



YEARLY STATUS REPORT - 2020-2021

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	Officiating Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	01681256263	
• Mobile no	9996201948	
• Registered e-mail	hkmvjind@gmail.com	
• Alternate e-mail	hkmvprincipal@gmail.com	
• Address	Hindu Kanya Mahavidyalaya, Near Arjun Stadium, Jind	
• City/Town	Jind	
• State/UT	Haryana	
• Pin Code	126102	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Women	
• Location	Urban	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Chaudhary Ranbir Singh University, Jind (Haryana)				
• Name of the IQAC Coordinator	Dr. (Mrs.) Sushma Hooda				
• Phone No.	01681256263				
• Alternate phone No.	01681256263				
• Mobile	9813076429				
• IQAC e-mail address	sushma23hooda@gmail.com				
• Alternate Email address	a246155@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://hkmvjind.com/images/AQAR%202019-2020.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://hkmvjind.com/images/Academic%20Calander-1.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71.75	2002	01/10/2002	01/10/2007
Cycle 2	B	2.21	2019	18/10/2019	17/10/2024
6.Date of Establishment of IQAC			08/10/2012		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	06	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Organized International level online seminar. 2. It suggest the ways and means to improve the pedagogy of online teaching to teaching faculty and motivate them to attend online workshops, FDP on MOOC's, open education resources and Applications of ICT tools. 3. Prepared action plan in the light of suggestions made by NAAC peer team. 4. Organizing online state/national/international level activities by all departments and cells of our College to celebrate 50th anniversary of establishment of College. 5. Regular meeting of IQAC and AQAR has been submitted regularly post Accreditation.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
International and National Seminar will be organised.	Department of History successfully organized international level online seminar on 11 November 2020.
Research Culture will be promoted in the college.	Subscription of many prominent research journals is there. Many faculty members have attended workshops, Faculty Development Program, seminars, conferences and presented research papers. One computer has been provided to Department of History.
To improve internal quality, expert advise will be taken.	Online invitation was given to Dr. Anil Yadav (professor central university of Haryana, Mahendrgarh and member of IQAC ,research and ethics committee)for taking valuable advice .
Language lab will be established.	We were unable to establish Language Lab due to Covid-19.
Far seamlessly conducting online classes infrastructure will be improved.	Broadband internet was installed in social science, English and Hindi Department.
Internship programme will be organized for providing practical knowledge.	We were unable to organize internship program due to Covid-19. Though, One day online industrial visit was organized.
As NEP 2020 has insisted up on skill development. So Entrepreneurship Development Club will organize programme for the same.	We were unable to organize skill development programe due to Covid-19. Though, Mehndi Racho Program was organized on the occasion of "Karwa Chauth" by EDC in which a platform was provided to students to draw mendhi with payment and State Level online competition was organized on "Best out of waste".

To boost immunity, herbal park will be setup.	Herbal park was established in front of science wing. Total expenditure incurred on purchase of plants was ₹17800/- during the session 20-21.
Students will be motivated to do exercises, yoga, breathing exercises , Parallel Bar Exercises and meditation to boost immunity.	Multiple sessions were organized in the college in which students did exercises, parallel bar exercise and yoga under the instruction of physical education faculty. Ten days national level online yoga workshop was also organized by Department of physical education. Online National level Yoga competition was organized on International Yoga Day.
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
No	Nil

Extended Profile

1. Programme

1.1

08

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student2.1 1557

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 424

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 540

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 19

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 27

Number of sanctioned posts during the year

Extended Profile

1.Programme	
1.1	08
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	1557
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	424
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	540
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	19
Number of full time teachers during the year	
File Description	Documents
Data Template	View File

3.2	27
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	30
Total number of Classrooms and Seminar halls	
4.2	6366009.52
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	98
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

In the fast changing scenario of higher education it is not difficult to attain a particular height but to sustain oneself on the same and to keep improving further, is a big task. The college is surfing ahead by enabling the students to meet life's situations with dedicated staff, techno friendly ambience, career counselling facility and best infrastructure such as well-equipped laboratories, well stocked library, multipurpose auditorium, smart classrooms and sports facilities. The college is well geared to cater to academic needs of about 1550 girls students of both UG/PG courses. In the beginning of new academic session the college follows the University designed Academic Calendar. IQAC of the college ensures that the strict implementation of curriculum provided by the university according to Academic Calendar. The principal timely calls a staff council meeting regarding admission process, teaching plan, time table, formation 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 govt. norms. In the beginning of the session, an Orientation Programme is organized for students to give an insight of the entire curriculum, facilities in college, committees, staff introduction, rules and regulations as well as Academic Calendar. Teachers put an extra efforts to identify advanced and slow learners and implement strategies accordingly. Sports and cultural activities are well planned in advance by the teacher incharge. Workshop and Seminars are conducted for overall growth of students. Different methods and techniques along with necessary teaching learning aids are used by the teachers. Covid-19 pandemic has dramatically influenced the education system resulting in distinctive rise in online teaching-learning platforms like Google Classes, Audio-Video classes on Whatsapp, E-Resources, E-Library. To cope up with the changing scenario, our teachers have put in continuous efforts in preparing and providing teaching learning material suitable for online teaching for facilitating learning. Students are motivated to participate in academic, cultural and sports competitions at different levels. NSS, Legal Literacy Cell, Women Cell, Career Counseling Cell etc render social and community services. Adequate funds have been utilized for development, upgradation, and maintenance of college. The gems of college are honored and awarded. Student satisfaction survey is conducted by IQAC for betterment and further improvement of teaching-learning process.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

There is systematic and transparent Centralized Continuous Internal Evaluation System to assess students' development and performance on a continuous basis throughout the year. In the beginning of every academic session, the university publishes the academic calendar containing various curricular and extra-curricular activities. The academic calendar of University is put in the IQAC meeting for discussion and approval. It is uploaded and revised with the respect to any change suggested by the University. The calendar is displayed on the college website and displayed on the notice board for the information of all students.

Every department of college strictly adheres to the calendar.

Internal Evaluation:

In each course (Subject/Paper), internal assessment weightage is twenty percent of the total marks and is awarded on the basis of class tests, class attendance and assignment work. The criterion for the internal assessment is displayed on the department notice boards. The mentors also make the students aware of their duties and responsibilities and motivate them to score high in internal assessment. Students having grievances can approach the concerned HOD for timely redressal. They may also approach the Grievance Redressal Cell. Students attendance is entered in college attendance system and the message of absent students are manually generated and informed to their parents. The parents are also informed about the student's performance and general behavior during parent-teacher meeting. At the end of academic session students submit their feedback for each subject through online feedback forms.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
8	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
6	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
108	
File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	

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

The cross cutting issues like Gender, Environmental Sustainability, Human Values and Professional Ethics etc. find an ample space in the curriculum. Human values and Professional Ethics are inculcated in different courses and for different semesters. In addition to this, the college has constituted various cells and clubs like Women Cell, Legal Literacy Cell, N.S.S. Cell, ECO Club etc. and organizes a number of activities to ensure that the important issues are well conveyed and received positively by the students.

Human Values:

The curriculum has the following core courses for UG programmes special focused on development of Human values.

- Cultural education- To take pride in national ethos.
- Social Service- To engender the spirit of brotherhood of man and to facilitate the establishment of casteless society.
- Co-curricular activities- For all around development of personality.

We find human values in the courses such as Public Administration, Hindi, Music (V) and English.

- Professional ethics are a part of the course covered by the B.A. and B.Com. students. Professional ethics as part of curriculum helps students examine ethical principles or ethical issues that arise in their professional/ business environment and take decisions guided by the code of ethics. The courses prescribed for the students describe professionally accepted standards of personal, human behaviour at work directly or indirectly.

Gender:

Courses such as English (Literature), Hindi (Literature), Music (Vocal) bringing awareness among students about gender discrimination prevalent in the society and other gender related issues. The teachers empower girls by sensitizing them and discussing the issues in the class. Girls are encouraged to speak and possible solutions are discussed. In addition the Women Cell, Legal Cell, NSS Cell etc. of the college conducts various programmes to create awareness among the students pertaining to

gender issues.

Environment and Sustainability:

Environmental Science is a compulsory subject for the first year UG students of all streams. This subject introduces students to the interrelationship between man and the environment. It helps them to understand the management of the natural resources, alternative energy resources, effect of climate change, pollution control etc. Our college makes positive efforts to create awareness related to environment in our students through the cells such as NSS, Red Ribbon Club, Red Cross, ECO Club etc. In addition, the courses like Environmental Studies, Public Administration, Hindi, Political Science and English address environment and sustainability issues and link the students with environment by arranging environment awareness camps, seminars, workshops, extension lectures, industry visits. Environment day, water day, cleanliness campaigns are organized and celebrated annually.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

00

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

00

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	https://hkmvjind.com/images/Feedback%20analysis%2C%20suggestions%20and%20ATR(2020-2021)_2.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://hkmvjind.com/images/Feedback%20analysis%2C%20suggestions%20and%20ATR(2020-2021)_2.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

594

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

92

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

This year due to COVID Pandemic, most of the session was continued online and through offline doubt class were taken. Faculty members gave special guidance to students through different online modes. College has a very good mechanism of identification of student learning levels. But, All students could not join online class so it was difficult for staff to excess the learning levels of the students. These are identified through the mechanism like:-

- Analysis of previous year results.
- Continuous oral feedback of students.
- Analysis of Internal tests.
- Analysis of assignments.

Activities for slow learners:-

- Teachers help them in improve their subjective knowledge by providing special notes and uploading video lectures.
- Slow learners are being continuously counselled by the concerned teacher for their personal problems.
- Group study system is also encouraged with the help of the Advanced learners.
- They are motivated to attend the class regularly.

Institution provides special attention to the Advanced Learners with advanced Information through different E-books and E-journals and News Papers. DGHE's education channel link schedule was also shared to the students. Students are also motivated to participate in on-line extra curricular activities. The academic achievement of the students are highly praised by the college by organizing prize distribution function every year.

A very appreciating and good tradition of our college is that University toppers hoist the flag in front of whole college on the

eve of Independence Day and Republic Day.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1557	19

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

In college, provision has been made in structure of all programmes to give students experiential and participative learning experience. Project work, assignment, quiz, presentation etc. are integral part of all programmes.

Student centric methods :

1. Laboratory Practical classes in practical subjects.
2. International Seminar (DGHE) was organised.
3. Participation of students in International and National - Seminars, Conferences, E-quiz etc.
4. During online teaching, suggestions and ideas are not only welcomed but also incorporated in teaching.
5. Students are encouraged to prepare PowerPoint presentations and present them during lectures.
6. Online International level Story telling competition in English and Hindi, Doha Gayan, National Level Slogan Writing, National level Music Workshop, State level Poster Making and Best

out of waste, Essay writing, Industrial visit, Extension lectures were organized by various Departments for overall development of the students.

7. Creating short goals to achieve the aim in their life.

8. Doubt classes were taken in the college campus.

9. Problems of the students were discuss in Google Meet class.

10. Different questions were given to students from examination point of view through different online modes.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

We are in 21st century. To make students competitive, they should excel in technology, above all. Due to corona virus in 2020, more and more ICT tools need to be used to teach students. College uses Information and Communication technology in education to support, enhance, and optimize the delivery of education. The following ICT tools are used by the Institute:

1. PowerPoint presentations- Faculties are using power-point presentations in their teaching. Moreover, college has its Youtube channel where most of the teachers upload videos related to their respective subjects.

2. Seminars & Extension lectures- In college, we are having seminar rooms which are digitally equipped where guest lectures, expert talks and various competitions are regularly organized.

3. Online quiz- Online quiz for students have been organised with the help of GOOGLE FORMS.

4. Video Conferencing- Zoom, Google meet and teachmint applications are used for student's counseling.

5. Video lecture-Video lectures have been recorded by teachers to make study material available to students.

6. Online competitions- Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

19

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

12

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

246

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

. The college has a robust, transparent and systematic Centralized Online Continuous Internal Evaluation System to assess students' development and performance on a continuous basis throughout the year. For the internal assessment, guidelines issued by the affiliating University i.e. C.R.S. University are followed with the weightage of twenty percent of the total marks which is awarded on the basis of class tests, class attendance, assignment work as well as general behavior of the students in the class. Due to the lockdown and pandemic conditions, ICT tools are used in formative assessment. On-line MCQs and Test papers are generated on Google forms for the quick assessment. Platforms like Google classroom, teachmint app, Google meet, ZOOM App etc. are used to receive attendance, test sheets and assignments. The criterion for the internal assessment conveys to the students in their online classes. 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. The message of absentee students is informed telephonically to their parents. The record of class tests and assignments are also maintained by concerned subject teachers.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

College Level

College level grievance redressal committee looks after the grievances related to academic and non academic matters. Grievance Redressal Cell helps the students to approach for general and personal grievances. All the queries or complaints (if any) related to examination are dealt with efficiently. Basically, we don't give any chance of complaint to the students. We follow a

thoroughly transparent system of exams and assessment. The checked answer books as well as the attendance are shown to each student. If they have any doubt, they can raise it there and then itself before the incharge. If not solved satisfactorily by the incharge, the head of the department takes the matter into consideration and resolves it. But at later stage also, if a complaint is filed with the committee, immediate attention is paid to it. The problem is discussed, solution is sought and student is intimated with the solution. Fortunately, we have been successful in sorting out all the complaints of students till now.

University Level

• There is a provision for revaluation of answer sheets. The students, who are not satisfied with the marks given, can apply for revaluation. At the university level, there is a provision of revaluation for the redressal of grievances. The students against whom UMC cases are registered in the final examination are dealt with justifiably. Materials of cheating are confiscated and their records are maintained. The students are given opportunity to clarify their positions. The university constitutes a committee to look into the matter and appropriate measures are taken judicially, transparently and within time limit.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Programme outcomes provide knowledge, skill, abilities and attitudes that students acquire during the period of their graduate and post graduate course. Our college offers different programmes in Arts, Commerce and Science with unique and well defined outcomes. The programme outcomes are summarized here:-

1. Development of their all-around personality to face social, economic and political challenges of the world.
2. Learn and understand the mother tongue as well as foreign language English and use them effectively in the day-to-day

life.

3. Increase in the capability of students to make decisions at personal as well as professional level.
4. The knowledge of costing, marketing, Advertising and Management Accounting will help the students to stand in the organization.
5. Development of leadership quality among them through quality education.
6. Comprehending fundamental concepts and depth of scientific knowledge.

Mechanism of communication:

The programme outcomes of various courses are built into the curriculum of each discipline and available on college website. Personal counseling of the student is done as per the need of the students so that outcome can be attained.

The outcome of courses is clearly outlined on the very first day of each academic session.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://hkmvjind.com/images/Outcome_of_Courses.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Merely stating, displaying and communicating the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs), will not suffice the purpose unless there is a strong and structured mechanism for evaluating the attainment of them. The IQAC has prepared an effective and proper mechanism for the attainment of Pos, PSOs and Cos.

The Pos, PSOs and Cos are assessed through direct and indirect methods:

Direct Method

The direct method is used for the calculation of the attainment of

Cos and is based on the performance of the students in internal assessment awarded by the faculty through assignments, class tests, attendance and general work and conduct. This has 20 percent weightage, whereas the external assessment by the university in end semester has got 80 percent weightage.

Indirect Method

The indirect method of assessment involves collection of feedback from the outgoing students in the form of a questionnaire that provides inputs on curricula and delivery like:

- Name of the Programme.
- Availability of course information through website and prospectus.
- Programme specific outcomes, programme outcomes and course outcomes are displayed on college website.
- Satisfaction with the quality of the course and curriculum delivery offered.
- Recommending this program to other students
- Rating overall quality of learning experience in the college.
- Recommendations to improve the program.

This feedback serves as the genuine opinion of the students and the direct method and the indirect method taken together further contributes for Pos and PSOs attainment.

Advantage

The suggestions and recommendations in the feedback as received from the students and the result of data analysis are discussed and corrective measures are taken towards the improvement and attainment of Pos, PSOs and Cos.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://hkmvjind.com/images/word%20file%20Feedback%20Analysis%20of%20outgoing%20students(2020-21).pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

159

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://hkmvjind.com/images/Annual%20Report%20(2020-21).pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://hkmvjind.com/images/Word%20file%20SSS%202020-2021.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

3.1.2.1 - Number of teachers recognized as research guides

00

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

Being a predominately undergraduate institution with three post-graduate departments, Hindu Kanya Mahavidyalaya, Jind appreciates

and plays an encouraging role in promoting an ecosystem for innovation among the faculty members as well as the students. The spirit of innovation encompasses various outreach programs for creation and transfer of knowledge. Physical space, common services and networking connections have been adopted by the college to keep the students at par with the latest techniques in their respective fields of study. Ideas are inculcated by the method of writing assignments. The different topics from the textbooks are selected and the students are given a specific time to study, identify the problem in the case studied, suggest a solution to it and reproduce whatever they have observed through presentations. The college also tries to maintain global and dynamic competitiveness, eminence of human capital and high standards of quality research among the faculty members through promoting and sending them in state, national and international level seminars, conferences and workshops. Our college fosters the teachers to submit innovative research papers and publish them in journals with ISBN and ISSN. The college is taking very promising initiative towards entrepreneurship and career placement programmes. Career counselling cell and placement cell are constructed to encourage job oriented ecosystem among the students. The placement cell plays an important role in shaping the future of students by preparing them for the competitive environment. Information Technology and Fashion Designing courses help students to reach their highest aspirations. IT is essential in today's competitive and fast changing world. Certificates, Diploma and Advanced Diploma are issued to students who opt these courses which help them in their future. Students are encouraged to innovate and launch their products through fashion designing. For fulfilling the purpose of 'knowledge transfer' cooking and Fashion Designing workshop, Hobby and Yoga classes are organized by the college time to time. The various departments generate co-curricular stimuli by means of workshops. Guest lecturers are invited to keep students up-to-date with the modern world. The library is a storehouse of latest books. Separate labs are set up for the students in science, geography, computer and home Science to make the students acquainted with the latest in the respective field. Students are encouraged by the language teachers to participate in creative writing competition and extempore speech competition. Social science department conducts quiz and debate competition to motivate students to take active part in enhancing their knowledge in current affairs. The open land in the college has been converted into greenery and various kinds of plants and flowers have been planted. Surveys are conducted by the students with the help of teachers in Geography department. Hence, it can be expected that these fledgling steps towards a healthy

environment for students may bloom into a true knowledgeable venture in the future.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

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

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
00	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year	
1	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File
3.4 - Extension Activities	
3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
<p>In our Institution, the majority of students come from nearby rural areas. The college was started with the aim to promote the girls education and develop critical thinking in order to make them independent and self reliant so that they may lead the successful life besides fulfilling all the roles expected by the society. Women are the foundation of family, community, society and play a key role in nation building. Our college has young dynamic faculty having excellent knowledge of their field, good academic record and research exposure. They always try to inculcate the scientific knowledge, development of entrepreneurial skill, professional attitude in the students by organising different extra-curricular activities and extension activities. These activities are conducted under the banner of NSS, Women Cell, Legal Cell, Red Ribbon Club, Red Cross, Voter Cell etc. The activity under the extension activities ranges from awareness campaign about HIV/AIDS, Literacy Programme, Awareness Rallies conducted for</p>	

making voters aware and voters forms were distributed in the colonies etc. The College aims at holistic development of the students through such activities along with studies. The extension activities organized by the college enhance the students' academic learning experiences and inculcate the values and skills in them. The expected impact from these activities can be summarized as below: Through these activities the students get socialized and learn to think beyond individual interests and social welfare. The theoretical knowledge attained in the classroom can be applied for the benefit of society. Teamwork, Leadership Skills, Time Management, Effective Communication Skills, and Effective Decision Making are just a few things students learn while participating and organizing various programmes under extension activities conducted by NSS Cell etc. The students get a wonderful platform to mingle with each other and learn about culture, traditions and values of society. Extension activities help the students to contribute in nation development and social integration also inculcate value of man-woman equality, humanity and notion of equal rights. Some of the extension activities also create awareness about bad social practices in a society and prepares them for eradication of it. Extension activities also impart the students expected new social values and norms. They are useful in sensitizing social issues like Dowry system, caste based Gender inequality etc. The activities kindle the patriotic spirit of the students, develop self discipline and tend to follow ethics in their personal and professional life

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

00

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.5 - Collaboration	
3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year	
3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year	
00	
File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded
3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year	
3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year	
00	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
Our institution is trying its level best to improve the students learning ambience by imparting the infrastructure which aids in improving the quality of knowledge and current needs of the	

students. The campus has covered an area of 7.18 acres comprising buildings with all modern amenities, Class rooms with proper ventilation and Seminar hall with Information and Communication Technology enabled facilities, various laboratories such as Physics lab, Chemistry lab, Home Science lab, Computer labs etc. equipped with all requisite tools, well enriched library, sports room etc. The following table shows the number of classrooms, laboratories etc:-

Sr. No

Item

Unit

1.

Classrooms

27

2.

Auditorium

01

3.

Seminar Hall

01

4.

ICT enabled Class Room

02

5.

Music Vocal Room

01

6.

Music Instrumental Room

01

7.

Sports Room

01

8.

Library

01

9.

Laboratories which includes:

- Computer Labs

14

05

- Home Science Lab

02

- Geography Lab

01

- Chemistry Lab

02

- Physics Lab

03

- Fashion designing Lab

01

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Our institution believes in the dictum of 'A Healthy mind lives in healthy body'. Keeping this in view, the college has made positive efforts to impart adequate facilities for sports, indoor and outdoor games, gymnastics and yoga to our students. Our sports in-charge does her best to bring out the best in the area of sports to motivate students to bring laurels to our institution. The gymnasium of college has a number of modern equipments and machines for workout and physical fitness of the students as well as staff members.

Our college has adequate cultural facilities to facilitate the taste of the students in music, dance and other related activities. We have Music vocal as well as Music Instrumental as optional subjects in Art faculty and regular in-charges are there to teach, guide and supervise all the cultural activities. Sufficient musical instruments like Sitar, Tabla, Dholak, Guitar, Casio, Dilruba, Santoor, Harmonium etc., are available along with the accompanists. Special guidance is made available to students at specific cultural occasions. Student's participation is also marvelous at the different levels like National, Inter University, State, and Zonal, Inter-zonal, District level's inter-college programmes in every event related to singing, dancing, theatre and instrument playing.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

03

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

110800.36/-

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

A Library management system is a software program that uses to maintain the record of the library. It tracks the information of

the number of books inside the library, what number of books are issued, or how many books have been deposited back or renewed or due fine charges, and so on .You can locate books in an immediate and control all the statistics effectively and orderly the use of this system. The purpose of a library management software is to provide immediate and accurate statistics concerning any form of library study material, thereby saving lots of time and effort .Our college library is computerized with integrated library control software program SOUL 2.0 (Software for University Libraries) of INFLIBNET. The numerous library works such as statistics access, issue and returned back and renewal of books, member logins and so on are done via the software program. OPAC (Online public access catalogue) is also available in the software.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

3291/- for books (hardcopy) + 19150/- for Journal (hardcopy)

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

11

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has adequate IT facilities for strengthening the teaching and learning process. Our campus is upgraded with all the necessary IT facilities. The institution is equipped with 119 computers and laptops having requisite software and antivirus. Heads of the Departments of the institution have also been provided with laptops and computers. The computer lab is powered by UPS and inverter to ensure uninterrupted power supply usage of computers. Scanners, Printers, Xerox facilities are available and faculty members can use these facilities for official purpose. The college campus has Wi-Fi facility and faculty members have been provided with full access to Wi-Fi to gain information and thereby they may carry out research activities and so forth. Students can also use Wi-Fi facility under the supervision of their teachers. The college campus is under CCTV surveillance to ensure transparency as well as safety to all the students and staff members. In order to provide high quality speed network, the college has Wi-Fi connections, Fiber Optic Starnet Wi-Fi and LAN connection with 50-100 Mbps speed.

Date

Nature of Updating

Room No.

24-12-2020

Computer System with printer and Wi-Fi dongle

212

11-01-2021

Installation of Wi-Fi with speed 50 mbps

205

11-01-2021

Installation of Wi-Fi with speed 50 mbps

212

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

119

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

6366009.52/-

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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: Library Committee, Standing College Property committee, NAAC Committee, Committee of Maintenance and Repair of college, 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. Applications are scrutinized by the verification committee and admissions are done after scrutinizing them by strictly adhering to the university norms. At the beginning of new session, Head of departments and in charges

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 etc. available within the campus. An electrician is hired on annual basis to look after day to day complaints. The institution constantly upgrades its IT infrastructure as per the requirements from time to time.

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 their details. New books will be issued to the students only after the previously borrowed books are returned in good condition after fourteen days. 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

79

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

66

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
570	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
570	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

41

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

3

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Academic and administrative related work is performed by representatives of students. Students from Science, Commerce and Arts faculties are chosen from their respective departments and these students, who are a group of about 150 students, help in organising festivals and competitions under the guidance of teachers. In every subject a secretary, a treasurer and a President is chosen from the first year, second year and third year respectively and these societies and the office bearers help in organising intra-college functions, Inter college functions and other functions at state and national level. The students from sports and NSS also actively contribute to activities in the college. The students also become student editors in various subjects and contribute to the college magazine and in the IQAC there is also a students representative.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

10

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

- 1) Yes, there is a registered Alumni Association that contributes significantly to the development of the institution.
- 2) They help college by donating money according to their capacity. In meeting of Alumni Association it was decided that ex-students of the college will be invited as a Guest to deliver lectures or chair a session at functions organized by the college.
- 3) Members of Alumni Association also conduct many workshops for the students free of cost according to their expertise. They also act as Recourse Persons and deliver lectures on various topics. Some of them are employed as regular lecturers, part-time lecturers and at various posts in clerical department.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	View File
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>Vision</p> <p>To achieve excellence and perfection as a progressive and modern centre of knowledge and personality development in an ethical way that goes in tune with brilliant career prospects and social viability.</p> <p>Mission</p> <p>To encourage female education and to make available all possible opportunities to the girls belonging to all sections of rural and urban society, to Infuse the sense of discipline and morality, equipping them with all means to compete with the fast changing and competitive world thus grooming them to become responsible citizens.</p> <p>The institution is governed by the rules and regulations of Higher Education authorities and those of the affiliating University, which under the direction of the Chairperson of Managing Committee, Executive Council, Principal and all faculty members are adhered to strictly. The perspective plans of the institution include development of infrastructure, providing best IT facilities to the students and staff, giving best results in academic, sports and cultural fields making whole campus clean, green and eco friendly and to promote research work among teachers. Teachers act as guiding light to implement all the policies and regulations given by Higher Education Department and the university. Various decisions are taken in the meetings of staff with the principal and the Chairperson and their implementation is also closely supervised by the incharges.</p>	

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institution practices decentralized and participative management. The decisions and policies are discussed collectively but the responsibility of implementation is distributed to all from the highest to the lowest according to their profile. The Principal, with the approval of Chairperson, conveys the instructions and policies to faculty members. Duties regarding various administrative, academic, managerial and others are allocated to all the faculty members equally. Various committees are formed for smooth and effective working and management. The individual as well as the committee is responsible for every duty they are conferred upon. Right from the beginning of the academic session, the Chairperson, Managing Committee as well as the Principal hold meetings with the faculty members as well as with various committees separately to discuss the plan of action taken and to ask about their reports of implementation. All the academic activities are decentralized and decisions are taken based on discussion in the department meetings, faculty meetings with the Principal and with the Chairperson. The Principal co-ordinates with the departments, administration and management. Participative management provides extensive scope for having collaboration among various departments for implementation of the activities in the institution uniformly and as a team.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In the IQAC meeting held on 18th March 2021 all members agreed to organise Annual prize distribution function following the SOP covid-19 with full cooperation of all the teaching faculty members

and non teaching staff of the college. For this purpose, a meeting of all the staff members was called by the principal and the plan to organise the function was discussed. As the college was celebrating its 50th anniversary it was also decided that the Kulgeet of the institution will also be launched on the same occasion. It was decided by College Management Committee that Mr Deependra Huda, Member of Rajya Sabha, will preside over the function as Chief Guest and Mr Surendra Pahal, President, Indian Kabaddi Sangh will be the Guest of Honour on the occasion. Various committees were constituted for the successful conduct of the event.

1. Overall incharges
2. Prize Committee
3. Purchase Committee
4. Tea committee
5. Decoration , Flex and Badges
6. Seating arrangement
7. Certificates
8. Stage Conduct
9. College Report and Press Publicity

Thus, on 3rd April 2021, the Annual prize distribution function was successfully held.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://hkmvjind.com/images/Munites%20of%20meeting%20-%20Copy.pdf
Upload any additional information	No File Uploaded

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

The Governing Body of the college includes office bearers as President, Vice-president, Secretary and Treasurer, 7 members from management, 2 college representatives. The Governing Body discusses and takes all the important decisions of the college. At administrative level, the Principal is the head of the institution who with the active support and suggestions of the staff members conveys the decisions taken to various councils and committees formed to accomplish the tasks. The Principal communicates the responsibilities to the Head of the Departments and members of various committees. Academic Calendar is prepared in the beginning of the session. There are a number of working committees formed each year to implement the decisions and plans effectively. Discipline Committee, Youth Welfare Committee, Anti-ragging Committee, Advisory Committee, NSS Cell, Red Ribbon Cell, Red-Cross Cell, Women Cell, Sports Committee, Canteen Committee, Tea & Meals Committee, Cleanliness and Beautification Committee, Anti Sexual Harassment Cell, Legal Cell, UGC Committee, IQAC, Examination Committee, Library Committee, Press & Publicity Committee, Purchase Committee, Quotation Committee, Maintenance Committee are the various committees which provide a strong framework to all the concerned activities. All the service rules contained in the University Calendar CRSU and Haryana Govt. are strictly adhered to. Procedure for recruitment and promotion of faculty is well-defined and regulations framed by UGC, affiliating University and Govt. of Haryana are strictly followed. UGC has given well defined guidelines and instructions regarding UGC score for Academic Performance Indicators (API) for the promotion of teachers and other academic staff. The college has an active grievance redressal mechanism for teaching and non teaching faculty members. The Principal is the direct head to listen to and absolve the problems and complaints of the students and teachers. In the Governing Body also, we have staff representative who act as a link between staff and management for a better co-ordination.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://hkmvjind.com/images/Organogram%20of%20the%20Institution.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

As per University norms and Department of Higher Education rules, the following welfare measures are taken for all teaching staff and non teaching staff:

- 1.Six months Maternity leave to permanent teaching staff.
- 2.Pension to all who are eligible for the benefit.
- 3.Fee concession in admission for wards of the staff members.
- 4.Earned leave and Casual leave to all regular staff members as per UGC norms.
- 5.Free medicine and bed facility for the sick during college hours and in case of emergency help is provided to take them to

hospital.

6. Free uniform each year for housekeeping staff.

7. Wheat loan with EMI facility for housekeeping staff.

8. Marriage gifts to all employees from staff fund.

9. PF loans are sanctioned as per GOI rules.

10. Ex-gratia financial help to the family of deceased staff member.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

26

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

Nil

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

15

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The institution has a well established and foolproof Performance Appraisal System for faculty members. Every year they are required to fill the annual confidential report in which they give each information regarding the result of the classes they have taught,

application of new teaching methods in classes, research work during the year including participation, presentation of research papers in National/ International seminars/conferences, publication of research articles and text books; in service training, extra classes for weak students, contribution in the college activities and in administration as member of different committees, number of days spent in admission, teaching, evaluation, examination work, maintaining cordial relation with administration etc. In addition teachers are required to score a minimum score in API under CAS, 2010 by UGC, spreading over three categories for the promotion. This evaluation is done by IQAC of the college the same is sent to the university for approval of senior and selection grade for lecturers. Afterwards it is approved by Director, Higher Education, Haryana. The performance of part-time lecturers is also analyzed critically through result of their classes, their participation in other activities and duties performed as well as by taking feedback from their Head of Department and students. The performance of Non-teaching staff is analyzed on the basis of their intelligence, knowledge of computer, their efficiency in maintaining records and doing all clerical works efficiently. The regular non-teaching staff is also required to fill ACR to provide details about their performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Generally two financial audits are conducted each year. One external and one internal audit. Internal audit is conducted by a competent chartered accountant and is complete for the year 2020-21. External audit is conducted every year by DGHE, Haryana and has been applied for. The principal external audit is conducted after every five years by Principal Accountant General (Auditor) Haryana and is complete for the year 2019-20. Now it will be conducted after five years. Objections of any kind are promptly addressed by presenting the relevant information or document to the auditors. All measurements are taken care if to keep transparency in the financial records. Upon meeting the

norms, the signed audit report is presented to us.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Principal source of the funds for the college are grants from the State Govt. for salary of regular staff, development grant from UGC, funds collected from students and fees collected from the students enrolled in self-finance courses. The grants from state govt. are under special heads and they are spent for the purpose they are meant. The institution has at its disposal the funds collected from the students and from the self financing courses as well as money collected from the rent of the college shops. The college does not get funds from State Govt. for maintenance of the college. Therefore these funds are very useful for the college. The institution has to engage a large number of teaching and non-teaching staff members on temporary basis to cope with the work load and other administrative and maintenance tasks. The funds collected from the other sources is used to pay salary to them. College also receives some donation from the dignitaries of government during college functions. All the fees to be received from the students are clearly mentioned in the prospectus of the college complying with rules of the the affiliating

university. The Principal and Managing Committee monitor the use of funds. All the major financial decisions are taken by the Managing Committee. After final approval of budget, the purchasing process is initiated by purchase committee which includes senior members of faculty. The quotations are called and after the negotiations, purchase orders are placed. The payment is released after delivery of respective goods. It is done as per the term and conditions mentioned in purchase order. All transactions have transparency through bills. The bills payments are passed after testing and verification of items. Only authorized persons operate the transaction through bank. Financial audit is conducted by chartered accountant every financial year to verify the compliance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

Two practices institutionalized with IQAC initiatives are

1. To boost the departmental activities and that of the various cells.
2. To create ecofriendly environment.

It was decided in the IQAC meeting held on 18th August 2020 that different departments as well as various cells of the college like Women Cell, NSS, Red Ribbon, EDC will organise state and national level competition. As it was a period of social distancing due to spread of covid-19, the mode of these activities was to be through online mode. As a result there was a surge in the competitions held online by almost all the cells and departments in which hundreds of students participated from native state as well as other states. This promoted a spirit of participation and overall development of the students.

In another meeting of IQAC held on 17th November 2020, it was decided that, in a period of impending health hazards, the establishment of a herbal park in the premises itself would not

only purify the surrounding air but also provide necessary herbs and flowers for upkeep of Physical health. It will also increase the knowledge of students and faculty members about the medicinal plants. With this purpose, a herbal Park has been successfully established in the premises. A total expenditure of 17800 rupees was spent on the purchase of plants.

File Description	Documents
Paste link for additional information	https://hkmyjind.com/images/Munites%20of%20meeting%20-%20Copy.pdf
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC reviews the teaching learning process, methodology and outcome through feedback mechanism and through IQAC meetings. Feedback is taken from students and teachers to evaluate the effectiveness of teaching and learning mechanism. The year 2020-21 was a period of online teaching. It was obviously a challenge for both the teachers and students to cope up with the online mode of teaching. Hence it was all the more imperative to review its strong and weak aspects. In IQAC meetings also the result of the students is discussed and analysed. Teachers are asked to prepare lesson plans and academic calendar so that the students as well as the teachers may remain updated and the teaching learning may run smoothly. All the departments in the the college abide by the institutional norms such as timely submission of workload requirement, timely distribution of timetable among faculty, use of ICT in teaching practices, execution of internal assessment and so on. The IQAC encourages and ensures continual reforms in teaching learning methodologies. It focuses upon the adoption of ICT in teaching practices. The library got subscription of N-LIST where all the teaching faculty as well as students can have free access to e-journals, e-books and dissertations etc. Two more Wi-Fi connections were also installed in addition to already existing three to facilitate the use of ICT for effective teaching and learning. Students and teachers have free access to Electronic resources.

In the ongoing covid-19 times, teaching learning is supported by various virtual platforms. These are used for video lecture and

interaction, sharing study material and assessing assignment. Teachers were motivated to make their lecture videos and upload them on the Institution's YouTube channel. Zoom, Google Meet, Teachmint etc apps were most common among teachers for online classes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://hkmvjind.com/images/Annual%20Report%20(2020-21).pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Women Development Cell of our college endeavors to organize programme regarding gender awareness, gender sensitization, gender equality and justice. It tries to equip students with the knowledge about their legal rights and redress

grievances. Following Activities were held by college for gender equality and sensitization for women in the session '2020-2021' in the campus. A State Level Essay writing competition was organized under the supervision of Women cell on 20th Dec., 2020 to 25th Jan., 2021. The topic was domestic violence during COVID-19, in which 40 students participated. A one day Legal awareness camp was also conducted on 9th Feb., 2021 under the supervision of Legal Literacy Cell on the topic ' various Legal Acts for general equity and safety of women'. Total 200 students took part in the camp. Women Cell and Legal Literacy Cell organized online National Level Poster Making competition from 15th June to 30th June in which 80 students participated. A slogan and poster making competitions was conducted in the first week of June under the supervision of Legal Literacy Cell ,the topic was "Dowry Prohibition", "Child Labour", "Child Marriage" in which 40 students participated on 28th May, 2021. Department of Home Science celebrated International Menstrual Hygiene Day. Also under the same department National nutrition month was organized in month of September. The aim of the national nutrition month celebration was to make aware students about healthy nutrition and lifestyle.

In the curriculum of Sociology of B.A. 4th Sem, following topics regarding gender sensitization have also been covered female foeticide, Juvenile, delinquency and prostitution. The college has sexual harassment cell and anti ragging cell to ward off any untoward incident.

Gender sensitization programme organized by the institution during the year:

Sr. No.	Title of the programme	Period from	Period to	Number of participants	Topics
1	A State Level online Essay writing competition organised by the Women Cell	20th Dec., 2020	5th Jan., 2021	40	Domestic violence during COVID-19
2	A one day Legal Awareness camp was organised by the Legal Literacy Cell	9th Feb., 2021	9th Feb., 2021	200	Laws related to women
3	An online poster making and slogan writing competition was organized at college level by the Women Cell and Legal Literacy Cell	15th June, 2021	30th June, 2021	80	1. Legal Rights of the women. 2. Women health and hygiene. 3. Role of a woman
4	An online slogan writing and poster making competition	1st June, 2021	07th June, 2021	40	Dowry prohibition child labour
5	An online cooking competition organized by Home Science Department	1st Sept., 2020	30th Sept., 2020	30	High Protein recipes for increasing immunity
6	An online webinar	1st Sept., 2020	30th Sept., 2020	30	On nutrition and life style disease
7	An Online International Menstrual Hygiene Day organized by the Home Science Department	28th May, 2021	28th May, 2021	40	On the topic of nutritious food and increasing the immunity
8					

Choreography on Transgender issue 03-Apr-21 03-Apr-21 12 Identity
crisis of Transgenders

NAAC

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1SFaBRX4uSjh6s0YTV_dMXHYJPiZ9PTQu/edit?usp=sharing&ouid=105614041897675823092&rtpof=true&sd=true
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u>Safety and Security: Being a women institution safety and security is a top priority of our institution. A day night watchman has been deputed so that no stranger or anti-social element enters the college. College students have been provided with identity cards. CCTV cameras have been installed at the college gate and other crucial points in the college in order to monitor discipline and security. College gate remains closed till 12:30 p.m. and students are not allowed to leave college before it. A PCR is stationed in front of college gate in order to ward off eve teasers and stalkers. Large walls and boundaries have been built. DPE of the college and other staff of the college have been put on proctorial duties in order to do away with unforeseen incidents. Women helpline number has also been displayed in the college at strategic places. "Durga Shakti" app has been installed in the mobile phones of the girls for their protection. The electric meter of college is regularly checked. Electrical switch boards, air-condition machines, fan and tube lights are serviced periodically. A grievance redressal box has been put for the students. Advisory committee has been formed to look into the complaints. Red Cross unit of the college maintains first aid box. Separate wash rooms for the students have been constructed at every floor. We have opened a child care centre in our college for providing reliable and accessible child care for the children of college staff and</u></p>

married girls. b). Counselling: The college students have been divided into groups and each group has been assigned a mentor. Mentors meet students once a week to guide them. It ensures that students do not miss their classes. Students are encouraged to share their problems with the mentor. Along with career guidance, students share their personal problems. If a student remains absent for more than 7 days, mentor keep their track and telephonically enquire about the cause of absence. Personal counselling committee has also been formed for guidance to the students. The names of members of the committee of the college have been put on notice board. Teachers at personal level also guide students and if still a student hesitates to share her problem, she can put her grievance in a grievance redressal box. Free Legal Aid Clinic Number has also been displayed on the notice board in the college. c). Common Room: Common room has been provided in the college so that students can relax there. Comfortable furniture has been provided and a water cooler is kept outside the common room. An attendant has been provided to take care of girls. d) Day Care Centre for young children: The college has provided faculty of Child Care Centre for teaching/non-teaching staff and students. The Child Care Centre has kitchen, wash-room and toys. It is full air conditioning. A lady peon has been appointed to take care of the children. A nominal fees is taken for the staff and the students. Fee structure is as follow: Prescribed Fees Time Period

<u>Fees</u>	<u>1. Regular Teaching Staff</u>	<u>Monthly</u>
	<u>1000/-</u>	<u>Week (Minimum 250/- One Week)</u>
	<u>Day (Case of emergency)</u>	<u>50/-</u>
	<u>2. Non Teaching &</u>	<u>Monthly</u>
	<u>700/-</u>	<u>Part Timer Staff</u>
	<u>Week (Minimum 150/- One Week)</u>	<u>Day (Case of</u>
	<u>emergency)</u>	<u>30/-</u>
	<u>3. Students</u>	<u>Monthly</u>
	<u>500/-</u>	<u>Week (Minimum 150/- One Week)</u>
	<u>Day (Case of</u>	<u>emergency)</u>
	<u>25/-</u>	

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<p>1. Solid waste management: There is a proper mechanism for solid waste management in the college. Leafy and organic waste generated by trees is dumped off in the garbage pit for preparation of manure. The other solid waste is collected in containers and put in a municipal truck that comes to carry it. Three separate coloured Dust-bins have been kept in college so that solid, liquid and e-waste could be segregated. Paper waste, Plastics and iron scrapings are auctioned-off to scrapper.</p> <p>2. Liquid waste management: Liquid waste generated from canteen and home science lab is segregated from other wastes and kept in blue dustbin. The municipal trucks meant for liquid waste carries the waste and disposes it off.</p> <p>3. E-waste management:The e-waste is collected separately and than disposed off.</p>	
File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File
7.1.4 - Water conservation facilities available	C. Any 2 of the above

**in the Institution: Rain water harvesting
Bore well /Open well recharge Construction
of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution
system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution makes efforts to provide inclusive environment to the students. Many programmes and activities are organised to imbue tolerance and harmony among students towards cultural, regional, linguistic, communal, social- economic and other diversities. An orientation programme is conducted at the

beginning of the academic session to make students familiar with culture and ethos of the college. Lectures in the classrooms teach students tolerance, human-values and patience by example. They give equal opportunity to all the students to express their views and participate in discussions in the class irrespective of their caste and community. Mentors in tutorial groups take care of personal problems of students and monitor their careers. Reservation policy is implemented in admission of the students. The college has many committees to ensure the equality, amity and tolerance in the institution and work effectively in that direction. Standing committee on programme for SC/ST whose chairperson is principal ensures no discrimination is made among students. Rulebook is published every year to acquaint students with code of conduct of the college. Legal Literacy cell and women- cell acquaint students with their fundamental rights. The college also has anti-corruption cell, grievance cell, personal counselling cell and equal opportunity cell which work on creating rapport and goodwill among students. Sahyog and Sanskar club provides help to the needy students in the form of book stationery and clothes.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Hindu Kanya Mahavidyalaya sensitises students and employees of the institution to the constitutional obligations, values, rights, duties and responsibilities of students by regularly conducting many programmes and activities. National sports Day, Fit India Movement ,World literacy Day and birth anniversary of Shaheed Bhagat Singh and Mahatma Gandhi are celebrated regularly. Rashtriya Ekta Divas, Yuva Diwas, Essay writing competitions on identification of democracy- vote, voter and voting were conducted. Online extension lectures for the students to make them comprehend importance of voting and election process in Indian democracy were delivered. Pledge Ceremony by voters , legal awareness camp by legal literacy cell ,international Seminar on Vishw Ko Bharatiya Sanskriti Ki den ,Constitution Day, Chhatrapati Jayanti, PPT competition on Swatantrata Andolan ke Vibhinn Ayaam,

Environment Day, Ramprasad Bismil Jayanti, Essay writing competition on Aathma Nirbar Bharat ,national level workshop on yoga and national nutrition month was celebrated in the college. Wall of Heroes was built in which pictures of 21 brave soldiers who got Param Vir Chakra were displayed. Aazadi Ka Amrit mahotsav was celebrated and many activities were conducted under it's big banner. Child labour Day, Hindi divas, Republic Day and Independence Day are also regularly celebrated in the college.

File Description	Documents
<p>Details of activities that inculcate values; necessary to render students in to responsible citizens</p>	<p>Details of Activities DATE TITLE OF THE ACTIVITIES ORGANISING UNIT/AGENCY/COLLABORATING AGENCY NUMBER OF STUDENTS PARTICIPATED IN SUCH ACTIVITIES 25/03/2021 TO31/03/2021 N.S.S SEVEN DAY CAMP NSS UNIT H.K.M.V JIND 109 06/08/20 TREE PLANTATION NSS UNIT H.K.M.V JIND 109 12/08/20 101 HERBAL PLANTS PLANTED NSS UNIT H.K.M.V JIND 109 29/08/20 NATIONAL SPORTS DAY AND FIT INDIA MOVEMENT CELEBRATED NSS UNIT H.K.M.V JIND 109 10/09/20 WORLD LITERACY DAY NSS UNIT H.K.M.V JIND 109 24/08/20 N.S.S DAY NSS UNIT H.K.M.V JIND 109 28/08/20 BIRTH CELEBRATION OF SHAHID BHAGAT SINGH NSS UNIT H.K.M.V JIND AND VIDYA VEERTA ABHIYAN CELL 150 02/10/20 BIRTH ANNIVERSARY OF MAHATMA GANDHI JI NSS UNIT H.K.M.V JIND 109 31/10/20 RASHTRIYA EKTA DIWAS NSS UNIT H.K.M.V JIND 109 11/01/21 TO 17/01/21 SADAK SURAKSHA SAPTAH NSS UNIT H.K.M.V JIND 109 12/01/21 YUVA DIWAS NSS UNIT H.K.M.V JIND 109 02/11/20 WORKSHOP ON MEHNDI EDC CELL 50 18/06/21 TO 25/06/21 BEST OUT OF WASTE COMPETITION EDC CELL 56 07/01/21 DIST. LEVEL ESSAY WRITING COMPETITION ON IDENTIFICATION OF DEMOCRACY ELECTION AND VOTERS AWARENESS CELL 08 03/01/21 TO 11/01/21 ONLINE EXTENSION LECTURES ELECTION AND VOTERS AWARENESS CELL 299 15/01/21 COLLEGE LEVEL QUIZ COMPETITION ELECTION AND VOTERS AWARENESS CELL 256 25/01/2021 PLEDGE CEREMONY ELECTION AND VOTERS AWARENESS CELL 100</p>

[13/02/21 ONE DAY SEMINAR ON MATHEMATICS AND QUANTITATIVE APTITUDE CAREER COUNSELLING CELL AND PLACEMENT CELL AND ENDO EDUCATE CAMOUS , JIND 200](#)
[22/02/2021 ONLINE EXTENSION LECTURE ON ENHANCING THE POTENTIAL AND IMPROVING THE PERSONALITY AND COMMUNICATION SKILLS CAREER COUNSELLING CELL AND PLACEMENT CELL 200](#)
[29/12/2020 QUIZ ON MAHABHARAT KE NARI PATRA WOMEN CELL 140](#)
[JAN/2021 STATE LEVEL ONLINE QUIZ ON DOMESTIC VIOLENCE DURING COVID-19:A PARALLEL PANDEMIC WOMEN CELL 40](#)
[JUNE 2021 NATIONAL LEVEL ONLINE POSTER MAKING COMPETITION WOMEN CELL 80](#)
[27/01/2021 YUVA JAGRUKTA KARYAKARM REDCROSS CELL AND N.S.S 80](#)
[14/06/2021 ONLINE NATIONAL LEVEL SLOGAN WRITING COMPETITION RED CROSS CELL 58](#)
[21/06/21 ONLINE STATE LEVEL POSTER MAKING COMPETITION RED CROSS CELL 141](#)
[20/08/20 ONLINE QUIZ COMPETITION RED RIBBON CLUB 35](#)
[25/08/20 MASK DESIGNING COMPETITION RED RIBBON CLUB 15](#)
[09/02/21 LEGAL AWARENESS CAMP LEGAL LITERACY CELL 200](#)
[23/12/20 to 24/12 20 E-learning workshop for N-List Librarian 215](#)
[30/06/21 National level advertisement making competition Dept. of computer science 17](#)
[28/08/20 Bhagat singh Jayanti dept.of history 11/11/20 International online seminar on Bhartiya Sanskriti visit ko den dept.of history 724](#)
[26/11/20 Constitution day dept.of history 19/02/21 state level online essay writing competition on Chhatrapati Shivaji Jayanti dept.of history 32](#)
[22/03/21 Ppt competition on savantarta aandolan ke vibhinn vyaktitv dept.of history 12](#)
[28/05/21 International online quiz in history dept.of history 2923](#)
[5/06/21 Environment day dept.of history 11/06/21 Ram Prasad Bismillah Jayanti dept.of history 11/02/21 Rangoli competition Dept of pub.- add 16](#)
[13/02/21 Essay writing competition on role of frontiers in covid-19 Dept of pub.- add 10](#)
[21/06/21 to 27/06/21 7 days online workshop on web designing verification](#)

[course Dept of computer-science 44 Seminar on every thing is hack Dept of maths 100 11/06/21 to 13/06/21 National level e quiz in mathematics Dept of maths 722 28/06/21 to 30/06/21 ONLINE STATE LEVEL POSTER MAKING COMPETITION dept. of maths 51 JUNE 2021 NATIONAL LEVEL ONLINE POSTER MAKING COMPETITION LEGAL LITERACY CELL 80 22/02/2021 Wall of heroes Vidya veerat abhiyan cell 01/02/21 State level online essay writing and speech competition on influence of covid-19 confinement on student performant in higher education English dept. 15 12/03/21 Atam nirbhar Bharat English dept. 10 30/06/21 International story telling competition on human values English dept. 12 05/06/21 State level poster making competition on world environment day Geography dept 106 30/06/21 International story telling competition on human values Hindi dept 10 11/06/21 to 20/06/21 National workshop on yoga Physical- education dept. 01/08/20 to 30/08/20 National nutrition month celebration Home-science dept. 21/01/21 MASK DESIGNING COMPETITION Home-science dept. 21/01/21 Cooking competition with colour theme tiring Home-science dept. 04/02/20 Poster making and slogan writing on world cancer day Home-science dept. 12/03/21 poster making competition on aazadi ka Amrit mahotsav Home-science dept. 28/05/2021 International menstrual hygiene day celebration Home-science dept. 12/06/21 Against child labour day Home-science dept. 18/02/21 online colourful healthy recipe competition Commerce dept 24/03/21 online national commerce quiz competition Commerce dept 17/06/21 Organisation of virtual industrial visit Commerce dept 26/06/21 National essay writing competitionn Sociology dept. 75 24/06/21 3 days national workshop in music Music dept. 292 21/06/21 National yoga competition Physical education dept. 11 07/06/21 National level power point](#)

	<p>presentation competition dept. of economics 146 15/06/21 International doha Mayan pratiyogita Dept of hindi 250 20/05/21 Lecture on conquering your fears-covid-19 pandemic NSS UNIT H.K.M.V JIND 10/05/21 Online vaccination regarding awareness covid-19 Youth red cross cell 03/04/21 Annual prize distribution function h.k.m.v jind 28/09/20 seminar on new education policy Eng and hindi dept 61 12/10/20 Jan Andolan for covid-19 Sop committee covid 19 40 18/09/20 Webinar on nutrition and life style associated diseases Home-science dept. 14/09/20 to 19/09/20 Hindi divas septa ka cayojan Hindi dept 128 12/08/20 Bhajan Sandhya Music dept. Talent search competition Hkmy jind 12/06/21 National webinar on mahamri kaal mein hamara rashtriya Dharm Music s</p>
Any other relevant information	Nil

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college organises and celebrates national and international commemorative days, events and festivals. Republic Day and Independence Day are celebrated every year with lot of fervour and enthusiasm. Many programmes and activities are celebrated such as Fit India Movement ,World Literacy Day, birth anniversary of Shaheed Bhagat Singh and Mahatma Gandhi. Rashtriya Ekta Diwas, Yuva Divas, NSS Day, National Sports Day, Chhatrapati Shivaji Jayanti, Environment Day, Ramprasad Bismil Jayanti, Aatam Nirbhar Bharat celebration, National nutrition month ,World Cancer Day and a plethora of programmes were conducted under the broad banner of Aazaadi Ka Amrit Mahotsav. Menstrual Hygiene Day, Child labour Day and Hindi divas were celebrated in the session 2020-21.Sadak Suraksha Saptah, Voter's Day were celebrated.Due to COVID-19 pandemic classes were conducted online but national and international days were celebrated with ardour and passion.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

TITLE OF THE PRACTICE

Holistic development of students through participation in extra curricular activities.

OBJECTIVES OF THE PRACTICE

To develop self-confidence, positive attitude, leadership qualities, experiential learning, participative learning and time management. Along with academic learning students need to develop their talents, interest and passions .Students who indulge in extracurricular activities their academic performance improves and it also betters their personality and provides an opportunity to showcase leadership skills .It helps them in community involvement. Along with perfect scores, placement agencies want proof of initiative and ambition.

The context

60% of our students are from rural area. They do not have access to any extra curricular activity in their locality .There is severe gender bias in villages which makes girls to remain restricted at home. During COVID-19 pandemic most of the students faced psychological problems. In such scenario many lectures ,workshops, conferences and competitions were organised by the college under the aegis of various subject societies and cells online. It was made mandatory for every department and cell to conduct extra curricular activities. Activities were done at state, national and international levels. Students were motivated by teachers in their online classes and notifications of the programs were posted on WhatsApp groups. It was challenging to reach students in rural area because some of them didn't have access to mobiles and internet but persistence of teachers made these events successful.

The practice

Practically during the complete session of 2020-21 online classes were held .The computer department of the college was allocated responsibility for making brochures for online competitions and providing infrastructure for seminars and workshops. Each department of the college and cells conducted many online programmes. These programmes were organised on various themes such as Rangoli, essay writing, national level advertisement making competition, poster making competition, seven days online

workshop, national level e- quiz, lectures and seminars on varied topics such as career guidance, yoga, best out of waste, great patriots, literacy ,mehendi, Aazaadi ka Amrit mahotsav and COVID-19.

DATE

TITLE OF THE ACTIVITIES

ORGANISING UNIT/AGENCY/COLLABORATING AGENCY

NUMBER OF STUDENTS PARTICIPATED IN SUCH ACTIVITIES

25/03/2021 TO31/03/2021

N.S.S SEVEN DAY CAMP

NSS UNIT H.K.M.V JIND

109

06/08/20

TREE PLANTATION

NSS UNIT H.K.M.V JIND

109

12/08/20

101 HERBAL PLANTS PLANTED

NSS UNIT H.K.M.V JIND

109

29/08/20

NATIONAL SPORTS DAY AND FIT INDIA MOVEMENT CELEBRATED

NSS UNIT H.K.M.V JIND

109

10/09/20

WORLD LITERACY DAY

NSS UNIT H.K.M.V JIND

109

24/08/20

N.S.S DAY

NSS UNIT H.K.M.V JIND

109

28/08/20

BIRTH CELEBRATION OF SHAHID BHAGAT SINGH

NSS UNIT H.K.M.V JIND AND VIDYA VEERTA ABHIYAN CELL

150

02/10/20

BIRTH ANNIVERSARY OF MAHATMA GANDHI JI

NSS UNIT H.K.M.V JIND

109

31/10/20

RASHTRIYA EKTA DIWAS

NSS UNIT H.K.M.V JIND

109

11/01/21 TO 17/01/21

SADAK SURAKSHA SAPTAH

NSS UNIT H.K.M.V JIND

109

12/01/21

YUVA DIWAS

NSS UNIT H.K.M.V JIND

109

02/11/20

WORKSHOP ON MEHNDI

EDC CELL

50

18/06/21 TO 25/06/21

BEST OUT OF WASTE COMPETITION

EDC CELL

56

07/01/21

DIST. LEVEL ESSAY WRITING COMPETITION ON IDENTIFICATION OF
DEMOCRACY

ELECTION AND VOTERS AWARENESS CELL

8

03/01/21 TO 11/01/21299

ONLINE EXTENSION LECTURES

ELECTION AND VOTERS AWARENESS CELL

299

15/01/21

COLLEGE LEVEL QUIZ COMPETITION

ELECTION AND VOTERS AWARENESS CELL

256

25/01/2021

PLEDGE CEREMONY

ELECTION AND VOTERS AWARENESS CELL

100

13/02/21

ONE DAY SEMINAR ON MATHEMATICS AND QUANTITATIVE APTITUDE

CAREER COUNSELLING CELL AND PLACEMENT CELL AND ENDO EDUCATE
CAMOUS , JIND

200

22/02/2021

ONLINE EXTENSION LECTURE ON ENHANCING THE POTENTIAL AND IMPROVING
THE PERSONALITY AND COMMUNICATION SKILLS

CAREER COUNSELLING CELL AND PLACEMENT CELL

200

29/12/2020

QUIZ ON MAHABHARAT KE NARI PATRA

WOMEN CELL

140

JAN/2021

STATE LEVEL ONLINE QUIZ ON DOMESTIC VIOLENCE DURING COVID-19:A
PARALLEL PANDEMIC

WOMEN CELL

40

JUNE 2021

NATIONAL LEVEL ONLINE POSTER MAKING COMPETITION

WOMEN CELL

80

27/01/2021

YUVA JAGRUKTA KARYAKARM

REDCROSS CELL AND N.S.S

80

14/06/2021

ONLINE NATIONAL LEVEL SLOGAN WRITING COMPETITION

RED CROSS CELL

58

21/06/21

ONLINE STATE LEVEL POSTER MAKING COMPETITION

RED CROSS CELL

141

20/08/20

ONLINE QUIZ COMPETITION

RED RIBBON CLUB

35

25/08/20

MASK DESIGNING COMPETITION

RED RIBBON CLUB

15

09/02/21

LEGAL AWARENESS CAMP

LEGAL LITERACY CELL

200

23/12/20 to 24/12 20

E-learning workshop for N-List

Librarian

215

30/06/21

National level advertisement making competition

Dept. of computer science

17

28/08/20

Bhagat Singh Jayanti

Dept. of History

7

11/11/20

International online seminar on Bhartiya Sanskriti visit ko den

Dept. of history

724

26/11/20

Constitution day

Dept. of History

326

19/02/21

state level online essay writing competition on Chhatrapati Shivaji Jayanti

Dept. of History

32

22/03/21

PPT competition on Savantarta Aandolan ke Vibhinn Vyaktitv

Dept. of History

12

28/05/21

International online quiz in history

Dept. of History

2923

5/06/21

Environment day

Dept. of History

9

11/06/21

Ram Prasad Bismillah Jayanti

Dept. of History

8

11/02/21

Rangoli competition

Dept of Pub. Add

16

13/02/21

Essay writing competition on role of frontiers in covid-19

Dept of Pub. Add

10

21/06/21 to 27/06/21

7 days online workshop on web designing verification course

Dept of computer-science

44

13/02/21

Seminar on every thing is hack

Dept of Maths

100

11/06/21 to 13/06/21

National level e quiz in mathematics

Dept of Maths

722

28/06/21 to 30/06/21

ONLINE STATE LEVEL POSTER MAKING COMPETITION

Dept. of Maths

51

JUNE 2021

NATIONAL LEVEL ONLINE POSTER MAKING COMPETITION

LEGAL LITERACY CELL

80

22/02/2021

Wall of heroes

Vidya Veerta Abhiyan cell

20

01/02/21

State level online essay writing and speech competition on influence of covid-19 confinement on student performant in higher education

English Dept.

15

12/03/21

Atam Nirbhar Bharat

English Dept.

10

30/06/21

International story telling competition on human values

English Dept.

12

05/06/21

State level poster making competition on world environment day

Geography Dept.

106

30/06/21

International story telling competition on human values

Hindi Dept.

10

11/06/21 to 20/06/21

National workshop on yoga

Physical Education Dept.

329

01/08/20 to 30/08/20

National nutrition month celebration

Home-Science Dept.

10

21/01/21

MASK DESIGNING COMPETITION

Home-Science Dept.

20

21/01/21

Cooking competition with colour theme tiring

Home-Science Dept.

9

04/02/20

Poster making and slogan writing on world cancer day

Home-Science Dept.

8

12/03/21

poster making competition on aazadi ka Amrit mahotsav

Home-Science Dept.

11

28/05/2021

International menstrual hygiene day celebration

Home-Science Dept.

29

12/06/21

Against child labour day

Home-Science Dept.

5

18/02/21

online colourful healthy recipe competition

Commerce Dept.

5

24/03/21

online national commerce quiz competition

Commerce Dept.

72

17/06/21

Organisation of virtual industrial visit

Commerce Dept.

1028

26/06/21

National essay writing competition

Sociology Dept.

75

24/06/21

3 days national workshop in music

Music Dept.

292

21/06/21

National yoga competition

Physical Education Dept.

11

07/06/21

National level power point presentation competition

Dept. of Economics

146

15/06/21

International doha Mayan pratiyogita

Dept of Hindi

250

21/05/21

Lecture on conquering your fears- covid-19 pandemic

NSS UNIT H.K.M.V JIND

109

10/05/21

Online vaccination regarding awareness covid-19

Youth red cross cell

267

03/04/21

Annual prize distribution function

H.K.M.V., Jind

400

28/09/20

seminar on new education policy

Eng and Hindi Dept

61

12/10/20

Jan Andolan for covid-19

SOP Committee Covid 19

40

18/09/20

Webinar on nutrition and life style associated diseases

Home-Science Dept.

50

14/09/20 to 19/09/20

Hindi divas septa ka cayojan

Hindi Dept.

128

12/08/20

Bhajan Sandhya

Music Dept.

09

Talent search competition

H.K.M.V., Jind

50

12/06/21

National webinar on mahamri kaal mein hamara rashtriya Dharm
Music Dept.

349

EVIDENCE OF SUCESS

1. Majority of students participated in these activities as a result students opened up and expressed themselves freely in stressful times of pandemic students were encouraged to be creative and optimistic.
2. It has developed confidence in students and they feel happy in participating in not only college activities but also inter college activities also.

Problems encountered and resources required

Students had to be connected through mobile phones and Whats App groups. Continuous motivation by teachers and collaboration from computer dept made programs great success.

Title of the practice

Participative management

Objective of the practice

Participative management requires the cooperation of principal, Management, faculty, non-teaching staff and students. It aims to build commitment and develop initiatives within work teams. The principle delegates parts of his power and the team decides together what solutions to adopt. It is important to create a trustful relationship between the teams where respect and collaboration from everyone is emphasized. It gives power to the employees to make decision at their own level while having the opportunity to refer to their principal .It makes the employee

show his involvement and motivation when making decisions. It promotes communication and collaboration and makes employees feel greater sense of belongingness. They are less afraid to suggest new things to their peers. It makes staff feel genuinely valued and creates a sense of pride and actively involves them in organisation decision making process. This practice is used to handle the enormous and varied college activities with efficiency, to keep the staff and students self motivated, to get them complete their respective tasks with self responsibility and to create among them a sense of belongingness with the institution.

THE CONTEXT

H.K.M.V JIND is a huge HEI with the strength of about 1600 students and 25 staff members providing education in different streams in undergraduate and post graduate programmes. The practice of participative management is essential in the college as the teaching faculty in the college is only 20 in number. lot of college matters have to be solved so participation of all the members whether teaching staff, non-teaching staff, management and students is essential .the practice of participative management helps in lessening the load of the principal so that college can effectively function .many duties of the college are decentralized and it is being watched over by all the members of the college. The duties are allocated according to the inclination and aptitude of the functionaries.

The practice

The work of the college is performed through various committees. 73 committees were formed for efficient working of the college in the session those 2020- 2021. The senior lecturers were given responsibilities of the highest order and the junior staff was made member of the committees so that they can learn and become convenor in the coming years. Right from the President of the managing committee to the staff and students, all the stakeholders play a role in building of the college. Management committee takes care of infrastructure facilities which fulfill the quality and the required needs of the higher education bodies to reach the set goals or benchmarks of the institution. It also extends all the amenities for the teaching and non-teaching faculty and students .College governing council takes care of financial management and implementation of facilities for the institution with the need to upgrade the standard of amenities which supports effectively the teaching, learning and research aspect.

The principal, heads of departments, teaching and non-teaching faculty, along with students members together concentrate on fostering the progress of institution by sharing the responsibilities and participate to promote the aims and objectives of institution. The principal is the chairperson of the IQAC. She heads library committee, standing committee on program for SCST, quotation committee, decoration committee ,Home science equipment committee ,UGC affairs committee and API committee. The principal in consultation with the teachers of different committees works for planning and implementation of different academic, student, administration and related policies .All academic and operational policies are based on the unanimous decision of the governing body and the IQAC.

Faculty members are given representation in various committees cells nominated by the principal and the governing body in the IQAC and other committees every year. The composition of different committees is changed to ensure uniform exposure of duties for academic and professional development of faculty member. They are part of student welfare advisory committee, and discipline committee, welfare club, new appointment committee, timetable committee, magazine committee, mentor ship committee, purchase and auction committee, library committee, NAAC committee, quotation committee, college property committee and many other important committees.

For the development of students various cells and clubs are established at college level. students are empowered to play important role in different activities. Functioning of different roles and responsibilities at various clubs and committees also reinforces decentralization. The students are given post of secretary, president and treasurer in the societies and cells.

Non-teaching staff

Non-teaching staff also represents in the governing body and the IQAC. Suggestions of non-teaching staff are considered while framing policies or taking important decisions.

Evidence of success

Though there is a dearth of staff as compared to students ,due to participative management, the college functions are performed efficiently and effectively. All the stakeholders combine and work as a team to bring about the best and fulfill the objectives and values that are enshrined in the mission of the college .From the

highest administrative duties to simple activities such as cleanliness, all are performed synergistically with a view to keep the interest of institution uppermost. Different college committees and cells remain busy round the year to complete their respective tasks. A large number of co-curricular/extra-curricular and extension activities are organised in planned manner with the active support and participation of the students. They feel deeply connected with the institution and aver that it provides all requisite facilities, guidance and support system for their holistic development. The institution has successfully fulfilled its objective of serving the girls students who are from the backward remote area due to collective participation of the college staff.

Problems Encountered and Resources Required:

Participative Management in colleges can only function if all the members of the staff work as a team. Proper leadership and equitable division of work according to inclination and aptitude of the employee can make it successful. The young generation needs to be imbued with proper work Culture so that it can be successful.

File Description	Documents
Best practices in the Institutional website	https://hkvmjind.com/images/BEST%20PRACTICE%20(2020-2021).pdf
Any other relevant information	https://hkvmjind.com/images/Duty%20List%202020-2021.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Development of Herbal Garden

Indian medical and Ayurvedic tradition has rich heritage of curing diseases through medicinal plants. Herbal plants and their medicinal value has re-generated interest of millions of people worldwide as holistic healing gains momentum. To make students aware of our rich heritage of herbal plants and keeping in view ,the pandemic Covid -19, the Home science department of the college ,planted a herbal garden for immunity. In order to

increase the awareness of the students about herbal plants that increase longevity and are medicinal in nature, herbal garden was developed .The controller of examination- Dr. Rajesh Bansal inaugurated the garden by planting Gulmohar and Jamun plants. The rich tradition of getting medicines and cure through herbal plants should be transferred to the next generation .The herbal Garden is a is an effort in this direction. The herbal garden is maintained by the students of Eco-club and Home science.

Serial number

Local name

Scientific name

Family

1

JAMUN

Syzygies cumini

Myrtle

2

KATHAL

Artocarpus hetrophyllus lam

Moraceae

3

AJWAIYAN

Trachyspermum ammi

Apiaceae

4

AMRUD

Psidium guava

Myrtaceae

5

BALAM KHEERA

Kigilia pinnava

Bignoniaceae

6

NIMBU

Citrus limon

Rutaceae

7

ANAR

Punica granatum

Punicaceae

8

SAHTUT

Mores nigra

Moraceae

9

ANJEER

Ficus carica

Moraceae

10

ALOE VERA

Aloe vera

Asphodelaceae

11

ARJUN

terminalia Arjuna

Combretaceae

12

KADI PATTI

Murraya koenigii,

Rutaceae

13

SUHANJANA

Moringa oleifera

Moringaceae

14

BAKEN

Melia azedarach

Meliaceae

15

TULSI

Ocimum sanctum

Basil

16

SUKH DARSHAN

Cranium defircum

Amaryllidaceae

17

BEHRA

Terminalia bellirica

comretaceae

18

PALKHAN

Ficus virens

Moraceae

19

AMALTAS

Cassia fistula

Legumes

20

GUDMAR

gymnema sylvestre

Apocynaceae

21

GULAAB

Rosa indica

Rosaceae

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The IQAC of our College has identified the objectives that college will try to achieve during this period. These are as follows

1. Organization of international and national level conferences, seminars and workshops-international and national level conferences, seminars and workshops will be organized to provide platform for teachers and students to learn new aspects and latest information for professional development. All faculty members are suggested to attend workshop and faculty development program to enhance education and competence to facilitate continuous upgradation and updating of knowledge.
2. Organization of community outreach program for performing social responsibility- awareness and assistance for vaccination Covid-19 will be provided. Vaccination camp will be organized. Free medical health check up will be organized for weaker section of the society. Various awareness program relating to social issues will be organized on campus and off campus.
3. Cultural heritage-to protect Cultural sanctity and remain connected to cultural roots all festivals will be celebrated. Workshops on traditional arts and crafts, lok-geet and lok-sangeet will be organized for students to keep touch and connected with our heritage.
4. Strengthen the alumni-foster and strengthen relationship of alumni with institution will be created.
5. More resources will be provided for the use of technology to provide online course content and video lecture. (Further strengthen the ITC).
6. Various co curricular activities will be organized for holistic development of students in present competitive environment and to create awareness on various social issues.