SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

HINDU KANYA MAHAVIDYALAYA JIND

HINDU KANYA MAHAVIDYALAYA, NEAR ARJUN STADIUM, JIND 126102
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

May 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Keeping in view, the long cherished desire for an exclusive girls college- as parents disliked sending their daughters to co-ed colleges, Hindu Kanya Mahavidyalaya was founded in 1970. The honourable citizens of the Jind city constituted a society under the name of Hindu Kanya Mahavidyalaya and got the society registered.

The college was established in the small premises of Arya samaj Mandir. Initially the college started with two classes Prep and B.A. 1st year and 70 students were admitted. In March 1971 the premises of the college was shifted to a bigger place- Aggarwal Panchayati Bhawan at Jind. The college also got provisional affiliation from the Punjab University. Later7.18 acres of land was acquired by the college in scheme No. 5 for the purpose of construction of the building of the institution. The foundation stone of the present premises of the institution was laid by the then Chief Minister of Haryana- Shri Bhajan Lal Ji on 4th May 1980. It is located in an agricultural belt having round the year activities in farming and rural based industry. The lush green campus of the college is a beautiful venue for about 2000 students and 100 staff members. About 70% of the students are from rural background. It provides a congenial environment conducive to the young talent and helps in fashioning them into disciplined, upright and empowered women of the modern times.

Vision

"To provide education to women in a secure environment , to excel as a dynamic and progressive centre of knowledge and personality development combined with ethical values."

Mission

- To promote quality education for girls especially in rural and backward areas.
- To make available all possible and affordable opportunities to the girls belonging to all sections of society.
- To inculcate a deep sense of discipline and morality in them.
- To equip them with means to compete with the fast changing and competitive world.
- To groom them to make them responsible citizens.
- To provide a green campus to the students.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The college has a dedicated and hard-working teaching staff that fosters the tradition of completing the syllabi of courses well in time and getting it revised.
- The teachers and students have cordial relationship that continues much after the formal term of the college ends.
- Maintaining discipline and security is the top most priority of our institution.

- The college has a progressive management that is open to the views of staff and the students.
- The college has a beautiful green campus.
- The students of our college are regularly placed in the top 10 positions of the university.
- Add-on-courses in Fashion Designing and Information Technology are available.
- Mentorship programme for all the students in the college.
- Orientation-Course for fresh-first year students.
- Auditorium for celebration of various activities.
- Feedback is taken regularly from the college students and teaching staff.
- P.G. Courses in M.Sc. Mathematics, M.A. History and M.Com. have been introduced.
- Geography and Physical Education were introduced as a subject in B.A.
- Solar Energy Plant was installed.
- 10 permanent posts of Assistant Professors' and clerk were filled.
- Child-Care Centre was opened in the college campus.
- Top-most positions of students at the Zonal and State level in cultural activities and sports.
- On-line admission process of the students as per government norms that ensures transparency in admission process.

Institutional Weakness

- The college needs to use more ICT in teaching. More smart-Class rooms are required.
- Regularly, Seminars in various subjects and work-shops need to be conducted.
- More impetus should be given to research work. College should motivate faculty to indulge in research work.
- The college needs an active Placement of students.
- Lack of vocational courses.

Institutional Opportunity

- To empower girls and provide them quality education.
- The college has introduced P.G Courses for benefit of girls whose parents do not send their daughters to co-ed institution.
- Courses of Home-Science, Music (I) and Music (V) are available which are available in only a few other colleges of the district.

Institutional Challenge

- As most of the students are from rural areas, they are not able to devote full time to college activities as they have to leave college early in order to catch buses in time.
- Better Documentation is required from clerical department in order to facilitate easy procurement of data.
- Parents of students from rural background are less alert and are not able to monitor activities of their wards.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular Planning and Implementation:

College receives the curriculum from affiliating university. Role of the college lies in the effective implementation of the curriculum. IQAC of the college is functional and coordinates with faculty members, programme officers of different subjects sccieties . Those issues which need more clarty are taken up by the societies and variours competitions are conducted such as debates, essay writting competitions, group discussion and role plays .

Academic Flexibility:

Academic flexibility is provided to students in a number of programmes which offer elective subjects/papers.

Curriculum Enrichment:

College tries to incorporate cross-cutting issues relating to Gender, Environment- Sustainability, Human Values and Professional Ethics in the curriculum. In addition, college also runs two add-on courses for students along with their main programmes. For such activities, College provides all necessary supporting facilities like computers, printers, photocopier, internet etc in addition to the library facilities.

Feedback System:

There is an effective feedback procedure to collect the feedback from various stakeholders such as students, teachers, alumni and parents. The feedback thus received is appropriately analyzed and implemented.

Teaching-learning and Evaluation

Teaching learning process is the heart of education. On it depends, the fulfilment of the aims and objectives of education. It is the most powerful instrument of education to bring about desired changes in the students. In teaching-learning process, the teacher, the learner, the curriculum and other variables are organised in a systematic way to attain some pre-determined goals.

Our college aims to make teaching and learning "Student centric" which helps students to think, analyze, be creative and unique. Certain steps are taken to address the needs of individuals. Faculty conduct group discussions, quiz, debates, presentations on different topics by students in the class to help the students to understand the curriculum better. For this purpose college has a well equipped library with adequate books, magazines and journals. It has latest computers, smart classrooms, updated laboratories and multipurpose auditorium etc.

An academic calendar is prepared before the commencement of the Academic Session and teachers are encouraged and expected to follow the Academic calendar. The college follows the process of continuous assessment of students using direct and indirect methods by evaluating their marks in the tests and exams conducted by university and college. The college has an effective mechanism for redressal of grievances. Examination results display exemplary performance of the students who largely occupy the top most position in the university.

College recruits a number of full time teachers against sanctioned posts according to the requirement. Almost all the teaching members are well educated and well versed with modern ICT knowledge and skill.

College is continuously keen to upgrade the knowledge of the teaching members and motivate them for research work and for attending refreshers, seminars and orientation courses.

Research, Innovations and Extension

Resource Mobilization for Research:

College provides all facilities to faculty members for quality research. This includes participation in conferences and workshops, granting registration fees and duty leave etc.

Innovation Ecosystem:

College appreciates and plays an encouraging role in promoting an ecosystem for innovation among the faculty members as well as students. College provides physical infrastructure, labs, books and other facilities for creation and transfer of knowledge.

Research Publication & Awards:

While conducting research, college motivates the faculty to rely on genuine work and not to indulge in malpractices. A teacher of the college has guided the Ph.D. scholars in the subject of Hindi. Faculty members of the college have published quality research papers in journals of national and international level. They have authored, edited books and also contributed towards conference proceedings during last five years.

Extension Activities:

Different Cells of the college have sensitized the students towards important social issues such as Swach Bharat, AIDs Awareness, and Gender Issues through a number of extension activities in collaboration with Community, and NGOs. Faculty members has been recognized appropriately and received awards from Govt. / recognized bodies during the last five years.

Collaborations:

College is running two job-oriented courses.To make such courses more effective the college provides all possible facilities. Teachers are motivated to attend orientation programmes, refresher courses, short term course , workshops and trainings conducted by other institutions/universities.

Infrastructure and Learning Resources

Physical:

In terms of college infrastructure, the campus is spread over an area of 7.18 acres. Our college has 32 class rooms in addition to one Auditorium, one Seminar hall, Sports room, Canteen, Red Cross room and an enriched Library. Besides, college has one Music Vocal room and one Music Instrumental room for music oriented

students. College is doing its best to impart education to those students who want to excel in fashion world. Keeping that in view, the college has one Fashion Designing Lab too. Various laboratories including Home-Science lab, Computer labs, Geography lab, Chemistry labs and Physics labs are also there in the campus to provide best education in all manners. In addition to this, the college has free gymnasium facilities for students and staff.

Library:

Library is considered as one of the center of attractions of any college infrastructure. Our College library has a wide range of books, journals, newspapers, magazines etc. for knowledge enrichment.

IT Infrastructure:

The college has adequate IT facilities for strengthening the teaching and learning process. The institution is euipped with 120 computers having required software and antivirus. The college has Wi-Fi facility and faculty mmembers have full access to Wi-Fi to gain information and carry out research activities.

Student Support and Progression

The objective of the college is to provide proper guidance and healthy environment to the budding young girls. As majority of the girls belong to the poor family, scholarship both from govt. schemes and the institution is provided to the students. Many schemes have been started for betterment of students and increase their mental and physical potential such as career counselling, yoga and meditation. Teachers guide students and share their personal valuable experiences with them to counsel them. Students present their grievances before Grievance Redressal Cell both orally and in written. Their problem is solved within one week. Many students clear and appear for competitive examination after graduating from the college and are holding various posts in Banks, Colleges, Schools and Universities. Students get various position in Zonal and inter-zonal level in cultural activities as well as win various positions at national and state level in sports. The Alumni of the college actively contributes to the college by helping it financially and by providing suggestions.

Governance, Leadership and Management

Keeping in view the mission and vision of the institution, which is to excel as a dynamic education centre, the managing committee, in coordination with the Principal, teaching & non-teaching staff members works towards the attainment of their goal. Duties and responsibilities are distributed to each one according to their profile .The organizational structure of the institution includes the governing body that includes members of management , teaching and non teaching representatives. All the service rules contained in the University calendar are strictly adhered to. In recruitment and promotion also, the regulation framed by UGC, Haryana Government and the affiliating University are followed. An active grievance redressal mechanism works for coordination among staff members and management. A number of welfare measures are provided to the teaching and non-teaching faculty members. They are motivated to participate in seminars and workshops. Financial help is also given to them for the same & the institution has a well performance appraisal system. The college mobilises funds through well established procedure and conducts internal and external financial audits regularly. The IQAC of the college actively directs and observes the developmental tasks being carried out and takes a number of quality initiatives to promote quality culture. It also collects and reviews the feedback, prepares AQAR and works towards the betterment of teaching and learning process.

Institutional Values and Best Practices

Propogation of human values and inculcation of morality in students is priority of our institution. The college is known for moulding students who have high values and moral strength. Some of the healthy practices that are part of our institution are:

- Morning prayers and recitation of National Anthem before the commencement of classes.
- Hoisting of National Flag by toppers of the University on the Independence day and the Republic Day.
- Mobiles are not allowed in the campus for personal use so that students can concentrate on studies.
- Value education is emphasized.
- Solar Panel of 12KWP has been installed.
- A number of U.G. and P.G. courses have been introduced.
- Round the year, various activities are conducted under different subject associations and cells.
- Child care center for accessible child care for children of the college staff and students.
- Gymnasium facility for maintaining fitness.
- Continuous Upgradation of the infrastructure of the college.
- Various cells work actively for betterment of the students.
- A number of gender equity programmes are organized by women cell and legal cell.
- Eco-friendly campus for nurturing healthy environment.
- A number of activities are conducted for promotion of human values.
- Incentives in form of monetary prizes are provided to the meritorious students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HINDU KANYA MAHAVIDYALAYA JIND
Address	HINDU KANYA MAHAVIDYALAYA, NEAR ARJUN STADIUM, JIND
City	JIND
State	Haryana
Pin	126102
Website	www.hkmvjind.com

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	ANITA KUMARI	01681-256263	9416511001	-	hkmvjind@gmail.com
Associate Professor	GEETA GUPTA	01681-255275	9996201948	-	mangalgeet@gmail.com

Status of the Institution	
Institution Status	Self Financing and Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	07-07-1970

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Haryana	Chaudhary Ranbir Singh University	[View Document](#)
Haryana	Kurukshetra University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	01-07-1971	[View Document](#)
12B of UGC	01-07-1971	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	HINDU KANYA MAHAVIDYALAYA, NEAR ARJUN STADIUM, JIND	Urban	7.18	29056.43

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Mathematics	36	SENIOR SECONDARY	English,Hindi	80	18
UG	BCom,Commerce	36	SENIOR SECONDARY	English,Hindi	40	20
UG	BCom,Commerce	36	SENIOR SECONDARY	English,Hindi	160	70
UG	BA,Arts	36	SENIOR SECONDARY	English,Hindi	720	460
UG	BSc,Science	36	SENIOR SECONDARY	English	40	16
UG	BSc,Science	36	SENIOR SECONDARY	English	110	51
PG	MA,History	24	GRADUATION	English,Hindi	40	19
PG	MSc,Mathematics	24	GRADUATION	English	40	0
PG	MCom,Commerce	24	GRADUATION	English,Hindi	60	37
PG Diploma recognised by statutory authority including university	PGDCA,Computer	12	GRADUATION	English	40	0

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Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				9				18
Recruited	0	0	0	0	0	9	0	9	0	12	0	12
Yet to Recruit				0				0				6
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				46
Recruited	0	0	0	0	0	0	0	0	0	46	0	46
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	6	1	0	7
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				20
Recruited	6	14	0	20
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				3
Recruited	2	1	0	3
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	0	2	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	4	0	0	9	0	13
M.Phil.	0	0	0	0	1	0	0	3	0	4
PG	0	0	0	0	4	0	0	0	0	4

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	4	0	4
M.Phil.	0	0	0	0	0	0	0	7	0	7
PG	0	0	0	0	0	0	0	35	0	35

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	25	0	0	0	25
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	1916	1	0	0	1917
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	97	0	0	0	97
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	102	0	0	0	102
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	126	155	176	218
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	1	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	389	374	423	445
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	972	1263	1396	1349
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	2	2	1	2
	Others	0	0	0	0
Total		1489	1794	1997	2014

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 78

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
09	09	07	06	06

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2014	1997	1794	1489	1349

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
548	548	505	472	455

File Description	Document
Institutional data in prescribed format	[View Document](#)

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
677	506	422	434	333

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
21	13	14	15	15

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
26	26	26	26	26

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 33

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
90.53683	76.53476	78.84196	65.85318	49.30850

Number of computers

Response: 108

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Before the commencement of new academic session, Our college receives a detailed academic calendar from the affiliating university pertaining to admissions, examinations and vacations of odd and even semester at both UG and PG level. Internal Quality Assurance Cell (IQAC) is fully operational for strict implementation of curriculum provided by the university. As directed by DGHE, all the heads of the departments instruct their faculty members to prepare their lesson plan along with extra co-curricular activities. Our Principal calls a staff council meeting before the commencement of new academic session for discussing the issues related to admission process, teaching plan, time table, fabrication of various committees and societies, organization of major functions so on and so forth. The Governing body of the college paired with Principal of college appoints efficient faculty against the workload as per the government rules. The Principal directs teachers to take their classes on time and manage extra classes for weak students. Special attention is paid to meritorious students too, helping them to get places in Top Student's list of university. Sports and Cultural activities are well planned in advance by the in-charges. Our dedicated staff members establish congenial culture with students and help them out in all ways. All teaching staff members are dedicated and give their full attention to complete and cover all topics of the syllabus. For this purpose lecture method, discussion method, demonstration method are used. Students are asked to give presentation on important topics. Teachers encourage students to ask questions and satisfy their queries invariably. Students are assessed through class tests, class response, attendance and assignments as per university rules. Regular revision of each topic is done and oral and written test are given to students for better understanding of the syllabus. Our Teaching staff use ICT tools in some topics for effective curriculum. Quiz's , models and chart making competitions are organized ttime to time increase the knowledge of students. Students are motivated to participate in inter-college, district and state level competitions. The college provides all basic facilities including well equipped laboratories, well stocked library, multipurpose auditorium, sports facilities for effective curriculum. For motivating the students, winners in academics, cultural and sports activities are honored and given prizes.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 1

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 28.21

1.2.1.1 How many new courses are introduced within the last five years

Response: 22

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 88.89

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 8

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 6.15

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
131	113	97	116	73

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

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 like Women Cell, Legal Cell, N.S.S. Cell etc. and organizes a number of activities to ensure that the important issues are well conveyed and received positively by the students.

Human Values:

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

Professional Ethics:

Professional ethics are a part of the course covered by the students of B.Com. and B.A. Professional ethics as part of curriculum helps students examine ethical principles or ethical problems 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. We can see principles of professional ethics, gender and human values described explicitly in courses such as Public Administration and Commerce and indirectly in English and Hindi.

Gender:

Courses such as English(Literature), Hindi (Literature), Music (Vocal) making students aware about the 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 spead and possible soulitions are discussed. In addition, The Woman cell/Legal Cells/NSS Cell of the college conducts various programmes to create awareness among the students pertaining to gender issues. These activities help to maintain gender equity.

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 for a understanding of the perceptions and policies towards a better environment. It helps them to understand the management of the natural resources, alternative energy resources, effect of climate change, pollution control etc. With its multi-disciplinary approach and inclusion of environmental laws, the subject equips the students with a basic knowledge about environment and the urgent need to preserve it. 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, Youth Welfare Club etc. In addition, the courses like Environmental Studies, Public Administration, Hindi , Political Science and English address environment and sustainability issues and link the human with environment.

File Description	Document
Any Additional Information	[View Document]()

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 7

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 7

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document]()

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.1

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	04	01	02	01

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 59.13

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
673	835	859	608	554

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1290	1290	1190	1110	1070

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years

Response: 43.07

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
224	258	279	215	121

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Yes, College provides special programs for the students based on their learning ability. Learning ability of students is then converted into general two categories one is advanced learner and other is slow learner. Faculty members give special guidance to them in vacant periods. College has a very good mechanism of identification of student learning levels. Learning levels are identified through the mechanism like,

- Analysis of previous year result
- Observation of students during lecture hour, Tutorial and laboratory work.
- Continuous oral feed-back of students regarding understanding by asking suitable questions.
- Analysis of internal test
- Analysis of assignment
- Personal mentor

Identification of students as slow or advanced learners is possible before the commencement of classes which is based on the analysis of previous year result.

After monitoring the overall progress of the students following activities are taken for **Slow learners.**

- Group study system is also encouraged with the help of the advanced learners.
- College has provided necessary counselling to slow learners and their parents.
- Students are mentored by interactive sessions other than the regular classroom.
- Slow learners are being counselled by head of department and senior faculty on the regular basis and the findings have been contributed immensely to the growth of such students.
- Mentors are appointed to monitor and guide the slow learners.
- Students are motivated to attend the classes regularly.

Institute provides the special attention to the **Advanced Learners** with advanced information and challenging problems based on their subject of interest. Special guidance is given for getting university rank and students are motivated to participate in all competitions based on local needs. The academic achievements of the students are highly praised by the college by celebrating convocation and prize distribution function every year. Students, who secure ranks in the University examination, are honored with medals in function. University toppers of our college are invited for Flag Hoisting on Independance day and Republic day.

All the staff members maintain good relation and deal with their problems in a gentle manner. Each class is divided into different groups and separate tutorial classes are conducted for all students for all groups of various courses.

Generally one teacher is assigned for each batch:

- To provide additional details on the important topics.
- To help in improve their subjective knowledge.
- To provide counselling for personal problems.

All the faculty members are engaged in the tutorials. The senior faculty member allots a batch of students for every staff member and monitors the effectiveness of the tutorials.

2.2.2 Student - Full time teacher ratio

Response: 95.9

File Description	Document
Any additional information	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.1

2.2.3.1 Number of differently abled students on rolls

Response: 02

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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

Response:

Teaching-learning methods adopted by the faculty members include Lecture method, Interactive method, Role plays, Discussions, Debates, Power Point presentations, Experiential learning etc. The teaching -learning activities are made effective through illustrations and special lectures to acquire first-hand knowledge on the subjects and current practices students are engaged in the field study. Lessons are taught through power point presentations to make learning interesting besides oral presenting methods.

1. **Lecture Method**: This conventional method is commonly adopted by all the teachers. This method facilitates the teachers to interpret explain and revise the content of a text only for better understanding of the subject by the learners. Problems are solved at the class level by encouraging questions in the class.
2. **Interactive method**:   The faculty members make learning interactive with students by motivating student participation in group discussion, role play, subject quiz, news analysis, discussions and question and answer on current affairs.

- Role play: Role play helps our students to learn and try out the experience in a play style. Subject such as English, Hindi, Novels are well explained to the students by adopting role plays.
- Discussions: We do follow the discussion in many of the subjects as it make the students to think wide and participate in coming up with the opinions &suggestions to check their current knowledge.
- Debates: Debates are followed in many of the subjects where students are required to come with different opinions, thought processes thus the learning process gets justified in arguemental way of learning.

   3. Experiential learning: The faculty members foster learning environment by engaging in rich experiential content of teaching through experience, teaching through demonstration, visual aids, organizing exhibitions, presenting papers, participating and conducting quiz on theory topics.

        We try to expose our students to all the laboratories possible, beginning from the first year labs like physics, chemistry, Home science and geography. Students related to various departments are given an indepth knowledge based on the potential of the student so that student can learn it by experience.

   4. Case Study Analysis and Discussion: The Case method is a participatory, discussion based way of learning where students gain skill in critical thinking, communication and group dynamics. Our college uses case studies in diverse fields of Business Law, Company Law and HRM.

      5. ICT Enables Teaching: ICT enabled teaching includes Wi-Fi enabled computer Labs with projector and E-learning resources. The institution adopts modern pedagogy in line with emerging trends to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 0

2.3.2.1 Number of teachers using ICT

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 118.47

2.3.3.1 Number of mentors

Response: 17

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and creativity are two words heard frequently in higher education today. How can we encourage innovation and creativity in ourselves and our students? An innovative efforts of an institution help in its academic excellence. An innovative practice could be a path way created to further the interest of the students and the institution, for internal quality assurance, inclusive practices and stakeholder relationships.

The teacher uses active learning techniques to engage students and encourage innovation and creativity. Some faculty members use maps, study guides and multimedia to modify the contents of the course material. It helps her to represent in a more meaningful way. Apart from regular lectures faculty also provide benefit greatly from conversations and sharing of ideas. Overhead projectors help the faculty to deliver interactive lectures and demonstration of PPT.

Laboratories with internet connection allow the students to widen their knowledge and skills. Charts and models are used by the faculty to explain the fundamental topic in theoretical and practical sessions.

The college also promotes creativity among the students by providing opportunities to contribute articles like poems, short stories, compositions for publication in the annual college magazine. Various societies and associations organize competitions like Essay writing, Debate, Quiz, Creative writing, Fine arts like Rangoli, Mehndi, Painting, Slogan writing, Poster making, Collage etc. Prizes and Certificates are given away to winners to encourage the students.

They also participate in inter-college competitions. The college also encourages critical thinking and creativity among the students through seminars, debates, group discussion, poster painting and street plays etc.

02-11-2019 12:11:55

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 60

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 46.18

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	6	6	6	6

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 12.5

2.4.3.1 Total experience of full-time teachers

Response: 262.5

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 12.82

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	1	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 4.62

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	1	1

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Reforms in continuous internal evaluation (CIE) system at the institution level

- **Centralized continuous internal evaluation system**

Assessment of performance is an integral part of teaching and learning process. As a part of sound

education strategy, the institution adopts centralized continuous internal evaluation system designed by Kurukshetra University Kurukshetra to access all aspects of a student development on a continuous basis throughout the year.

The continuous internal assessment and evaluation pattern of undergraduate student includes the following :

1. Two handwritten Assignments   10 marks
2. One class test   5 marks
3. Attendance.   5 marks

The faculty members of the college use both formative and summative approach for the assessment of the students.

The formative approach includes:

Group Discussion, Debate, Declamation and Quiz Contest.

Summative approach includes:

1. At the end of a chapter, a test is taken.
2. Mandatory Class Test
3. At the end of semester, exam is conducted.
4. Mock Teaching & Powerpoint Presentation

Reforms adopted by the institution:

- **Orientation on evaluation process:** Students are made aware of the evaluation process through the following initiatives.

1. The orientation program at the beginning of the semester through public address system of the college
2. Preparation of lesson plan.
3. Strictly following the academic calendar.
4. Displaying evaluation process on college/department notice boards.
5. Informing any change/amendment in evaluation process through tutorial meetings.

- **Result analysis and review meeting**

Result analysis is done subject wise and department wise. Pass percentage of each course is calculated by dividing the total number of students passed in each course by total number of students. The performance is monitored by the Principal and Management and necessary guidance is given to the concerned faculty members for the improvement of students' performance.

- **Progress reports and Parents meeting**

The institution is keen on monitoring the performance of the students. Parents/guardians are advised to note the performance of their wards and take remedial measures if needed. Whenever necessary, the tutor shall recommend the visit of the parents to college for a discussion about the student.

- **Remedial measures**

Remedial coaching is given in free periods to slow learners, absentee and the students who participate in sports, NSS activities and cultural activities. The practice helps struggling learners to update their subject knowledge and helps them to catch up with their peers.

Impact:

These reforms have resulted in substantial improvement in students' performance through comprehension of difficult topics, enhanced writing skills and individualized attention resulting in refining their cognitive and effective domains of learning. This has significantly enhanced the academic excellence of students.

File Description	Document
Any additional information	[View Document](#)

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Mechanism for internal assessment is transparent and robust in terms of frequency and variety.

- The orientation program held at the beginning of every academic year apprises students of the evaluation process and the schedule.
- House exam Committee is formed which manages and monitors the process of internal exam throughout the year.
- Faculty members share the criteria for internal assessment with the students and weightage allotted to each component - class test, assignment and attendance.
- Presentation, group discussion and case studies are given to students as assignments, which help in evaluation of communication skills of the students.
- Attendance is shown to the students at the end of each month and also displayed on notice board at the end of the session.
- The test marks are shown to the students and their weaknesses are pointed out. Suggestions are given to improve the performance in final exams.
- The Grievance Committee of the college takes care of the grievance of students (if any) regarding their internal assessment.

The continuous internal assessment and evaluation pattern of undergraduate student is as follows:

(1) Two handwritten Assignments   10 marks

(2) One class test   5 marks

(3) Attendance.   5 marks

The faculty members of the college use both formative and summative approach for the assessment of the students. In formative approach, the faculty members of the college at each class level tries to involve the students in teaching learning process.

Various forms for formative approach include:

- Group discussions on relevant topic where various groups are formed at the class level.
- Debate, declamation and Quiz Contest organized by various Faculty of the college.

Summative assignments are given periodically to determine a particular point of time -what students know and do not know.

Examples of summative assessment includes -

- End of chapter test.
- Internal assessment i.e. mandatory class test and assignment work.
- End of semester exams.
- Mock- teaching and PowerPoint presentation on particular topic.

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

Response:

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 answerbooks 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 disscussed, 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.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college is affiliated to the K.U.K. University and hence the pattern prescribed by the university is strictly followed. University provides academic calendar that specifies the date of commencement and end of classes for each semester along with its government holidays. IQAC of the college after careful deliberation, prepares the academic calendar of the college, in line with the academic calendar recived from K.U.K. In this calendar the date of internal examination and other academic activities and cultural/sports fest etc. are decided by the IQAC members after making discussions with principal and various activities incharges. Regular staff meetings are conducted to ensure adherence to the schedule given in academic calendar. In case of any unusual and unscheduled break in the working days as in National Bandh or the death of a VIP, the staff committee meets again to work out a schedule to compensate the working day. Department time table is prepared by each department facilitating the teachers to allot sufficient time for each subject as per workload allotted by the University. This table is displayed by each department on its department's notice board for students' information and knowledge. The college functions and programs are drawn in such a way that there is minimum loss of working days. A work register is maintained by the teacher individually according to the classes taken by them as per the college calendar. The continuous internal assessment and evaluation pattern for undergraduate students includes the following:

Institution takes two assignments of 10 marks and 1 class test of 5 marks and attendance 5 marks in each semester. In addition to this, department organizes class test, oral test, paper presentation activities to access the student's attainment and progression. According to the scheduled program assessment tests are conducted. Students are given their progress report. Their weaknesses are pointed out. Suggestions are given how to improve performance. Students are also encouraged to give classroom presentation on the topic of their choice which is outside the curriculum to make it more interesting and non monotonous. So the college has an excellent work culture.

File Description	Document
Any additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

- The programmes offered by the institution are uploaded on the institutional website and also mentioned in college prospectus. As an affiliated Institution of the University of Kurukshetra and, the institution strictly follows its prescribed curriculum The learning outcome of each course are built into the curriculum of each discipline and these are clearly stated to the students through the syllabus, which is available on University website. Programme outcomes have also been displayed on the college website.
- These course outcomes are also communicated to the students in the class by respective teachers. Further, college also uploads the lesson plan (of each working day) of all course of the programs on the website of college and teachers strictly adheres to the completion of the course as per the lesson plan. The teacher also introduces the students to the specific area of which they are going to gain knowledge.
- On the orientation day, at the commencement of academic session, students are guided about the culture of college in general and their disciplinary expectations in particular.
- The various societies, the counselling cell also apprise the students of what to expect from course or offer, especially in term of outcome thereof.
- The faculty member also offers regular formal and informal guidance to the students about the course.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The assessment test and processes used for measuring the attainment of each of the program outcome and program specific outcomes are as mentioned below:

1. Direct method

2. Indirect method

Direct method direct examination or observation of student knowledge or skill is measured against measurable course outcomes. The knowledge and skill described by the course outcome is mapped to specific problem in University examination, internal exams and home assignments. Throughout the semester the faculty records the performance of each student on each course outcome. Average attainment in direct method:

University examination: 80%

Internal assessment: 20%

The college takes test and examination to measure the attainment of program outcome and course outcomes. Compulsory test, two assignments per subject and final examinations are taken. According to the schedule set by the university is strictly followed by the institution. The answer books and assignments are shown to the students. Their weaknesses are pointed out. Suggestions are given how to improve performance. Finally the semester end examination conducted by the affiliating University reflects the attainment gained by the students. In the University examination, answer books are evaluated at on the Spot Evaluation Centre of the University. The marks of University examinations, internal evaluation and practical exam are combined together to declare the final results.

Under indirect method the various activities associations and department associations of the college remain active throughout the year in organizing various types of contest such as debate and declamation, quiz, collage and poster making, mock teaching etc. As a result, students of the college have brought number of prizes at intra and inter college, state level in debate, declamation, poetical recitation, quiz etc. In addition, students at college also earned laurels in cultural and sports activities at Zonal, Inter –Zonal, National level events.

The college magazine **"Gyan Stambh"** is the platform where the students can mark their creativity and writing skills in the section of Hindi, English, Sanskrit, Mathematics, Commerce etc.

2.6.3 Average pass percentage of Students

Response: 37.52

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 248

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 661

File Description	Document
Institutional data in prescribed format	<u>View Document</u>
Any additional information	<u>View Document</u>

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.26

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 15

File Description	Document
Any additional information	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other

initiatives for creation and transfer of knowledge

Response:

Being a predominately undergraduate institution with two 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 students. The spirit of innovation encompasses various outreach programs for creation and transfer of knowledge. Incubation centre of H.K.M.V. helps in generating the innovative ideas among the students to make them future potential entrepreneur. 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 text-books 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 carrier placement programmes. Carrier 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. The students from science department arrange exhibition with working models. 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.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document]

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document]

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
e- copies of the letters of awards	[View Document]
Any additional information	[View Document]

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document]

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.19

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.26

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	3	0

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

In our Instution, 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-co curricular activities and extension activities. These activities are conducted under the banner of NSS, Women Cell, Legal Cell, Red

Ribbon Club, Red Cross etc. The activity under the extension activities ranges from *Swachh Bharat Abhiyaan*, No use of Polythene,Cashless Propagation, Apna Park(adoption),Best out of waste, Awareness Railies conducted for making voters aware and voters forms were distributed in the colonies. Our students always feel enthusiastic in such activities. 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. 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.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

3.4.3 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 last five years

Response: 18

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., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	7	4	3	3

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 11.74

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
563	355	61	60	75

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 28

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	10	0	11	2

File Description	Document
Number of Collaborative activities for research, faculty etc	[View Document]

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document]

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

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, various laboratories such as Physics lab, Chemistry lab, Home Science lab, Computer labs, Geography lab, Classrooms with proper ventilation, fashion – designing room 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	32
2.	Auditorium	01
3.	Seminar Hall	01
4.	Music Vocal Room	01
5.	Music Instrumental Room	01
6.	Sports Room	01
7.	Library	01
	Laboratories which includes:	14
	1. Home Science Lab	02
	2. Computer Lab	05
	3. Geography Lab	01
	4. Chemistry lab	02
	5. Physics Lab	03

	6. Fashion Designing Lab	01

Support Facilities:

Sr. No	Item	Unit
1.	Staff Room	01
2.	Common Room	01
3.	Canteen	01
4.	Red Cross Room	01
5.	NSS Room	01
6.	IQAC Cell	01
7.	Carrer Counselling & Placement Cell	01

File Description	Document
Any additional information	[View Document](#)

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

Response:

SPORTS:-

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, outdoor games, gymnasium and yoga centre 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. Our college has a well maintained sports ground. The sports facilities available in the campus are as follows:-

1. Athletics 200 meter grass track
2. Volley Ball Ground (18 meter × 9 meter)
3. National Kabaddi Ground (11 meter × 8 meter)
4. Handball Ground (40 meter × 20 meter)
5. Kho- Kho Ground (29 meter × 16 meter)
6. Badminton Court – One (44 meter × 20 meter) Double, (44 meter × 17 meter) Single
7. Basketball Court – One (28 meter × 15 meter)
8. Lawn Tennis Court – One (78 feet ×27 feet)
9. Net Ball Ground (30.5 meter × 15.25 meter)

GYMNASIUM FACILITIES:

The gymnasium of college has a number of modern equipments and machines like Treadmill machine, Cycles, Weight Lifting etc. for workout and physical fitness of the students as well as staff members.

CULTURAL :-

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, Harmonium etc., are available along with the accompanists. Special guidance is made available to students at specific occasions like Youth festival, Ratnavali etc. whenever needed. Student's participation is also marvelous at the state and national level in Haryanvi Group Song, Haryanvi Group Dance, Haryanvi Lok Geet and Haryanvi Quiz etc.

File Description	Document
Any additional information	[View Document](#)

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

Response: 3.03

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 1

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
Link for additional information which is optional	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 0

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)

02-11-2019 12:12:03

4.2 Library as a Learning Resource

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

Response:

Our library is partially automated as we have Automated Book Manager software which activates the process of issuing and return of books.

Year	Name of the software	Nature of Automation	Version	
2013-14	NIL	NIL	NIL	
2014-15	NIL	NIL	NIL	
2015-16	NIL	NIL	NIL	
2016-17	Automated Book Manager	Partial	1.0	
2017-18	Automated Book Manager	Partial	2.0	

File Description	Document
Any additional information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Hindu Kanya Mahavidyalaya library was instituted with the inception of college in 1970. The college library has a stock of large number of books for knowledge enrichment.

1. The library has 22297 text books and reference books for the use of students and staff which cover all the academic subjects existing in the college like History, Geography, and other Social sciences, Management, Accounts, Literature, Home Science and other science subjects. Library has a rich store of books for students of Post-Graduate classes along with a collection of a few rare books.
2. To kindle the interest among students with regard to current affairs and general knowledge, the library has newspapers like The Tribune, The Economic Times etc, and a wide range of magazines such as India Today, Pratiyogita Darpan, Outlook, Yojna, and General Knowledge Today etc.
3. To encourage the students and faculty members in the area of research, the library has ample number of journals.
4. In order to make students job oriented, the library has subscribed to specified newspaper "Employment Newspaper".
5. We have book bank facility for poor students.

File Description	Document
Any additional information	[View Document](#)

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.5

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.86511	2.27402	2.53775	0.63023	0.19651

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 0.74

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 15

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

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 120 computers having required software and antivirus. The computer lab is powered by UPS and inverter to ensure uninterrupted power supply usage of computers. Two Projectors are available to provide effective teaching for the students. Faculty members are using power-point presentations, videos etc. for teaching to make learning effective. 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 full access to Wi-Fi to gain information, carry out research activities, and download information related to the curriculum and also to enhance their knowledge about their subject. The college campus is under CCTV surveillance to ensure transparency as well as safety to all students and staff. In order to provide high quality speed of network, the college has seven broadband connections- BSNL with 8 Mbps speed. Students are encouraged to use IT infrastructure in the best possible way to enhance their learning.

4.3.2 Student - Computer ratio

Response: 18.65

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 18.9

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
14.14	19.20	20.02	11.27	5.56

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

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.

Response:

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

Academic: Policies are framed and deployed right from the admission till the students leave the college. The admission policies adhere to the norms prescribed by the Chaudhary Ranbir Singh University with regards to the selection. The students need to fill the online application form. The students are counseled with regards to the subject of their choice. Applications are scrutinized and admissions are done after scrutinizing them by strictly adhering to the university norms. At the beginning of new session, Head of departments review the need of addition of new equipments, Upgradation 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. The detail has already been provided in the section 4.1.1 & 4.1.2. An electrician has been appointed to look after day to day complaints.

The Library follows certain protocol in the usage of books. At the beginning of the first year, each student is issued library cards after collecting her details. New books will be issued to the students only after the previously borrowed books are returned in good condition. At the end of every semester, all the students must return the books to the library. Likewise the teachers are allowed to take any number of books after entering in the teachers register. They also must return the books after they finish reading. Whoever is leaving the institution be it a student or faculty must get a no dues certificate from the librarian.

File Description	Document
Any additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 14.2

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
225	254	256	237	228

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 8.33

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
160	142	81	191	125

File Description	Document
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

    3. **Soft skill development**
    4. **Remedial coaching**
    5. **Language lab**
    6. **Bridge courses**
    7. **Yoga and meditation**
    8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 12.87

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
250	250	200	200	200

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 6.2

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
131	113	92	116	80

File Description	Document
Details of the students benifitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 5.61

5.2.2.1 Number of outgoing students progressing to higher education

Response: 38

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education	[View Document](#)
Any additional information	[View Document](#)

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 75.45

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	7	11	3

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	8	8	11	3

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

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

Response: 20

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

2017-18	2016-17	2015-16	2014-15	2013-14
9	0	0	5	6

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

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

File Description	Document
Any additional information	[View Document](#)

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Any additional information	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The alumni association of the college had its first formal meet in the year 2018-19, though it was formed much earlier. It is not registered yet but the old students of the college come to the college regularly and give their suggestions. The ex students of the college are well placed. Some of them have become professors and associate professors in various universities and colleges. Others have become Principles of reputed colleges and schools. They have also gained jobs in banks, MNC's and hold various positions both in education and business word. Monetary contribution was made by illustrious Alumni of the college during its meet in 2018-19. The college regularly takes feedback from the alumni of the college and their suggestions are implemented.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 3 Lakhs - 4 Lakhs

02-11-2019 12:12:09

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 0

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

VISION:

To excel as a dynamic and progressive centre of knowledge and personality development combined with ethical values involving social viability and brilliant career prospects, through exploring manifested and latent potentialities of urban as well as rural aspirants of knowledge.

MISSION:

The college has always been striving hard to make available all possible and affordable opportunities to the girls belonging to all sections of society. To inculcate a deep sense of discipline and morality apart from equipping them with all means to compete with the fast changing and competitive world, to groom them to become responsible citizens who would make our world a better place to live in, has always been our priority and mission.

The institution is governed by the rules and regulations of Higher Education authorities and those of the university which, under the direction and supervision of the Chairperson of managing committee alongwith the Executive Council, Principal, teaching and non teaching staff members of the faculty, are implemented and observed strictly in letter and spirit.

The perspective plans of the institution include development of infrastructure by building more labs, class rooms, better equipped offices, library and other mechanism of the institution, giving best results in academic, sports and cultural fields providing better facilities for teaching & learning and making the college one of the best institutions by covering almost all the aspects of education – physical, mental, spiritual, social.

Though the policies and guidelines are provided by the affiliating university and Higher Education Authority, The Principal and Management take all possible steps with the suggestions and support of the faculty, students, and parents through meetings, notices, feedback and closely supervise and direct to implement them all. Various decisions are taken in the meetings of staff and their HODs with the Principal and the Chairperson and team work is appreciated and encouraged to make possible the success of perspective plans.

6.1.2 The institution practices decentralization and participative management

Response:

Response:

The institution practices decentralized and participative management. The decisions and policies are discussed collectively but the responsibility of implementation is distributed to one and all from the highest to the lowest according to their departments and profile. The Principal, with the approval of Chairperson, conveys the directions and instructions, plans and policies to faculty members in the meetings held with the Chairperson and staff members. Duties regarding various administrative, academic, managerial and others are allocated to all the faculty members equally. Various committees are formed like Time Table Committees, Youth Welfare Committee and many others for smooth and effective working and management. The individual as well as the committee is responsible and answerable 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 execution and 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.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Response:

Our institution has always been striving to provide affordable education and ever increasing venues for development of girls. For this purpose introducing new and most demanded subjects and courses has always been on priority in all the plans. The institution had been making efforts to introduce new subjects like Computer Sc., Geography in B.Sc. (N.M) and Arts, Physical Education in Arts and PGDCA. Further, introduction of post graduation courses in Commerce, History and Mathematics was also being pursued fervently. These subjects have always been most in demand by the students and they had to go out of Jind to get this facility. It involved difficulties and much expense for students and there were also aspirants who could not pursue post graduation because of these reasons. Now in the span of last five years, all these subjects and courses have been introduced to facilitate the acquisition of higher education by girls.

File Description	Document
Link for Additional Information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

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. The decisions and policies related to students, academic as well as co-curricular are mutually discussed and decisions are immediately taken and implemented.

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 of KUK, 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	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: D. Any 2 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Response:

The Principal co-ordinates all the meetings either with managing committee or with staff members regarding various cells and committees and decisions taken in these meetings are further implemented with the co-operation and participation of faculty members. Members of committees are reshuffled and new committees are also formed as per requirement of the task at hand.

In the academic year 2017-18, the Convocation ceremony and Prize Distribution Function was organised on 19 March 2018.Captain Abhimanyu, Finance Minster, Government of Haryana, graced the occasion as chief guest. The following are the minutes of the meeting held for the successful holding of a Convocation ceremony

1. Chief Guest of the ceremony was decided.
2. Time and date of ceremony as well as that of the registration was decided.
3. Various committees were formed regarding different tasks related to Convocation.
4. The amount of refundable and non-refundable security was decided.
5. Various tasks to be undertaken for efficient management of the event were discussed and duties were assigned.

The following committees were constituted for the successful conduct of the event and the committees were entitled to execute the tasks as discussed in the minutes of the meeting.

1. Invitation Committee
2. Degree Distribution Committee

3. Gown & Badges committee
4. Decoration Committee
5. Tea & Meals Committee
6. Prize Distribution & Certificates Committee
7. Cultural Committee
8. Stage Anchoring
9. College Report preparation
10. Seating Arrangement
11. Water Arrangement
12. Discipline Committee
13. Cleanliness Committee
14. Photography
15. Press

The following sequence of activities was done after constituting committee.

1. Conduction of meetings by the head of the committee with the members
2. Conveying the plan of action according to the minutes of the meeting held with the Principal.
3. Execution of activities as planned
4. Successful conduct of the function

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Response:

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 eligible and meritorious 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

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 1.54

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 14.73

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	4	0	3	2

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	[View Document](#)
Details of teachers attending professional development programs during the last five years	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Response:

  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.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Response:

Generally, two financial audits are conducted each year, one external audit and one internal audit.

- Internal audit:

Internal audit is conducted by Sh. Nand Kishor Goyal, Chartered Accountant and it is complete for the period from 2013-14 to 2017-18

- External Audit:

1. Conducted by Director General Higher Education, Haryana and is complete for 2013-14 to 2017-18
2. Conducted by Principal Accountant General (Auditor), Haryana and is complete upto 2017-18

Since audit takes place in the college itself, all the relevant documents are provided to the auditor and if any objection is raised in the audit that is clarified after counselling with the Managing Committee.

File Description	Document
Any additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Response:

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. These funds are used for various needs that come up from time to time. 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. Such funds are used for the specific purpose for which they are given. 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 received from State Govt. and UGC, fee from students and the rent from shops. They review the use of resources, make recommendations for better handling of resources and effective mobilization of available 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.

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

Response:

As is stated about the mission of the institution, spread of girls education and making it affordable and accessible to rural girls especially is the chief thrust area of each development plan of the college. Keeping in view this aim, the IQAC has always been working towards evolving new plans and strategies. One of this is the commencement of new courses catering to the demand of girl students. A number of girls that seek admission in our institution belong to nearby villages and many of them are poor also. Their parents cannot pay their hostel fee and other expences to educate them. Consequently, they don't send them for further studies and girls are depirved of their education in desired subjects due to non-availability of the subject in their town or village. IQAC, in all the meetings stressed upon the need to introduce new subject and post-graduation courses in the college and their suggestion and efforts have been successful as there are three new P.G. Courses running successfully along-with the commencement of new subjects in already established graduation courses in Arts & Science. We have also applied for post graduation courses in Geography thus keeping up the process of expansion and development.

Another much stressed upon issue was the up-gradation of infrastructure and construction of new classrooms, laboratories and auditorium. For the last five years the institution is continuously moving towards betterment and even excellence in some fields. With the suggestions and continual efforts of IQAC, Principal and Managing Committee since 2013-14 the following expansion and up-gradation measures have been carried out:

1. Physics lab and chemistry lab were installed and required furniture was purchased.
2. Fully Ac, sound proof auditorium with green room and toilets has been built.
3. All the washrooms and parks renovated in all the buildings.
4. Geography lab has been established.
5. Sports equipments and Science lab equipments are being purchased regularly.
6. Principal office and staff room have been renovated and CCTV cameras have also been installed.
7. Solar energy plant has been installed.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

IQAC reviews its teaching learning process, structures and methodologies of operation through student feedback and departmental meetings. The two fields where the IQAC implemented the suggestions given in various meetings and through feedback were making the teaching learning more interactive and visual and encouraging extra-curricular activities and a larger participation from the students. For these purpose the following steps were taken:

1. Teachers are encouraged to use ICT tools while teaching to make their teaching more interactive and interesting.
2. Quiz contests in various subjects are frequently held.
3. Cultural Fest has been organized regularly for last two years.
4. Various inter college competitions are also organised in the college campus.
5. Students are motivated to participate in cultural events like dancing, singing, skits etc. in youth festivals and other zonal, inter zonal, national or state level programmes. Special training is also provided to them by engaging experts for the purpose.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Response:

1. Child Care Centre has been set up.
2. A number of lectures keep attending national and international seminars.
3. Add on courses in Fashion Designing has been made available to outside students to generate more fees.
4. A health club and a gym furnished with various latest machines has already been set up.
5. Resource person from various professional groups are invited to counsel the students from time to time. Different companies are also invited to provide placement opportunities for students.
6. Sports facilities are available to all the students during college hours. Athletic meet is organised every year. Physical Education has been introduced as a subject in Arts.
7. The plan for setting up of a folk culture section is under consideration and will very soon be materialized.
8. New journals in various subjects have been subjected to in the library.
9. Convocation function is organised every year.
10. Geography, Maths (Hons.), Maths (M.Sc), B.Com (Hons.), History (M.A.) has been introduced.
11. Alumni Association has been formed.
12. Grievance Cell has been working on the various issues and problems of students.

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Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 26

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	8	4	5

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
   1. Safety and Security
   2. Counselling
   3. Common Room

Response:

a). 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 Vahini** " 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 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 and their attendance is taken by mentors everyday. 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.

7.1.3 Alternate Energy initiatives such as:

1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 20574

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 11.46

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 177

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 1544.13

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)
Any additional information	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

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.

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.

3. E-waste management:

The e-waste is collected separately and than disposed off.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain water harvesting structures and utilization in the campus

Rain water harvesting structures have been installed at two strategic positions in the college. Two bore

wells of 6 inches have been dug at the back of Arts and Commerce two major blocks in the college. Rain water from both these Blocks gets collected in the bores and ground water gets recharged. Moreover the college has big lawns and grassy area that sucks water and it seeps underground.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Green practices are part and parcel of our institution. Majority of our students come from the rural areas and use public transport. Many students use bicycles to come to college. Staff is encouraged to pool cars. Our college has a green campus. It has lush green lawns and variety of trees. Every year a variety of saplings are planted in the college. LEDs and CFLs have been used in place of worn out tubes and bulbs. Solar energy plant has been installed in the college which supplies major power requirement of electricity. Rain water harvesters have been installed. Minimum wastage of paper is stressed upon. Cleanliness drive is stressed upon by the management, staff and volunteers of NSS. Competitions such as essay writing, poster making and speech competition are held to make students aware of environmental hazards.

7.1.7   Students, Staff using

a). Bicycles: A separate area has been provided for parking bicycles/Scooties used by students and non-teaching staff.

b). Public Transport: 50% of the girls use public transport and commute through buses. Teachers using cars and scooties are provided parking place.

c). Pedestrian friendly roads: In the college wide pedestrian pavements are constructed for secure mobility of the students.

- Plastic-free campus: The college administration stresses upon plastic free campus. Students have been asked not to bring polythene bags in the college. Canteen contractor has been asked to use substitutes of polythene.
- Paperless office: We are working towards goal of paperless office. Minimization of use of paper is stressed upon. Rough papers are also used in order to reduce wastage.
- Green landscaping with trees and plants: Our campus is a green campus. Every year a variety of saplings are planted in the campus. We have three big lawns and three small lawns. A variety of

flowers such as Mogra, Marigold, Dahalia, Daisy, Tulips and an array of trees embellish campus. Every year an assortment of trees and flowers are planted in the campus. Environmental Science is a compulsory subject that has been introduced in B.A.1st in order to make students eco conscious.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.3

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.19460	0.47124	0.19256	0.20230	0.04778

File Description	Document
Green audit report	[View Document](#)
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	
Any additional information	

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 14

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	3	4	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	
Any additional information	

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 13

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	2	2	2

File Description	Document
Report of the event	
Any additional information	

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal

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harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 51

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	11	11	10	10

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The college celebrated the following:

Independence Day
15-08-2018

Republic Day
26-01-2018

World Literacy Day
10-09-2018

NSS Day
24-09-2018

Birth anniversary of Mahatma Gandhi
02-10-2018

Rashtriya Ekta Divas (Birth anniversary of Sardar Vallabh Bhai Patel)
31-10-2018

International Women Day
08-03-2018

World AIDS Day	01-12-2018
Voters Day 05-09-2018	
Martyrs Day 30-01-2018	

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution maintains complete transparency in its financial, academic, administration and auxiliary functions. In financial matters college appoints external and internal auditors every year. Our college website displays the necessary information relevant to the stakeholders. Student admissions are done according to the admission policy formulated by the affiliating university and the regulations of Director Higher Education of Haryana. Reservation Policy of the Govt. is strictly followed. In the academic matters syllabi of the affiliating university and calendar of the university is followed. Regular teaching staff is appointed according to norms of UGC/ Haryana state govt. and the affiliating university. The college is under RTI and information is made available to public. All circulars regarding students, teaching staff and non-teaching staff are displayed on the notice board. The utilization certificates of different grants allocated to the college are submitted. College governing body is the highest decision making authority which consists of members from the managements, teaching staff and non-teaching staff, university vice chancellor nominee, DGHE nominee and the principal of the college.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice 1:

Title of the Practice:

Upgradation of the Infrastructure along with increase in Academic Courses

Objectives of the practice:

H.K.M.V. Jind caters to majority of the rural students and is determined to provide quality education to the girls. The college was started in the small premises of Arya Smaj Mandir initially

with two classes Prep. and B.A. 1st year and 70 (Seventy) students were admitted. Later, the college shifted to its new premises in scheme no. 5 which is housed in about 7.18 acres of land. The objective of the managing committee was to provide quality education to the poor rural students in a secure environment. The parents of girls didn't want to send their daughters to co-ed Colleges due to conservative thinking. Continuous expansion of infrastructure and introduction of new courses was required to serve the needs of the community of the area.

The context

As the college is govt. aided college, permission to start new courses was not given by the state govt. New courses could be started only under self finance scheme. It meany extra burden on the financial resouces of the managing committee. Despite financial constraints the college continued to upgrade the infrastructure as well as made efforts to introduce new courses in view of the demand of local citizens of Jind.

The Practice:

In the year 2013-2014 an amount of Rs. 30,01,437 was spent on laboratories of Physics and Chemistry, new class-rooms were also added and an amount of Rs. 38,17,905 was spent on the extension of the building. Library was enriched with new books. Development of infrastructure has been a continuous process in H.K.M.V. Jind.

In the year(2014-2015) an amount of RS. 8,09,187 was spent on the purchase of science lab equipments for a new course of BSc. Computer Science under self finance scheme. Earlier also the college was running a BSC. Non-medical Course.

An amount of Rs. 13,65,693 was spent on construction of building. Library books and furniture was also added for the new courses.

In 2015-2016 PG course of M.Com was started with 40 seats under self finance and the subject of Geography was introduced as part of B.A. regular course with 80 seats. A new geography Lab was established. Books and Journals worth RS. 2,53,775 and computers worth 4,02,300 were purchased. An amount of Rs. 2,13,430 was spent on Furniture. An auditorium was constructed to conduct large scale events of the college. Wash-rooms were renovated. Parks in the college were maintained and new tree guards were placed. In the year 2016-2017 the subject of geography was introduced in BSc. PG course of M.A. history (40 seats) was started. B.Com. Hons. (40 seats) was introduced. The seats of M.Com were extended from 40 to 60 seats. And for these things to run smoothly and effectively, infrastructure was proportionally increased. Principal room was also renovated and CCTV cameras were installed. Furniture was purchased and Bio-metric machine was installed. Library books worth 2,27,833 were purchased.

In 2017-2018 new library building was constructed. New furniture worth Rs. 182455/- was purchased and a new Bio-metric machine was purchased. New computers and printers worth Rs. 4,22,500 were purchased. Solar energy plant of 12KWP was installed.

A child care centre has been started to provide accessible child care for the children of the college staff and married students. Being a women institution, most of the staff and students find it difficult to continue their studies if they have a small child to attend. The child care center has relieved them of tension of leaving children unattended. The gymnasium has also been updated and it provides free health care to the members of the college.

Evidence of success:

- Fully A.C. Auditorium
- Newly constructed and advanced library
- Child Care Centre
- Gymnasium
- Geography lab
- Fashion designing lab
- Five computer labs
- Two Chemistry labs
- Three Physics labs
- A solar panel of 12 KWP
- 3 PG degree courses
- 1 PG diploma course

Problems encountered and resources required:

The managing committee had to increase infrastructure and start new courses at its own expense. Incentives were given to meritorious students to attract them to new courses. It was not easy to fund eligible teachers to teach new courses. Students were attracted to Govt. Colleges due low fee structure and efforts were made to mobilize students towards new courses and attract them towards quality education.

BEST PRACTICE 2:

Title of the Practice:

Cleanliness and Beautification of the college

Objectives of the practice:

Clean and beautiful environment is must for nurturing young talents. It produces a good working atmosphere and reduces the number of people taking sick leave. It also has a direct impact on an individual's capacity to learn. Cramped and untidy environment poses bad example to students. The objective of the practice was to provide a neat, clean and beautiful campus to the students and staff.

The context:

HKMV Jind was housed in a dharmshala in the beginning in 1971. The college shifted to its new campus in 1984. Intially, it had only an Arts block but later on two other blocks were added. Continuous construction activities caused the college to lose its sheen and beauty. Though the college had ample lawns, they withered due to lack of care. College students who used to sit in the lawns littered these lawns with pieces of papers and polythenes. The college began to put on a lack luster look. College authorities decided to do something concrete about it.

The practice:

The responsibility to supervise cleanliness was delegated to all the members of college teaching staff. Each staff member was assigned an area to supervise cleanliness and to beautify it. Initially it was a daunting task as supporting staff and the students were not easy to mobilize, but continuous efforts produced results. A complaint register was put in the clerical room. Complaints regarding lack of cleanliness, maintenance and lack of implementation were registered in it. A weekly meeting was held to resolve the issues and problems. Washrooms were constructed in all the blocks. Students were educated by the teachers and tutors in their class to maintain hygiene and discipline. NSS camps were held in the college and NSS students took responsibility upon themselves to clean the difficult area. Along with cleanliness, the water coolers and other maintenance problems were also taken up by the members of the staff. The practice has to be enforced on regular basis as It takes time to develop a habit.

Evidence of success:

Continuous and persistent efforts of the staff brought remarkable results. Soon the college acquired a new look and was cleaner and more beautiful. The area near the main gate and the library has now acquired a beautiful look. Even the members of Alumni association comment upon the change they see in the college. The staff and the students feel happy in the clean and green environment.

Problems encountered and resources required:

It was not easy to mobilize students and the staff. Teaching staff members found it difficult to supervise cleanliness along with their teaching and administrative duties. Continuous supervision and guidance was required to formulate habits and show results. Persient efforts yielded results. Different colored dustbins have been kept at different localtion in the college and waste garbage management has also been done efficiently.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Discipline and Inculcation of moral values

Discipline is the medium of instruction in our college. From its inception in 1971, maintaining discipline has been foremost area of work. Being a women college, it was ambition of the founders of the college to mould young girls into a disciplined, upright and empowered women of the modern times. Girls are not allowed to go out of college without prior permission before 12:30 p.m. The gate is closed and a watchman sits there. Mobiles are not allowed for personal use. In case of emergency, girls can use them with prior permission of teachers college has permitted studenyts to use landline phones of the college office, if required. Teachers are put on proctorial duties to watch any untoward activity in the college campus. As a result of this strict watch, maximum numbers of student attend classes. If a girl does not attend class for more than 7 days or is irregular, her parents are informed by mentor of the girl. In case of low marks and

any other uncalled for activity also parents are informed by the concerned teacher or by the mentor of the student. Mentors have maintained registers of their mentees that have full information regarding their family, their address and other relevant information. The mentees are asked to meet their mentor daily for attendance.

Inculcating moral values goes along with maintaining discipline. Maximum number of girls come to college from rural areas and are from the poor families. The parents of the girls are unable to give them time to attend to their emotional needs and guide them as they are too busy in eking out a living. Girls require a lot support and guidance and this lack is fulfilled by teachers of our college who act as their mentors, guides, and family member. Most of the girls attach themselves to their teachers and regularly go to them for guidance. Girls are guided by the teachers in maintaining hygiene, sanitation and other aspects of life. Girls get very agreeable and pleasant environment in the college campus and they feel at home in the college campus. When the girls come to college, they have very low confidence level but with passage of the time, they learn to express themselves and indulge in various extra-curricular activities of the college. The protection and warmth of the college nurtures in them a feeling of security. Thus, the college has a strong network of students who remain connected to the Alma Mater ever after leaving the college. In this age of increasing materialism, fashioning good human beings who are upright and morally sturdy is a great accomplishment. Our students who get admission in other institutions for higher studies are always appreciated for their initiative, discipline and hard work

5. CONCLUSION

Additional Information :

The college has taken many steps to improve administrative and academic setup of the college. The Governing body of the college has geared up to fully equip college with modern amenities. The automation of the library and the installation of centralized college management system in the Administrative office is under process Seminar room and smart classrooms are being constructed with state-of art-technology. Common room for girls is being renovated. Facilities for differently abled students are being set up. Grounds for sport activities such as Discus throw and Hammer are being prepared. NCC is being introduced. New water coolers have been installed. . The proposal to start an integrated 4 years B.Sc /BA/ B.Ed course is under way.

Concluding Remarks :

Hindu kanya Mahavidyalaya jind is known for excellence in academic sphere and nurturing of ethical and moral values in the students from its inception in 1971. It has been a safe and congenial venue for education of girls. It has always ventured to provide latest amenities to girls. Thousands of students from nearby villages throng the college premises for imbibing latest concepts of education. The managing committee of the college is committed to providing the best amenities and courses to the girls. The college is known in the region for its excellence in area of sports, cultural activities and academics. In the coming years, we see our college touching new heights and become one of the best colleges of the northern region.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. 2.3.2.1. Number of teachers using ICT Answer before DVV Verification : 10 Answer after DVV Verification: 0 Remark : As informed by the HEI
3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years 3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1</td><td>3</td><td>1</td><td>0</td><td>1</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> Remark : Awards from extension activities for the HEI and not students/teachers
5.3.3	Average number of sports and cultural activities/ competitions organised at the institution level per year 5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>45</td><td>51</td><td>32</td><td>41</td><td>30</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr></table> Remark : Only Sports and cultural events to be considered and not NSS events. The respective

		activities cannot be considered. Only the whole event. Thus, calculating on sports event and one cultural event
6.5.3		Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	4	2	3	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

Remark : Only IQAC activities can be considered |

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations