Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**KANYA MAHAVIDYALAYA**
Name of the head of the Institution	**Dr. (Mrs.) Suresh Boora**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**1307082002801**
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/AQAR.php#
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(2018-19).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
To Start 3 Bridge courses for B.Com./BA/ BCA 1st year students	**16-Jul-2018** **30**	**43**

respectively 1.			
Timely submission of the data on AISHE portal	09-Sep-2019 1		0
Planning to celebrate important days and to conduct co-curricular activities by different cells / clubs/ departments.	01-Jul-2018 1		39
Academic calendar was prepared.	12-Jul-2018 1		15
Subject wise lesson plans were prepared.	12-Jul-2018 1		39
External Academic Administrative Audit (AAA) was conducted.	02-Aug-2020 1		76
Feedback from all stakeholders collected, analyzed and action taken for improvements	26-Mar-2019 1		10
Quarterly meeting of Internal Quality Assurance Cell	01-Jul-2018 1		12
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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
Institution	RUSA	Centre Govt.	2018 0	10000000
Commerce Department	Seminar	DGHE Panchkula	2018 0	50000
Commerce Department	2 Day Workshop	DGHE Panchkula	2019 0	100000
Hindi Department	Seminar	DGHE Panchkula	2019 0	50000
Geog./Psychology Department	Science Exhibition	DGHE Panchkula	2019 0	23000
Institution	B.Voc. & Community College	UGC	2018 0	4033748
Institution	NSS	DGHE Panchkula	2018 0	162000
Scholarship	Scholarship for SC/BC students	DGHE Panchkula	2018 0	2051530
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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)

External Academic Administrative Audit, Online Feedback and Grievance Redressal Mechanism for qualitative teaching learning process and Alumnae meet and parents' teachers meet to strengthen student academic progression. Conducted SocioEconomic Survey of village Bhalaut (Rohtak) on 19th Nov. 2018 , various activities during Social Awareness Week (from 8th April to 15th April 2019), Road Safety Week (from 4th Feb. to 10th Feb. 2019) by different cells departments to sensitize the community. Promotion of research by organizing International Seminar in Commerce on 07.03.2019, National Seminar in Hindi on 08.03.2019 and 2 Day National Workshop on MS Excel on 8 to 9 March 2019 sponsored by DGHE. MDU Intercollege Circle Kabaddi Women Championship, Intercollege American Flag Football Tournament, Senior State Level Championship are organized by Sports club of our college. Two new diploma courses were introduced under community college and Summer Camp was organized w.e.f. 1st June to 30th June 2019. In order to fill the gap 3 bridge courses (i.e. Basics of Mathematics, Basics of Accounting, Basics of Computer) were started during the session.

[View File](#)

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
Planning to start Bridge Courses	**Started from the current session**
Planning to organisie state level academic fest	**Organised during the session**
Proposals for Computer Application & IT and Dress Designing & Taiiloring	**Proposal accepted by UGC**
Planning to conduct Career Opportunity talk by B.Vocational Courses	**Organised throughout the year according to academic calendar**

Planning to organise summer camp under community college	Organised during the session

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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
IQAC	**28-Nov-2019**

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	**2019**

Date of Submission	**09-May-2019**

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)	**All the admissions are made online. Selection of candidates is done according to the norms of DGHE Panchkula. Data required by the university is sent via online mode on the basis of informations drawn from the admission forms. All the information regarding students are displayed on notice board. Communication to parents is done through voice calls or text messages. College informations are also disseminated through college website. After the completion of any event, pictures and news are uploaded on college Facebook page. Information to employees and students is also conveyed through WhatsApp group. Finance and accounting MIS transaction with bank is conducted online. Ledger records are maintained electronically through tally. Fee is also collected through cards or online transfer.**

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Part B

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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. Institution has its own Board of Studies for B Voc., Community College Scheme and Certificate courses. The syllabus designed by BOS is sent to affiliating University and SSC for approval. At the commencement of the session time table for different streams is prepared & classes are conducted accordingly. Lesson plans are prepared by senior staff members. Assignments and surprise tests are given to students and after evaluation best assignments, way of writing answers are discussed by the teacher in classroom. Bilingual methods, ICT group discussion, questions answer method help in the achievement of required goals. Course outcomes and programme outcomes which are accessible through college website, guide students to choose subjects according to their career prospects and also enhance their knowledge & skill regarding the particular course. Internal assessment is given on the basis of attendance and class tests of the students. Practicals are conducted by internal and external examiners. Practical files are maintained properly. Remedial and extra classes are provided to weak and brilliant students. The main purpose of curriculum is the development of students. To achieve this the institute has provision for such activities which may not be directly linked with one's discipline of study but contribute to sensitizing students to cross cutting issues such as gender, human values & professional ethics, environment & sustainability, sports. Our college is providing certificate course in Computer Accounting and Diploma courses in Beauty & Wellness, Dress Designing & Tailoring and Computer Application & IT. Online feedback of students is taken into consideration and desired changes are adopted from time to time. For all round development of students' sports facility is provided to them.

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
Nil	Computer Application IT	01/07/2018	365	Both	Soft Skills
Nil	Dress Designing Tailoring	01/07/2018	365	Both	Soft Skills
Nil	Beauty and Wellness	01/07/2018	365	Both	Soft Skills
Computer Accounting	Nil	01/07/2018	365	Both	Soft Skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Pass	01/07/2018
BCom	Pass	01/07/2018
BVoc	Catering Technology & Hotel Management	01/07/2018
BVoc	Sports Nutrition &	01/07/2018

	Physiotherapy	
MA	Hindi	01/07/2018
MA	Geography	01/07/2018
MCom	Pass	01/07/2018
MSc	Computer Science	01/07/2018
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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
BA	Pass	01/07/2018
BCom	Pass	01/07/2018
MA	Hindi	01/07/2018
MA	Geography	01/07/2018
MSc	Computer Science	01/07/2018
MCom	Pass	01/07/2018
BVoc	Catering Technology & Hotel Management	01/07/2018
BVoc	Sports Nutrition & Physiotherapy	01/07/2018

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

	Certificate	Diploma Course
Number of Students	28	101

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
Nil	01/12/2019	Nill
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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
BVoc	Catering Technology & Hotel Management	19
BVoc	Catering Technology & Hotel Management	19
BA	Geography Survey	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	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
The feedback of students is analyzed by teachers required changes are made. The feedback of employees is analyzed by higher authority of college and remedial measures are provided. Alumnae's feedback is analyzed by Alumnae association from time to time lectures and get together is organized for guidance. The analysis of feedback mechanism is utilized in developing the infrastructure needs. Students : The feedback of students is taken online at the end of the session. The concerned faculty analyze the feedback and proper action is taken for the improvement. On the basis of observation in the class, students are counselled by faculty members. Faculty : The institution conducts all faculty meeting at regular internal in which qualitative measures for curriculum development, academic discipline, teaching learning process, research extension activities, Community outreach programme are debated discussed. Self appraisal is prepared by each teacher. The Principal intervenes addresses the possible areas of improvement. The students also fill up feedback regarding the performance of faculty members. Management committee the Principal analyse their feedback proper measures are taken after that. Alumnae : Alumnae meet is conducted at least once in a year, their feedback is also collected online desired suggestions are paid heed to. Parents :Parents are important stakeholders of feedback mechanism. So their feedback is also obtained analyzed. Parents teachers meet is organized twice in a year to bring adequate changes in teaching learning process.

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
BA	Arts	320	227	221
BVoc	Sports Nutrition & Physiotherapy	50	50	42
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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 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
2018	932	202	34	4	8

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
46	40	12	12	7	12

View File of ICT Tools and resources

View File of E-resources and techniques used

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 twice in a week 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. Mentors are well known in their field community. They guide students about other professions and help them for internships and job placement. 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 demystify the complicated job seeking interview process. They also advise on maintaining career longevity.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1134	46	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	1	9

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
2018	Dr. Suresh Boora	Principal	Appreciation certificate from Shri Ram Chandra Missiion and UNESCO
2018	Dr. Seemant	Assistant Professor	Appreciation Certificate from Sub Divisional Magistrare Kharkhoda
2018	Mrs. Shalini	Assistant Professor	Appreciation Certificate from International Journal for Research (RULA)
2019	Dr. Geeta Sharma	Associate Professor	Appreciation Certificate from President,

				Governing Body KMV Kharkhoda

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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)

• Various reforms are implemented for continuous internal evaluation (CIE) system at the institution level. One of the major components of our education system is examination. The education process in any discipline of learning ends with examination. The entire efforts put in by the teachers and the students on learning are centered on getting good results in the examination. Our house examinations are totally internal providing sufficient scope to test the skill and knowledge acquired by the students during the course of their study. Our college has included skill oriented components in B. Vocational courses like applied aspects of theory, fabricating and assembling of new equipments, industrial training and seminars for continuous internal assessment. The other parameter of continuous evaluation is through quizzes, tests, home assignments and project reports. We have two components for evaluation. One is continuous internal evaluation (CIE) another is end semester examination (ESE). The answer scripts of house examination are given back to the students after evaluation for their information which provides transparency and accountability to the evaluation process. • Use of ICT-Every lab has LCD projectors and Wi-Fi data is allowed to students. Orientation programmes are conducted for 1st year students in order to familiarize them and aware them regarding the opportunities available in the college. Lesson plans are displayed on the notice boards before the commencement of the session and academic calendar of the institution is planned for co-curricular and extra-curricular activities for the holistic development of the students. Remedial classes are conducted for weak students and more attention is given through tests and revision. Language lab for improving pronunciation and listening skill is used. Conducting small tests on weekly basis help the students to reduce the pressure of semester examination.

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 examination and other related works. Academic calendar is prepared by the Principal, IQAC Coordinator and in collaboration with HOD's of various departments. In the beginning of the academic session the students are apprised of academic calendar and same is uploaded on college website and displayed on notice boards at prominent locations. Only head of institution i.e. the Principal has an authority to incorporate the minor changes in the academic calendar. The schedule of all examinations i.e. house examination, periodic tests and university examination is given in the academic calendar. The concerned teachers announce the syllabus, examination pattern and presentation at the commencement of the session. Lesson Plans are displayed on the notice board. Assignments are submitted by students as per the dates given in the academic calendar. Marks of house examination are discussed as per academic calendar

dates with in the classrooms and on that basis remedial and extra classes are organized before the commencement of university exam. Parents are informed about poor attendance of their daughters. Seminars/ Guest lecture /industrial visits/training programme / literary society activities are conducted as per academic calendar. Workshop for supporting staff is conducted. Activities of different cells and clubs are organized as per academic calendar. Professional courses students are warned to wear uniform during examination.

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)

http://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
712	MCom	Commerce	28	28	100.00
702	MA	Hindi	18	16	88.88
901	MA	Geography	15	15	100.00
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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/files/Feedback%20Analysis/SSS%20Analysis%20Report/SSS%20Analysis%20Report%202018-19.pdf

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	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
Emerging Issues in International Finance	Commerce Department	25/11/2018
International Seminar on Contemporary Issues in Commerce, Sponsored by DGHE Panchkula	Commerce Department	07/03/2019
National Seminar on Paryojanmulak Hindi:	Hindi Department	08/03/2019

Prasangikta avm Upadeyata Sponsored by DGHE Panchkula		
Two Days National workshop on Application of MS Excel in Statistical Analysis Sponsored by DGHE Panchkula	Commerce Department	08/03/2019

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
Nil	Nil	Nil	31/12/2018	Nil

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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
Nil	Nil	Nil	Madhu Creation	Boutique	01/06/2019
Nil	Nil	Nil	Savitri Beauty Parlour	Beauty Parlour	01/06/2019
Nil	Nil	Nil	Unique Tailors	Boutique	01/06/2019

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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
Nil	Nill

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)
National	Political Science	2	4.00
National	Hindi	2	2.00
International	Economics	2	6.23
International	Mathematics	7	3.84
International	Hindi	2	2.2
International	Hotel Management	4	5.72
International	Computer Science	1	6.23
International	Sports Nutrition Physiotherapy	2	5.73

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
Computer Science	7

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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
0	0	0	2018	0	0	Nill

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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
0	0	0	2018	Nill	Nill	00

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	6	1	Nill
Presented papers	15	75	Nill	Nill
Resource persons	1	10	2	Nill

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
Awareness Programme on Manav Adhikar	Women Cell	1	240
Extension Lecture on Durga Shakti App	Women Cell	25	750
World Human Right Day	Red Cross Cell	2	54
Tree Plantation Programme	NSS Units	2	200

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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
One Day University Level Programme on Anaemiia: Causes and Cure	Appreciation Certificate	Chairman YRC, MDU Rohtak	44
NSS Seven Days Camp	Appreciation Certificate	Sarpanch, village Hamayunpur, Rohtak	100
			[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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Awareness Programme on HIV/AIDS	NSS Units Red Ribbon Club	Extension Lecture on HIV/Aids	2	200
Swachh Bharat Abhiyan	NSS Units	Swachh Bharat Abhiyan	2	200
Awareness Programme on Gender Issues	Women Cell	Awareness Programme on Manav Adhikar	1	240
Awareness Programme on HIV/AIDS	Red Ribbon Club	International Youth Day Celebration	24	50
		[View File](#)		

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
International Seminar on Contemporary Issues in Commerce Sponsored by DGHE Panchkula	450	DGHE Panchkula	1
National workshop on Application of MS Excel in Statistical Analysis Sponsored by DGHE Panchkula	100	DGHE Panchkula	2
National Seminar on izkstuewyd fganh izklafxdrk ,oa miknsrk Sponsored	100	DGHE Panchkula	1

by DGHE Panchkula					

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
Industrial Training	Training Partner	Hotel Cozzet Sonipat	01/06/2018	15/06/2018	17
Industrial Training	Training Partner	Tulip Hospital Sonipat	27/05/2018	27/07/2018	4
Industrial Training	Training Partner	Aman Hospital Trauma Centre Kharkhoda	27/05/2018	13/07/2018	4

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
Sunshine Institution Kharkhoda	05/07/2018	To promote mutual cooperation in educational activities welfare of society by creating jobs in this field	57
Saini Computer Works	05/07/2018	To promote mutual cooperation in educational activities welfare of society by creating jobs in this field	57
Web Hunterz Infotech Sonipat	05/07/2018	To promote mutual cooperation in educational activities welfare of society by creating jobs in this field	57

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
550000	545049

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Newly Added
Laboratories	Newly Added
Class rooms	Existing
Campus Area	Existing
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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
Tech Lib 7	Partially	7	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6723	1092712	222	86836	6945	1179548
Reference Books	2421	1158365	46	27546	2467	1185911
Journals	30	39935	1	8000	31	47935
Others(specify)	2104	354149	11	39515	2115	393664
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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
Nil	Nil	Nil	01/12/2019
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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	119	4	21	5	0	8	4	1	0
Added	10	1	0	0	0	1	1	0	0
Total	129	5	21	5	0	9	5	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
Nil	Nil

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
728000	712020	240000	239537

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)

To maintain and upkeep the infrastructure, institute facilities and equipments, following activities are undertaken by the institution. i) There is stock maintenance committee who maintains the stock register by physically verifying the items. ii) Regular maintenance of computer equipments. iii) Overall development and beautification of campus is done by discipline and beautification committee. iv) Regular cleaning of water tanks, proper garbage disposal, pest control, maintenance of lawns is done by class IV employees. v) Outsourcing is done for all IT and computers related equipments. vi) Outsourcing is done for the maintenance of wooden furniture, electrification and plumbing. vii) Regular maintenance of water cooler and water purifiers is done by outsourcing agents. viii) Maintenance of stock registers of library and use of naphthalene balls and silica pouch for books. The institution has developed a master plan for creation and enhancement of infrastructure in order to promote a good teaching learning environment. A committee is constituted to fulfill the need of infrastructure requirement. The sprawling college campus is spread over an area of 16 acres, open space for garden and sports facility. The teaching learning process is facilitated by 32 class rooms, 16 specialized laboratories, 5 computer labs, a multipurpose hall, one principal office, 3 seminar halls, 2 libraries, 1 common room, 1 cafeteria, 1 store room, 3 staffrooms, administrative block etc. The entire college is Wi -Fi enabled. The construction of a new academic has been completed and the teaching has started in new building. Facilities:- Both libraries for humanities and commerce are well stocked and semi computerized. These libraries have around 11527 books

covering almost all aspects of humanities and commerce, computer science and B. vocational. It regularly subscribes about 31periodic journals including 13 newspapers in Hindi and English. Internet facility is also available. Soul 2.0 software has already installed and on 16th April 2019 new software Tech Lib 7 has been installed which include circulations, acquisition for OPAC, Serial, Tools and Reports. This software helps in tracking of books. Prior to installation of new software library staff was allowed to participate in a workshop on 6th April 2019 at Sonipat. The library has a book bank consisting of core text books, which are issued to deserving students for the whole academic year. It extends its current awareness services by providing newspapers/magazines in the staff room, administrative offices, principal office and girls' common room. The library services open from 9.00 a.m. to 4.00 p.m. on all working days. Computer Labs:-There are 4 Labs and one language lab with high speed internet facilities for teachers and students. These labs are also equipped with teaching aids such as LCD projectors and scanners. The college wants all its students to be conversant with modern learning aids. The entire college campus is Wi Fi enabled. Academic Resources Psychology and Geography lab: These labs are equipped with different types of apparatus for conducting experiments. Food Technology Lab: - It is equipped with latest gadgets for students to perform various lab oriented practical. The students are provided with expert skills in bakery and preservation of food. Physiotherapy Lab: - This lab is equipped with different latest equipments for physiotherapy and massage. Students are made aware from time to time with latest information. Language Lab: - This lab is equipped with orell software for audio visual help of students. This lab aids the students for proper pronunciation and accents. The sports facilities in the college include a large playground. Intensive training is imparted under experts guidance each year. Students achieve notable distinction and many of them are selected for India Inter-University and National Tournaments. Students also qualify for International level. Facilities are provided for athletics, volley ball, kabaddi, wrestling, cross-country, netball, handball, rugby etc. A 200 meter track has been laid down already. Gymnasium facility is also given to students for their physical fitness. Renovation in principal office is done as per requirements. Tile on wall in entire campus are fixed to get rid of dampness.

http://www.kmkharkhoda.com/infrastructure.php, http://www.kmkharkhoda.com/library.php, http://www.kmkharkhoda.com/cafeteria.php, http://www.kmkharkhoda.com/hostel.php, http://www.kmkharkhoda.com/sports.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
Financial Support from institution	Scholarships given by members of Governing Body KMV Kharkhoda and staff. University Merit Scholarshipp for meritorious students	54	95500
Financial Support from Other Sources			
a) National	Post Matriic Scholarship	154	2051530
b)International	00	Nill	0

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
15 days workshop on Soft Skill Development	10/09/2018	30	--
Bridge Courses	16/07/2019	43	--
International Yoga Day	21/06/2019	220	--

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
2019	Career Counselling Placement cell	1134	1134	6	47

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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
4	4	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
• SBI Credit Cards • Meditech (Medical) • Two Way Security • Sky Lark • ADM Mobile Software • Ujjivan Bank • Abort Venture Pvt. Ltd.	250	32	nil	Nill	47

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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
2019	113	Various programmes	Various departments	Various Institutions	Various Programme
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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
Civil Services	1
Any Other	2
NET	3
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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
Yoga Camp	Institutional	50
Circle Kabaddi Inter- college Tournament	Inter-Collegiate	84
Academic Fest	State level	260
American Football Inter- college Tournaments	Inter-Collegiate	90
Netball Senior State Championship (M/W)	Inter-District Championship	500
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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
2018	Gold Medal	International	1	Nill	1817480330	Urmi
2018	Gold Medal	International	1	Nill	1817480189	Shivani
2018	Gold Medal	National	1	Nill	1617480033	Versha
2018	Gold Medal	National	1	Nill	1617480117	Meenu
2018	Gold Medal	National	1	Nill	1617480081	Suman
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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 institution has a significant representation of students in different committees. The IQAC has 2 student representatives who let us know about the pros and cons of the institution. 2 students remain active in NSS advisory committee as representative. Management committee of the college has 2 students representatives and their suggestions are given due consideration. Whenever there is International or National seminar any college events the students always remain active as representative. We have a student council whose members are elected by the CRs. These elected president vice-president act as active members in different committees of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

> Yes

> Yes we have an alumnae association. Alumnae are the brand ambassadors of the institution. Our Alumnae Association has presently alumnae in it which covers BA, B.Com, BCA, MA Hindi, MA Geog., M.Com. , M.Sc. Computer Sc. and PG Diploma in Yoga Science, Certificate Course under Community College. Alumnae meet is conducted maximum twice in a year. Our present batches of students faculty jointly organize meeting interaction with the past students of our college. Cultural programmes are staged for their welcome. After the welcome ceremony a healthy interaction begins between management, principal, faculties, current students of alumnae. Then the alumnae share their experiences come ahead for guiding the present students . The faculty feels proud by watching the scene of their college touching new heights in this competitive world. Alumnae benefit students socially, academically professionally. Our institution harnesses the power of the alumnae through various activities. On the prominent days of the institution like the foundation day, festivals celebration, annual function alumnae are invited to inculcate a feeling of belongingness to the institution. As alumnae were from diverse fields they guide the students about career opportunities in those fields. It therefore becomes important to bring them under one umbrella as it lets the alumnae and college to collaborate communicate on a single platform.

5.4.2 – No. of enrolled Alumni:

> 30

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

> 0

5.4.4 – Meetings/activities organized by Alumni Association :

> 1 Meeting is organized during the session with alumnae.

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)

> To attain its vision, mission and in the way of striving for excellence college leadership timely follows the principles of decentralization and participative management while discharging its responsibility towards college:- 1) Governing body in consultation with the principal of the college formulates the broad plans and policies to be pursued during the existing year. Principal ensures the implementation of these plans with the HOD of respective department.

Different committees are maintained to conduct various academic and co-curricular activities. Academic calendar is made in advance in consent with the departmental heads and incharges of various cells/clubs and displayed on website of the college every year. Principal takes necessary meeting round the year to ensure implementation of the academic and other activities. There are regular meetings of management committee members with the staff representatives to get to know the various problems and suggestions for improvement in teaching learning environment. As a part of its policy of decentralization every year administration provide opportunity to each new member to be the editor in -chief of its college magazine Disha Drishti, which show cases the events and activities of the college. 2) Student council is given due representation in IQAC. In every semester it is ensured by the Principal at least two PTMs are arranged, feedback proformas by stakeholders are analysed and their valuable suggestions are given the weightage by the administration. Students are mentored time to time.

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
Admission of Students	? The college website gives detailed information about admission to the available programmes. ? 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.
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 hotel industry for extension lectures and workshops. ? The college has signed various MOUs which are as follows: FA Professional M R Sonipat Beauty N Beyond Saloon and Beauty Clinic, Rohtak Sunshine Institute Kharkhoda Web Hunterz, Infotech Sonipat Dahiya School Dress Sonipat Pearl Fashion Rohtak Saini Computer Works Kharkhoda Hoshiyar Singh Memorial

	Hospital Kharkhoda. Partap Sports Academy The Gym Health Planet Rohtak Rivoli Hotel Rtk Hawk Travels Rohtak UV Resorts Recreation
Human Resource Management	? Performance appraisal system exists. ? College follows the promotion policies of the DGHE. ? The college gives performance recognition by way of monetary incentive, like sponsoring registration fees for national and international seminars. ? Faculty development programmes, training programmes and workshops, seminars are organized for motivating and enhancing the skills of faculties. ? Faculties attend refresher and orientation courses sponsored by UGC, organized by different reputed universities from time to time. ? Faculties attend workshops, seminars, conferences to upgrade their skills and to understand the current trends of the hospitality industry.
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, common room, seminar halls and fully equipped labs. ? Other amenities' such as cafeteria, basketball court, indoor auditorium, multipurpose hall are available.
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 special academic leave. ? 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 institute encourages faculty towards

		getting minor 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 rewarded for research works. ? Distinguished speakers from national levels are invited to strengthen teaching learning process.
	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.
	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. ? We have a concept of mentoring. Each faculty mentor has a ratio of 27:1. 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. ? 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. ? Remedial classes for weak students.
	Curriculum Development	Our institute is affiliated to M.D. University Rohtak, Haryana and follows the curriculum and syllabus prescribed

by the university for all its courses. We have separate Board of Studies (BOS) to design the curriculum of Community College and B.Vocational courses. The curriculum of B.Vocational Courses is approved by M.D.University, Rohtak and the 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.

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 for any information to be shared. ? 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 admissions. ? 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
2018	Dr. Darshana Rani	Seminar	Tika Ram College of Education, Sonipat	200

2019	Dr. Parmila Devi	Seminar	Hindu College Sonipat	500
2019	Dr. Sumita	Seminar	CRA PG College Sonipat	2500
2019	Mrs. Permila Devi	Seminar	GVM Girls College Sonipat	300
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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)
2018	Workshop on online filling of tax return	Workshop on online filling of tax return	18/10/2018	18/10/2018	20	6
2019	National Level 2 Day workshop on MS EXcel	--	08/03/2019	09/03/2019	20	Nill
2019	--	Workshop on newly i introduced software in library	07/03/2019	07/03/2019	3	3
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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	10/08/2018	31/08/2018	21
Three Day Workshop	1	23/01/2019	25/01/2019	3
Capacity Building Programme	1	12/11/2018	25/11/2018	14
Refresher Course	1	05/01/2019	26/01/2019	21
One Day Workkshop on IQAC	1	30/11/2018	30/11/2018	1

| Training of Teachers | 2 | 23/01/2019 | 25/01/2019 | 3 |
| Training of Teachers | 4 | 04/12/2018 | 06/12/2018 | 3 |

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
15	28	11	22

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Felicitation ceremony organized as an incentive for promoting good quality work culture. • Reimbursement of Regt. Fee of seminars/conferences/workshops/Wi-Fi enabled/Internet facilities. • Workshop on saving plans, investment schemes was organised.	• Felicitation ceremony to motivate them. • Cycle , Phone and Laptop bags were provided to supporting staff • One Day workshop on "The prevention of Tax Planning TDS". • Workshop on saving plans, investment schemes was organised. • Workshop on Newly introduced software in library was organized.	• Post Matric SC/BC Scholarship. • University scholarships for meritorious students. • Free medical facilities in collaboration with Amar Hospital (In case of emergency during college hours. • Fee concession • Payment of fees in installments • Sita Ram Jindal Scholarship for needy students • CCTV Surveillance in the campus to check untoward incidents • Grievance and Redressal cell for the last 20 years for grievances of students • Helpline Numbers has been displayed on notice boards and girls' common room • To cope up with transport problem, a new college bus is purchased for the convenience of students. It makes their journey easy and comfortable from far villages.

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
00	0	0
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6.4.3 – Total corpus fund generated

5603183.00

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	Yes	Three members of Peer committee, Members of IQAC, other staff members and representatives of stakeholders were present	Yes	IQAC
Administrative	Yes	Three members of Peer committee, Members of IQAC, other staff members and representatives of stakeholders were present	Yes	IQAC

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

PTM is held twice in a year to :- • Assess the academic progress of students. • Provide valuable guidance to be in corporate in the plans and policies formulated by the administration. • Maintain a holistic relationship between teachers and parents which helps in improving the quality of education.

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

1. A workshop on online filing of Tax return was organized on 18.10.2018 . The speaker was Sh. Vishal Goel (Chartered Accountant). 2. A workshop on "Popular Saving Investment Ventures" was organized on 31.01.2019 in which the speaker Mr. Satyapal Khokhar from SEBI delivered the lecture. 3. Plans for tax payer were discussed by Mr. Karambir Bhoria, Manager SBI Kharkhoda on 08.02.2019.

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

? Research committee established to foster academic and research among staff and students. ? International/National seminars/ workshops were organized. ? Introduction of Skill/Capability enhancement certificate courses under community college scheme. ? New software Tech. Lib 7 was introduced in library.

? Faculty was motivated to use ICT. ? Enhanced the use of LED bulbs, plastic free campus, herbal vatika for environmental consciousness. ? Two new sports American Flag Football Grappling were introduced in sports 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
2018	State Level Academic Fest	27/09/2018	27/09/2018	28/09/2018	260
2018	Workshop on Soft Skill Development	10/09/2018	10/09/2018	24/09/2018	30
2018	Yoga Camp	29/08/2018	29/08/2018	29/08/2018	220
2019	International Seminar of Commerce	07/03/2019	07/03/2019	07/03/2019	450
2019	2 Day National Workshop on MS Excel	08/03/2019	08/03/2019	09/03/2019	100
2019	National Seminar of Hindi	08/03/2019	08/03/2019	08/03/2019	100
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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
Awareness Programme on Manav Adhikar	28/07/2018	28/07/2018	240	Nill
Extension lecturer on different law & provisions regarding women safety & gender equaliity	24/09/2018	24/09/2018	430	Nill

Collage, Poster Making & Slogan Writing competition on Women in 21st Century	28/09/2018	28/09/2018	68	Nill
Essay Writing Competitiiion oon Status of Girl Chiild in India	10/10/2018	10/10/2018	23	Nill
Extension Lecturer on Voilence against women	23/03/2019	23/03/2019	240	Nill
Skit on Beti Bachao Beti Padhao at Village Humayunpur	29/10/2018	29/10/2018	100	Nill
Extension Lecture on Sexual Harassment	04/02/2019	04/02/2019	52	Nill
Awareness Camp on female health	08/04/2019	15/04/2019	60	Nill
Lecture on Health of Girls students	16/04/2019	16/04/2019	402	Nill
Rally on Beti Bachao Beti Padhao	04/09/2019	04/09/2019	35	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
The institute makes every effort to integrate cross cutting issues as Gender, Climate change, Environmental Education, Human Rights and ICT etc. into the curriculum. Institute has dedicated environmental society which is basically and eco club of students that organises many events and aims at promoting and increasing environmental consciousness, awareness and responsibility amongst the institute youth .Every year Van Mahotsav is celebrated and proper committee of students is constituted for looking after these newly planted saplings. Dustbin are installed at various positions and cleanliness is maintained. Consciousness efforts are made to switch off the lights and fans when not in use, to save energy. Solar lights and LED are used to create an environment attitude. Besides this various activities like Swachh Bharat Abhiiyan, Van Mahotsav, Pledge on "Say No To Crackers", Slogan Writing and Poster making on the theme "Save Environment", Social Awareness Week, Pledge on "Earth Day" to reduce global warming etc. were organized throughout the year.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Physical facilities	Yes	4
Provision for lift	No	Nill
Ramp/Rails	Yes	4
Braille Software/facilities	No	Nill
Rest Rooms	Yes	4
Scribes for examination	No	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	Yes	4

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
2019	1	1	01/06/2019	30	Summer Camp	Stitching, Hand Embroidery, Machine Embroidery, Self Makeup, Self Grooming, Facial, Sari Draping,Bridal Makeup, Hair Styles	45
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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	28/05/2018	University Brochure
For Students	01/07/2018	Academic Calender

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Hawan Ceremony	16/07/2018	16/07/2018	450
International Literacy Day	08/09/2018	08/09/2018	48

Workshop on Soft Skill Development	10/09/2018	24/09/2018	30
Celebration of Hindi Diwas	14/09/2018	14/09/2018	110
National Voters Day Celebration	25/01/2019	25/01/2019	142

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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 on 16th July 2018. • Vanmahotsav was celebrated on 30th July 2018. • Rally by NSS volunteers on "Say no to Plastic". • Pledge was taken on Earth Day 22nd April. • Pledge on Diwali for "Say no to Crackers". • Workshop on prevention of stubble burning on 20th Oct. 2018. • Water Harvesting System and Waste Management practices. • Tobacco free zone. • Herbal Vatika • Participated in Swatch Bharat Abhiyan

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice:- Cultivating Entrepreneurship Objective:- To provide relevant knowledge and converting training into a future job, which makes them industry ready professionals and entrepreneurs is the sole motto adopted by B. Vocational and Community College course running in the college. Practice:- a) Celebration of different festivals provide an opportunity to showcase their culinary skills by preparing theme dishes, cakes, chocolates etc. Almost on every festival employees of college place their order for bakery items, cakes and sweets. This practice of placing an order of different occasions improves their employability and strengthen their self confidence in the present scenario. b) Under Community College we are running two courses one is Beauty Wellness and the other is Cutting Tailoring. Both the sectors try to bridge the gap between industry and teaching and academics learning. Services of both the sector are availed by college employees and students as well. And at occasions they are paid off for their services. c) Sports Nutrition and Physiotherapy:- They get their experience by conducting workshops and giving their services to the sports persons of college team and during various inter-college tournaments. Problems Encountered and Their Solutions:- Students are more elated towards conventional courses in spite of professional courses. Moreover students find professional courses more costly and limited employability than conventional courses. Especially in hospitality sector medium is the major hindrance as students belong to rural background. In order to overcome the above problems faced by students they are counselled from time to time by faculty members and by organising workshops, extension lectures, industrial visits etc. 2. Title of the Practice:- Environmental Awareness Objective:- One of the most alarming problems world faces today is the environmental pollution. There is an immediate need to make students and community aware about environmental degradation. To educate the students and increase public participation practices for changing and improving the quality of environment has always been the approach of college since its inception. Practice:- a) Tree plantation drive by NSS units and Eco Club. b) To instil environmental friendly habits amongst students. c) To motivate students regarding the electric snitcher when needed and off when not need. d) Installation of solar panels. e) College campus has been declared "No Plastic Zone". Only jute and paper bags are allowed. f) Provision of RO drinking water facilitation on the campus. g) "Rain Water Harvesting" practice followed. h) Separate dustbin for wet and dry disposal is maintained on the college campus. i) Once in a month "No vehicle day" is observed, by which students and staff members are motivated for pool of convenience and to use the vehicles like bicycles, electric bikes to avoid

environmental pollution. j) Administrative staff is motivated to use ICT. For this workshop on different areas for promoting paperless office are also organised. k) Under plantation drive students are motivated to look after the saplings and trees. Gardeners are also advised to look after the flora on the premises. l) Herbal Vatika is maintained with different variety of herbs like Goorg bery, alovera, basil, sweet neem, mint etc. We have large number of oxygen rich plants on the college premises. m) In order to avoid noise pollution "Silence Zone" has been maintained in the college premises. n) Swachh Bharat compaign was observed throughout the year by active participation of NSS volunteers to create awareness of eco-friendly environment among villagers. o) In order to spread awareness of hygiene among students, sanitary napkins vending machine have been installed in girls washrooms. Problems: In spite of "No Plastic Zone" practice, few students still carry polybags. Evidence of Success:- Lush green campus is the result of green practice. There is reduction of 25 consumption of papers by reporting to ICT practice for office work as compared to previous years.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.kmkharkhoda.com/Best-Practices.php#

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:- Through different cells and clubs students are made aware about moral values, social values and by celebrating national days they have been made national conscious also. 2) Quality Based:- Students are encouraged to use ICT for classroom and research presentations. Student sare mentored from time to time. Regular feedback and discussion from students and faculty members about the strong and weak points of the curriculum and communicating the same to the Head of the department 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. Moreover, the institution stresses on outreach programmes and inculcates in students an awareness of the value of a holistic education and empathy for the less privileged sections of society. Yoga is practiced in the institutions as we are P.G. Diploma in Yoga Science. Eco-club is active for its green practices

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

8.Future Plans of Actions for Next Academic Year

• National Seminars under Mathematics and CTHM Department. • Organise Blood Donation Camp and 1 week First Aid Training. • Increase in generation of Electricity from Renewable energy sources by installing more Solar Panels. • Green Audit and Fire Audit. • Introduction of new courses under Skill Council i.e. Diploma Courses under Community College and P G courses in Vocational

Courses. • Increase of Smart classrooms by installing LED/ Interactive Boards for innovative Teaching methods. • Proposals to DGHE for Multi Disciplinary Workshop. • To Organise 1 week Workshop on Self Defence for Students. • Registration of Alumni Association. • Setup of Think Lab and Entrepreneurship Lab. • Introduction of e-connect as Learning resource. • To encourage the students to Startup their Ventures. • To enhance the Skill and Proficiency of students, different Value Added Courses will be introduced by the departments. • E-content such as Videos, PDF, PPTs, Assignments, Tests are proposed to be uploaded on college website and in Whatsapp groups by the respective teachers in the coming session. College is also planning to create its own YouTube channel to give a strong platform for teaching learning. • A National Conference sponsored by NAAC, Bengluru is proposed in the upcoming session