



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

|   |                                 |                             |
|---|---------------------------------|-----------------------------|
| <b>1. Name of the Institution</b>             |                                 | HINDU GIRLS COLLEGE SONEPAT |
| Name of the head of the Institution           | Dr. R.K.Gupta                   |                             |
| Designation                                   | Principal                       |                             |
| Does the Institution function from own campus | Yes                             |                             |
| Phone no/Alternate Phone no.                  | 01302241546                     |                             |
| Mobile no.                                    | 9416693088                      |                             |
| Registered Email                              | hindu_girlscollege@yahoo.co.in  |                             |
| Alternate Email                               | hgcsonepat@gmail.com            |                             |
| Address                                       | Hindu Girls College, Kath Mandi |                             |
| City/Town                                     | Sonipat                         |                             |
| State/UT                                      | Haryana                         |                             |
| Pincode                                       | 131001                          |                             |
| <b>2. Institutional Status</b>                |                                 |                             |

|  |                                |
|--|--------------------------------|
| Affiliated / Constituent               | Affiliated                     |
| Type of Institution                    | Women                          |
| Location                               | Semi-urban                     |
| Financial Status                       | Self financed and grant-in-aid |
| Name of the IQAC co-ordinator/Director | Dr. Susheela Rana              |
| Phone no/Alternate Phone no.           | 01302241546                    |
| Mobile no.                             | 9671902770                     |
| Registered Email                       | hindu_girlscollege@yahoo.co.in |
| Alternate Email                        | hgcsonepat@gmail.com           |

### 3. Website Address

|  |   |
|--|---|
| Web-link of the AQAR: (Previous Academic Year)                           | <a href="http://www.hgcsonepat.com/naac.html">http://www.hgcsonepat.com/naac.html</a>                   |
| <b>4. Whether Academic Calendar prepared during the year</b>             | Yes   |
| if yes,whether it is uploaded in the institutional website:<br>Weblink : | <a href="http://www.hgcsonepat.com/usefull-links.html">http://www.hgcsonepat.com/usefull-links.html</a> |

### 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity    |             |
|-------|-------|------|----------------------|-------------|-------------|
|       |       |      |                      | Period From | Period To   |
| 1     | B++   | 81.8 | 2003                 | 21-Mar-2003 | 20-Mar-2008 |
| 2     | A     | 3.02 | 2016                 | 05-Nov-2016 | 04-Nov-2021 |

|   |             |
|---|-------------|
| <b>6. Date of Establishment of IQAC</b> | 01-Jul-2010 |
|---|-------------|

### 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture |                 |                                       |
|---|-----------------|---------------------------------------|
| Item /Title of the quality initiative by IQAC                             | Date & Duration | Number of participants/ beneficiaries |
| <b>No Data Entered/Not Applicable!!!</b>                                  |                 |                                       |

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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/Faculty           | Scheme | Funding Agency | Year of award with duration | Amount |
|--|--------|----------------|-----------------------------|--------|
| <b>No Data Entered/Not Applicable!!!</b> |        |                |                             |        |
| No Files Uploaded !!!                    |        |                |                             |        |

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

? IQAC approved the proposal of Department of Mathematics for national seminar.

? The amount for the purchase of lab instruments was sanctioned to the Department of Chemistry on 24 July 2018.

? IQAC appreciated Sports Council for its organized implementation of prize distribution criteria for the winners of different championships in Sports Meet.

? The efforts of Green Peace Club which succeeded in its efforts to sensitize the entire college about the hazards of using polythene were appreciated.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

| Plan of Action   | Achievements/Outcomes  |
|--|--|
| Academic Audit of the session 201718 (odd semester)  | Academic Audit of the session 201718 (odd semesters) was conducted. It was found that the general result was satisfactory. Some courses like B.Com. 3, BCCA 1 and 3, B.A. 1 and 5, BCA 1, Biotech 5, M.A. Eco. 1, M.A. Geo. 1, M.A. English 1, M.A. Skt. 3, M.Sc. Math 1, M.Sc. Chemistry 1 and M.Sc. Physics 1 reported less than 50 per cent pass percentage. They were asked to address the issue.            |
| Academic Audit of the session 2017-18 (even semesters)   | Academic Audit of the session 2017-18 (even semesters) was conducted. It was found that the general result was satisfactory. B.Com. Hons. 6, Biotech 6 and M.Com. 2 and 4 were appreciated for securing 100 per cent pass percentage. Some courses like B.Com. 2, BCCA 2, B.A. 2 and 4, BCA 2, Biotech 2, and M.Sc. Math 2 reported less than 50 per cent pass percentage. They were asked to address the issue. |
| Planned organisation of student elections as per the orders of Haryana Government  | The college under the supervision of IQAC successfully conducted students' election on 17 October 2018.  |
| Discussion related to vacant DGHE sanctioned teaching posts Introduction of certified vocational and socially relevant courses by Skill Development Cell | Skill Development Cell took successful initiative of providing coaching within college campus to 58 students for SSC-CGL in collaboration with Paramount Coaching Institute.   |
| Focus on promotion of Hindi and Sanskrit languages   | Dr. Mahipal Agrawal Smriti Nyas in collaboration with Abhivyakti- Hindi Parishad of the college organized one day conference to celebrate the contribution of legendary Hindi literary figure, Dr. Mahipal Agrawal with prime focus on promotion of Hindi and Sanskrit languages.  |
| Developing research aptitude among PG students   | Department of Mathematics provided platform for research to the college students in the National Seminar on "Mathematical Modelling, Optimization and Scientific Computing" by including presentations from the Deptt. in the schedule.  |
| Introduction of certified vocational and socially relevant courses by Skill Development Cell   | Skill Development Cell took successful initiative of providing coaching within college campus to 58 students for SSC-CGL in collaboration with Paramount Coaching Institute.   |
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| 14. Whether AQAR was placed before statutory body ?  | Yes   |                        |              |      |             |
|--|---|------------------------|--------------|------|-------------|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Name of Statutory Body</th> <th style="width: 50%; text-align: center;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">IQAC</td> <td style="text-align: center;">18-May-2022</td> </tr> </tbody> </table> |   | Name of Statutory Body | Meeting Date | IQAC | 18-May-2022 |
| Name of Statutory Body   | Meeting Date  |                        |              |      |             |
| IQAC   | 18-May-2022   |                        |              |      |             |
| 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?  | No  |                        |              |      |             |
| 16. Whether institutional data submitted to AISHE:   | Yes   |                        |              |      |             |
| Year of Submission   | 2019  |                        |              |      |             |
| Date of Submission   | 01-Feb-2019   |                        |              |      |             |
| 17. Does the Institution have Management Information System ?  | Yes   |                        |              |      |             |
| If yes, give a brief description and a list of modules currently operational (maximum 500 words)   | <p>? Biometric Attendance System for teaching and nonteaching Staff. ? WiFi Campus with 512MBPS lease line. ? College website on which Course outcomes, syllabus, Academic calendar, Student Satisfactory Survey, Admission related information etc. are uploaded. ? The administrative office uses various IT resources in students' admission, attendance, internal assessment, practical examination etc. ? College magazine is made available to all the stakeholders in order to keep them updated about the activities and achievements of the college. ? The Administrative offices have been provided improved hardware and software support for data handling. ? Facility of Inflibnet (NList) eresources having database of ejournals and ebooks has been provided ? Staff as well as students can avail the facility of OPAC search indexing service of magazines ? An Internet Browsing Centre has been established in the college to provide technical support to teachers and students ? Networked CCTV camera installed in each corner of college campus to provide a secure arena. ? Announcement System with speakers at every corner. ? Smart Class rooms ? Seminar Hall and Auditorium with projectors ? N computing Systems and</p> |                        |              |      |             |

Part B

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Aligned to its vision and mission of women empowerment, the institution (affiliated to Maharishi Dayanand University, Rohtak) offers UG, PG, Vocational and Value Added/ Career-Oriented Programs. The curriculum of the institution meets local, national and global requirements and is designed to provide flexible and wide coverage of courses. The curriculum is planned to sustain holistic development of the students in compliance with the requirements of job market. Other measures adopted to achieve the said motto are as follows: ? Designing and Management of curriculum is done according to the guidelines laid down by Maharishi Dayanand University, Rohtak. ? Details related to curriculum are available on the college website as well as in prospectus. ? The well-planned design of the curriculum facilitates students in their cognitive, social and psychological growth. ? Representation of some faculty members in various Board of Studies at UG level. ? Adoption of Choice Based Credit System at PG level to provide flexibility to students in order to pursue papers of their choice. ? Use of student centric methods like experimental learning, participative learning and problem-solving methodologies to inculcate learning aptitude in students. ? Promotion of Summer Camps, Internship Programmes, Surveys and Field Visit among students, so as to promote real-life experiences. ? Soft Skill Development Training is given in order to enable students to face challenges of global market. ? Green Peace Club is constituted with the objective to sensitize students towards environmental issues. ? Emphasis is made on cross-cutting topics like Gender Equality, Environmental Sustainability, Human Values and Professional Ethics to make students morally strong corporate citizens. ? Active participation of the faculty members in Faculty Development Programs to upgrade teaching practices, soft skills and other pedagogical techniques. ? Adoption of various evaluative methods like assignments, snap tests, etc., to monitor academic progress of the students. ? To augment professionalism and employability, curriculum design is coupled with desirable skill sets, core values, graduate attributes and internships. Feedback is regularly sought from students, parents, management, employers and alumni. Suggestions are implemented for continuous improvement in the curriculum

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate                               | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|---|-----------------|-----------------------|----------|--|-------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                 |                       |          |  |                   |

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course                          | Programme Specialization | Dates of Introduction |
|---|--------------------------|-----------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                          |                       |
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|----------------------------------|--------------------------|---|
| MSc                              | Physics                  | 01/07/2016  |
| MSc                              | Chemistry                | 01/07/2016  |
| MSc                              | Maths                    | 01/07/2016  |
| MA                               | English                  | 01/07/2016  |
| MA                               | Sanskrit                 | 01/07/2016  |
| MA                               | Economics                | 01/07/2016  |
| MA                               | Geography                | 01/07/2016  |
| MCom                             | Commerce                 | 01/07/2016  |

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

| Certificate                               | Diploma Course |
|---|----------------|
| <b>No Data Entered/Not Applicable !!!</b> |                |

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses                | Date of Introduction | Number of Students Enrolled |
|------------------------------------|----------------------|-----------------------------|
| Cutting and Tailoring              | 02/10/2018           | 20                          |
| <a href="#">View Uploaded File</a> |                      |                             |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title                   | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---|--------------------------|---|
| <b>No Data Entered/Not Applicable !!!</b> |                          |   |
| <a href="#">View Uploaded File</a>        |                          |   |

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

|           |     |
|-----------|-----|
| Students  | Yes |
| Teachers  | Yes |
| Employers | Yes |
| Alumni    | Yes |
| Parents   | Yes |

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

| Feedback Obtained  |
|--|
| <p>A feedback survey has been designed and floated by college IQAC to gauge views of stakeholders. The survey has covered academic and infrastructural concerns. It has been found that students are satisfied with curriculum, teaching practices and infrastructure. Following are suggestions by stakeholders: • Hygiene should be improved in hostel and canteen. • Parents have suggested that there should be parent-teacher meeting at the end of each semester. • Alumni and Management have suggested to organize career counselling sessions for</p> |

students. Redressal mechanism adopted to meet the above stated suggestions: • The college has a dedicated committee to supervise cleanliness of the college including hostel and canteen. • Parents are telephonically updated about the progress of their ward. They can freely visit the college to know about progress of their child. • Competitive Exam Cell and Placement Cell have organized drives to provide career opportunities in order to increase employability among students. • Well-equipped library provides books for preparation of various competitive exams.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

| Name of the Programme                     | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---|--------------------------|---------------------------|--------------------------------|-------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                          |                           |                                |                   |
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### 2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2018 | 2487  | 436   | 65  | 16  | 39   |

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll                                   | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|--|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| <b>No Data Entered/Not Applicable !!!</b>                    |   |                                   |                                  |                            |                                 |
| <a href="#">View File of ICT Tools and resources</a>         |   |                                   |                                  |                            |                                 |
| <a href="#">View File of E-resources and techniques used</a> |   |                                   |                                  |                            |                                 |

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring is both a science and an art. It is a brain to pick, an ear to listen and the push in the right direction. Contributing to the overall development of students by offering a solution to their problems and guiding them to achieve their career goals is the main aim of Mentor -Mentee system. In the very beginning of the session, the college makes arrangements of the program. A mentor is allotted to a group of students. The rich experiences of Mentors helps them in assisting students at all levels. The mentors in the college are not only approachable but also judgmental, supportive, empathetic and motivating. The main target of this program is to iron out the physical, social, emotional, mental and psychological problems faced by the students. The meeting is held at regular intervals in the college .The mentors figure out and solves the problems of students. It is observed that as the college has majorly female faculty, students can easily discuss their personal problems related to family, class and hostel. The students report about the problems faced by them in studies to their respective Mentors then Mentor reports it further to their respective teachers without disclosing the identity of the mentees. So, the program helps in removing the hesitation from the minds of student's .Not only this, Mentors identify the academic talent in the students and motivate them. Thus this program helps a student in career guidance, personality development as well as enhances communication and soft skills. Undoubtedly the mentor acts as a perfect ladder to uplift and assist the students to achieve their aims.



|  |                             |                       |
|--|-----------------------------|-----------------------|
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| 2923   | 120                         | 1 : 24                |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 65                          | 38                      | 27               | 0  | 19                       |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award                             | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|-------------|--|
| <b>No Data Entered/Not Applicable !!!</b> |   |             |  |
| <a href="#">View Uploaded File</a>        |   |             |  |

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name                            | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---|----------------|----------------|--|---|
| <b>No Data Entered/Not Applicable !!!</b> |                |                |  |   |
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Continuous Internal Evaluation (CIE) system of the college is quite systematic .Continuous Assessment is meant to track, judge a students progress throughout the semester. For Internal Assessment, HGC follows the rules of Maharshi Dayanand University, Rohtak. The segregation of marks are: Five marks for attendance, two test comprising of 5 marks each and 5marks for assignments. The attendance of students is monitored strictly in the college .Test helps students to assess their performance and boosts the preparation for final examinations. The students who score less mark are guided further to improve their performance and the students who score good marks are encouraged to maintain their academic performance. The faculty with practical subject conducts a keen evaluation of day- to- day performance of the students in their respective labs. The records of the experiment are done and recorded by the Teachers. The students are assigned marks on the basis of viva and correct readings obtained in their experiments. The tests are prepared and conducted as per the University examination pattern .The teachers give the topic of assignment based upon the prescribed syllabus. Students go through in depth study of the assigned topics and gain mastery over them after the whole process the teachers assign marks to the students and the list is finally handed over to the HOD which is finally send to M.D.U, Rohtak.

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

The Academic Calendar is a very important as it contains all important dates to

guide the teachers and the students throughout the session in a planned manner. It provides important information about the teaching days, extra co- curricular activities, semester- based and annual based examinations .Hindu Girls College follows the academic calendar prepared by the Maharshi Dayanand University for examinations and admissions. Before the commencement of the semester the departments prepare a detailed study plan, assigned to individual teachers as per prescribed syllabus .While preparing the calendar a meeting is held and feedback is taken from the faculty members. The academic calendar prepared in the meeting is further discussed in the IQAC meeting. The entire syllabus is divided in accordance with availability of number of teaching days. The lesson plans are planned keenly by the teachers .The college fixes dates for submission of assignments and completion of the syllabus by the teachers in their respective classes .The other co -curricular activities are also added to the academic calendar to assist in the overall development of students .The effective implementation of the same is supervised by the Principal of the college.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.hgcsonapat.com/>

2.6.2 – Pass percentage of students

| Programme Code                            | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|----------------|--------------------------|---|---|-----------------|
| <b>No Data Entered/Not Applicable !!!</b> |                |                          |   |   |                 |
| <a href="#">View Uploaded File</a>        |                |                          |   |   |                 |

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

**No Data Entered/Not Applicable !!!**

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project                     | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---|----------|----------------------------|------------------------|---------------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |          |                            |                        |                                 |
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar          | Name of the Dept. | Date       |
|------------------------------------|-------------------|------------|
| Career Opportunities in Management | BBA               | 01/03/2019 |
| Emerging Issues in Indian Economy  | BBA               | 01/10/2018 |

### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee  | Awarding Agency          | Date of award | Category |
|-------------------------|------------------|--------------------------|---------------|----------|
| Best Teacher            | Dr. Manju Goendi | Rotary Club, Sonepat     | 05/09/2018    | Teaching |
| Youth Writer Award      | Dr. Jyoti        | Haryana Sahitya Parishad | 01/03/2018    | Writing  |
| No file uploaded.       |                  |                          |               |          |

### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center                  | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|------------------------------------|------|--------------|----------------------|--------------------|----------------------|
| No Data Entered/Not Applicable !!! |      |              |                      |                    |                      |
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

| State                              | National | International |
|------------------------------------|----------|---------------|
| No Data Entered/Not Applicable !!! |          |               |

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| Economics              | 1                       |
| Commerce               | 1                       |
| Computer Science       | 1                       |
| Hindi                  | 1                       |

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

| Type              | Department | Number of Publication | Average Impact Factor (if any) |
|-------------------|------------|-----------------------|--------------------------------|
| National          | Hindi      | 1                     | Nil                            |
| International     | English    | 1                     | 2.8                            |
| International     | Commerce   | 4                     | 4.4                            |
| International     | Economics  | 1                     | Nil                            |
| International     | Library    | 1                     | 7.0                            |
| International     | Chemistry  | 2                     | 0.7                            |
| International     | Psychology | 2                     | 5.2                            |
| No file uploaded. |            |                       |                                |

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department        | Number of Publication |
|-------------------|-----------------------|
| English           | 1                     |
| No file uploaded. |                       |

#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper                        | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|----------------|------------------|---------------------|----------------|---|---|
| <b>No Data Entered/Not Applicable !!!</b> |                |                  |                     |                |   |   |
| <a href="#">View Uploaded File</a>        |                |                  |                     |                |   |   |

### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper  | Name of Author  | Title of journal   | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication                   |
|---|---|--|---------------------|---------|---|---|
| Synthesis and Anti-microbial Activities of Some New 3-Alkyl-6-(3-aryl-1-phenyl-4-pyrazolyl)-1,2,4-triazolo[3,4-b]-1,3,4-thiadiazoles. | Rashmi pundeer, Pooja Ranjan, Richa Prakash, Radhika Joshi. | Letters in organic chemistry, 2018, 15, 92-98. ISSN: 1875-6255 | 2018                | 4       | 5   | Department of chemistry, kurukshetra university, kurukshetra, 136119, India |
| No file uploaded.   |   |  |                     |         |   |   |

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

| Number of Faculty           | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 5             | 17       | Nill  | 2     |
| Presented papers            | 64            | 92       | Nill  | Nill  |
| Resource persons            | Nill          | Nill     | Nill  | 8     |
| No file uploaded.           |               |          |       |       |

## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities           | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|-----------------------------------|--|--|--|
| Combined Annual Training Camp 146 | Rishikul Vidyapeeth, Sonapat                 | 1  | 62   |
| Communal Harmony Camp             | National Youth Project                       | 3  | 8  |
| Camp on Gandhian Ideology         | National Youth Project, India                | 3  | 10   |

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity   | Award/Recognition                                | Awarding Bodies  | Number of students Benefited |
|--|--|--|------------------------------|
| Combined Annual Training Camp                                    | 60 Medals and 2 Shieds                           | Rishikul Vidyapeeth, Sonapat   | 62                           |
| Activity on Water day  | Jal Yodha Award                                  | Jan Chetna Samiti  | 8                            |
| Marching   | Marching Trophy                                  | Police lines, Sonapat  | 30                           |
| Sainik camp  | honoured by group commander Brigadier GPS Sandhu | NCC Group, Ambala  | 2                            |
| Award Ceremony for Best Cadets in various activities during camp | honoured by ADG major general RS Mann VSM        | NCC Directorate, Ambala  | 1                            |
| Declamation competition  | first position and a cash price of Rupees 5100/- | Government College Murthal, district level NSS declamation competition | 1                            |
| Declamation competition  | cash price of Rupees 21000/-                     | Government College Panchkula organised state level NSS                 | 1                            |
| Declamation competition  | first prize of Rupees 2000/-                     | GVM college Sonipat  | 1                            |
| Essay writing competition  | Rupees 700/-                                     | GVM college Sonipat  | 1                            |

[View File](#)

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme                            | Organising unit/Agency/collaborating agency | Name of the activity  | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|--|--|
| Swachh Bharat-Summer Internship Program       | NCC   | Spread the message of cleanliness in villages Mehlna and Barwasni | 1  | Nil  |
| A Rally on HIV-AIDS and BetiBachao-BetiPadhao | Red Cross Society                           | Awareness about AIDS and Girl Education                           | 4  | Nil  |
| Tree plantation drive                         | NCC   | To maintain environmental balance                                 | 1  | Nil  |

|  |     |   |   |     |
|--|-----|---|---|-----|
| Aandolan on Swachhata hi Seva  | NCC | cleanliness drive in Cygnus Hospital                  | 1 | Nil |
| Carried a Placards with relevant message to send sensitized that society on Gandhi Jayanti | NCC | To spread awareness about the ill effects of drug     | 1 | Nil |
| Digital literacy drive   | NCC | To promote cashless transaction in the college campus | 1 | Nil |
| <a href="#">View File</a>  |     |   |   |     |

### 3.5 – Collaborations

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

| Nature of activity                        | Participant | Source of financial support | Duration |
|---|-------------|-----------------------------|----------|
| <b>No Data Entered/Not Applicable !!!</b> |             |                             |          |
| No file uploaded.                         |             |                             |          |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage                         | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|----------------------|---|---------------|-------------|-------------|
| <b>No Data Entered/Not Applicable !!!</b> |                      |   |               |             |             |
| No file uploaded.                         |                      |   |               |             |             |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation                              | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|--------------------|--------------------|---|
| <b>No Data Entered/Not Applicable !!!</b> |                    |                    |   |
| No file uploaded.                         |                    |                    |   |

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| 13500000   | 12726698                                       |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|------------|-------------------------|
|------------|-------------------------|

No Data Entered/Not Applicable !!!

[View File](#)

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---------------------------|---|---------|--------------------|
| LibGuru                   | Fully                                     | 5th     | 2004               |

##### 4.2.2 – Library Services

| Library Service Type               | Existing | Newly Added | Total |
|------------------------------------|----------|-------------|-------|
| No Data Entered/Not Applicable !!! |          |             |       |
| <a href="#">View File</a>          |          |             |       |

##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher                | Name of the Module | Platform on which module is developed | Date of launching e-content |
|------------------------------------|--------------------|---------------------------------------|-----------------------------|
| No Data Entered/Not Applicable !!! |                    |                                       |                             |
| No file uploaded.                  |                    |                                       |                             |

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

| Type     | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|----------|-----------------|--------------|----------|------------------|------------------|--------|-------------|---------------------------------|--------|
| Existing | 230             | 195          | 11       | 0                | 0                | 12     | 14          | 512                             | 9      |
| Added    | 15              | 15           | 0        | 0                | 0                | 0      | 0           | 0                               | 0      |
| Total    | 245             | 210          | 11       | 0                | 0                | 12     | 14          | 512                             | 9      |

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

512 MBPS/ GBPS

##### 4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|--|--|
| No Data Entered/Not Applicable !!!         |  |

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 6500000                                | 6166025  | 7000000                                | 1936672  |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The procedures and policies adopted by the college include timely up-gradation of those facilities laced with advanced technology in order to provide comfortable and ergonomically efficient spaces and environment for optimal output. To facilitate the process, the college seeks and receives requirements from the faculty and the students related to laboratories, library, sports, dark rooms, equipments and other teaching learning aids. The college assesses the equipments and infrastructure on regular basis to establish other efficacy in the present competitive era. The college has a house team for the maintenance of these facilities. Computers are regularly updated with antivirus to protect them from malicious programs. For maintenance of library, there is a Library Purchase Committee which after accessing need of books and other ICT tools in the library arranges for their purchase and ensures their regular maintenance in consultation with the Principal. The Time Table Committee evaluates the possibilities of rational use of time and space available. Rooms of different sizes are allotted in accordance with size of the classes. Different committees are appointed by the college to ensure the cleanliness, hygiene, sanitation, water supply, electricity, security, stationery and to update the Principal about the current state of affairs. There are separate committees for maintaining other support facilities in the college such as Seminar-Cum-Activity Room, Auditorium, Girls' Hostel and Canteen. In addition, the college facilitates regular workshops on self defence and First-Aid organise by Department of Physical Education of the College.

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

|                                      | Name/Title of the scheme                          | Number of students | Amount in Rupees |
|--------------------------------------|---|--------------------|------------------|
| Financial Support from institution   | (1) Fee Concession (2) Students Support Programme | 540                | 1157399          |
| Financial Support from Other Sources |   |                    |                  |
| a) National                          | (1) Post Matric Scholarship (2) Haryana Merit     | 8                  | 19200            |
| b) International                     | Nil   | Nil                | Nil              |
| No file uploaded.                    |   |                    |                  |

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|---|------------------------|-----------------------------|-------------------|
| Personal Counselling and Mentoring        | 16/01/2013             | 6                           | Faculty           |
| Certificate Course of Cutting             | 02/10/2018             | 20                          | Faculty           |



And Tailoring

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme              | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|------|---------------------------------|--|--|--|---------------------------|
| 2018 | Coaching and Career Counselling | 58   | 241  | Nil  | Nil                       |

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---|
| 11                        | 11                             | 4   |

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus                                 |                                 |                           | Off campus                    |                                 |                           |
|---|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited             | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| <b>No Data Entered/Not Applicable !!!</b> |                                 |                           |                               |                                 |                           |
| <a href="#">View File</a>                 |                                 |                           |                               |                                 |                           |

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from                              | Department graduated from   | Name of institution joined   | Name of programme admitted to |
|------|--|---|---|--|-------------------------------|
| 2018 | 298  | B.A./B.Com./B.Com(H)/B.Com.(Voc)/B.Sc./BBA/M.A./M.Sc. | Arts/Commerce/Science/Management/Physics/Chemistry/Maths/English/Sanskrit/Geography | M.D. University Rohtak, Hindu Girls College, Sonapat, Hindu college, Sonapat, Hindu College of Education Kurukshetra University, DCRUST University, Murthal Sonapat, | Post Graduation /B.Ed.        |

Chandigarh  
University,  
Baba  
Mastnath  
University,  
A.I.J.H.M  
College  
Rohtak,  
IGNOU, GVM

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

| Items             | Number of students selected/ qualifying |
|-------------------|---|
| NET               | 7                                       |
| GATE              | 1                                       |
| Any Other         | 3                                       |
| No file uploaded. |   |

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

| Activity   | Level         | Number of Participants |
|--|---------------|------------------------|
| Chayanika (06.09.2018)   | College Level | 142                    |
| SaavanMahotsava<br>(11.08.2018)  | College level | 400                    |
| Poetic Recitation and<br>declamation Competition<br>(Eng.)                           | College level | 30                     |
| Poetic Recitation and<br>declamation Competition<br>(Hindi)                          | College level | 50                     |
| Shalokocharan<br>Competition,Declamation<br>and Urdu Poetic<br>Recitation (Sanskrit) | College level | 28                     |
| Dance Competition (Holi<br>Utsav)  | College level | 11                     |
| Workshop in Fine Arts  | College level | 24                     |
| National Sports Day  | College level | 120                    |
| Annual Sports meet   | College level | 450                    |
| No file uploaded.  |               |                        |

### 5.3 – Student Participation and Activities

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

| Year                               | Name of the<br>award/medal | National/<br>Internaional | Number of<br>awards for<br>Sports | Number of<br>awards for<br>Cultural | Student ID<br>number | Name of the<br>student |
|------------------------------------|----------------------------|---------------------------|-----------------------------------|-------------------------------------|----------------------|------------------------|
| No Data Entered/Not Applicable !!! |                            |                           |                                   |                                     |                      |                        |
| <a href="#">View File</a>          |                            |                           |                                   |                                     |                      |                        |

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

During 2018-19, formal election of the Student Union was held as ordered by Govt. Of Haryana on 17.10.2018. The elected executive Council as per University guidelines . S.No. Name Class Roll.No. Post 1. Priyanka M.A.(Economics 2nd Year) 183302 President 2. Pinki B.Sc Maths (Hons) 3rd year 181007 Vice-President 3. Bhawna BCA 2nd year 184324 Secretary 4. Vartika B.Sc. Maths (Hons) 2nd year 180904 Joint- Secretary 5. Anchal B.Sc.(M) 2nd year 182126 EC Member 6. Indu B.Com (P) 2nd year 181335 EC Member 7. Sakshi B.Com. (P) 1st year 181132 EC Member 8. Mansi BBA 2nd year 184021 EC Member 9. Monika BBA 3rd year 184129 EC Member 10. Pratibha M.Com. 2nd year 185515 Nominated Member 11. Sapna M.Sc. Physics 2nd year 185731 Nominated Member 12. Meenu B.Sc. (NM) 2nd year 182585 Nominated Member 13. Diksha B.Sc. (NM) 2nd year 182729 Nominated Member 14. Swati Kaushik B.A. 3rd year 188018 Nominated Member The initiative was welcomed by the students as it will not only lead to healthy Student-Faculty and Student-Institute relationship but also solve their grievances that will definitely imbibe the qualities of public speaking, management skills and confidence building amongst the potential leaders. The students represent in various Committees of the College like Hostel Committee, Women Cell, Legal Literacy, Anti-Sexual Harassment and Cultural Committee etc. College Magazine "Kritika Vibha" has due representation of students in form of Student Editors in each section. Some of the initiatives taken up by Student Council Members and other students are: (1) Organisation of Fresher's and Farewell Parties (2) Pledge for life "No Smoking". (3) Pledge for Green campus and Tree Plantation (4) Responsibility for Climate and Environment Safety (5) Denying use of single use plastic in all College Parties and other events. (6) Community Services through NCC and NSS Units of the College (7) Students representations in various Departmental Activities (8) Participation and celebration of National Festivals (9) Students participation in various Clubs and Committees (10) Pledge against any type of animal cruelty.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

246

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

As the name suggests, our esteemed The Hindu Charitable and Educational Society is philanthropic and fulfils the mission of our college i.e. transforming lives of girls by educating, emancipating and empowering them. For this, the society authorizes the Principal and Staff Council to form committees and associations for smooth functioning of the college thereby benefitting our dear students.

Under the able guidance of the Management the deserving and needy students are given fee concessions, books from library and awards are given to sports students on the basis of their national or international performances. The Principal and the member of the Staff Council discuss policies which are conveyed to the Management for the latter's approval for implementation. The college provides latest infrastructure and facilities that contribute to the growth of students and faculty. Heads of all departments or conveners of the associations request for their requirements which are approved and forwarded to the Managing Committee. The suggestions are always for the benefit of students which our philanthropic Management readily approves. For the holistic development of our students, we organize educational tours and excursions/industrial visits to which our Managing Committee not only promptly agrees but also encourages the same. To keep themselves updated, staff members are encouraged to attend orientation and refreshers courses from time to time. But they have to make sure that timings/dates of these courses do not affect timely completion of the course of our students who are the backbone our college. Research Committee of the college encourages staff members to involve themselves in research and development activities by participating in national and international seminars, conferences and workshops. Our Management always approves such activities. During the year 2018-19, 43 students benefitted fee concessions from the institution amounting to 1,14,470/- Under Students Support Programme, 27 needy students were provided financial assistance from the funds raised by the teaching staff. To promote and encourage girls' participation in sports, our esteemed Management distributed dresses, kits and cash prizes to the deserving girls on the basis of their performances at the national and the international levels. At the academic level our girls achieved university ranks in almost all the classes which same significantly contribute to hard earned reputation of the college. Along with applauding the hard work of our students, the committee members are ever ready to help meritorious students in whatever way they can. Our library committee approves the purchase of hundreds of new books every year for these deserving students. The college book bank has a huge stock of text books. Girls avail of this facility. The books are issued for the whole session which is a very healthy practices.

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

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type          | Details   |
|------------------------|---|
| Curriculum Development | <ul style="list-style-type: none"> <li>• The aim of the institution is the holistic development of students.</li> <li>• Curriculum is discussed in meetings of IQAC to ensure proper curriculum development and execution.</li> <li>• The institution accomplishes timely completion of curriculum provided by the MD University and strictly adheres to the Academic Calendar of the University. Accordingly, different departments of the college prepare their academic calendar at the beginning of each session and comply with it.</li> </ul> |
| Teaching and Learning  | <ul style="list-style-type: none"> <li>• Student- centric methods such as experimental learning, participative</li> </ul>   |

learning and problem- solving methodologies are used to enhance learning experience of students. • Innovation and creativity in teaching and learning is our motto. • The institution motivates active participation of the students in the teaching-learning process organizing field visits, study tours, excursions and industrial visits, which are part of curriculum of Botany, Zoology, Geography and BBA. • Competitive zeal and team spirit are inculcated among students through group discussion, debate competition, classroom presentation, role play and quiz competition. • ICT enabled learning is promoted among students. Smart classrooms are available for project works and PPTs. • Students are encouraged to make maximum use of the college library. • Staff members attend orientation programmes and refresher courses to enrich themselves with latest knowledge.

**Examination and Evaluation**

• The college follows a transparent and continuous internal assessment system formulated by the University. In each subject, 20 marks are awarded through internal assessment while the remaining 80 marks are awarded on the basis of performance of students in examinations. • The internal assessment is carried out through a mechanism specified by MD University. In internal assessment, 5 marks are awarded on the basis of attendance of student and are calculated as per university rules. A student needs to attend at least 75 of the classes in order to appear in the University examinations. • 5 marks of internal assessment are awarded on the basis of class presentations, assignments and practical files. Teachers mostly assign innovative assignment work to instil and develop critical thinking and problem solving ability among students. • 10 marks of internal assessment are awarded on the basis of class tests regularly conducted by the teachers. Students are informed about the date and syllabus of the test well in advance. Evaluated answer sheets are shown to students and suggestions for improvement are given by the concerned teacher. • A well-planned mechanism of award of internal assessment is clearly described on the

college website as well as in the college prospectus. • Students are also informed about the criteria for internal assessment and continuous evaluation during the Orientation Programme organized on the first day of commencement of each new batch. It is also reiterated by teachers from time to time during regular classes.

Research and Development

• The College organizes various seminars and conferences thereby creating a research oriented environment for teachers as well as students. • Research committee of the college encourages faculty members to involve themselves in research and development activities by participating in various national and international seminars, conferences, workshops and FDPs. • The College has constituted a research committee to promote and pursue the research work effectively among staff members and students. • The committee also encourages faculty to publish their research articles in journals of national and international repute. • Research committee of the college bridges gap between learning and research based activities by motivating students to exhibit models in science exhibitions at district and state levels.

Library, ICT and Physical Infrastructure / Instrumentation

College provides latest infrastructure and facilities that contribute to academic growth of students and faculty. • The College provides latest infrastructure and facilities that contribute to academic growth of students and faculty. • The College has air-conditioned staff room, administrative room, department rooms, and committee rooms in addition to spacious and airy classrooms. • The College has a big and safe hostel providing residential facility to students. • Tuck shop with Photostat facility is available in the college campus. • College campus is Wi-Fi enabled. • There are 1037 books cost 2.56 lakh rupees, 54 (Newspaper and Magazines) worth 0.82 lakh rupees have been purchased in the library with Bar Coding. • Facility of Inflibnet (N-List) e-resources having database of e-journals and e-books has been provided. • Staff as well as students can avail the facility of OPAC search indexing

service of magazines. • An Internet Browsing Centre has been established in the college to provide technical support to teachers and students.

Human Resource Management

• The Governing Body plays a pivotal role in framing strategies pertaining to various aspects of the college administration, academic and general development. • IQAC and Staff Council ensure active implementation of approved policies and plans for development. • Data Analysis Committee along with IQAC plans entire teaching-learning and evaluation strategies of a particular year at the beginning of each session. • Members of IQAC meet at regular intervals to monitor and implement qualitative strategies for the institution. • Performance of non-teaching staff is improved by organizing technical workshops and demonstration of use of instruments on which they will work. • Recruitment of faculty members is done as per guidelines provided by the University/State Govt. • Staff Welfare Schemes are taken into consideration. • To retain qualified and efficient teachers, salary of staff members who are under Self-Finance category is augmented as per prescribed rules and regulations. • Different sub-committees help in charting out the plans pertaining to admission, examination, NCC, NSS, schedule of games and sports, preparation of academic calendar etc. • Dedicated supporting staff associated with these committees serves the job of preservation of documents and records.

Industry Interaction / Collaboration

? Skill Development Cell and Competitive Exam Cell regularly arrange coaching classes to prepare and guide students for prospective career in government sector and better performance in other competitive exams. ? Alumni of the college are often invited for motivational talks. ? Contacts with local manufacturing units are established to provide exposure to students and develop entrepreneurial skills in them. ? Students are sent to different industries for summer training. ? Industry stalwarts are invited to interact with students.

Admission of Students

• The College follows a transparent and student friendly approach at the time of admission. • The college has an

efficient Admission Committee comprising of teaching and some non-teaching staff of the college. • The Admission Committee strictly adheres to the rules and regulation prescribed by DGHE and MD University. • Students are admitted in the course as per merit list prepared by DGHE. • After verification of their documents students pay the requisite fees at the college fee branch. • During admission days, Admission Committee meets at regular intervals to make the system smooth, full- proof and transparent.

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

| E-governance area | Details   |
|-------------------|---|
| Examination       | As per guidelines prescribed by MD University, Rohtak |

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year                      | Name of Teacher   | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---------------------------|-------------------|--|--|-------------------|
| 2018                      | Dr. Latesh Taneja | International Conference   | NIT, Hamirpur Himachal   | 2000              |
| <a href="#">View File</a> |                   |  |  |                   |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year                                      | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---|--|---|-----------|---------|---|---|
| <b>No Data Entered/Not Applicable !!!</b> |  |   |           |         |   |   |
| No file uploaded.                         |  |   |           |         |   |   |

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---------------------------------|-----------|---------|----------|
| Refresher Course                                | 6                               | Nil       | Nil     | 21       |
| No file uploaded.                               |                                 |           |         |          |

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



| Teaching                           |           | Non-teaching |           |
|------------------------------------|-----------|--------------|-----------|
| Permanent                          | Full Time | Permanent    | Full Time |
| No Data Entered/Not Applicable !!! |           |              |           |

6.3.5 – Welfare schemes for

| Teaching   | Non-teaching   | Students   |
|--|--|--|
| <ul style="list-style-type: none"> <li>• The college implements several policies that support the welfare of the teaching and non-teaching staff.</li> <li>• Staff members can avail the facility of taking loan from their Provident Fund Account.</li> <li>• In case of emergency, teaching staff can avail the benefit of extraordinary leave.</li> <li>• Wards of faculty members get a partial tuition fee waiver at the time of admission in sister institutions.</li> <li>• Faculty members can get medical assistance at Cygnus JK Hindu Hospital, Sonapat.</li> <li>• Various cells and societies of the college organize health camps and awareness talks to instil awareness about important health issues such as womens health and fitness, cardiac wellness and mental well-being.</li> <li>• The college maintain a healthy work environment conducive for enhancing productivity at work by providing facilities like air conditioned staff room, administrative office, committee rooms, and department rooms which serve as important working space other than classrooms.</li> <li>• A well-equipped library is also available. A member of teaching staff is entitled to issuance of 15 books at a time and a member of non-teaching staff is entitled to issuance of 6 books in their name.</li> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>• The college implements several policies that support the welfare of the teaching and non-teaching staff.</li> <li>• Staff members can avail the facility of taking loan from their Provident Fund Account.</li> <li>• In case of emergency, teaching staff can avail the benefit of extraordinary leave.</li> <li>• Wards of faculty members get a partial tuition fee waiver at the time of admission in sister institutions.</li> <li>• Faculty members can get medical assistance at Cygnus JK Hindu Hospital, Sonapat.</li> <li>• Various cells and societies of the college organize health camps and awareness talks to instil awareness about important health issues such as womens health and fitness, cardiac wellness and mental well-being.</li> <li>• The college maintain a healthy work environment conducive for enhancing productivity at work by providing facilities like air conditioned staff room, administrative office, committee rooms, and department rooms which serve as important working space other than classrooms.</li> <li>• A well-equipped library is also available. A member of teaching staff is entitled to issuance of 15 books at a time and a member of non-teaching staff is entitled to issuance of 6 books in their name.</li> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>• Students of SC/BC are awarded scholarships under government -Post Metric Scholarship(PMS) Scheme No. of beneficiaries 254 Amount 36,34,230 /-</li> <li>• Financial Support from the college : 10,42,929/- Rs</li> <li>• Financial Support from the teaching staff of the college to students: No. of students benefitted 43 Total Amount 1,14,470 /-</li> <li>• Promotion of Science Education (POSE) scholarship is also awarded to students.</li> <li>• Every year, huge fee concessions are given to needy students by the college.</li> <li>• Teaching staff raise funds under the umbrella of Student Support Programme to provide financial aid to needy students every year.</li> <li>• Life insurance is provided in the form of a Group Insurance Scheme that covers the staff members at low premium.</li> <li>• Students are benefitted from the air conditioned library which is well equipped with internet and is well-stocked with a good collection of books.</li> <li>• Meritorious as well as needy students are provided books from the book bank maintained by the college library.</li> <li>• College ensures an extensive use of ICT resources by providing adequate access to computers and internet to students.</li> <li>• There is a sanitary napkin vending</li> </ul> |

Conferences, workshops, seminars and training programmes are organized by different departments at the state and the national levels to nurture competitive academic environment in the college. • ESI facility is provided to employees of class IV whose salary is below 15000/- per month. • Uniform is given to attendants and safai karamcharis.

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machine for students. • The College cafeteria caters hygienic snacks to students. • Earn While You Learn Scheme of the college provides opportunities to students to earn while they are learning through in-house part time jobs in library and administrative office thereby training them to shoulder professional assignments with relative ease. • The college has a big, safe and airy hostel providing residential facility to students. A qualified doctor regularly visits the college at a specified time to provide medical assistance to hostlers. • The college has a tuck shop with photostat facility. • A branch of Canara Bank nearby the college provides banking facilities to students. • Students are engaged as student editors in publication of the college magazine Kritika Vibha • Student mentors are appointed in classes to bridge the gap among students and teachers in communicating their problems. • Students get opportunities to actively participate in academics as well as competitions like debate, quiz, symposium, essay-writing etc. to showcase their academic genius at the district, the state and national level • Students avail opportunities to hone and showcase their talents in music, dance, dramatics, fine arts, photography etc. by actively participating in cultural events like Youth Festival. • Academics programmes that address contemporary

concerns like gender issues, environmental sustainability are organized to inculcate good value system among students. • Students enthusiastically participate and win prizes at the state and the national level sports competition of Judo, Kick-Boxing, Badminton, Baseball, Archery, Shooting, Athletics etc. every year.

## 6.4 – Financial Management and Resource Mobilization

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

The Institution conducts external financial audits regularly as per government rules after every five to seven years. In our college financial external audit was done for the time period 2018-21. Chief Accounts Officer for Director Higher Education, Haryana conducts financial audit on submission of financial statements and provides the audit report. Cash-books and stock registers are maintained properly. Auditor thoroughly inspects such books and further verifies that the balance as per cash book and balance as per pass-book is reconciled or not. The institution maintains transparency in all its financial transactions like collection of fees, payments of salaries, payments of bills to the vendors etc. which are done through banks. Internal Audit mechanism is continuous process to check and verify all vouchers of transactions with reference to sanctioned budget. After getting the requirements from different departments and subsequent approval of the Principal, the purchase committee purchases the items as per the laid down procedure and rules. The Convener of purchase committee along with the Bursar of the college keeps a strict vigil on the purchase system. In our college C.A of The Hindu Charitable and Educational Society office performs the duty of internal auditor. Cash Books are regularly verified by Principal and Bursar.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|--|-------------------------------|---------|
| <b>No Data Entered/Not Applicable !!!</b>                |                               |         |
| <a href="#">View File</a>                                |                               |         |

6.4.3 – Total corpus fund generated

**No Data Entered/Not Applicable !!!**

## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type     | External |        | Internal |           |
|----------------|----------|--------|----------|-----------|
|                | Yes/No   | Agency | Yes/No   | Authority |
| Academic       | No       | Null   | Yes      | IQAC      |
| Administrative | No       | Null   | Yes      | IQAC      |

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

1. Meet with parents at the time of admission in UG/PG courses. 2. In case of short attendances parents may meet with concerned teacher with students. 3. Parents may meet with fee concession committee in case of any financial problem.

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

1. A workshop was organised by NSS and Anti -Sexual Harassment Cell to make them aware about the rights against Sexual Harassment provided in Indian Constitution. 2. Green Peace Club sensitized about Environmental Hazards caused by Polythene. 3. Orientation of new Lab staff by HODs in handling of the apparatus and maintaining Stock Register.

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

? IQAC approved the proposal of Department of Mathematics for national seminar. ? IQAC appreciated Sports Council for its organized implementation of prize distribution criteria for the winners of different championships in Sports Meet. ? The efforts of Green Peace Club which succeeded in its efforts to sensitize the entire college about the hazards of using polythene were appreciated. ? Internal Administrative and Academic Audit.

6.5.5 – Internal Quality Assurance System Details

|  |    |
|--|----|
| a) Submission of Data for AISHE portal | No |
| b) Participation in NIRF               | No |
| c) ISO certification                   | No |
| d) NBA or any other quality audit      | No |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year                                      | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|------------------------------------|-------------------------|---------------|-------------|------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                                    |                         |               |             |                        |
| <a href="#">View File</a>                 |                                    |                         |               |             |                        |

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme  | Period from | Period To  | Number of Participants |      |
|---|-------------|------------|------------------------|------|
|   |             |            | Female                 | Male |
| 1. A workshop was organised by NSS and Anti -Sexual Harassment Cell to make students and staff aware about the rights against Sexual Harassment | 24/09/2018  | 29/09/2018 | 120                    | Nil  |

|   |            |            |    |     |
|---|------------|------------|----|-----|
| provided in Indian Constitution.  |            |            |    |     |
| 2. Rally on "Beti Padhao Beti Bachao" was organized by NCC and Red Cross Society.   | 12/01/2019 | 12/01/2019 | 50 | Nil |
| 3. Collage and Slogan Writing Competitions on the topics covering different aspects of Women Literacy were organized by Legal Literacy Cell | 11/10/2018 | 11/10/2018 | 53 | Nil |
| 4. Counselling and guidance were provided to girls suffering from sexual harassment.  | 01/07/2018 | 30/03/2019 | 5  | Nil |
| 5. In order to generate self empowerment skills in girls, Cutting and Tailoring Course was organized by Competitive Exam Coaching Cell.     | 02/10/2018 | 02/10/2018 | 20 | Nil |
| 6. Coaching for SSC-CGL Exam was organised in campus itself by Paramount Coaching Institute   | 11/09/2018 | 12/02/2019 | 58 | Nil |
| 7. Nukkad Natak on Plastic Free Environment was performed by Green Peace Club.  | 11/08/2018 | 11/08/2018 | 10 | Nil |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Extension Lecture by Dr. Rajesh Dhankar on Stubble Burning and Best Out of Waste Competition were organised on "Reduce, Reuse and Recycle" organized by Envicon society. 2. Mathematics and Statistics association motivated students to form Green Peace Club in order to make college campus polythene free as well as sensitize students about Environmental Hazards caused Polythene 3. Plantation Project for all BA classes and Quiz Contest on "International Day for the Preservation of Ozone Layer were organized by Department of Geography. 4. 30 NSS Volunteers adopted three villages ( Kabirpur, Harsana and Mehlana) under Summer Internship Programme, GOI in June-July 2018, under Swatch Bharat Abhiyan. 5. Tree Plantation Drive was organised by NSS. 6. Suggestions given by Cadet Aditi regarding Disaster Management was appreciated by PMO. 7. On 150th Birth Aniversarry of Mahatama Gandhi, a 'Jan Andolan on " Swatchta Hi Sewa" was organised by NCC Cadets. They also participated in Cleanliness Drive at Cygnus Hospital. 8. Green Peace Club formed in August 2018.

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities  | Yes/No | Number of beneficiaries |
|--|--------|-------------------------|
| Physical facilities                                      | No     | 0                       |
| Provision for lift                                       | No     | 0                       |
| Ramp/Rails   | Yes    | 0                       |
| Braille Software/facilities                              | No     | 0                       |
| Rest Rooms   | No     | 0                       |
| Scribes for examination                                  | No     | 0                       |
| Special skill development for differently abled students | No     | 0                       |
| Any other similar facility                               | No     | 0                       |

7.1.4 – Inclusion and Situatedness

| Year                                      | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|---|--|--|------|----------|--------------------|------------------|--|
| <b>No Data Entered/Not Applicable !!!</b> |  |  |      |          |                    |                  |  |
| <a href="#">View File</a>                 |  |  |      |          |                    |                  |  |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title               | Date of publication | Follow up(max 100 words)   |
|---------------------|---------------------|--|
| Hand of Information | Nil                 | All students must maintain discipline, attend classes regularly and participate in co- |

curricular for their holistic growth and development. Students are advised to not to indulge in ragging, in-disciplinary activities in Hostel and Campus. They are sensitized towards national integration, human values, cultural heritage, environment related issues by various activities from time to time. Teaching faculty and other non-teaching staff are strictly abide by norms and service rules determined by University ordinance, DHE norms. Staff should sincerely perform their professional duties by showing cooperative attitude with colleagues, other supporting staff and problem solving activities for students as well with other staff members. Each and every employee must show sincerity, harmony, honesty towards profession.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity                           | Duration From | Duration To | Number of participants |
|------------------------------------|---------------|-------------|------------------------|
| No Data Entered/Not Applicable !!! |               |             |                        |
| <a href="#">View File</a>          |               |             |                        |

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

1. Lecture on Environment Awareness organised by Envicon Society 2. NSS, NCC, Envicon Society and other cells of the college organized various activities in order to awaken the students regarding global warming, climate change, ozone depletion, increasing pollutants in environment and the strategies to reduce and combat environment degradation by adopting practical approaches which can be implemented easily in and around us. 3. Enlightened students to say no to plastic in their daily life and promote the use of cloth, jute, paper bags in order to save our nature. 4. Complete banned on burning of garbage, all plant wastes used to be buried in compost pit in order to make organic fertilizers for use in the campus 5. Rain Water Harvesting system is there for water conservation

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices-1 National Integration, Communal Harmony among Students- Goal-

It imbibes mutual tolerance, peace, humanitarian religious and feelings as well as promotion of unity in diversity feelings among students in order to develop the feeling of national integration for their holistic growth and development Practices -

- NSS and NCC units organized various events competitions, parade, rallies to promote on the principles of national integrations.
- Communal Harmony Camps, Swacchhata Abhiyan, Unity Peace to Celebrates Birth Anniversary of Sardar Vallabh Bhai Patel, also students took active participations in Run for Unity Marathon with zeal
- Fund raising from time to time in order to support financially from staff and students for destitute children affected by communal, caste, ethnic, terrorist violence.
- Celebrations of Gandhi Jayanti to spread ideas of Non - Violence, Co-operation, Cleanliness, Non Discrimination on the basis of Caste, Color, Creed.

Best Practices-II  
Empowerment of students by providing financial support and guidance. Goal: Overall growth and development of students facing financial constraint.  
Evidence of success: 1. Amount of Rs. 24,28,650 was given as Post Metric Scholarship to 129 SC Students of the college. 2. Amount of Rs. 1,70,540 was given as Post Metric Scholarship to 74 BC students of the college. 3. Amount of Rs. 10,42,929 was given as Fee Concession to 497 students. 4. Amount of Rs. 36,34,230 was provided as Post Metric Scholarship to 254 students. 5. Amount of Rs. 19,200 was given as Haryana Merit Scholarship to the 8 students of the college belonging to General Category. Students Support Programme: 1. Amount Rs. 1,14,470 was utilised to give financial support to 43 students under the Students Support Programme. 2. Skill Development 3. Training for various tournaments by Physical Education Department.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Adhering to its vision of women empowerment and inculcating humanitarian the college provide quality higher education for girls. Our college provides a number of UG courses in Arts, Science and Commerce along with post - graduate courses in Economics, Sanskrit, English, Commerce, Mathematics, Physics and Chemistry. Students of the college have performed exceedingly well in the examinations conducted by the affiliating university and securing top positions. The academic standard of learners is being continually enhanced by conducting regular class tests, unit tests, lab works/ experiments, field surveys, seminars, tutorials etc. The academic excellence of the institution is clearly reflected through our well-placed alumni and their achievements. Scholarships and various kinds of financial aid are also given to deserving students on need cum merit basis. All the departments in the college have their own societies that lend vibrancy to the academics through routine seminars, talks, debates, declamations and socio- cultural programmes. Such activities also provide platform to every student to display their individual talent. Value based education is the major focus of this institution. Apart from imparting basic knowledge and skill-based education, greater emphasis is laid on inculcating humanitarian values in students to make them better citizens. The college NCC dedicatedly participates in all government programmes for inculcating the spirit of discipline and patriotism among students. The college NSS aims to facilitate personality development of students through social and community works and Women Cell and Legal Cell of the college for exposing gender stereotypes and sensitizing students towards their legal rights, respectively etc. CULTURAL EMPOWERMENT • Daily Prayer Meet • Temple in the campus • Programmes organized by Department of Sanskrit and Department of Music



• Teej Mela • Active and regular participation in Youth Festival • Trips to various Historic sites organized • To explore hidden talents in students Chayanika is organized. SKILL EMPOWERMENT • Skill Development Cell is established, to train girls in various skills with the aim to create more career opportunities. • A Cutting and Tailoring course is organized for girls. PSYCHOLOGICAL EMPOWERMENT • Department of Psychology and Counselling Cell are committed to provide mental and emotional assistance to girls. The primary focus is on enhancing leadership traits, assertiveness, work life balance and handling failures. Meditation and therapeutic sessions are also organised for resolving mental conflicts and providing mental peace. HEALTH EMPOWERMENT • Workshops and Awareness programmes are organized on topics related to various health issues. • Cleanliness drive is carried in the campus and efforts to make campus plastic and pollution free is done. • Department of Sports works religiously towards physical health and fitness of girls. SOCIAL EMPOWERMENT • NCC, NSS, Social Responsibility Cell and Women Cell organized various activities in order to impart knowledge on various social aspects to girls. • Regular efforts are made towards mental and physical developments of the girls • Programmes are organized to aware girls of their rights. • Faculty put their best to contribute in personality development of girls.

Provide the weblink of the institution

### **8.Future Plans of Actions for Next Academic Year**

• To facilitate research environment in the College, which encourages Faculty and Students to undertake Research • To enhance sports infrastructure • To upgrade computer systems • To create ecological awareness and initiate measures for protecting environment. • To foster and strengthen relationship of alumni with the Institution. • To create awareness about the significance of proper sanitation and cleanliness • To continue organizing extension activities for the benefit of the society and creating awareness on various social issues • To identify talent in students in various sports and cultural fields • Extension lectures / conferences / seminars to promote Hindi and Sanskrit languages • Proposal for financial assistance to DGHE/ UGC/ NAAC for organizing seminars/ conferences • To strengthen Management Information System and Learning Management System