Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**Hindu Kanya Mahavidyalaya, Jind**
Name of the head of the Institution	**Mrs. Anita Kumari**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01681255725**
Mobile no.	**9996201948**
Registered Email	**hkmvjind@gmail.com**
Alternate Email	**hkmvprincipal@gmail.com**
Address	**Hindu Kanya Mahavidyalaya, Near Arjun Stadium, Jind**
City/Town	**Jind**
State/UT	**Haryana**
Pincode	**126102**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Upasna**
Phone no/Alternate Phone no.	**01681256263**
Mobile no.	**8168870595**
Registered Email	**upasnamittal72@gmail.com**
Alternate Email	**a246155@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://hkmvjind.com/images/downloads/AQAR_2017-18_Pdf.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://hkmvjind.com/images/Academic%20Calendar(2018-19).pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
1	**B**	**71.75**	**2002**	**01-Oct-2002**	**01-Oct-2007**
2	**B**	**2.21**	**2019**	**18-Oct-2019**	**18-Oct-2024**

6. Date of Establishment of IQAC

08-Oct-2012

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Regular meeting of IQAC is arranged	30-Jul-2018 1	9
Regular meeting of IQAC is arranged	04-Sep-2018 1	9
Regular meeting of IQAC is arranged	14-Sep-2018 1	20
Regular meeting of IQAC is arranged	01-Jan-2019 2	60
Regular meeting of IQAC is arranged	14-Mar-2019 1	9
Regular meeting of IQAC is arranged	03-Jun-2019 2	10
Timely submission of AQAR to NAAC	28-Dec-2018 2	10
Analysis of students, parents and teachers feedback	10-Jun-2019 7	10
Regular meeting of IQAC is arranged	07-Jul-2018 2	10
Preparation of Academic Calendar	04-Jul-2018 1	10
[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
Nil	Nil	Nil	2019 0	0
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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 :	**7**
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)

Significant contributions made by IQAC • Infrastructural development like construction of library, child care unit and canteen was done successfully. • New library was made computerized with SOUL 2.0 version. • M.Sc. Mathematics at P.G. Level and the course of Health and Physical Education in B.A. was introduced in the beginning of the session. • Successful organisation of 'Mega Alumni Meet' in January, 2019. • Different activities and extension lectures were organised by different designated cells.

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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
See the attached file	See the attached file
[View File](#)	

14. Whether AQAR was placed before statutory body ?	No
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	07-Jan-2019
17. Does the Institution have Management Information System ?	No

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

The educational managers have been forced to tone themselves for the growth and excellence because of the fast changing scenario in higher education. It is not

difficult to reach a particular height but to sustain oneself and to keep improving after reaching that height is a big challenge. With best infrastructure, techno friendly ambience, career counseling facility and dedicated staff, the college is surfing ahead by enabling the students to meet life's situations. With strength of around 1900 girl's students, the college is well geared to cater to academic needs of the students of both UG and PG courses. Before the commencement of new academic session, our college receives a detailed academic calendar from the affiliating university related to admissions, examinations and vacations of odd and even semester. IQAC of the college after careful deliberation prepares the academic calendar of the college and is fully operational for strict implementation of curriculum provided by the university. Madam principal timely calls a staff council meeting regarding admission process, teaching plan, time table, fabrication of various committees and societies, organization of major functions so and so forth. With pairing the governing body of college, madam principal appoints efficient faculty against the workload as per government rules and norms. At the beginning of every session there is an orientation program which gives an insight into the entire curriculum, facilities in college, committees, staff introduction, rules and regulations as well as academic calendar. To identify the advanced and slow learners, teachers have personal interaction with students and analyze their previous result and classroom performance. Special attention is paid to meritorious students too, helping them to get places in top student's list of university. Sports and cultural activities are well planned in advance by the incharges. Some workshops are conducted related to cultural programs for growth of participants of different events like singing, dancing and theatre also. Our dedicated staff members establish congenial culture with students and help them out in all ways. Teachers used group discussion method, lecture method, demonstration method and many other methods to cover all topics of the syllabus. Regular revision, oral and written test, assignments, quiz's and other competitions help the students for better understanding of the syllabus. Students are motivated to use internet, ICT tools, YouTube videos, journals, magazines to enhance their knowledge. Students are motivated to participate in inter college, district level, state level, inter university level and national level competitions in every field like academic, cultural and sports activities. The college provides all basic facilities including well-equipped laboratories, well stocked library, multipurpose auditorium, sports facilities and smart classrooms for effective curriculum. NSS and several other committees render social and community services. Adequate funds have been utilized for development, upgradation, and maintenance of college. It is all for an effective atmosphere in the college for motivating the students. The star students of college are honored and given prizes timely. Student satisfaction survey is conducted by IQAC to improve the teaching-learning process.

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	Nil	01/07/2018	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Health and Physical Education as a course in B.A. 2nd Sem.	27/07/2018

BA	Indian Economy-II as a course in B.A. 6th Sem.	01/07/2018
MSc	Mathematics	27/07/2018
BA	Health and Physical Education as a course in B.A. 1st Sem.	27/07/2018
BCom	Rural Marketing as a course in B.Com. 3rd Sem.	01/07/2018
BCom	Networking and Web Designing as a course in B.Com. Hons. 3rd Sem.	01/07/2018
BCom	Computerized Accounting System as a course in B.Com. 4th Sem.	01/07/2018
MA	History (New courses in 3rd and 4th Sem.)	01/07/2018
BA	Indian Economy-I as a course in B.A. 5th Sem.	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
MSc	Mathematics(Adopting Elective Course System in 3rd and 4th Sem.)	27/07/2018

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

	Certificate	Diploma Course
Number of Students	0	0

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
Add on Course (Certificate Course in Information Technology)	01/07/2018	69
Add on Course (Diploma Course in Information Technology)	01/07/2018	17
Add on Course (Certificate Course in Fashion Designing)	01/07/2018	13
Add on Course (Diploma Course in Fashion Designing)	01/07/2018	13
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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
BA	Nil	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	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 is an important part of assessment process and has been described as the most powerful single moderator that enhances achievement. Feedback is valuable when it is received, understood, analyzed and acted on. The institution collects the feedback from different stakeholders such as the students, parents, alumni and teachers. The college conducts surveys for the stakeholders of institute to seek feedback. The process of obtaining feedback results in involvement of relevant stakeholders in building the strategy and plan for the institute. The survey is conducted in two forms online and offline which is based on a structured questionnaire framed and approved by the IQAC of the college. The stakeholder's feedback became an honest perception of students, parents, staff and alumni about themselves, their relationship with college and their expectations from the institute. Respondents were found to be satisfied with many aspects of the institute and have also criticized and given suggestions on how to improve it. Results from student's feedback shows that a large majority of students are satisfied and are likely to recommend others to join this college. Many students have suggested for introduction of more new PG courses. Students want ICT atmosphere such as digital library and smart classrooms. Moreover the students showed their interest for sustainable development in the campus. Result from parents feedback shows that being a girl's institute, our institute is safe and secure for girls. Keeping in view the point of safety, they also want to introduce more PG and many other job oriented courses for their wards. They are satisfied with the various aspects of the college such as teaching-learning, extra-curricular activities, social training and workshops for the growth of girls. Results from alumni feedback confirm their satisfaction towards their experience as a student in college. Alumni of the college want to be associated with college and contribute to its progress. From their feedback we also found that most of them had enjoyed college life as compared to other institutes. Students who are at high positions have also shown their interest in making this college one of the best educational institutions. Results from teaching staff feedback illustrate their job satisfaction. They feel that institute could do more in helping them to pursue higher learning and give them professional development opportunities. They also want that faculty development programs should be organized by college and maximum teachers should be permitted to attend the same in other places. The feedback of respective stakeholders presents a standard picture of our institution on and also gives us points to think over. Based on findings and analysis of the feedback by IQAC, the recommendations and action plans are framed for the next academic session .

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	General	500	949	494
BCom	General	160	261	49
BCom	Hons.	40	72	17
BSc	Non Medical	110	189	34
BSc	Computer Science	40	53	11
PGDCA	Computer Science	40	3	0
MCom	Commerce	60	124	50
MA	History	40	54	21
MSc	Mathematics	40	59	33
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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	1736	151	21	0	0

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
66	11	126	5	1	17
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, Our college has a mentoring system where the faculty acts as a link between the students and the institution. A mentor is a teacher acting both as a friend and a role model who supports and encourages a student in her academic and personal growth. The IQAC of our college had taken the initiative of implementing the mentoring of students. Students are categorized based on the streams of studies and also according to their core subjects. They are divided into groups of 40-50 depending on the number of students. Each group is assigned a teacher mentor (Full time and Part time) who would perform mentoring duties. A mentoring format is prepared by the IQAC to ensure uniformity. a) Mentors maintain and update the mentoring format which contains space for entering particulars and performance of students. b) After collecting all necessary information, mentors are expected to offer guidance and counseling as and when required. c) It is the practice of mentors to meet

students once in a week. d) If a student is identified as having weakness in particular subject, it is the duty of the mentor to apprise the concerned subject teacher. e) Mentors communicate with fellow faculty and promote mentees at the time of difficulty/opportunity to help them develop further in their areas of interest. The Institution practice of mentoring system has considerably enhanced the campus environment and brought about:- a) Enhanced contact hours between mentors with their respective students. b) Improvement in student's attendance records. c) Students have shown outstanding performance in sports tournaments. d) Students have also shown outstanding performance in cultural activities including youth festivals.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1887	21	89.85

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
26	21	5	0	12

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. Mona Verma	Assistant Professor	Best Oral Presentation Award received from Government recognized body

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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
BA	B.A./B.A. (Hons.)	1st Sem./Dec. 2018	04/01/2019	19/04/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Being an affiliated college, internal evaluation system is as per the guidelines issued by the affiliating University i.e. C.R.S.U., Jind. In each course (Subject/ Paper), internal assessment weightage is 20 percent of the total marks and is awarded on the basis of class tests, class attendance, assignment work as well as general behaviour of the students in the class. The criterion for the internal assessment is displayed on the departmental notice board. The mentors also make the students aware of their duties and responsibilities and motivate them to score high in internal assessment as this will add value to their overall academic score. Students having grievances can approach the concerned HOD for timely redressal. They may also approach the Grievance Redressal Cell. This cell scrutinizes the internal assessment awards

submitted by the class incharges and any concerned grievance is brought to the notice of the Principal. It is the responsibility of the Cell to report the cases of biasing, discrimination and non-transparency to the Principal and the same are resolved with the involvement of concerned department. Further whenever result is declared by the university, the subject incharges minutely observe the result and any discrepancy regarding internal assessment is referred to the concerned university department. The students are intimated monthly about their attendance in class and this brings regularity in the class. The record of class tests and assignments is also maintained by the subject incharges. One month before the advent of the final examination, HODs ensure Internal Evaluation awards are submitted to the office. The assignment work given to the students also carries due weightage towards total awards. Punishment and penalties are imposed on the students which remains absent from the assignment tests.

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

The college is affiliated to the C.R.S. University, Jind and hence the pattern prescribed by the university is strictly followed. University provides academic calendar that specifies the date of commencement and end of the classes for each semester along with its government holidays. IQAC of the college after careful deliberation prepares the academic calendar of the college, in line with the academic calendar received from the C.R.S.U. In this calendar the date of internal examination and other academic activities and cultural/sports fest etc. are decided by IQAC members after making discussions with principal and various activities incharges. Regular Staff meetings are conducted to ensure adherence to the schedule given in academic calendar. Department time table is prepared by each department facilitating the teachers to allot sufficient time for each subject as per workload allotted by the University. This time table is displayed by each department on its department's notice board for students' information and knowledge. The college functions and programs are drawn in such a way that there is minimum loss of working days. A work register is maintained by the teachers individually according to the classes taken by them as per the college calendar.

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://hkmvjind.com/hkmv/Course-Outcome

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
M.A. History	MA	History	16	4	25
M.Com.	MCom	Commerce	31	22	70.96
B.Sc. (Computer Science)	BSc	Computer Science	8	4	50
B.Sc. (Non Medical)	BSc	Non Medical	66	30	45.45
B.Com (Hons.)	BCom	Hons.	13	10	76.92

B.Com.	BCom	General	86	25	29.06
B.A. Maths (Hons.)	BA	Hons.	14	3	21.42
B.A.	BA	General	417	95	22.78

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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://hkmvjind.com/images/Analysis%20of%20feedback%20from%20students%20in%20PDF%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
Major Projects	0	Nil	0	0

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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
Nil	Nil	31/12/2018

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	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	31/12/2018

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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	0

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

Type	Department	Number of Publication	Average Impact Factor (if

International	Economics	2	2
International	English	1	0
International	Public Administration	1	4
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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
Dr. Pinki	1
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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
NIl	Nil	Nil	2018	0	Nil	0
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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
Nil	Nil	Nil	2018	0	0	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	14	11	0	0
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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
Swachh Bharat Intership Programme	Manav Sansadhan Vikas Mantralaya	2	31
International Yoga Day	N.S.S. Unit CRSU, Jind	2	20
Swachhta Pakhwada	N.S.S. Unit CRSU, Jind	1	70
Anti Tabbaco Day	CRSU, Jind N.S.S. Unit	6	275

Sardar Vallabhbhai Patel Jayanti	HKMV, Jind	1	89
World First Aid Day	CRSU, Jind Red Cross Unit	2	10
5 days Youth Red Cross Training Camp	CRSU, Jind Red Cross Unit	2	7
World Mental Health Day	HKMV, Jind	2	90
5 days First Aid training Camp, Home Nursing Camp	Red Cross Society	2	50
Environment Protection	Youth Red Cross Unit	2	10
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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
Youth Red Cross Training Camp	Best Volunteer	CRSU, Jind (Red Cross Unit)	1
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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
5 days Youth Red Cross Training Camp	Red Cross Unit, CRSU, Jind	5 days Youth Red Cross Training Camp	1	7
Swachh Bharat Abhiyan	N.S.S. Unit, CRSU, Jind	Swachh Bharat Abhiyan	1	75
Swachh Bharat Internship Programme	Manav Sansadhan Vikas Mantralaya	Swachh Bharat Internship Programme	2	31
A seminar on Menstrual Health	Junior Chamber International Club, Jind	A seminar on Menstrual Health	3	200
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	0
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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	Name of the	Duration From	Duration To	Participant

linkage	partnering institution/ industry /research lab with contact details				
Nil	Nil	Nil	01/07/2018	30/06/2019	0

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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
Nil	30/06/2019	Nil	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

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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
Automated Book Manager	Partially	2.0	2017

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	12928	1815169	93	40696	13021	1855865
Reference Books	8469	1123695	4	4185	8473	1127880
Journals	0	0	5	12750	5	12750

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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	30/06/2019

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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	120	5	3	0	0	0	3	2	0
Added	0	0	0	0	0	0	1	8	0
Total	120	5	3	0	0	0	4	10	0

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

0 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	0

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
0	8782081	0	2869662

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)

Our institution has various committees framed to look after the working and maintenance of physical, academic and support facilities, few of them are as follows: Student Welfare, Advisory and Discipline Committee, Standing Committee on Programme for SC/ST, College Property committee, NAAC Committee, IQAC, Rule book Committee, Committee for Maintenance and Repair of college, Scholarship Committee, Grievances Cell, Purchase and Auction Committee etc. They give their suggestions for the proper utilization and up-gradation from time to time.

Academic: Policies are framed and deployed right from the admission till the students leave the college. The admission policies adhere to the norms prescribed by the Chaudhary Ranbir Singh University with regards to the selection. The students need to fill the online application form. The students are counseled with regards to the subject of their choice. Applications are scrutinized and admissions are done after scrutinizing them by strictly adhering to the university norms. At the beginning of new session, Head of departments review the need of addition of new equipments, up -gradation of existing equipments as well as write – off of obsolete equipments followed by annual stock taking and stock verification exercise. Infrastructure: The student as well as the teaching community is free to use all the facilities such as sports, gymnasium, computer labs, Seminar hall etc. available within the campus. An electrician has been appointed to look after day to day complaints. The Library follows certain protocol in the usage of books. At the beginning of the first year, each student is issued library cards after collecting her details. New books will be issued to the students only, if the previously borrowed books are returned in good condition. At the end of every semester, all the students must return the books to the library. Likewise the teachers are allowed to take any number of books after entering in the teachers register. They also must return the books after they finish reading. Whoever is leaving the institution be it a student or faculty must get a no dues certificate from the librarian. Procedure of Purchase of Goods: 1. Demand by HOD's of Departments. 2. Demand accepted by Principal Madam 3. Quotations invited 4. Quotations opened in the presence of Principal Madam and the Quotation Committee 5. Comparative Study Report prepared 6. Work order released by Purchase Committee on the recommendations of Quotation Committee and signed by the Principal Madam 7. Received product and checked and verified by the Purchase Committee 8. Invoice signed and verified by the Purchase Committee 9. Payment released to the dealer. 10. Entry in the Stock Register/File by the concerned in-charge.

https://hkmvjind.com/images/4.4.2.pdf

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	Merit, Poverty and Sport concession based Scholarships	128	208685
Financial Support from Other Sources			
a) National	Freedom Fighters Scholarship, State Merit Scholarship, Radha Krishan Foundation Fund Scholarship, University Merit Scholarship, BC Category (PMS Scholarship), SC Category (PMS Scholarship)	176	1452825
b)International	Nil	0	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
Mentoring	13/07/2018	1887	All staff members

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	Open Seminar by Paramount Coaching Centre	300	300	0	0
2019	Skill India	450	450	0	0

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	7

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
Nil	0	0	00	0	0

No file uploaded.

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
2018	62	B.A./B.Com./ B.Sc.	H.K.M.V., Jind	Different Institution	P.G/B.Ed

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

Items	Number of students selected/ qualifying

NET	**3**
Any Other	**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
Athletic Meet	**Intra**	**200**
Net Ball, Basket Ball,Volley Ball	**Intra**	**43**
National Kabaddi	**Intra**	**16**
Talent Show, Alumni Meet	**Intra**	**190**
15 August Celebration, 26 January Celebration	**Intra**	**45**
Haryanvi Group Song, General Group Song, Western Group Song	**Intra**	**36**
Light Vocal	**Intra**	**4**
Rangoli/Poster Making/Speech Competition	**Intra**	**12**

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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	**Nil**	**National**	**0**	**0**	**Nil**	**Nil**

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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)

An active student Council has been formed as per regulations of the affiliating university in the sesion 2018-19. The students are not allowed to have any affiliation to any registered political party. The eligible candidate should have scored at least passing marks in all papers of previous year for the last result declared. He should have minimum 75 attendance and should have good conduct. The student Council has elected as well as nominated members. They together elect office bearers among themselves i.e. President, vice president, secretary and joint secretary .An SC representative is also in the Council. Representatives from cultural, sports,NSS and meritorious students also find place in the student Council.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

146

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

14500

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings 04 / Activities 02

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution practises decentralized and participative management which is evident in the very design of various committees, societies and cells. It involves all the beneficiaries as well as stakeholders. The governing body is at the top of this design. The principal acts as the head of all administration, examination, students affairs and academic affairs at the institutional level. These affairs are controlled and worked upon further by various committees and incharges. The bursar, head clerk and non teaching staff, other administrative bodies and sub-committees perform their financial and administrative jobs of planning and execution. The Registrar tackles all the examination related task like filling up of forms, internal assessment, spot evaluation, tests and assignments etc. Grievance redressal cell, scholarship committee, Anti Sexual Harassment Cell, Career Counselling Cell, Youth and Cultural Affairs Committee etc all take care of students welfare and problems,. Different academic bodies include and NAAC, IQAC, Library Committee, Magazine Committee undertake the task of boosting academic excellence by planning, analysing and executing different initiative and developmental efforts. Participative Management: The governing body of the college includes staff representatives (teaching and non teaching) who participate in policy and decision making. Head of the departments are given authority to define, plan and supervise the execution of these plans. In the selection process of temporary and part-time staff also, the head of departments act as subject experts. In this way they participate in the selection process. IQAC is an important component of the whole operational system which has Principal as the incharge and various representatives from all the categories of stakeholders act as members. They collectively hold meetings and suggest as well as deploy various committees to fulfill the decisions taken in the IQAC meeting. The committees are framed in the beginning of each session and allocation of responsibilities is made according to the profile of the member so that all may participate in the grand task of welfare of students and bringing the institution at par with the leading educational institutions.

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

No

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 admission process is highly transparent. Rules and regulations of the university are strictly adhered to. Admissions are made purely only on merit basis. Candidates are required

	to fill the university centralized form at DHE portal. The cut off of merit is displayed on the board. Each application is processed and verified.The college strictly follows the reservation policies of government for admission. The college has a fully computerised Admission Management System.
Industry Interaction / Collaboration	Nil
Library, ICT and Physical Infrastructure / Instrumentation	We have a newly built spacious library with a large number of text books, reference books and journals on all the academic subjects being taught in the college,on current affairs, personality development and other topics of general interest. We have fully computerised library with SOUL Version 2.0. We have sufficient infrastructure to accommodate the large number of readers in the library. Our institution has 120 computers with latest requisite softwares and antivirus. We have five computer labs and one smart classroom. All the labs are powered by UPS and inverters to ensure uninterrupted power supply. Staff members use PPT and smart boards for teaching. Campus has an access to Wi-Fi Broadband connection, BSNL with 8 MBPS speed. Physical infrastructure is also updated and renovated from time to time. The large campus of 7.18 acres with lush green parks has 32 classrooms, one seminar hall, 14 laboratories, three class rooms with Wi-Fi access, one canteen, Child Care Centre, Common Room, NSS room, Red Cross room , one auditorium. The management spends generously on upgradation and purchase of new furniture, computers electrical equipments and other necessities as well as accessories.
Research and Development	Institution creates an environment conducive to research and professional development. Faculty members are motivated for research publication in peer reviewed journals with high impact factor. They are encouraged to present papers in International/National/State level seminar, workshops and to act as resource persons. As a result, a number of faculty members attend seminars and do research work in their fields. They are also motivated to organize such seminar at college campus also.

Examination and Evaluation	Hindu Kanya Mahavidyalaya is one of the constituent colleges of CRSU. The semester exams are conducted by the university but held in the college campus. The Registrar makes all the norms and latest updates available and known to faculty members. Examinations are conducted when and as directed by the university. All the faculty members are engaged in examination duties. Staff is deployed at other exam centres also as per university orders. Similarly internal exams like assessment test and other monthly or weekly test are also held at the proper time. Continuous and comprehensive evaluation is undertaken through class tests and assignments. We have a nodal centre here for spot evaluation also. The performance of students is evaluated on the basis of their attendance test, their performance in class and extra care is taken to make the weak students perform better and also to promote the skills of those students who are active in sports or extra curricular activities. We have to give internal assessment out of maximum 20 marks to each student. As such their performance is closely observed and they are motivated to do their best in their fields.
Teaching and Learning	Teaching and learning is the basis of all knowledge and education. Keeping in mind this eternal fact, our faculty keep themselves abreast with latest updates in their own subject and field by attending various seminars, refresher courses, faculty development programmes etc. They use all types of expertise in providing learning in an interesting, educative and in an all-encompassing way. ICT tools, journals, e-content, smart classrooms, extra resources other than books are all used as teaching tools. Same facilities are provided to learners also by giving access to internet facility in campus, organising study tours, workshops and seminars, inviting experts for lectures in particular subject and also about overall development of their personality.
Curriculum Development	The college follows the syllabus designed by Chaudhary Ranbir Singh University. Many of our faculty members are part of Board of Studies for

	undergraduate courses, for curricular planning and syllabi design. The faculty tries its best to make the curriculum prescribed most effective by using various resources like ICT tools, giving project work and organizing educational trips to various places. Syllabus is covered fully before the exams and revision is made compulsory.
Human Resource Management	Confidential Performance Appraisals are regularly filled for positive feedback Recruitments are made on regular, part time or temporary basis as and when required. Salary, increment and promotion of regular teaching and non teaching staff are provided according to UGC and University norms. Faculty members are encouraged to upgrade their performance and knowledge according to the needs of time and changing trends. All leave rules are adhered to as per Haryana government. A congenial and comfortable environment is provided to the teachers as well as to the students to maintain sustainability. An open door policy for feedback is followed and grievance redressal is done promptly. Maintenance of Grievance Redressal Cell, Anti ragging Committee, Anti Sexual Harassment Committee is made mandatory. Add-on courses are available for the development of students. Mentorship of students by faculty members is an integral part of entire education policy. We have a Personal Counselling Cell also to resolve personal issues of students.

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

E-governace area	Details
Planning and Development	The academic calendar for the session is uploaded on the website. All new notices are also highlighted from time to time on institution website.
Administration	All the details of our faculty and management are uploaded on website.Various administrative bodies like IQAC and different cells and their annual reports as well as chief activities are all uploaded regularly on college website.
Finance and Accounts	Tally accounting software is used in office for internal audit. All the finance related tasks in the office like GST, amount for NPS for faculty members etc. are also transferred

	through electronic mode.
Student Admission and Support	Students fill their admission forms online through DHE portal and college receives all the data pertaining to students admission online.Scholarships are also provided through PMS to the students.
Examination	Examination forms of students are filled online at CRSU portal and their admit cards are also generated online. Internal assessment and awards of practical exams are also sent to the university through online mode.

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	Nil	Nil	Nil	0
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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)
2019	Pradhanmantri Gramin Digital Saksharta Abhiyan	Pradhanmantri Gramin Digital Saksharta Abhiyan	20/01/2019	30/01/2019	29	6
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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
Short term course in E-learning technologies	1	27/08/2018	01/09/2018	7
Orientation Course	1	11/12/2018	07/01/2019	28
Orientation Course	1	13/11/2018	11/12/2018	28

Workshop on Research Methodology	1	28/05/2019	03/06/2019	7
Workshop on Gender Sensitization	1	25/03/2019	31/03/2019	7
Orientation Course	1	23/05/2019	12/06/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. 6 months maternity leave to permanent staff members 2.Pension to all who are eligible for the benefit 3.Earned leaves and casual leaves to all regular staff members as per UGC norms 4. Free medicine and bed facility during college hours and medical help in case of emergency. 5.Fee concession for meritorious wards of teachers.	1.Free uniform each year for housekeeping staff. 2.Wheat loan with EMI facility for housekeeping staff 3.Marriage gifts to all employees from staff fund 4.Financial aid to the family of deceased staff member. 5.Interest free loan facility	1.Book bank facility for Poor students 2.Provision of remedial classes for weak students 3. Career counselling cell and Grievance Redressal cell to help them in decision making and solving their problems 4.Fee concession policy framed each year to relieve the poor and deserving students from financial burden. 5. Facility for paying fees in installments is also available.6. Scholarships and cash prizes are awarded to meritorious students by the Institution. 7. Other scholarship meant for SC/ ST and for meritorious students are made available.8. Refreshment is provided to NSS volunteers and participants of sports camps and cultural activities during rehearsals, when they perform in other colleges and at functions. 9.Canteen facility is available to the students where they can get eatables at subsidised rates.

6.4 – Financial Management and Resource Mobilization

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

Generally two financial audits are conducted each year. One external and one internal audit. Internal audit is conducted by a competent chartered accountant and it is complete for the year 2018-19. External audit is conducted by DGHE Haryana and principal external audit is conducted by Principal Accountant General (Auditor) Haryana. The previous one has been done at the physical level but the report is still pending due to sudden demise of the official put on duty. The principal audit is complete for the year 2018-19.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil

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6.4.3 – Total corpus fund generated

18773023.67

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		No	
Administrative	No		No	

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

The college does not have a formal Parents-Teacher Association. However, parents are constantly intimated and communicated with about the performance of there wards. Teachers keep a record of the attendance of the students and intimate about the shortage of lectures to the parents. Meeting are held between parents and teachers.They are also intimated if a student creates some disciplinary problem and are asked to guide and guard there ward properly. Their valuable feedback is also sought after and recorded. The suggestions provided by the parents are also taken into consideration and acted upon.

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

Digital Training Programme to train the support staff in computer related tasks.

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

1. Child Care Center has been set up. 2.M.Sc.(Mathematics) and Physical Education as an elective subject in UG (Arts) have been introduced. 3. SOUL 2.0 version has been introduced in library to fully automatize it. 4. Conversion and up gradation of classroom into smart class room. 5. A Mega Alumni Meet has been organized. 6. Construction work and up gradation of library, Child Care Center, canteen and gymnasium are successfully completed. 7. One water cooler with purifier installed for students. 8. CMIS system successfully introduced for clerical work. 9. To enhance the beauty of the campus and to provide a delightful ambiance to the faculty and students, new saplings have been planted, beautiful fountain and statues have been installed. 10. A number of

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	No

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	Meeting of IQAC	07/07/2018	07/07/2018	07/07/2018	10
2018	Meeting of IQAC	30/07/2018	30/07/2018	30/07/2018	9
2018	Meeting of IQAC	04/09/2018	04/09/2018	04/09/2018	9
2018	Meeting of IQAC	14/09/2018	14/09/2018	14/09/2018	20
2019	Meeting of IQAC	01/01/2019	01/01/2019	01/01/2019	60
2019	Meeting of IQAC	14/03/2019	14/03/2019	14/03/2019	9
2019	Meeting of IQAC	03/06/2019	03/06/2019	03/06/2019	10
2018	Submission of AQAR to NAAC	28/12/2018	28/12/2018	28/12/2018	10
2019	Analysis of students, parents teachers feedback	10/06/2019	10/06/2019	10/06/2019	10
2018	Preparation of Academic Calender by IQAC	04/07/2018	04/07/2018	04/07/2018	10
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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
1. Free Marital Counselling Camp	05/10/2018	05/10/2018	150	0

2. Special Legal Literacy Camp to apprise women about their rights	08/03/2019	08/03/2019	150	0
3. Group discussion on dignity and safety of women	23/08/2018	23/08/2018	1700	0
4. A rally on taking hard stand for women safety and dignity	24/08/2018	24/08/2018	200	0
5. A pledge/oath taking ceremony against violence against women	25/08/2018	25/08/2018	200	0
6. A seminar on 'Self Defence and Personal hygiene'	02/02/2019	02/02/2019	300	0
7. Mann ki Baat to counsel girls students	02/02/2019	02/02/2019	300	0
8. A seminar was organized on ' Menstrual Health'	08/03/2019	08/03/2019	200	0
9. A lecture on 'Women Empowerment through Employment'	13/10/2018	13/10/2018	50	0

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
1. Solar Power System has been installed and is providing energy. 2. Students have been motivated to switch off lights and fans when they leave class-rooms. 3. NSS and Eco-club have organized save water campaigns by conducting various competitions. 4. Many saplings have been planted which are taken care of by the members of Eco-club and NSS. 5. Polythene are banned in the college.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Scribes for examination	Yes	0
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
2018	7	4	24/08/2018	2	Rally of the students to motivate people to take up a stand for women safety dignity	Safety of women	200
2018	7	4	17/08/2018	6	192 voter card forms of student were filled	Ease in process of getting voter cards made	192
2018	7	4	05/01/2018	2	A cycle rally program by students to make citizens in city aware about voting behavior	Voter awareness	100
2019	4	2	05/01/2019	2	District Mass Rally for making people aware about HIV/AIDS held in the month of Jan.	HIV AIDS Awareness	50
2019	4	2	10/01/2019	2	Needy students were given sweaters from Youth Red	Help of needy students	50

| 2018 | 7 | 4 | 16/07/2018 | 300 | Free Bus Service From Bambheva to Jind through a NGO | Help of poor rural girls | 50 |

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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)
Code of Conduct for various Stakeholders01/07/2018	01/07/2018	The Code of Conduct for various Stakeholders has been uploaded in the Website. Students and Staff are regularly apprised of updated Code of Conduct for them.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
1. International Yoga Day	21/06/2018	21/06/2018	20
2. Swatchta Pakhwara (Cleanliness Drive)	01/08/2018	15/08/2018	70
3. Independence Day	15/08/2018	15/08/2018	500
4. Tree Plantation Day	14/09/2018	14/09/2018	60
5. World Peace Day	21/09/2018	21/09/2018	55
6. NSS Day	24/09/2018	24/09/2018	76
7. Vallab Bhai Patel Jayanti	31/10/2018	31/10/2018	89
8. Anti Tabbaco Day	10/10/2018	10/10/2018	275
9. Republic Day	26/01/2019	26/01/2019	500
10. Women's Day Celebration	08/03/2019	08/03/2019	610

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

1. Garbage disposal pits have been constructed. 2. Rain water harvesting structures have been created. 3. Students have EVS as a part of their regular curriculum. 4. LED's and CFL's are being used. 5. A trip was taken of students to attend a workshop on waste management to Hindu College, Jagadhari, Haryana. 6. Drinking Water sample was got verified from the authorities for RO connection on 11 April, 2019.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices 1 Title of the practice: Mentoring Programme Objective:- 1. To help students in their overall growth and develop their personality. 2. To develop a trusting relationship between the Mentor and the Mentee so that they open up and discuss their personal and health related problem. 3. Helps mentees to identify their goals and offer empowerment and encouragement to achieve their goals. 4. To establish Mentor as a role model for attaining academic goals and life skills 5. To monitor their over all progress in academic and extra curricular activities including attendance and take a serious note of their digressions. The Context:- The college caters to economically poor students who are from rural area. There is absence of mentoring, guidance and counseling in the region. The responsibility lies on college to provide the same and help them attain their academic and life goals. The practice:- • Mentoring session is conducted every Friday from 1.00 P.M. to 1.30 P.M. on regular basis. It is compulsory for all students to attend this session. • Mentees are divided into group of 40-60 students. Each group is headed by a permanent regular teacher and a part – time teacher for the complete academic session. • Mentors maintain a complete record of academic and extra curricular activities. • They also maintain record of the attendance of the students. If students remain absent for more than 7 days they contact the parents of the students. • Merit record and awards won by students are also kept in record by the mentors. • If students commit any indisciplinary action, the mentor takes cognizance of the matter and puts that also in record. • The mentor signs the leave record of the students. • The mentor helps the student to solve his problems academically as well as his personal problems. • A register is maintained by the Mentor in which the family details of the mentee and other details are recorded. • The Principal and the Vice-Principal monitor the activities of all the mentors. Evidence of success:- • Improvement in the attendance of the students. • It is easy to trace slow learners and students who are regularly absent from the class. • Direct contact between the Mentor and the Mentees has instilled confidence and provides a congenial environment in the campus. Problems encountered and resources required:- • To make smaller groups feasible part-time teachers have also been deputed as co-mentors. • More recruitment of permanent teachers is required. Best Practice 2:- Over all holistic development of students through participation in departmental activities and societies. Objectives:- 1. Co-curricular activities are a very important and essential part of educational system. 2. It helps them to discover their interests and talents. 3. Develops in them values and competencies that will prepare them for a rapidly changing world such as, leadership, honesty, sportsmanship and mutual respect. 4. Prepares them academically, intellectually, emotionally, spiritually, physically and socially to face the world. The Context:- The vision of the college is to churn out empowered girls who are able to play leadership roles, As majority of students are from rural background they do not get access to many avenues to development of their personality. Extra-curricular activities conducted by all the departments of college develops various skills such as effective communication, critical thinking, integration and application of knowledge. It develops sense of values and ethics with in diverse, cultural, social and environmental setting. It enables the students to express themselves freely. It guides them to organize and present an activity. The Practice:- 1. All the departments of the college conduct a plethora of activities under their aegis. Activities vary from one department to the other. These activities includes Physical activities, Literay Activities, Social Activities, Aesthetic, Cultural Activities, Craft Activities and Patriotic Activities. 2. Along with subject societies, the cells of the college NSS, Sports, Legal literacy Cell, Red Cross, Women Cell, Career Guidance, Placement Cell, Alumni Association, Election Voters Awareness Cell, Entrepreneurship Development Club also conduct activities. Physical Activities:- 1. Swatch Bharat Internship Programme 1st May to 31st July, 2018. 2. Swatchta Pakhwara 1st August to 15th August. 3. Tree

plantation 14th Sept. 2018. 4. Swatchta Jagrukta 18th Feb., 2019. 5. Athletic Meet Literary Activities:- (English and Hindi Department) 1. Celebration of 'Hindi Saptah' by Hindi Department from 10th Sept. to 14th Sept., 2018. 2. Original Poetry Writing Competition. 3. Essay Writing Competition. 4. Slogan Writing Competition. 5. Sahityik Parichay Lekhan Competition Oct., 2018. 6. Calligraphy 'Sundar Lekhan Pratiyogita' 7. Quiz Contest 8. Creative Writing Competition 9. Poetic Recitation Competition 10. News Paper Reading Competition 11. Calligraphy writing 12. Paper Reading 13. Essay Writing 14. Teaching by student (competitions) Social Activities:- 1. Free marital counseling camp 31.10.2018. 2. Celebration of Women's Day 08.03.2019. 3. Celebration of World First Aid Day 08 Sept., 2018. 4. 5 Day Youth Red Cross Training Camp and Home Nursing Camp (07 Jan. to 10 Jan., 2019). 5. Organization of World Mental Health Day 11.10.2018. 6. Seminar on 'Self Defence and Persnal Hygiene' 02.02.2019. 7. Seminar on 'Menstrual Health' on 08.03.2019. 8. Home Science Society celebrated 7 days nutrition week 01.09.2018 to 07.09.2018. Craft Activities:- 1. Under EDC Club, a training on Tie Die was conducted on 05.02.2019, 50 students participated. 2. Rakhi Making Competition on 25.08.2018 (18 students participated) 3. The Home Science Society organized painting, rangoli and Haryanvi traditional craft competition in Talent Show programme on 11.09.2018. 4. On the occasion of International Women's Day on 08.03.2019 the Home Science Society organized two days programme on the theme 'Balance for Better' Embroidery competition, Poster making Rangoli competition was organized. 5. Exhibition cum sale of Handi Craft items was organized. Cultural and Intellectual Activities:- 1. Maths quiz for Ist Year/IInd Year and IIIrd Year students on 19.09.2018. 2. Poster Making, Rangoli Competition was organized by Maths Department on 27.09.2018 and 06.10.2018 respectively. 3. State level Mathematics Quiz contest was organized by Maths Department on 30.10.2018. 4. Inter College PPT Competition on 06.02.2018 was held on the topic Social communication and verbal skills by Computer Department. 5. Mega Alumni Meet was organized. 6. Talent show was organized. Civic dev. Activities:- 1. Rally on 23.08.2018 by girls on hard stand for women's safety and dignity. 2. 192 student's voter cards were filled during admission. 3. District Level College competitions were organized in the college on the topic 'Qualitative and Complete Participation in Democracy' 26 Sept., 2018. 4. Cycle Rally by girls to make aware the citizens about voting behavior of voters in election 24.10.2018. 5. Department of Political Science and Public Administration organized slogan writing competition, poster making, essay writing, rangoli making, speech competition, debate competition on different Political Civic Development related topics. Patriotic Activities:- 1. International Yoga Diwas 21 June., 2018. 2. Independence Day 3. World Peace Day 21 Sept., 2018 4. NSS Day 5. Vallabhai Patel Jayanti 6. Anti Tabacco Day 10 Oct., 2018 7. Republic Day 8. World First Aid Day 08 Sept., 2018 9. Celebration of 'Consumer Rights Day' on 15 March, 2019 on the theme 'Trusted smart product' Career Guidance Activities and EDC:- 1. Seminar on 16th March, 2019 by Career Counseling and Placement Cell on 'Mathematics and Quantitative Aptitude'. 2. Organization of workshop on the topic 'Skill India' sponsored by Govt. of India on 12th Jan., 2019. (450) 3. On 13 Oct., 2018 a training was organized by Dr. Arti Saini on ' Basics of handling Musical Instrumental'. 4. A lecture on 13 Oct., 2018 on 'Women Empowerment through Employment' by Dr. Sushma Hooda. 5. Extension lecture by Dr. Dalbir Singh Sharma on 13 Sept., 2018 on herbal products. 6. A workshop on digital literacy awareness programme initiated on 30 Jan., 2019 by Department of Computer Science under initiative of Govt. of India for duration of 10 days was organized. 591 students and teaching non teaching staff participated. Evidence of success:- 1. Majority of students participate in these activities as a result students have opened up and express themselves freely. 2. It has developed confidence in students and they feel happy in participating in not only in college activities but also in inter college activities. Problems encountered and resources required:- 1. Students are from villages and they

come to college by bus so they tend to leave college early. So, that they can reach their villages by time. So it is very difficult to arrange any activities after 3.00 P.M. 2. Shortage of funds.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://hkmvjind.com/images/Describe%20at%20least%20two%20institutional%20best%20practices%20(1)_1.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

The college started with a vision to provide quality education to women and equip them with means to compete with the fast changing and competitive word. In order to digitally empower girls of the college it was decided that under the scheme of Pradhan Mantri Gramin Digital Saksharta Abhiyan (PMDISHA) a month and half long training programme be organized in our college campus with coordination from Sh. Vivek Kaushik, Supervisor-CSC of DRDA Jind and his team members from 1st Feb., 2019 to 15th March, 2019 to make the participants digitally empowered. In this training programme. Participants were trained to operate computer and other digital devices (like tablet , smart phone) to send and receive email, browsing, accessing government e-services and digital payments. On the last day, online assessment was held for all the participants. Each participant was issued an E-certificate under PM-DISHA. The 10days workshop was conducted in batches to accommodate 1300 students, teaching and non teaching staff. After completion of training programme, a one-day workshop was organized by students who participated in this training programme to digitally empower all remaining staff and students.

Provide the weblink of the institution
https://hkmvjind.com/images/DIGITAL%20LITERACY%20REPORT.pdf

8.Future Plans of Actions for Next Academic Year

Proposal/plans for 2019-2020 1. Separate smart room should be made for PG students. 2. New courses should be introduced at PG and UG level. 3. Seminar room should be made ICT enabled. 4. Conference room should be there in the college. 5. College website should be updated according to the present need. 6. Extension activities contributing society should be done. 7. Research culture should be promoted in the college.