentioned in the academic calendar. The academic calendar is displayed on the college notice board for prior preparation of every event. Each teacher incharge of respective events also conveys the information personally. Moreover IQAC monitors and evaluates such activities during its meetings.

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-student-survey.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
Minor Projects	730	UGC Delhi	195000	160000

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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
DGHE Panchkula Sponsored National Seminar on Emerging Trends in Sports Sciences, Yoga and Physical Education	Physical Education	04/02/2017

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
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 !!!			

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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, Physical Education, English, Commerce, Computer Science,	23

Mathematics, Hindi, History

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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 !!!						

No file uploaded.

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	50
District Level Youth Red Cross Camp	Merit Certificate	YRC M.D.University, Rohtak	6

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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/Agency/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 !!!				

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
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!			
View File			

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
4000000	**4057911**

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
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 patially)	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	**5990**	**833747**	**453**	**157170**	**6443**	**990917**

Reference Books	2055	937473	324	181083	2379	1118556
Journals	28	18150	1	6350	29	24500
Others(s pecify)	2010	333621	76	18188	2086	351809

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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 !!!			

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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	104	4	20	20	0	6	4	1	0
Added	10	0	0	0	0	1	0	0	0
Total	114	4	20	20	0	7	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 incurredon maintenance of physical facilites
1180000	1251419.88	940000	975464

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)

Proper Committees are formed to upkeep and maintain the physical facilities like equipments in laboratories, Almirahs, Racks in libraries, Sports equipments and other stock lying in offices classrooms etc. are properly taken care of by the concerned incharge. Proper purchase committee has been formed for the purpose, Stock committee is there for Physical verification of stock

non usable, old items are written off with in time and replaced with the newer ones under the stock taking incharge. Lab attendants are instructed to take care of equipments and report for their repair if need arises. Software up gradation and Hardware are replaced when the need arises. In the library books are arranged properly so that their tracing is hassle free by the reader user.

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 passedin the comp. exam	Number of studentsp placed
2017	Career Counselling Placement Cell	1015	1015	12	34
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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
2	2	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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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

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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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	1
Any Other	11

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

Activity	Level	Number of Participants

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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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

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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

The College offers significant re-presentation in different Committees/Cells. To instill student leadership among students and to recognize their participation, different clubs are constituted by different departments. These clubs organize respective activities of the respective departments under the guidance of their Teachers. Students also work in the capacity of advisory too. In these committees, IQAC too has two student representatives in its constituent body and incorporates their suggestions on various facets for improvement in Teaching-learning environment. College Management Committee consists of two student representatives their suggestions are given do consideration while making college policies.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

<div align="center">0</div>

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

<div align="center">11000</div>

5.4.4 – Meetings/activities organized by Alumni Association :

One 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)

1. Admissions in the college are made under the supervision of Proper Admission Committee constituted by the Principal. Before the commencement of every academic session centralized admission system formulated by DGHE, Haryana is strictly followed. Different Committees like Admission Committee, Discipline Committee, Purchase Committee, Library Committee, Stock Taking Committee etc. are constituted and different duties are assigned to them. Principal of the College implements all the plans and the policies duly in consultation with all the respective heads of the various departments. 2. Different Cells/Clubs are formed under the inchargeship of different teachers to ensure the active participation of students. These Cells/Clubs involve activities of almost every genre to make them knowledgeable, confident and socially aware citizen. 3. There are regular meetings of Management Committee members with the Principal and Staff representatives to take into account various problems and suggestions put forth by them. Principal also takes meeting with the staff before commencement of every semester or as per requirement. 4. Academic Calendar is prepared before the commencement of every academic session, incorporating all activities to be pursued by different departments.

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	Our institution is affiliated to M.D. University Rohtak, Haryana and follows the curriculum and syllabus prescribed by the university for all its courses. Affiliated colleges are not allowed to design their own curriculum. But we have separate Board of Studies (BOS) for Community College and B.Vocational courses. We design our own curriculum. Curriculum of B.Vocational courses is approved by M.D.University, Rohtak and Sector Skill Council. Curriculum of Community College is approved by Sector Skill Council as per Job Role. Affiliated university after every 5 to 6 years revise their syllabus and few faculty members from our college have been a part of the curriculum development committee.
Teaching and Learning	? At Kanya Mahavidyalaya Khrakhoda we follow a holistic approach for growth and development of students. We include quizzes, assignments, presentations,

	methodology for teaching and learning. ? We provide adequate infrastructural facilities for teaching and learning. ? We provide language lab for soft skills. ? We provide computer laboratories with latest configuration hardware and original licensed software. ? For slow learners we arrange remedial classes periodically. Mentor: Mentee ratio of is 1:25. The overall growth and development of the students are continuously monitored by the faculty and their problems are discussed from time to time. ? Education is a never-ending process, hence IQAC motivates the faculty members to join orientation, refresher courses and workshops. IQAC focuses on Research project.? We provide financial support to students for participating in competitions model preparation. ? We motivate our faculty members to pursue higher studies. ? Wi-Fi enabled campus and provides facility for students to use internet as a resource in their studies. ? To expose students to new ventures and professional world periodically development programme are organized by career counseling and placement cell.
Examination and Evaluation	Semester exams are conducted as per university schedule. We conduct house exams in every semester before the commencement of university exams. Continuous evaluation is done through class tests, assignments and presentations. For comprehensive evaluation, students are evaluated on all parameters of personality. The college conducts regular orientation and awareness programmes for the benefit of the students. Regular tutorial and remedial classes are conducted for weak students.
Research and Development	? The institute has Wi-Fi enabled internet facilities for the fast access to online resources. ? The faculty members are encouraged to publish their research contributions in various National and International Journals and conferences. ? The institute encourages the faculty members to attend research-oriented seminars/ workshops/ conferences etc. by providing academic leave as per university norms. ? The institute encourages faculty members to pursue Ph. D programmes from reputed

	universities. ? The institute facilitates research-oriented books and journals for research references. ? The college provides registration fees for attending National/International conferences and seminars. ? The IQAC encourages faculty members for making proposals for minor/major research projects. ? Organization of seminars/ workshops/ training programmes. ? The IQAC keeps track of different DGHE and UGC schemes for organizing seminars and workshops. ? Faculties are appreciated for research works. ? Invites distinguished visiting fellows of national level.
Library, ICT and Physical Infrastructure / Instrumentation	? Purchase of books is done as per the recommendations of the subject experts to ensure availability of all required teaching resources. ? Use of smart classes. ? Annual purchase is done to upgrade the infrastructure and equipments. ? Log books and stock registers are maintained. ? The institute has well established classrooms, seminar halls and fully equipped labs. ? Other amenities' such as cafeteria, basketball court, indoor auditorium, multipurpose hall are available. ? To increase the use of ICT in office, workshops are organized for support staff.
Human Resource Management	? Performance appraisal system exists. ? College follows the promotion policies recommended by UGC and DGHE Haryana. ? The College reimburses the registration fees of National/International seminars / conferences as an incentive. ? Faculty development programmes, training programmes and workshops, seminars are organized for motivating and enhancing the skills of faculties. ? From time to time faculties attend refresher and orientation courses sponsored by UGC, organized by different faculty development centre of universities. ? Faculties attend workshops, seminars, conferences to upgrade their skills and to understand the current trends in the hospitality industry.
Industry Interaction / Collaboration	? Principal and incharges of placement cell are in constant touch with the industry for better job placements opportunities and training of students. ? 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. ? The college invites professionals from the different industries for extension lectures and workshops. ? Job fairs are organized to bridge the gap of industry-academia. ? The college has signed various MOUs which are as follows: • 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
Admission of Students	? The college website gives different leading information about admissions in all courses. ? Advertisements are placed in newspapers. ? Different seminars are organized in nearby schools for the potential candidates who want to seek admission in different courses available in the college. ? Admission counseling cell is available for students and parents who approach the college for admission. ? The college has a well organized and transparent admission system. All the admissions are based on merit basis.

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

E-governace area	Details
Planning and Development	? Implemented SMS system for dissemination of information including regular notice to all stakeholders. ? E-mail Ids of all students are available to convey any information. ? Facebook and website updated from time to time.
Administration	? Online leave requisition. ? Notice display system for students and stakeholders. ? Submission of retirement related documents through e-pension portal. ? Upgraded software in library . ? Online tax return filing.
Finance and Accounts	? Fully computerised office and accounts section. ? Maintenance of college accounts through tally. ? Reception of salary fund from Govt. portal.
Student Admission and Support	? Online submission of registration and continuation return of the students.
Examination	? Online submission of internal assessment of the students. ? Seating

	arrangement is made on computer for UG/PG exams. ? Absentees are sent online according to the requirement of university.

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
Refresher Course	1	19/11/2016	10/12/2016	21
Refresher Course	1	12/09/2016	01/10/2016	21
Youth Red Cross Training Camp	1	08/08/2016	12/08/2016	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	25	11	13

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Reimbursement of registration fee for seminars and conferences	• Pension, Gratuity, NPS, • Uniform facility • Fee concession is given	• Scholarships on the basis of merit • Fee concession for needy and

• Pension, Gratuity, NPS • Academic leave is provided to faculty members for attending seminars, conferences and examination duties • Annual increment for adhoc staff. • Fee concession is given to the wards of faculty members. • Health Checkup camp is organized at regular intervals. • Workshop on E-filing of Income Tax Return • Workshop on 'Art of Living' • National Seminar on 'Emerging Trends in Sports Sciences, Yoga and Physical Education'. • Tours / Trips are organized.	to the wards of faculty members. • To enhance the skills of administrative technical staff, one day workshop on Tally Solutions and MS Excel was organised. • Health Checkup camp is organized at regular interval. • Bicycle and Cell phone is provided to supporting staff. • Tours / Trips are organized. • Workshop on E-filing of Income Tax Return • Workshop on 'Art of Living'	sports students • SC/BC scholarships and Sita Ram Jindal scholarship for poor students • Book Bank facility • Industrial visits organized to enhance practical knowledge • Tours / Trips are organized. • Skill development (Spoken English, Computer Literacy etc.) • Health Care Facility • Electoral literacy club registers students and their parents for voter cards

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 has been 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, audits 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
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

5317309.00

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	Nill	Yes	IQAC
Administrative	No	Nill	Yes	IQAC

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

> PTM is conducted per semester • Feedback proforma is filled up by the parents. • Required improvements are incorporated in teaching learning process and infrastructure. • A harmonious balance is maintained between teacher and parent for excellent learning outcomes.

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

> • One day workshop on Tally Solutions and MS Excel was organized on 08.04.2017. • Workshop on E-filing of Income Tax Return on 15.02.2017. • Workshop on 'Art of Living' on 01.08.2016.

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

> • Organized one National Seminar in Physical Education. • IQAC Motives faculty members to make proposals for major/minor Research projects, National/International seminars, conferences. • Two new B'Vocational courses were started i.e Sports Nutrition and Physiotherapy and Catering Technology and hotel Management. • Mega Blood donation camp was organized in collaboration with Red Cross Society Sonepat on 22 March 2017.

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
Workshop on Women Safety and Gender Sessitive Issues at Work place	07/02/2017	07/02/2017	4	Nill
Training of students on make up by beauty and beyond solon in collaboration with Community college to make them self	07/04/2017	30/04/2017	50	Nill

independent.				
Rally on Beti Bachao, Beti Padhao	10/10/2016	10/10/2016	100	Nill
Nukkad Natak, declamation, and poetic Recitation on Beti Bachao, Beti Padhao	12/10/2016	12/10/2016	10	Nill
Lecture on Constitutional Laws, rights and duties by Sh. Rakesh Dahiya, Advocate and legal aid counsel	09/11/2016	09/11/2016	200	Nill

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
We have established Eco- club and N.S.S Units (I,II) for environmental consciousness. Following activities have been conducted by the above mentioned units and clubs during the year (2016-17). 1. Both units celebrated "Van Mahotsav" in the month of August by planting saplings in the college premises. 2. Cleanliness drive was started by N.S.S Units on 9th Oct. 2016 to keep the environment neat and clean. 3. A lecture on Environmental consciousness was organized on 1st Aug. 2016. 4. Poster Making Competition was organized on "Save Environment" on 17th Sep. 2016. 5. Pledge ceremony on "Say No to Crackers" was arranged on 27th Oct. 2016. 6. A Pledge on 'Earth Day' was organized to prevent planet Earth.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Any other similar facility	Yes	2

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	25/05/2016	University Brochure
For Students	01/07/2016	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)

. Hawan Ceremony was organized before the commencement of New Academic session. 2. Van – Mahotsav was celebrated in the first week of August 2016. 3. Use of organic manures and fertilizers in the College garden. 4. Installation of ample number of power saving Led lights and appliances. 5. Cleanliness drive was started by N.S.S Volunteers to keep the campus neat and clean. 6. Poster making competition on "Save Environment" was conducted. 7. On the eve of Diwali a Pledge "Say No to Crackers" was taken. 8. 'Earth Day' was celebrated to spread awareness regarding afforestation. 9. An extension Lecture on "Environment Consciousness" was conducted. 10. Medicinal garden is maintained by Eco-Club. 11. College Beautification Committee has been formed to maintain the beauty of premises.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

A. Title of the practice:-Promoting Research Based Activities Objective:- To facilitate learning ,to enable students to develop independent critical thinking and for the benefit of students, faculty and college a no. of research centric activities were organised. • The Practice:- i) DHE Sponsored National Seminar in Physical Education entitled "Emerging Issues in Sports Sciences, Yoga Physical Education" was organised on 4th Feb. 2017. ii) Proposal for organising Two National Seminars one in English and another one under Road Safety were planned and sent to DHE Haryana for approval. iii) Reimbursement of research paper presentation fee for our faculty members. iv) Two Minor Research Projects by faculty of commerce department approved by UGC. v) Faculty is motivated to apply for research projects and to make the proposal seminars/ workshops to be approved from funding agencies like UGC/ ICSSR/ DGHE. vi) Students of PG departments of all streams are motivated and guided by faculty members round the year to participate and present papers in seminar/ workshops as it will help in critical and analytical thinking of students and will facilitate learning to understand various issues and increase public awareness. vii) A research methodology workshop for faculty members and PG students was organised. Dr. Preety Sharma, Assistant Professor in department of commerce M.D.University Rohatk was the resource person. Obstacles and Evidence of Success:- As engagement in research based activities on the part of students demands time and funds and majority of them come from far-flung areas. They are less interested to devote extra time to these activities in addition to their routine classes. But they are motivated round the year for this and workshops and seminars are organised for their benefit. In line with this PG students of college presented 40 papers in various seminars /workshops. B. Title of the practice:- To Create Skilled Workforce. Objective:- To enable the B.Voc. graduates to have adequate knowledge and skills for employment and entrepreneurship. Practice:- 1. We have started two B.Vocational degree courses i.e. Sports Nutrition Physiotherapy and Catering Technology Hotel Management.

The curriculum has been developed as per the university guidelines and NSQF level. In these courses, students have the entry and exit option after each semester. So the students can obtain certificate, diploma, advance diploma and degree as per their interest and requirement. 2. We have introduced two new sports i.e. Cricket and Wushu for sports aspirants during this session. All required equipments, necessary infrastructure and playgrounds were arranged accordingly. Faculty did its best at the time of admission to promote the new games. Throughout the session students were involved in both the games and they excelled. Problems encountered and their solutions:- Students show their interest in conventional courses rather than professional courses. Regarding both the games i.e. cricket and wushu, they have shown their interest in sports like Wrestling. As wrestling is more in trends in rural skirts of Haryana. In order to overcome the above problems students were counselled from time to time by organising workshops, extension lecture etc.

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%202016-17.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 anlysed 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 and two B. Vocational Courses. 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 B.Vocational/ Community college courses.

Provide the weblink of the institution
https://www.kmkharkhoda.com/visionmission.php

8.Future Plans of Actions for Next Academic Year

• Proposals for two National Seminars, one in English and another under Road Safety club. • Planning to organise Zonal Youth Festival. • To constitute "Udaan Cell" for motivating and guiding students preparing for competitive exams. • Results to be analysed. • Feedback forms to be monitored. • Allotment of mentor

group to respective incharges. • Strictly adheres to follow the academic calendar. • Planning to organise workshop on "Blood Culture Examination " by Sports Nutrition and Physiotherapy Department. • Planning to organise interdisciplinary seminars, conferences and workshops for the students. • To motivate students for online fee payment. • Workshop on cashless money. • Planning to install CCTV camera in college premises. • Planning to renovate classrooms and corridors. • Planning to organise trips to various industries and field trips. • Planning to install new well equipped labs of B.Vocational courses. • Planning to introduce two new sports i.e. wrestling and weight lifting. • Planning to implement and monitor environmental policy.