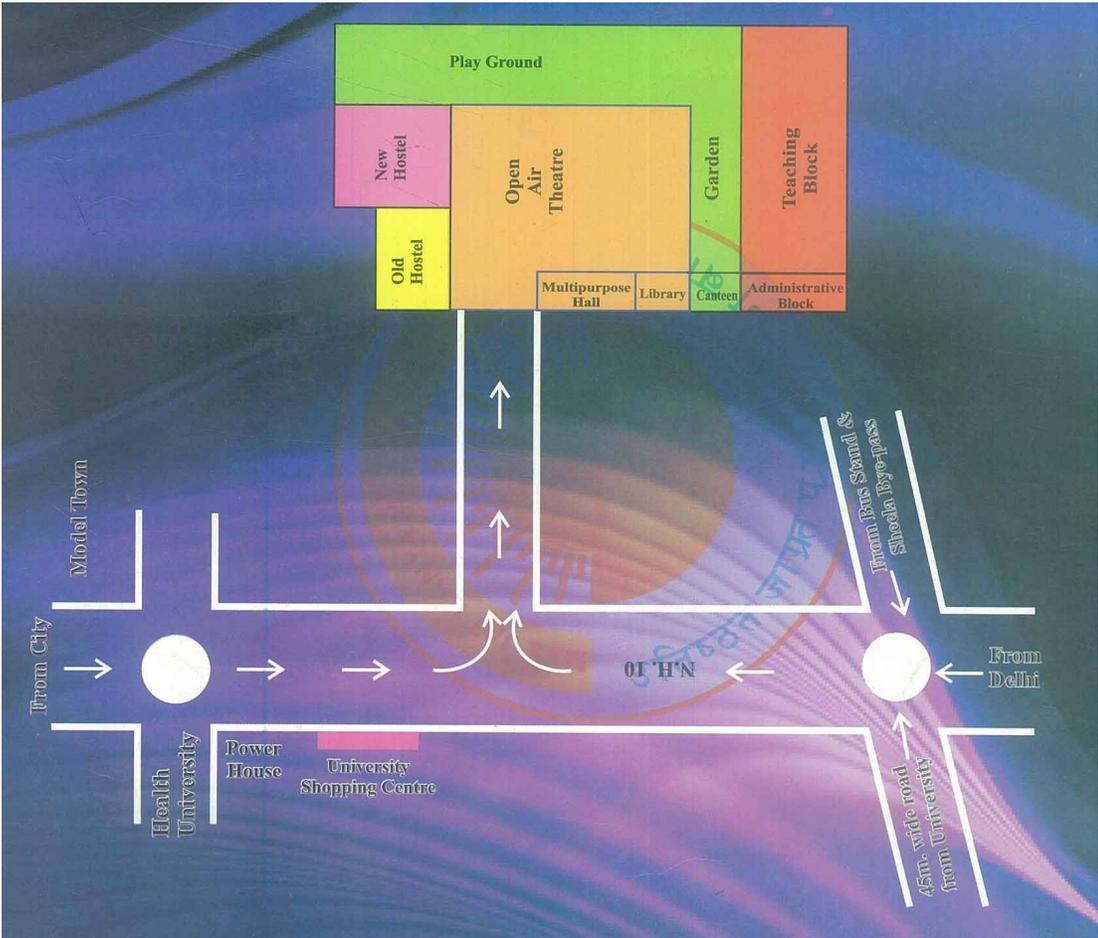


# LOCATION MAP



# **Maharani Kishori Jat Kanya Mahavidyalaya Rohtak**

## **SELF STUDY REPORT**

**Submitted to**

**NATIONAL ASSESSMENT AND ACCREDITATION  
COUNCIL**

**October-2015**

MAHARANI KISHORI JAT KANYA MAHAVIDYALAYA  
ROHTAK



(Affiliated to M.D.University, Rohtak and Recognized by Govt. of  
Haryana and Affiliated to UGC under section 2(b) and 12(f))  
Phone No. 01262-274660, 91-8059555595  
Fax:01262-274660, e-mail: [mkjkmrtk@gmail.com](mailto:mkjkmrtk@gmail.com)  
Website: [mkjkcollege.org](http://mkjkcollege.org)

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Dr. Krishna Chaudhary  
Principal

To  
The Regional Coordinator  
Northern Region-NAAC  
P.O. Box No. 1075  
Nagarbhavi  
Bangalore-560072

Sub: Submission of Self Study Report for NAAC Accreditation  
Ref: Track ID HRCOGN10311.

Dear Sir/Madam,

This has reference to your e-mail received on May 21,2015. I am uploading the Self Study Report of Maharani Kishori Jat Kanya Mahavidyalaya Rohtak to be considered for re-accreditation (cycle2) on our Institutional website [www.mkjkcollege.org](http://www.mkjkcollege.org) .

It would be convenient if your peer team can make arrangements to visit us between 24th Feb. to 26<sup>th</sup> Feb. 2016, 1<sup>st</sup> March to 3<sup>rd</sup> March 2016 and 9<sup>th</sup> March to 11<sup>th</sup> March 2016.

Yours sincerely

(Dr. Krishna Chaudhary)

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# **EXECUTIVE SUMMARY**

## **SWOC ANALYSIS OF MAHARANI KISHORI JAT KANYA MAHAVIDAYALAYA ROHTAK**

Maharani Koshier Jat Kanya Mahavidhyalya, Rohtak came into existence in 1988, founded by Ch. Ude Singh Mann, the then President of Jat Education Society (Regd.), Rohtak and philanthropist of the community with the mission to provide the light of knowledge to the girls of nearby rural as well as urban areas irrespective of caste, creed and colour. The very name of the college Maharani Kishori, wife of Maharaja Surajmal, implies symbolic connotations. The annals of history reveal her as one of the most intelligent and daring queen so far. Owing to her sharp acumen and self-confidence, she succeeded in creating a niche for herself in the so-called male dominated aristocratic society. Keeping the track of her strength and vision, the focus of this institution is to provide holistic kind of education to the girls so that they may be able to break the various paradigms of male dominance.

Since its establishment, the college is scaling new heights in the field of academics, cultural and extra curricular activities; thus practically manifesting the very spirit of its motto “Arise, awake and know thyself”. Apart from this arena, the college has earned its name and fame in the field of sports.

The college is a private (Govt-aided) college, being run by the “Jat Education Society, (Regd.) Rohtak”, which also runs several other educational institutions. The college has a separate Governing Body, which monitors and provides timely guidance and assistance for its smooth running. The college got affiliated to M.D. University in 1989. It came under the University Grants Commission category of 2(f) in 2000 and 12(B) in 2001.

This college is located on National Highway No. 10, 70 kms. away from Delhi to its north. Amid the natural surroundings, the college campus is spread over a vast area of 12.5 acres. The eco-friendly environment of the college is conducive to create enthusiasm and zeal among the students.

Although the college was started in an old building but gradually, it has developed the requisite infrastructure to cope up with the academic, cultural and sports requirements. This infrastructure owes its allegiance to the aid from the State Government, University Grants Commission and from the society. The college has one administrative and three teaching blocks, spacious computerized library with internet and e-resourcing facilities, a

conference room and seminar hall with all audio-visual aids, well-equipped labs, canteen, smart classrooms, multipurpose hall, gymnasium hall and sprawling playgrounds. The uniqueness of the college lies in the fact that it has a vast hostel funded on self-finance basis. 105 rooms of the hostel have the capacity of accommodating 450 students. The hostel facility has proved itself a boon to the girls as they have a respite from hectic schedule of daily commuting in over-crowded buses and unnecessary entanglements in gender-biased harassment during travelling like eve teasing and molestation.

The college is running five faculties including UG and PG courses i.e. Arts (On grant-in-aid), Science, Commerce, Sports Science under self-finance scheme. These faculties includes B.A., B.Com, B.Sc. (Medical and non-Medical)), B.P.Ed., M.P.Ed., PGD in Yoga Science., M.A. English and M.A. Geography. The College also runs UGC sponsored Courses i.e. B.Sc. Sports Science, Add-on-Certificate and Diploma Courses in Apparel & Dress Designing and Art & Craft.

The college has attained excellence in the arena of sports and the students of our college have won laurels both at National and International levels in various competitions. It is one of the best women's colleges of sports in northern India. Hockey Golden Girl Mamta Kharb honoured with Arjun Award in 2002. Our student Suman Kundu won Bronze Medal in Commonwealth Games 2010 in wrestling. Sakshi, our B.P.Ed. student, won Silver Medal in Commonwealth Games 2014 in wrestling. Pratima Dagar won Bronze Medal in Roller Skates Championship in Asian Games 2014. Sakshi won the International United World Wrestling Championship in Januray, 2015. Within a short span of 25 years, the college has won the University Championships for at least 12 times and every year many of our students shine not only at national but international level as well.

So far as the teaching faculty of the college is concerned, the college has a permanent Principal, 42 permanent Lectures and 20 Lecturers on Part-time/contract basis. For the smooth running of administrative work, there are 33 non-teaching employees and 13 technical staff members. The college has enrolled 1824 regular students in various courses. Our results of all classes are above 95% in most of the year. Our students have achieved distinguished position in University merit lists. Ms. Aruna won Gold Medal in annual exams of B.A.2<sup>nd</sup> and B.A.3<sup>rd</sup> in M.D.University in 2009-10 and 2010-11 consecutively. Our PG Students secured positions in University merit list every year. Jyotika Gehlawat and Vaishali topped the University in 2012 and 2014 respectively.

So far as the internal mechanism of the college is concerned, it has a council consisting of senior lecturers, which frames various policies and takes important decisions

for the efficient functioning. Moreover, for the proper organization of various kinds of activities, specific committees consisting of various staff members are constituted. The real aim of education is holistic development of human personality and thus, special focus is laid on extra-curricular activities. For this purpose, the college has created many cells like NCC, NSS, Legal Cell, Women Cell, Red Cross Unit, Anti-Ragging Cell, Employment Cell, Counseling Cell, Legal Literacy Cell, Social Science Society, Grievances Redressal Cell, Quality Assurance Cell, Election Awareness Cell, SC and BC Welfare, Sexual Harassment Prevention Cell, Gender Champions and Beti Bachao Beti Padhao committee etc. These cells organize various programmes throughout the year.

The strength of the institution is its committed management, well qualified and committed faculty members, dedicated administrative staff, natural and vast eco-friendly campus, good quality infrastructure, well equipped college library with INFLIBNET & DELNET database for e-resources, availability of computers in a student ratio of 1:20, smart class rooms, well equipped labs, facility for scanning, printing and copying, good academic ambience and enthusiastic students. The college has always been in frontline in sports activities winning general trophy of M.D.U for the last twelve years. In a short span of time the college is offering various U.G., P.G. and professional courses. Two girls' hostels with a capacity of 450 students, is a major strength of the institution. Good teacher-taught ratio and personal interaction between student and teacher is the distinguished feature of the institution. Last but not the least, the college has set up the tradition of organizing many National/State Level UGC and DHE sponsored Seminars, Workshops and Conferences. Eminent Key Note speakers, researchers and other renowned persons visit the institution and interact with the faculty and students of our college and delegates. The college makes a provision for purchase of books, journals and magazines and other study material, internet facility and study tours etc. concerned with research work. The college also encourages its faculty members to participate in various seminars, workshops and other research activities organized by other institutions and organizations.

The weak points of our institution lies in the fact that the faculty for Commerce, B.Sc. (Medical and non-Medical), B.P.Ed, M.A. English, M.A. Geography, M.P.Ed. and Yoga Science is not on grant in-aid, as these courses are under Self-Finance Scheme and the state govt. does not provide grant for the salary of faculty for these courses. One of the girls' hostels is housed in an old building, so a huge amount of money has to be spent on its repair and maintenance. Another weakness of the institution is lack of transportation facility. Although we have a vast infrastructure yet more infrastructure e.g. auditorium,

sports complex, girls hostel, Indoor stadium, Athletic track and extension of library is required keeping in view the programmes offered by the institution.

The opportunities ahead of us are many. We have already submitted proposals for more academic and career oriented programmes viz. B.Com. Vocational, Call Centre & B.P.O. Management, Infrastructure Development and Faculty Development programmes to U.G.C. under XII plan. College is gifted with invaluable gift of Ch. Raghuvendra Singh Science Block by DLF Charitable Educational Trust. We hope to elicit more funding from different funding agencies for the above said proposals. We also hope that our national and international players will bring more laurels to the institution. Being a women college, we will try to get more funding from the State. Govt. and U.G.C. for programmes meant especially for women.

There are diverse challenges ahead of us. We need to assure better financial assistance for successful completion of our ongoing projects. Improving academic milieu, extension and research activities are few of the challenges. The Govt. of Haryana has opened up many other institutions in our previous catching areas, due to which there is declining intake of students. To increase this intake and to improve teaching learning techniques etc. are challenges for the institution.

It is our ardent belief that our institution will provide multi-dimensional and quality education to the students, so that they may be able to evaluate various paradigms of life with a new, broad and human perspective. MKJK Mahavidyalaya's mission is to make a profound difference in the live of women by empowering them to attain their full potential through pursuit of knowledge, development of character, self-esteem and recognition of their rights and responsibilities.



## **B. Profile of the College**

1. Name and address of the college:

Name:	Maharani Kishori Jat Kanya Mahavidyalaya, Rohtak		
Address:	Delhi Road, Rohtak		
City:	Rohtak	Pin: 124001	State: Haryana
Website:	www.mkjkcollege.org		

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
<b>Principal</b>	Dr. Krishna Chaudhary	O:01262274660 R: 8059555595	8059555595	01262274660	mkjkmrtk@gmail.com
<b>Steering Committee Co-ordinator</b>	Dr. Susheela Dhankhar	O:01262274660 R: 01262266121	9812301921	01262274660	urmilrathee@gmail.com

3. Status of the of Institution :

Affiliated College

√

Constituent College

Any other (specify)

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii). C-education

√

b. By shift

i. Regular

ii. Day

iii). Evening

√

5. Is it a recognized minority institution?

Yes

No

√

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

--

6. Source of funding:

Government

Grant-in-aid

Self-financing

√
√

Any other

7. a. Date of establishment of the college: ...01/07/1988... (dd/mm/yyyy)

b. University to which the college is  affiliated /or which governs the college (If it is a constituent college)

MAHARISHI DAYANAND UNIVERSITY, ROHTAK

(Affiliation letter enclosed with Annexure-I)

c. Details of UGC recognition:

Under Section	Date, Month and Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	22.02.2000	-
ii. 12 (B)	22.03.2001	-

(Enclose the Certificate of Recognition u/s 2 (f) and 12 (B) of the UGC Act) (Letter enclosed as Annexure-II)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/clause	Recognition/Approval details Institution/Department/ Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	NCTE ( B.P.Ed, M.P.Ed).	13.01.2006	Permanant	
ii.				
iii.				
iv.				

(Letter enclosed as Annexure-III)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes  No

If yes, has the College applied for availing the autonomous status?

Yes  No

9. Is the college recognized

a. By UGC, as a College with Potential for Excellence (CPE)?

Yes  No

If yes, date of recognition: ..... (dd/mm/yyyy)

b. For its performance by any other governmental agency?

Yes  No

If yes, Name of the agency ..... and

Date of recognition: ..... (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area in sq. mts.	11.28957 Acres.
Built up area in sq. mts.	7010.35 Sq.m.

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities
- Sports facilities
  - \* play ground                      √
  - \* swimming pool
  - \* gymnasium                        √
- Hostel
  - \* Boys' hostel
    - i. Number of hostels
    - ii. Number of inmates
    - iii. Facilities (mention available facilities)
  - \* Girls' hostel                        √
    - i. Number of hostels                -        02
    - ii. Number of inmates              -        450
    - iii. Facilities (mention available facilities)
      - a. Common Room with recreational facilities
      - b. Reading room
      - c. Indoor games
      - d. Power back up
      - e. Internet
      - f. Security- CCTV cameras installed
      - g. Medical facility
      - h. Safe drinking water
  - \* Working women's hostel            -        No
    - i. Number of inmates
    - ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available -- cadre wise)                -        No
- Cafeteria --                                -        Yes
- Health centre –                            -        Yes
- First aid, Inpatient, Outpatient, Emergency care facility, Ambulance.....

Health centre staff –

Qualified doctor Full time  Part-time

Qualified Nurse Full time  Part-time

1. Facilities like  banking, post office, book shops

- Transport facilities to cater to the needs of students and staff
- Animal house - No
- Biological waste disposal - No
- Generator or other facility for management/regulation of electricity and voltage - Yes
- Solid waste management facility - No
- Waste water management - No
- Water harvesting - No

12. Details of programmes offered by the college (Give data for current academic year)  
2015-16

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/approved Student strength	No. of students admitted
	Under-Graduate	BA	3 years	10+2	Hind/English	Unlimited	168
		B.Com				Unlimited	53
		B.Sc.				60/120	87/152
		Medical/Non-Medical B.Sc.Sports Sc.				40	36
	Post-Graduate	MA-Eng.	2 years	Graduate	-do-	60	31
		MA-Geog.,				60	66
		M.P.Ed.				30	32
	Integrated Programmes P G	N/A					
	Ph.D.	N/A					
	M.Phil.	N/A					
	Ph. D.	N/A					
	Certificate courses	1.Apparel and Dress Designing	1 Year	10+2	-do-	40	29
		2.Art & Craft					15
	UG Diploma	1.Apparel and Dress Designing	2 years	Certificate	-do-	40	22
		2.Art and Craft -do-					40
	PG Diploma	PG diploma in Yoga Sc.	1 year	Graduation	-do-	30	36
	Any Other (specify and provide details)	B.P.Ed.	1 year	Graduation	-do-	50	51

13. Does the college offer self-financed Programmes?

Yes  No

If yes, how many? 10

14. New programmes introduced in the college during the last five years if any?

Yes	√	No		Number	03
-----	---	----	--	--------	----

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG	Research
Science	05	-	-
Arts	11	English, Geography Phy. Edu.	-
Commerce	Commerce	-	-
Any Other not covered above (Sports)		Yoga Sc.	

16. Number of Programmes offered under (Programme means a degree course like BA, BSc,MA,M.Com...)

c. annual system	<input type="text" value="01"/>
d. semester system	<input type="text" value="10"/>
e. trimester system	<input type="text" value="-"/>

17. Number of Programmes with

f. Choice Based Credit System	<input type="text" value="-"/>
g. Inter/Multidisciplinary Approach	<input type="text" value="-"/>
h. Any other ( specify and provide details)	<input type="text" value="--"/>

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes  No

If yes,

1. B.P.Ed.

Year of Introduction of the programme(s) .... (09/09/2006)

and number of batches that completed the programme

- i. NCTE recognition details (if applicable)  
Notification No.: .....FNRC/NCTE/F-7 dated 09/09/2006.....  
Date: .....09/09/2006.....dd/mm/yyyy)  
Validity:.....Permanent affiliation.....

2. M.P.Ed

Year of Introduction of the programme(s) .... (16/11/2007)  
and number of batches that completed the programme

6

- a. NCTE recognition details (if applicable)  
Notification No.: .....APN 03578.....  
Date: .....13-1-2006.....dd/mm/yyyy)  
Validity:.....Permanent affiliation.....

- b. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes  No

19. Does the college offer UG or PG programme in Physical Education?

Yes  No

If yes, Yes

1. B.P.Ed.

Year of Introduction of the programme(s) .... (09/09/2006)  
and number of batches that completed the programme

7

- j. NCTE recognition details (if applicable)  
Notification No.: .....FNRC/NCTE/F-7 dated 09/09/2006.....  
Date: .....09/09/2006.....dd/mm/yyyy)  
Validity:.....Permanent affiliation.....

2 M.P.Ed

Year of Introduction of the programme(s) .... (16/11/2007)  
and number of batches that completed the programme

5

- 3 NCTE recognition details (if applicable)  
Notification No.: .....APN 03578.....  
Date: .....13-1-2006.....dd/mm/yyyy)  
Validity:.....Permanent affiliation.....

k. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes  No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC / University / State Government <i>Recruited</i>	-	1	-	14	-	5	4	12	-	-
<i>Yet to recruit</i>										
Sanctioned by the Management/society or other authorized bodies <i>Recruited</i>	-	-	-	-	4	39	08	09	04	09
<i>Yet to recruit</i>						01				

\*M-Male \*F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	-	1	-	09	-	12	22
M.Phil.	-	-	-	03	-	03	06
PG	-	-	-	02	-	13	15
Temporary teachers/Honourary							
Ph.D.	-	-	-		-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	02	-	-	-	02
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	--	-	-	-	-	-
PG	-	-	02	-	-	-	02

22. Number of Visiting Faculty /Guest Faculty engaged with the College.

15

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1 2011-12		Year 2 2012-13		Year 3 2013-14		Year 4 2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	-	36	-	16	-	54	-	46

ST	-	-	-	-	-	-	-	-
OBC	-	39	-	50	-	60	-	73
General	-	799	-	836	-	1399	-	1704
Others	-	-	-	-	-	-	-	1

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	1507	254	-	-	1761
Students from other states of India	35	28	-	-	63
NRI students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total					1824

25. Dropout rate in UG and PG (average of the last two batches)

UG  PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled )

(a) including the salary component   
(b) excluding the salary component

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes  No

If yes,

a) Is it a registered centre for offering distance education programmes of any other University

Yes  No

i. Name of the University which has granted such registration.

ii. Number of programmes offered

iii. Programmes carry the recognition of the Distance Education Council.

Yes  No

28. Provide Teacher-student ratio for each of the programme/course offered

Sr No	Courses	Teacher-student Ratio
1.	BA	23.31
2	B.Com	37



3	B.Sc Med/Non-Med	32.15
4	Sports Faculty	35.5
5	PG (English)	19.33
6	PG(Geography)	42
7.	Addon Courses	23.66

29. Is the college applying for

Accreditation : Cycle 1  Cycle 2  Cycle 3  Cycle 4

Re-Assessment:

*(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)*

30. Date of accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: 22, 23 Feb, 2003 (dd/mm/yyyy) Accreditation Outcome/Result...B.....

Cycle 2: ..... (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 3: ..... (dd/mm/yyyy) Accreditation Outcome/Result.....

**\* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.**

31. Number of working days during the last academic year.

32. Number of teaching days during the last academic year

*(Teaching days means days on which lectures were engaged excluding the examination days)*

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC .....02-12-2013..... (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) .....No..... (dd/mm/yyyy)

AQAR (ii) .....No..... (dd/mm/yyyy)

AQAR (iii) ..... No..... (dd/mm/yyyy)

AQAR (iv) .....No..... (dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

## C. Criteria-Wise Inputs

### CRITERION I: CURRICULAR ASPECTS

#### 1.1 Curriculum Planning and Implementation

- 1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision of the College:

“Arise, Awake and Know Thyself” i.e. an effort to take the students out of dark labyrinths of ignorance to new luminous zones of knowledge.

Mission of the College :

MKJK Mahavidyalya’s mission is to make a profound difference in the live of women by empowering them to attain their full potential through pursuit of knowledge, development of character, self-esteem, recognition of their rights and responsibilities. Our institution provides multi-dimensional and quality education to the students, so as to enable them to evaluate various paradigms of life with a new broad and human perspective.

Objectives:

The main objectives of the colleges are as follows:

- Academic Excellence: The College aims to provide good quality education to the students so that they themselves may avail job opportunities and become self-dependent in today’s competitive scenario.
- Skill Development: The College identifies the inherent potential of students in the induction session and tries its best to create such ambience in the college as to realize this potential in the best possible manner.
- Holistic Development: Various kinds of pedagogical and other co-curricular activities ultimately orient towards holistic development of personality.

#### OUR EMBLEM



The emblem together with the motto “Arise, Awake and Know Thyself” is symbolic of the mission of the college. The rising sun symbolizes evolution of new dawn of optimism, energy, dynamism and knowledge. The vision, mission and objective of the college are displayed through emblem in college magazine, prospectus, website, library and offices so that the student community and faculty are reminded of this ideal.

### Milestones in the History of the College

The college started functioning as a degree college with BA programme	1988
Recognized by the Government of Haryana	1988
UGC recognition under section 2F	2000
UGC recognition under section 12B	2001
Introduction of Distance Education Programme	1995
Introduction of B.Com degree programme	2000
Introduction of UGC sponsored Add-on-courses	2004
Introduction of B.Sc.Sports Science degree programme	2005
Introduction of B.P.Ed programme	2006
Introduction of M.P.Ed programme	2007
Introduction of PG Degree programme in English	2009
Introduction of PG Degree programme in Geography	2009
Introduction of B.Sc. Degree programme (Medical and Non-Medical)	2013
Construction of Library and Seminar Hall	2002
Hockey – Golden girl –Mamta Kharab honoured with ‘Arjun Award’	2002
Construction of multipurpose hall with MP grant of Rs.5 Lakhs and CM grant of Rs.2.50 Lakhs	2003
Construction of new girls hostel with UGC grant of Rs.25 lakhs	2004
Principal Dr. Krishna Chaudhary awarded with ‘Dr. Radha Krishnan Award’ for her special contribution in Indian Art, Culture, Education and Administrative field by Avantika Association.	2005
Construction of new teaching block with matching grant of Rs.1.35 crore from State Government Of Haryana	2006
Principal Dr. Krishna Chaudhary honoured with ‘Gyan Bharti Puruskar’ by UNESCO, (Asian Country) for women empowerment through education	2006
Principal Dr. Krishna Chaudhary awarded with ‘Gyan Bharti Shiksha Award’ by Global Management and Educational Council, Ahmedabad	2007
Establishment of Computer Lab with 20 Computers	2008
Aruna won Gold medal in annual exams of BA 2 <sup>nd</sup> and BA 3 <sup>rd</sup> yr in M.D. University in 2009-2010 and 2010-2011 consecutively.	2009-11
Suman Kundu won Bronze Medal in Commonwealth Games, 2010 in wrestling	2010
Dr. Sunita Siwach awarded with ‘FULBRIGHT SCHOLARSHIP’ and received ‘FULBRIGHT NEHRU SENIOR RESEARCH AWARD’	2010-11
UGC fund of Rs. 14 lakhs allotted for sports equipments	2012
UGC fund of Rs. 28.60 lakhs allotted for various equipments like computers, Laptop, Smart Class Rooms, Lab Equipments, Digital Lecture Stand etc.	2012
M.O.U. has been signed with DLF Qutab Enclave Complex Charitable Educational Trust for three storey building Ch. Raguhvender Singh Science Block for Rs. 4.4 crore	2013
Sakshi (B.PEd student) won Silver Medal in Commonwealth Games 2014 in Wrestling	2014

Pratima Dagar (B.PEd student) won Bronze Medal in Roller Skates Asian Championship 2014	2014
NCC Cadet Monika, student ( B.Sc. 2 <sup>nd</sup> yr) won Gold Medal in All India Thal Sainik Camp in July-October , 2015	2015

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

- At the beginning of each academic session, the Principal discusses the academic schedule i.e. subject wise syllabus and the meaningful completion of the syllabi.
- The faculty members try to adhere to this academic plan so that academic and other activities along with co-curricular plan may be organized well in time. Moreover, faculty members submit their report regarding the completion of their syllabi from time to time.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

At the beginning of each academic session, there is a meeting of the staff with the Principal regarding the curriculum and improvement of teaching practices. Since most of the students belong to rural areas, bilingual method is adopted for effective teaching practices.

Latest syllabus of all classes and subjects (list of text books and reference books) along with calendars of academic, cultural and sports activities is provided by the University through its website at the beginning of each session. The college follows this schedule.

The college takes initiative to support all the departments in conducting various extension lectures and motivates faculty members to attend International/ National/State level Seminars, Workshops and Conferences.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

- The staff members through class tests, debates, group discussions, questionnaires and quiz competitions adopt effective pedagogical strategies for effective curriculum delivery.
- Through various kinds of audio-visual aids (smart rooms and computers) and extension lectures, an effort is made to improve the communication skill of students and their in-depth knowledge pertaining to the subject.
- Through dramatic presentations, the focus is laid on environmental issues. Special educational tours based on project works of Geography and various movies pertaining to novels in syllabi are shown to the students.

- Book bank and other library facilities are provided to the students and faculty members.
- Some surveys are also conducted by the students so that they may understand research in a practical way.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

For effective operationalisation of the curriculum, the students are given practical experiences by offering them a number of projects in their concerned subjects and providing them facility for study tours to their subject specific industries, firms and historical places. Especially the PG departments remain in touch with their respective departments of the University for updating their knowledge. For this purpose, university professors and other subject experts are invited for extension lectures and group discussions etc.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (Number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.)

The curricula of various courses are designed by the University and the college has to follow it. The faculty members try to gather information through various kinds of discussion and debates with students, alumni, peers, parents and also analyze the validity of theoretical concepts of their concerned subjects. After gathering this information, they convey it to the Board of Studies for detailed analysis and inclusion in the syllabus.

Some of our staff members are linked with various Board of Studies for syllabi framing.

1. Dr. Susheela Dhankhar: Member, UG Board of Studies, Department of Sociology, M.D. University, Rohtak and Kurukshetra University, Kurukshetra since 2000.
2. Dr. Rashmi Lohchab : Member, U.G. Board of Studies, Department of English, M.D. University, Rohtak
3. Dr. Radhika Kamal(Retd): Member, UG Board of Studies, Department of Physical Education, M.D. University, Rohtak
4. Mrs. Saroj Kadian : Member, UG Board of Studies, Department of Sociology, M.D. University, Rohtak and Kurukshetra University, Kurukshetra
5. Ms.Asha Kharab : Member, UG Board of Studies, M.D. University, Rohtak.

- 1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

Curriculum of most of the courses is prescribed by the University, which the college strictly adheres to. Besides that, the college has developed the curriculum of few UG Add-on courses, the syllabi of which was approved by the University. The courses are:

1. Apparel and Dress Designing
2. Art and Craft.

The syllabi of these courses have been framed keeping in view the demands of the students, market scenario and their practical validity.

- 1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

The main focus of the curricula is to impart subject specific knowledge along with practical application of various concepts in wider arenas. To achieve this purpose, the teaching staff makes a sincere effort for providing up-to-date knowledge through various teaching methodologies. Apart from focus on text books by the University, there is special focus on communication skills, so that students may be able to express themselves in a confident way. To enhance their skills, the college has set up a computer laboratory with internet access, well equipped seminar and conference room, smart rooms, Library and multipurpose hall where different kinds of activities are organized from time to time which enable the students to gather the requisite information and to excel in the job scenario.

The Principal conducts meetings from time to time with faculty members to discuss and analyze the progress of academic and co-curricular activities and assumes corrective steps.

## 2 **Academic Flexibility**

- 1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

Keeping in view the demands of the LPG sector (Liberalization, Privatization and Globalization), interest of students and employment avenues, the college offers a variety of regular courses as listed below:

### **UG Degrees:**

- a) B.A.
- b) B.Com.
- c) B.Sc. Sports Science
- d) B.Sc. (Medical and Non-Medical)

### **P.G. Degrees**

- a) M.A. English
- b) M.A. Geography
- c) M.P.Ed.

### **Certificate Courses**

- a) Art and Craft
- b) Apparel and Dress Designing

### **Diploma Courses**

- a) Art and Craft
- b) Apparel and Dress Designing
- c) P.G. Diploma in Yoga Science

### **Any Other Specialization**

- a) B.P.Ed.

- 1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

Yes, the institution offers dual degree programmes in two courses i.e., Apparel and Dress Designing and Art & Craft. These courses run parallel to other degree programme and any other courses.

- 1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability

- Range of Core /Elective options offered by the University and those opted by the college
- Choice Based Credit System and range of subject options
- Courses offered in modular form
- Credit transfer and accumulation facility
- Lateral and vertical mobility within and across programmes and courses
- Enrichment courses
- Not Applicable

The college being affiliated to M.D. University has to abide by the rules and regulations set by the University with regard to academic flexibility. As far as Add-on courses are concerned, they have to follow UGC norms regarding academic flexibility.

- (a) **Core options:** Students can get admission to B.A. I, B.Com. I, B.Sc.I (Med.& Non-Med.) and B.Sc. Sports Science, 3 Year Professional Diploma Programmes conducted by the State Board of Technical Education, Haryana and any other examination recognized by the Academic Council as equivalent to the above

programmes. A student having passed XII Science or Commerce can get admission to B.A. I.

- (b) **Elective Options:** The students of B.A and B.Sc. are given a choice to select one subject from each group as prescribed by the University as shown by the Table below:

Subject Combinations for B.A./B.Sc. Part-I, II and III.

Compulsory subjects		Elective Subjects				
1	2	Group-I	Group-II	Group-III	Group-IV	Group-V
English	Hindi	Hindi	Maths	Pol. Sc.	Geography	Psychology
	Sanskrit	Sanskrit	Sociology	Phy. Edu.	Home Sc.	History
		Economics		Zoology	Chemistry	Botany
		Commerce				Physics

### **P.G. Courses**

Eligibility for admission to M.A. is Bachelor's Degree, Shastri Examination (New Scheme) of three year duration with at least 45% in aggregate or any other examination recognized as equivalent thereto. The maximum time limit for completing PG Course is 5 years.

### **B.P.Ed.**

Eligibility for B.P.Ed. is any recognized degree course with at least 45% marks and qualification of Physical Efficiency Test (Canadian Test)

### **M.P.Ed.**

Eligibility for M.P.Ed. is any recognized degree course with at least 45% marks and having sports achievement at National/International level. The students have to qualify entrance test conducted by M.D. University, Rohtak

### **P.G. Diploma in Yoga Science**

Eligibility for this course is 45% at Degree Level and maximum age limit is 30 years.

- (c) Add-on Courses – Eligibility is qualifying 10+2 examination or any other equivalent examinations as specified above at 1.2.3(a).  
 (d) Interdisciplinary courses = N.A.  
 (e) Flexibility

First year students of all the streams are given an option to migrate from one stream to another and can even change their elective subjects within one month from the date of admission. However, the second year students can change only one optional subject provided they qualify the examination of the subject so changed in their first year.

- 1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.



The college offers a number of self-finance programmes. The table given below shows the names of the courses and their fee structure :

Courses	Fee Structure (Annual)
B.Com	8000/-
B.Sc. (Medical), B.Sc. (Non-Medical)	11500/-, 10500/-
B.Sc. Sport Science	8500/-
M.A. (English)	15000/-
M.A. (Geography)	20000/-
M.P.Ed.	34200/-
Art and Craft	9000/-
Apparel and Dress Designing	9000/-
P.G. Diploma in Yoga Science	25000/-
B.P.Ed.	30000/-

Admission to students is given on merit basis and according to the norms set by the University. So far as the curriculum is concerned, it is designed by the University.

Fee structure of various courses is flexible; it is finalized by the college authorities. So far as the recruitment of staff is concerned, preference is given to those candidates who are eligible according to the norms of UGC/Govt. of Haryana. In case of non-availability of eligible candidates, available candidates are selected on merit basis. Salary of staff members in case of self-finance courses is negotiable, depending upon the college resources and ultimately finalized by the college authorities.

- 1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.

The college offers a number of skill oriented programmes like PG Diploma in Yoga Science, Art & Craft and Dress Designing. All these courses are employment oriented in the regional and global scenario. After doing these courses, the students generally get employed in various firms, export houses, fashion industries, health and yoga centres and also become competent enough to start their own small scale business.

- 1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

Generally, the syllabus of regular and distance education courses is more or less similar. Previously, there was facility for distance education students to get admission in higher class provided they attain more than 55% marks in the lower

examination. Classroom teaching facility differs from the regular courses but for practical subjects, they are allowed to join the practical classes along with the regular students.

### 1.3 Curriculum Enrichment

#### 1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The goals and objectives of the college are in tune with the broad objectives of the curricula specified by the University. They are as follows:

- To impart quality education to the girls specially coming from the nearby and remote rural sections of the society.
- Through various pedagogical strategies enabling the students to come out of their cocooned existence entangled in the patriarchal notions and making them fit for life and better human beings.
- Through academic and other co-curricular activities enabling the student to compete in this fast changing global scenario as well as inculcations of mature perspective which enables them to evaluate pre-conceived notions of the society objectively and, thus, to create new paradigms of success, calm and contentment
- Through various activities and personality development programmes, an effort is made to develop rational and humanistic perspective of life. An effort is made to sensitize them to community and national development concerns.
- Sensitizing the students regarding ecological and environmental issues and teaching them the proper utilization of available natural resources by organizing various programmes like lectures, competitions, rallies, camps and workshops etc.
- Keeping in view the demands of modern and competitive market scenario, various courses have been started in the college enabling the students to avail employment opportunities.
- Through various audio-visual and graphic presentations students are made aware of current developmental issues of the society.
- Teachers and students are encouraged to participate in state, national and international conferences, workshops and seminars ; and many educational tours are arranged for students.

To attain these objectives, the college follows the curricula designed by the University. Well-qualified faculty with adequate experience and hard working members of the staff deliver quality education with decisive focus on upliftment of rural girls and a sense of commitment to contribute its might for the social and national cause.

- 1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

The syllabi of various courses are designed by the members of Board of Studies constituted by various departments of the University. The staff members after discussing various issues with the students, peers, alumni, parents, employees and through their interaction with various social groups convey the concerned information and suggestions to the members of the Board of Studies or concerned departments. After analyzing these suggestions, the Board of Studies try to incorporate these into the respective syllabi. Through modification in syllabi, focus is laid on holistic development of personality of students i.e. to instill into them the values like unity, national integration, discipline, entrepreneurship and finally moral and ethical values.

- 1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

For holistic development of personality of students and for enhancement of various skills, many programmes are organized from time to time under the supervision of different committees mentioned below:

- a) Seminars, Workshops, Conferences
- b) Extension lectures on various current issues.
- c) Educational Tours
- d) Wallpapers and Magazines
- e) Cultural programmes
- f) N.S.S
- g) N.C.C
- h) Red Cross
- i) Women Cell
- j) Legal Literacy Cell
- k) Grievances and Redressal Cell
- l) Guidance and Counselling Cell
- m) Anti-Ragging Committee
- n) Literary Society

- o) Social Science Society
- p) Beti Bachao Beti Padhao
- q) Gender Champions
- r) Fine Art society
- s) Sports etc.

Through these activities, the students learn knowledge management, life skills and awareness of current issues, which lead to the all round development of their personality and making them a self-dependent person cherishing noble-values.

**List of activities organized in the college during last three years are as under:**

**A Gender Sensitization**

- Organized many extension lectures on Gender issues every year.
- Participation in various programmes on Gender issues organized by other institutions also.
- Poster making competition on ‘Crime against Woman.’
- Essay writing competition on ‘Women in Corporate Sector’.
- Celebration of International Women’s Day on 8<sup>th</sup> March 2013 focussed on (Female Foeticide, Domestic Violence and Self-Defense etc.) Dramatic Presentation by a team of Nepalese Students.
- Extension lectures on Sexual Harassment, Domestic Violence and Feminist Approach to issues related to woman.
- Skill Development Programmes like Cooking and Embroidery.
- Essay Writing competition on female foeticide.
- Health Maintenance for women through yoga camp.
- Poetic Recitation Competition on Female Foeticide and Woman Status
- One Day National Seminar on “Empowering Women in Rural India”, March 2014.
- Slogan Writing Competition on Gender Issues
- Organized national level programmes on “Stop Violence against Women” in collaboration with “Rising One Billion” an Asian Organization on 19<sup>th</sup> feb 2015 in the college campus. Ms Kamla Bhasin , Vice Chairperson of this organization inaugurated the function. Jagmati Sangwan, Vice chairperson of Bhartiya Janvadi Mahila Samiti and Ms Shabnam Hashmi , Social worker also interacted with the students
- Extension lectures on Women Legal Rights.

- Inter-College Declamation Contest on Gender Issues.
- Many surveys were also conducted on various issues like women empowerment, eve teasing etc.
- Organized DHE sponsored National Seminar on “Empowering Rural Women” in the college campus.

**B Environmental Education and Climate Change**

- Drama on water-conservation
- Rally of students in the City on ‘Move Against Polythene’
- Two 7 days camps by NSS Unit (28.01.13 to 03.02.13) , (07.10.14 to 13.10.14) in which volunteers awakened rural people of Garhi Bohar and Kheri Sadh respectively, regarding issues like water conservation, environmental pollution, health, hygiene and sanitation.
- Tree plantation drive every year
- Extension lecture on Health and Hygiene
- Carried out Swachta Abhiyan for a week from 1<sup>st</sup> Nov,2014 to 7<sup>th</sup> Nov, 2014.

**C Human rights**

Many extension lectures organized in the college during last 2 years:

- Campaign for students’ awareness regarding right to vote and motivating them for voter card.
- Survey was conducted in Kheri Sadh Village to create awareness among village folks regarding their voting rights during elections.
- Extension lecture on Right to Information and Citizens’ Charter.
- Extension lecture on Legal Rights and Duties.
- Slogan writing competition on Legal Rights.
- Extension lecture on Consumer Awareness.

**D ICT**

We have a full-fledged computer lab in the college for students. The administrative section is also fully computerized.

- Since computer education is a pre-requisite for modern education, we have

separate computer labs for arts and commerce students in which elementary computer education is imparted.

- Apart from this, we have 5 smart rooms, one high-tech conference hall, digital lecture stand and audio system.
- During the session, training for using smart rooms and INFLIBNET was given to the students and the staff members.
- Training Programme for Free Open Source Softwares (FOSS) in association with IIT- Bombay was organized in 5 sessions. Each session had 30 seats. Spoken Tutorial training for Libre Office Software was organized on 25<sup>th</sup> Feb, 2015.

1.3.3 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- moral and ethical values
- employable and life skills
- better career options
- community orientation

The training of the mind and spirit imparted by the college enable the students to develop their rational faculties with humanitarian perspective. The variety of courses being run by the college, give the students a large platform to choose various disciplines according to their aptitude and eventually enabling them to compete better in this global scenario.

The academic and other co-curricular activities enable the student to compete in this fast changing global scenario as well as inculcation of mature perspective which assists them to evaluate pre-conceived notions of the society objectively and thus, to create new paradigms of success, calm and contentment. The College has organized many programs every year to fulfil the above points. Details are as under:

#### **Moral and Ethical Values**

- Literary Society organized three days workshop in the college campus on the topic “To Discover Self” from 18<sup>th</sup> to 20<sup>th</sup> September, 2014.
- Organized Extension lecture on “Journey to Self Discovery through Mediatation” on 27<sup>th</sup> March 2015.

- Extension lecture on yoga , Role of Meditation for personality development and community development.
- One camp is organized by Red Cross and NSS units on First Aid and Home Nursing Training every year.
- 7 days camp by NSS Unit (07.10.14 to 13.10.14) in which volunteers awakened rural people of Kheri Sadh respectively regarding issues like water conservation, environmental pollution, health, hygiene and sanitation.
- One week Mediation Programme was organized for hostel students in Sept 2015.
- Blood Donation camp organized in the college (One of our student Renuka, B.A. IIIrd year donated blood for the 14<sup>th</sup> time).
- Social Service during NSS & NCC camps.
- Various extension lectures on Gender and Social Issues.
- 8 days Mediation Programme was organized for all faculty members in the college campus.

#### **Employable and life skills**

- Personality development lectures for students: participation of B.Com. students in special personality development programmes organized by the M.D. University, Rohtak.
- Extension lectures on embroidery, cookery and arts and craft by experts.
- Modelling competition was organized by Women Cell (Sept. 2013) in collaboration with Videocon Mobile Service and Ruchika, our student Ruchika won “One Year Modeling Contract” for North Face of India.
- One Day Workshop on “Financial Awareness” 2013 was organized in the college.
- One Day Seminar on “Career Opportunity” 2013 in collaboration with Time Institute.
- Extension Lecture was organized on the topic “Frauds in the Money Market” by CS (Dr.)Sudha Pawar in Sept 2014.
- Career Counselling Seminar and Aptitude test by Time Institute, Rohtak on 05 Nov 2014.
- Placement test was conducted by Professional School of Indian Banking (PSIB) Career/Placement cell of M.D. University, Rohtak on 20 Jan, 2015.

- Organized Career Guidance Seminar on the topic “How to Crack Competitive Exams” by Mr. Ramit Hooda ,Paramount Coaching Centre , Rohtak on 13<sup>th</sup> April, 2015.
- Approx 100 students were sent to Institute of Hotel Management , Tilyar Lake, Rohtak ( Affiliated to National Council for Hotel Management & Catering Technology) for taking 8 weeks training in Food Production, Bakery & Patisserie and 6 weeks training in House Keeping Utility, Food & Beverages Services in June,2015.
- Teaching faculty make efforts to motivate the students for preparation of various competitive exams. For that purpose,local coaching centres are requested to give fee concession to students. In 2015-16, Career Launcher (coaching centre)agreed to give 50% fee concession to our students nominated by faculty members.

### **Better Career Options**

- Special lectures on employment avenues in modern scenario
- Lecture by NCC officer regarding better career options in Defence Services.
- Organized many extension lectures by experts to create awareness regarding job opportunity.

### **Community Orientation**

- Rallies on female foeticide and environment issue are organized every year.
- 7 days camp is organized every year by NSS units in which a particular village is adopted for nurturing values of health and hygiene, human rights, literacy awareness, gender issues and prevention against diseases like AIDS.
- Every year many surveys are also conducted on various social issues.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The University finalizes the curriculum and the college has to follow it. All kinds of suggestions from the students or any other stakeholders are conveyed to the concerned departments by the faculty members.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment



## Programms?

The literary and co-curricular activities organized throughout the year are analyzed retrospectively in the meetings of the college council and various programmes for effective implementations of plans and policies are charted out.

### 1.4 Feedback System

#### 1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The college strictly follows the curricula of various courses designed by the University. Suggestions for amendment/improvement are conveyed to the concerned departments. Some of our faculty members have been the members of Board of Studies :

- Dr. Susheela Dhankhar : Member,UG Board of Studies, Dept. of Sociology, M.D. University, Rohtak and Kurukshetra University, Kurukshetra.
- Mrs. Asha Kharb, Member, UG Board of Studies, Home Science Department, M.D. University, Rohtak
- Dr. Rashmi Lohchab, Member, UG Board of Studies, Dept. of English, M.D.U Rohtak
- Dr. Radhika Kamal(Retd), Member, UG Board of Studies, Dept. Physical Education, M.D.U. Rohtak.
- Ms.Saroj Kadian, Member, UG Board of Studies, Dept. of Sociology, M.D.U Rohtak and Kurukshetra University.

#### 1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Although there is no formal mechanism to obtain feedback from students on curriculum but the oral feedback gathered from students and stakeholders is informally conveyed to the concerned departments by respective faculty members.

#### 1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

During the last 4 years, the following programmes have been introduced

- |                                   |                     |
|-----------------------------------|---------------------|
| (i) M.A. English                  | (ii) M.A. Geography |
| (iii) B.Sc. (Medical/Non-Medical) | (IV) M.P. Ed.       |

English, being an international language of communication is in high demand. Environmental issues like weather, climate, geo informatics and demographic

studies etc. are in high demand; so a lot of students were demanding M.A. Geography.

The college is a reputed women's college having distinguished sports achievements. It has been the University champion for at least 12 times and has nurtured a lot of national and international players. To utilize this vast potential, specialized course like M.P.Ed. was launched so that students may excel themselves in the arena of sports.

We live in a very scientific and research based age. For providing research based education in natural sciences to needy students of rural areas, the college started degree course of B.Sc. (Medical/Non-Medical) so that the students may be able to get more practical and science based education in the modern global scenario and to get job avenues in competitive world.

## CRITERION II: TEACHING-LEARNING AND EVALUATION

### 2.1 Student Enrolment and Profile

#### 2.1.1 How does the college ensure publicity and transparency in the admission process? For publicity following measures are generally adopted.

(a) Prospectus – College prospectus reflects the overall standard of a college and its future orientation. The college prospectus comprises of rules and regulations laid down by the State Govt. and the University, the procedure for admission, fee structure, subject groups, programmes offered, reservation criteria, scholarship and freeships etc. It is made available to the students well in advance through the college office much before the commencement of the academic session.

(b) Institutional Website – The college has developed its own dynamic website providing all kinds of information to the students and parents pertaining to admission and other highlights of the college. The website of the college is: [www.mkjkcollege.org](http://www.mkjkcollege.org)

(c) Advertisement in Regional/National Newspaper – Advertisement regarding admission is done through local/regional/national level newspaper from time to time. Advertisement through local TV channels is done almost one month prior to the admission time.

For transparency, various rules and regulations pertaining to admission are made clear in the college prospectus. Merit list of aspiring candidates is displayed on the notice board prior to admission. If required, information to students is also conveyed telephonically.

#### 2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii)

combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

Separate admission committees of various courses/classes are constituted by the Principal. These committees thoroughly scrutinize the application form of the students as per the norms mentioned in the prospectus. Three merit lists of eligible students are displayed on the notice board from time to time for the convenience of the students and the parents. A time limit of one month is also given to the enrolled students if they wish to change their discipline or subject. On completion of this process, admission details of various courses and classes are sent to the University.

Admission to all classes/courses is done strictly on merit basis formulated on the marks obtained in the qualifying examination except in two courses B.P. Ed. and M.P. Ed. wherein a list of eligible students is sent by the University who qualify PET (Physical Efficiency Test).

- 2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

The minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college for the session 2015-16 is shown as under:

Name of Programme	Maximum Percentage	Minimum Percentage
B.A.	88%	35%
B.Com	86%	41%
B.Sc. Sports Science	89%	53%
B.Sc. (Medical/Non-Medical)	85%, 86%	61%, 60%
M.A (Eng)	71%	50%
M.A (Geo)	70%	47%
P.G. Diploma in Yoga Science	87%	49%
M.P.Ed.	81%	51%
B.P.Ed.	79%	45%

The admission in various courses is generally given to all the eligible students except in those courses where numbers of seats are limited. In the later courses, admission is given on merit basis.

- 2.1.4 Is there a mechanism in the institution to review the admission process and student

profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

Admissions are made in the college on the basis of rules specified in the University Academic Brochure. The various admission committees thoroughly scrutinize the qualifications, achievements, skills and other interests of the students, which they mention in the admission forms available in the college prospectus. The students are motivated to excel in their respective areas of interests.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the national commitment to diversity and inclusion

- \* SC/ST
- \* OBC
- \* Women
- \* Differently abled
- \* Economically weaker sections
- \* Minority community
- \* Any other

The college upholds the spirit of the Constitution of India focusing on equity in admission process.

(a) SC/ST BC/OBC: For the welfare of students coming from disadvantaged community the college has SC/ST/BC Cell which strictly follows the rules and regulations regarding admission laid down by the State Govt./University. The list of such enrolled students is recommended for scholarship provided by the Govt. of Haryana.

(b) The College is exclusively a women college.

(c) Differently-abled: Admission is given to the differently abled students who apply for admission to the college. However, such students are very few in number. Yet every care is taken to provide necessary facilities to such students. Such students are granted additional time in the university examination. The faculty and the staff are always willing to offer every possible help to such students.

(d) Economically Weaker Section

The college caters to the demands of students belonging to the weaker sections of the society. Initially, applications are invited from the students after displaying information on the notice boards. After scrutinizing these applications, their names

are sent for various kinds of donations from volunteers like Chhotu Ram Scholarship, Rakesh Singh Memorial and Vandana Memorial Scholarship, Ma Reshma Devi Trust Scholarship and from staff members also.

(e) Sports Personnel

Distinguished sports personnel's are given free admission to the college and hostel depending upon their achievements. An adequate amount is provided to sports persons for their diet during the camps and special financial incentives are given to them from time to time.

(f) Any Other

- Special incentives and scholarships are given to those students who attain distinguished position in extra-curricular activities.
- Book bank facility is provided to economically weaker students.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

Demand ratio in various courses 2014-15: 0.72:1 (for current academic year)

Strength of students in M.A. English, M.A. Geography B.P. Ed., M.P. Ed., B.Com, P.G. Diploma in Yoga Science is increasing because these courses are in demand. Decline in strength is because of the fact that there is a change in the orientation of the students from degree to professional courses and new girls colleges have been opened by the Govt. of Haryana in the nearby areas.

**Increasing/Decreasing Trends in Strength of students during last five years**

**No. of Students**

Courses	2011-12	2012-13	2013-14	2014-15	2015-16
M.A. (English)	57	62	71	62	58
M.A. (Geog.)	112	113	129	122	126
B.P. Ed.	41	50	50	36	52
M.P. Ed.	29	44	58	60	62
P.G.D.Yoga Science	30	30	32	29	36
B.A.	393	343	410	422	443
B.Com	139	147	166	159	148
B.Sc. Sports Science	64	47	45	37	63
B.Sc Medical/non Medical	-	-	285	680	836
Total	865	836	1246	1607	1824

## 2.2 Catering to Student Diversity

### 2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

Although the number of differently-abled students is meagre yet every kind of possible help is given to them. The administrative section, toilets, suggestion box, notice boards, short-term and vocational courses and even library is on the ground floor. All kinds of possible help is given to them by academic, library and administrative staff and financial help also if required. There is a provision for making arrangements like the assistance of scribes during exam.

### 2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

Yes, the students of each programme are assessed on the basis of their marks percentage in qualifying exams then vocal responses in the classes, discussion and class tests in the beginning of course. An orientation programme is conducted by each faculty in their classes to educate all the enrolled students about the programme, curriculum, co-curricular activities, scope of programme and different facilities available in the institution. They are also given guidance about text books, audio and video material and question paper of previous examinations.

### 2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.

Marks obtained in the qualifying exam are the main criteria to identify slow and advanced learners. Later on, through classroom interaction, the teachers:-

- Identify the problems of the slow learners and the needs of the advanced learners.
- Since most of the students belong to rural areas, they need advancement of communication skills which is a prerequisite for modern education. For this purpose, special effort is made by the teachers through audio visual aids, smart rooms, class tests, debates, group discussions; quiz competitions, paper reading contests and poetic recitation in concerned subjects. Specialists in different fields are invited for extension lectures.
- A group of distinguished B.Com students is identified and they are allowed to attend the University Coaching Camp which specially focuses on enhancement of communication skills and marketing strategies about LPG (Liberalization, Privatization and Globalization).
- So far as advance learners are concerned, the faculty members assist them in providing more reference books from the library.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

Faculty members are motivated to attend seminars/workshops and other programmes on the gender and environment issues organized by other institutions. College has also organized many extension lectures, quiz competitions, poster making competitions, essay writing competitions, group discussion, speech competition, skit and programmes under different cells of the college e.g. Legal Cell, Women Cell, Red Cross, NSS and NCC etc. The college also has joined hands with the Forestry Department of Haryana Govt. to keep the campus green and clean.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

Advanced learners are identified by the marks percentage in qualifying exam, class tests, response in classroom and group discussion by concerned faculty. Institution respond to special educational needs of advanced library facilities like computer internet connectivity, e-journals and e-book through INFLIBNET and DELNET. Advanced learners are encouraged to take up extra assignments and take part in various activities e.g. quiz, essay writing competitions, speech competition etc. The creative abilities of students are given vent through wall magazines, news letters and college magazine. All the students are exposed to peer group learning where both the slow and advanced learners are combined. A conducive and healthy environment is created to improve the communication skills of the advanced learners. Many extension lectures are also organized in the college to channelize their potential to accomplish greater aims and goals.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

Data on academic performance of students through out the programme duration is analyzed by their attendance in each subject, their performance in class tests, involvement and response in the classroom discussion.

To minimize the drop out ratio,

- Financial help is given to economically weaker sections (by College authority as well as by faculty members).
- Special attention is given to slow learners of the class. Every care is taken to provide necessary facilities to physically challenged students.
- The faculty and other staff are always willing to offer every possible help to such students.

- Special counseling is given to the students who are likely to drop out and are, thus, retained to complete the programme.

## 2.3 Teaching-Learning Process

- ### 2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

#### Academic Calendar

The broad framework of academic calendar is provided by the university. Within that framework, the college tries to adjust its own schedule of academic and extra-curricular activities through college academic calendar. The Principal seeks active involvement of all the heads of departments and outside experts for framing various policies and academic calendar. After considering working days and actual teaching days, the faculty plans for seminars, workshops, and study tours, various cultural programmes, NCC and NSS Camps, Sports Events and Short-Term courses.

The faculty members try to adhere to this academic plan along with co-curricular plan so that academic and other activities may be organized well in time. Moreover faculty members submit their report regarding the completion of their syllabus from time to time.

#### Evaluation Blue Print

The information regarding various ordinances and other rules pertaining to the examinations, standard of passing and dates of results etc. are available on the website from time to time. Internal assessment and University practical exams are conducted smoothly well in time.

- ### 2.3.2 How does IQAC contribute to improve the teaching –learning process?

There are various teaching learning methods adopted in the college for effective and meaningful teaching viz. i.e. direct traditional teaching method, group discussion, class tests, debates, quiz competitions, journals, magazine and newspapers along with modern teaching learning techniques like audio-visual aids internet access and smart rooms etc.

#### Teaching Plan

At the beginning of the session, there is a detailed discussion among the Principal and all faculty members regarding the meaningful and timely completion of respective syllabi of all the courses.

IQAC was formed on 2.12.2004. Through Internal Quality Assurance Cell, sincere effort is made to invite suggestions from staff members and students of the college.



The work being done is evaluated and plans for further improvement are charted out for improving teaching learning process.

- 2.3.3 How learning is made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Learning is made more student centric in the following manner. Institution provides the support to strengthen the system in the form of availability of books and journals, e-books and e-journals, providing study leave for academic improvement, duty leave for attending seminars, workshops, orientation course and all refresher courses various kinds of technical assistance in the form of computer internet facility, softwares and smart class rooms.

So far as students are concerned, through class room lectures, interaction with each other in the form of group discussion, debates, frequent class tests, projects, home assignments and use of available reading material in the library, an effort is made to improve their learning aptitude.

- 2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The main focus of institution is holistic development of personality of students i.e. development of their critical, creative, intuitive and emotive faculties so that they may become self dependent and may able to analyze various aspects of life in an objective and scientific way, creating new paradigms of success based on humanism.

- 2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

For effective teaching, various kinds of facilities like computers, e-learning and smart rooms are used. Labs are equipped with softwares i.e. SOUL for library, GIS for Geography and Psychology labs, CAD (Computer Aided Design) for apparel and dress designing and Tally software for office use. Audio tools coupled with computers and advanced software tools like effective spoken English and communication skills are used to train students. Students have access to internet, DELNET and INFLIBNET and through number of magazines, journals and newspapers, vast amount of information is gathered. Scanners and printers enable the students to have an easy access to have printouts.

- 2.3.6 How are the students and faculty exposed to advanced level of knowledge and

skills (blended learning, expert lectures, seminars, workshops etc.)?

The easy availability of internet facilities enable the students and staff members to keep themselves updated regarding the latest developments in their respective arenas. Students and staff members are encouraged to participate in local/state/National level seminars conducted by the college/university. Subject experts from various arenas are frequently invited by the college to deliver relevant information in various disciplines.

- 2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

Through academic activities, all kinds of assistance is given to the students. Classroom interaction enable the teachers to become aware of personal problems of the students. All kinds of financial and academic support are given to the students for continuation of their studies in a smooth way. Various cells are effective for different kinds of activities.

- a) Legal Literacy cell: Awareness of rights and duties
- b) Guidance and Counseling cell: Psycho-social aid to the needy students.
- c) Employment cell: Awareness regarding employment avenues.
- d) Woman Cell: Sensitize the students about gender development and gender issues.
- e) NSS Unit: Creating awareness regarding social service and health & hygiene.
- f) NCC: creating unity and discipline among students and training them for Defence Services.
- g) Red Cross: To motivate students for blood donation and to organize many health checkup camps and extension lectures on health and environment issues.

- 2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The staff members and students keep themselves updated regarding the latest development in their specific areas. The following measures are generally adopted as:

- Promotion of student centric learning through Hi-tech facilities of internet and smart rooms.
- Learning and teaching through INFLIBNET and DELNET facility for latest data collection.
- Movies and documentaries related to the concerned subjects are shown to the students. This visual presentation creates interests in their particular subjects and

areas.

- Organized various educational tours to historical places, art and craft fairs, religious places, industries and export houses for acquiring practical knowledge.
- Students are motivated to access digital learning materials and e-books and journals for data collection and latest information about new publications.

2.3.9 How are library resources used to augment the teaching-learning process?

The college has a spacious library with following facilities:

- Availability of text as well as reference books, encyclopedia and general books.
- Availability of newspapers, magazine and journals.
- Availability of INFLIBNET and DELNET for students as well as staff members.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

The faculty members tend to cover their respective syllabi well in time and generally time for revision is also given. If there are any gaps in teaching schedule, extra effort is made by the concerned faculty members by taking extra classes.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

Following measures are adopted for evaluating the quality of teaching learning:

- Monthly meetings taken by the Principal for analyzing the coverage of syllabus with all the staff members.
- Discussion with the peers for improving the teaching methodologies.
- Feedback from students and parents for improving teaching strategies.
- Periodic evaluation of students through class tests.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

The faculty members of the college are recruited as per norms of the State govt. and the UGC. So far as regular/part time lecturers under self-finance schemes are concerned, they are recruited by a selection committee consisting of the President/Administrator, Principal, subject expert from the university, other college and the Head of the Dept. of the College. The selection is made on merit basis according to the norms of UGC and state govt. ‘

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
<b>Permanent teachers</b>							
D.Sc./D.Litt.	-		-		-	-	-
Ph.D.		01		09		12	22
M.Phil.		-		03		03	06
PG		-		02		13	15
<b>Temporary teachers/ Honorary</b>							
Ph.D.	-	-	-				-
M.Phil.	-	-		-			
PG	-	-	02	-			02
<b>Part-time teachers</b>							
Ph.D.	-	-		-		-	
M.Phil.	-		-		-		-
PG	-	-	02	-		-	02

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

For knowledge acquisition and improvement of teaching facilities, the staff members are motivated to attend orientation and refresher courses, workshops and other training programmes. When new courses under self-finance schemes were introduced, eligible qualified candidates were selected under self-finance scheme to meet the requirements of the specialized faculty. Special experts in various disciplines are invited in the college for providing up-to-date knowledge and training in the specialized area.

The outcome of the efforts is that presently different courses are properly handled by the staff members.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	01
HRD programmes	-
Orientation programmes	-
Staff training conducted by the university	01
Staff training conducted by other institutions	01
Summer / winter schools, workshops, etc.	03

- b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning process.

- ❖ Teaching learning methods/approaches
- ❖ Handling new curriculum
- ❖ Content/knowledge management
- ❖ Selection, development and use of enrichment materials
- ❖ Assessment
- ❖ Cross cutting issues
- ❖ Audio Visual Aids/multimedia
- ❖ OER's
- ❖ Teaching learning material development, selection and use

#### **Teaching Learning Methods/Approaches**

- A training programme was conducted to familiarize the teachers to use smart rooms.
- A training was given to the staff and students familiarizing them with INFLIBNET

#### **Handling New Curriculum**

- Meetings of the Principal along with faculty members for effective handling of new curriculum from time to time.
- All possible help about new curriculum provided to the students by faculty members as well as through library.

#### **Content/knowledge Management**

Many Extension lectures on various topics are conducted by various cells. Details List of Extension Lecturers for Last three years is given below:

#### **NSS (2012-15)**

S.No.	Resource person	Topic of lecture
1.	Dr. Sneha Sangwan	Water Conservation
2.	Dr. Nitin	Eye Problems and Importance of Eye Donation
3.	Ajay Godara, Director, N.G.O 'Earth Eco Karma' and Col. Mukesh Hooda Registrar, Sainik School Rewari	Environment Conservation
4.	Dr. S.S. Chahar	Right to Information, Consumer Protection Act
5.	Dr. Rajesh Dhankhar, PGIMS, Rohtak	Environment Pollution
6.	Sh. Harish Chandra, SHO, Traffic Police, Rohtak	Road Safety
7.	Ajay Godara, Director, N.G.O.	Environment Conservation and Right

		to Information
8.	Dr. S.S. Chahar	Environment Conservation and Right to Information
9.	Dr. Jagmati Sangwan, Vice-Chairperson , Bhartiya Janvadi Mahila Samiti	Status of Women
10	Ms Karminder Kaur, District Protection Officer, Rohtak	Domestic Violence
11.	Ms Subhash Chander , RTI Worker	Right to Information
12.	Dr. Santosh Mudgil ,Principal(Retd)	Gender Discrimination in Society

#### **Red Cross (2012-15)**

1	Dr. Kiran Dhankar, Associate Professor, PGI, Rohtak	Health and Hygiene
2	Dr. Jitender Kadian, C.M.O. Rohtak	Fatal Disease Symptoms and Prevention
3	Dr. Sweety Phougat	Women Legal Rights
4	Sh. Jai Rath	First-Aid
5	Dr. Aarti Sahu, PGIMS, Rohtak	Women Health and Hygiene
6	Dr. Alkesh Kumar	Psychological Problems

#### **Women Cell and Legal Cell (2012-15)**

1	Dr. Preet Singh, Law Department, Sh., Rohtak	Legal rights to women
2.	Police Department, Rohtak	Self safety and security
3.	Dr. Suba Rao, Social Reformer	National Integration
4.	Dr. Arvind Dalal, Law Department, Sh., Rohtak	Women Legal Rights
5.	Sh. Inderjeet Mehta, Session Judge, Rohtak, Distt. Court	Women and Work
6.	Dr. Vinay Srivastava, Anthropolgy Department, Delhi University, Delhi	Feminist Approach Issues Related to Women
7.	Ms Karminder Kaur, District Protection Officer, Rohtak	Domestic Violence
8.	Dr. Aarti Sahu , Gynaecologist	Women Health
9.	Ms Kamla Bhasin , Vice-chairperson of “Rising One Billion” Asian Organization	Stop Violence Against Women

#### **Employment Cell (2012-15)**

1	Sh. R.C. Punia, Employment officer	Carrier Opportunities and Goal Achievements
2.	Sh. Kapil, SEBI, Local officer Chandigarh	Financial Awareness
3.	CS Sudha Pawar	Frauds in Money Market

#### **Other Extension Lectures**

- Saint Rajender Singh Sawan Kripal Ruhani Mission, Delhi delivered a lecture on “A Journey to Self Discovery through Meditation”.
- Dr. R.S. Rathee delivered a lecture and demonstration on “How to access e-resources”.

- Organized a lecture by Ms. Deepika on “Excercising Voting Rights”
- Ms Neelam delivered a lecture on PCR Act (Protection of Civil Rights).
- Dr. R.K. Saini from Raj Vidya Kender, Delhi delivered a lecture on “To Discover Self”.
- Ms. Phooldeep Kumar (Sc. D. DRDO) delivered a lecture on “Emerging Trends in Electronic Advance”.

### **Selection, development and use of enrichment materials**

- The college subscribes to a number of journals related to science, commerce, literary, social-science and health science subjects.
- We have access to INFLIBNET (N-LIST) and DELNET for gathering update information.
- Publication of College magazine every year.

### **Academic Staff Development Programmes**

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	01
HRD programmes	-
Orientation programmes	-
Staff training conducted by the university	01
Staff training conducted by other institutions	01
Summer / winter schools, workshops, etc.	-

### **Assessment: Accreditation**

The faculty members attended the training programmes on Process of Accreditation conducted by B.P.S. Mahila University, Khanpur Kalan (Sonepat) in November 2011 and another one conducted by Khalsa College Yamunanagar in March 2013.

### **Cross Cutting Issue**

Various faculty members have received training and guidance on voter card, Red Cross, NSS, NCC, Legal issues and distance education centre etc.

### **Audio-Visual Aids/ Multimedia**

All faculty members received training in handling interactive smart boards and related accessories to enhance teaching strategies.

### **Teaching Learning Material Development Selection and Use.**

Teachers and students are encouraged to access information from N-LIST of INFLIBNET, DELNET and other web resources.

### **(b) Percentage of faculty members**

- Invited as resource persons in workshops, seminars/conferences organized by external professional agencies.

➤ 6.6% (3 out of 45)

Participated in workshops/seminars/conferences recognized by National/International bodies?

**Details of Seminars, workshop, Conference Attended by Faculty Members:**

International Seminar/Workshop/Conference	= 41
National Seminar/Workshop/Conference	= 158
State Level Seminar /Workshop/Conference	= 15
Total	= 214

- Presented papers in workshops/seminars/conferences conducted or recognized by professional bodies

**Details of paper presented by faculty members :**

International Seminar/Workshop/Conference	= 35
National Seminar/Workshop/Conference	= 111
State Level Seminar /Workshop/Conference	= 03
Total	= 149

**Details of publication by faculty members**

- |                                       |       |
|---------------------------------------|-------|
| ▪ Book                                | = 2   |
| ▪ Book underpublication               | = 3   |
| ▪ Chapters in book                    | = 1   |
| ▪ Publication of abstract in souvenir | = 16  |
| ▪ International Journal               | = 118 |
| ▪ Natioanl Journal                    | = 36  |
| ▪ Appreciation award                  | = 9   |
| ▪ Attended community health camp      | = 4   |
| ▪ International visiting              | = 3   |
| ▪ Invited as resource person          | = 4   |
| ▪ Project                             | = 1   |



Extension Lectures organized in the College through various Cells and Societies. Details of Last five years are as follows:

Years	No of Extension Lectures
2010-11	11
2011-12	11
2012-13	12
2013-14	14
2014-15	22
Total	70

Total Lectures in last five years- 70

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

Teachers are supported to receive research grants from UGC, 3 lecturers of our college have availed this facility under FIP (Fellowship Improvement Programmes). The Principal and 20 faculty members have already received doctoral degrees. The college motivates the faculty members to attend seminars and workshops. Some of our faculty members have published works in reputed journals and also authored books. The following table enumerates this detail:

S.No.	Faculty	Research Topics
1.	Dr. Susheela Dhankhar, Associate Professor, Sociology	Ph.D. Topic : Status of Women in Haryana (2012)
2.	Dr. Seema Associate Professor, Economics	Ph.D. To Study the Impact of Poverty Alleviation Programmes on Indian Economy (2008)
3.	Mr. Urmila Rathee Librarian	M. Phil. Content Analysis of Economics and Political Weekly (2009)
4.	Dr. Suman Assistant Professor, Geography	Ph.D. Hisar District: A Study of Rural Settlement Geography (2011)
5.	Dr. Sumit Kumari Dahiya Assistant Professor, English	Ph.D. Adventure in Consciousness, Symbolism and Over-Head Inspiration in Aurobindo's Epic (2010)

6.	Neeraj, Assistant Professor, Geography	M.Phil. Rice-Cultivation and Its Impact on Groundwater Resource in Haryana (2009)
7.	Dr. Hemlata Assistant Professor Physical Education	Ph.D. Topic : Comparative Study of Job Satisfaction among Physical Education Teachers, Coaches and Sports Administrators in Haryana State (2012)
8.	Dr. Mukesh Goyat Assistant Professor Physical Education	Ph.D. A Comparative Study of Rural and Urban Sportswomen in Relation to Attitude towards Sports with Special reference to Haryana (2005)
9.	Dr. Anju Ahlawat Assistant Professor, Botany	Ph.D. Studies On Reproductive Characters, Interspecies Hybridization And Plant Regeneration In Cyanwpsis Sp.
10.	Dr. Anshu ,Assistant Professor, Physics	Ph.D. Condensed Matter Physics
11.	Dr. Sunita Devi, Assistant Professor, Chemistry	Ph.D Solgel Preparation And Characterization Of Metal Oxide Nano Composites
12.	Dr. Anita Gulia, Assistant Professor, Maths	Ph.D. Development Of Statistical Techniques For Establishing The Effect Of Different Fields Of Milk Production.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

-----NA-----

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Feedback from the students as well as parents is collected through specially designed questionnaire. The data is thoroughly analysed and the relevant suggestions are incorporated for improving the quality of teaching-learning process.

## 2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

At the beginning of the session, students are made aware of university examination through previous year's examination question papers and model test papers. The students are timely made aware of all the changes in the curricula, question paper and evaluation pattern changes. The relevant information regarding tests and assignments is displayed on the notice board. Moreover, information collected through university is also disseminated to the faculty members.

- 2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

M.D. University has introduced Internal Assessment System few years ago along with the introduction of semester system. The college follows the prescribed pattern and faculty members evaluate and assess the students on the basis of their attendance, performance in class tests, home assignments and other related activities. Any complaints regarding internal assessment are individually sorted out both by the concerned teachers and timely conveyed to the University, for getting them incorporated.

- 2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the University and those initiated by the institution on its own?

Being an affiliated college, it follows the rules prescribed by the university as stated above.

- 2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

At class level, unit tests, assignments and seminars are conducted. At departmental level, debates and extension lectures are conducted. As a result of this formative evaluation, students face the examination without any fear. To face practical examination, concerned departments provide ample opportunities for the same. Through class tests, model examinations are conducted and, thus, students are able to face the examinations in a confident way.

- 2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/ course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The institution monitors the progress and performance of students through frequent class tests. The intimation regarding their performance is also conveyed to their parents from time to time. The details of the students who have attained more than 60% and 75% in various classes as well as their progress is shown in the table below:

**B.Sc. Sports Science**

Year	Total Students	Students Merit above 60%
2008-09	41	23
2009-10	45	27
2010-11	68	37
2011-12	64	15
2013-14	43	16
2014-15	40	9

**M.A. English**

Year	Total Students	Students Merit above 60%
2009-10	20	--
2010-11	50	4
2011-12	57	7
2013-14	71	1
2014-15	63	4

**M.A. Geography**

Year	Total Students	Students Merit above 60%
2009-10	18	--
2010-11	77	21
2011-12	112	22
2013-14	116	18
2014-15	123	34

**B.P.Ed.**

Year	Total Students	Students Merit above 60%
2008-09	14	12
2009-10	17	13
2010-11	15	06
2011-12	41	19
2013-14	50	29
2014-15	50	30

**M.P.Ed.**

Year	Total Students	Students Merit above 60%
2008-09	24	16
2009-10	39	13
2010-11	40	09
2011-12	29	14
2013-14	52	36
2014-15	60	35

**P.G. Diploma (Yoga Science)**

Year	Total Students	Students Merit above 60%
2008-09	13	07
2009-10	11	07
2010-11	30	23
2011-12	30	23
2013-14	25	22
2014-15	29	10

**Add-on Courses**

Year	Total Students	Students Merit above 60%
2011-12	65	35
2012-13	22	22
2013-14	13	12
2014-15	20	20

Percentage incremental academic growth of the following category of students for the last two batches?

**B.A. Course**

**Batch-1**

S. No.	Category	At Admissi on(2010 -11)	On completion of the Course (2012-13)				
			Total Students	Total Students	Pass	Fail	Percentage of Gap from admission time
a	SC	6	6	6	-	59.85	100
b	BC	6	6	6	-	100	100
c	Gen	132	79	78	1	100	98.73
d	Total	144	91	90	1	63.19	98.90

**B.A. Course**

**Batch -II**

S. No.	Category	At Admissi on(2012 -13)	On completion of the Course (2014-15)				
			Total Students	Total Students	Pass	Fail	Percentage of Gap from admission time
a	SC	4	4	4	-	100	100
b	BC	4	4	4	-	100	100
c	Gen	146	98	98	-	67.12	100
d	Total	154	106	106	-	68.83	100

Merit obtained by the students from the session 2009-10 to 2014-15

**B.A.**

Session	B.A. I		B.A. II		B.A. III	
	60%	75%	60%	75%	60%	75%
2009-10	21	1	25	1	40	--
2010-11	11	--	28	1	39	1
2011-12	35	--	46	--	15	--
2012-13	23	3	-	-	17	-
2013-14	11	-	14	-	13	6
2014-15	8	-	22	1	9	-

**B.Com.**

Session	B.Com. I		B.Com. II		B.Com. III	
	60%	75%	60%	75%	60%	75%
2009-10	10	--	11	--	10	--
2010-11	2	--	7	--	14	--
2011-12	20	--	8	--	9	--
2012-13	13	-	3	-	1	-
2013-14	-	-	6	-	5	-
2014-15	-	-	3	-	13	-

2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

The concerned teachers conduct internal assessment and 20% of the marks are given on the basis of attendance, class tests, group discussions, assignments and seminars. Home assignments and subject specific projects are given to the students. The behavioral traits, independent training and communication skills of students get reflected in their presentations, seminars and group discussions. 75% of attendance in class is necessary for students to be eligible to appear in university examinations.

2.5.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Yes, the assignments, projects and seminar performance are considered as indicators of students' progress. On the basis of their overall performance, internal assessment marks are given. Moreover, the classroom performance of students provides enough feedback for any alterations in teaching strategies.

2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

The complaint of students regarding internal assessment is sorted out individually by the concerned lecturer and conveyed to the office immediately. The concerned information after being verified from the Principal is conveyed to the University

for getting it incorporated in the result performa.

## 2.6 Student performance and Learning Outcomes

### 2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

Yes, "Arise, Awake and Know Thyself" is the motto of the college. To fulfil this aim, the college focuses on holistic development of personality of students through academic and extra-curricular activities. The objective is made clear in the inductive session and various plans and policies are formulated in such a way that students may become self-reliant persons having humanistic perspectives.

### 2.6.2 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

For acquisition of student centric knowledge, various teaching strategies are adopted like assignments, projects, seminars and practical sessions. The subject specific knowledge is imparted in the best possible manner through classroom interaction. Internet facility, INFLIBNET and smart room facilities help the students to collect the latest information. Study tours are organized from time to time so that students may have practical knowledge of social, historical and other aspects of life. Through extension lectures by eminent experts, knowledge is disseminated. Through cultural, sports and other co-curricular activities, focus is laid on development of all kinds of life-skills.

### 2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

The various courses and options provided by the college enable the students to utilize their potential in the best possible manner and to materialize their career ambitions. Various skill oriented courses (Apparel and Dress Designing and Art and Craft) enable the students to absorb themselves in various business houses or open their own small scale industries. The distinguished highlight of the college is that it provides the best sports infrastructure (vast playgrounds, multipurpose hall and gymnasium) for optimum utilization of sport talent of our girls. Various courses of sports provide ample opportunities to students to make their career in sports. To enhance the research aptitudes of students, various projects are undertaken by the students and visits to various research institutes are arranged by the college from time to time.

### 2.6.4 How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?

The institution collects data on student learning, primarily on the basis of marks obtained by them in semester examination. Admission of students in higher

courses also reflects the performance of students. On the basis of results of students, efforts are made by the teaching staff to improve teaching-learning strategies. Special coaching classes for weak students are held.

2.6.5 How does the institution monitor and ensure the achievement of learning outcomes  
Regular class tests indicate academic performance of students. Participation of students in various extra-curricular activities indicates the acquisition of different kinds of skills. Internal assessment is given to the students on the basis of their overall performance in all these activities. The results of the students, enrolment ratio in higher education and feedback from various job sectors symbolize the achievement of the learning outcome of students.

2.6.6 What are the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

The focus of the college is to develop self-dependent persons having humanistic perspectives. Various kinds of skills like communication, planning, management, academic and presentation skills are developed. A combination of various skills and values develop the personality and outlook of the students, enabling them to attain various targets of success.

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

The students of the college have attained meritorious positions in university merit list many times. To meet the requirements of the students, Science faculty (Medical and Non-Medical) is started by the college from the session 2013-14. High-tech labs, transforming classrooms into smart class rooms, availability of Wi-Fi internet, availability of computers in the ratio of 1:4, availability of Digital Language Lab, Centralized Computing Facility, computerized library and organization of more seminars and workshops are the priorities of the institution. Our faculty members actively participate in various seminars and workshops and are also engaged in higher studies and research work. UGC facilities in the form of FIP, suggestions of PTA and alumni and the availability of scholarships and financial aid to students motivate them to pursue their academic projects.

### CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

#### 3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

Although the institution does not have a recognized Research Center of affiliating University, yet students and faculty members of the college are involved in research work with the help of UGC grants.

3.1.2 Does the Institution have a research committee to monitor and address the issues of



research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

The college administration itself facilitates and monitors research activities in the following manner:

- The research awareness among the faculty members and the students is created by putting the circulars of UGC and other funding agencies related to research on notice board.
- The college sanctions duty leave to the faculty members for attending seminars, workshops and conferences.
- The college gives permission and encourages the faculty members to register themselves for M. Phil and Ph.D. programmes.
- The college also encourages the faculty members to publish books, papers, and research articles in reputed journals and motivates faculty members for organizing national/state level seminars, workshops and conferences.
- The Institution also provides financial help to faculty members in terms of registration fees and T.A./D.A. for attending the seminars and workshops.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

- autonomy to the principal investigator
- timely availability or release of resources
- adequate infrastructure and human resources
- time-off, reduced teaching load, special leave etc. to teachers
- support in terms of technology and information needs
- facilitate timely auditing and submission of utilization certificate to the funding authorities
- any other

Institution provides full autonomy to the Principal investigator in terms of time, procedure and finance. Concerned faculties perform all activities under the guidance of the Principal.

- As soon as the college receives the grant from funding agency, it is released to investigator for initiation of the project.
- Institution has adequate infrastructure in terms of space, well equipped labs and library with proper power backup.
- College also provide photocopier and fax machines to facilitate research work. institution provides all required help from ministerial staff and class IV employees.
- The college authorities grant all academic study leave to faculty for Ph.D. under FIP of U.G.C. and other research projects

- Adequate budgetary provision for library is made to procure books and journals required for research work.
- the college has adequate number of computers fitted with printers in the office, principal office, Home Science, Psychology, Physics, biology, Botony, Chemistery, Maths, geography and computer labs and in the library with internet facility for faculty. the college library has facility of e-resources (INFLIBNET) and DELNET.
- There is provision of annual auditing of each account. After the completion of work, utilization certificate is get prepared by C.A. and submitted to the funding authorities.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The students of B.A, B.Com, B.Sc. (Medical/Non-Medical), B. Sc, (Sports) Part-I are assigned small research projects in environmental studies where they are required to collect the data by actually visiting the sites to draw valid inferences. Students of BA-III have a part of their syllabus in which they conduct the survey, collect, analyze and conclude primary data. Different statistical tools i.e. mean, mode, median, dispersion etc. are the part of syllabus of different subjects in U.G. and P.G. these statistical tools are very much helpful for different research activities. dissertation work is done by M.P ed. students as partial fulfillment of their degree. Sociology students of B.A. 2nd year have a part of research of their syllabus in which they conducted the survey on various topics. Special projects are taken up by PG students for analytical and empirical studies.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

- Dr. Sarita Sehrawat, Associate professor in History is a recognized guide. One student has successfully completed M.Phil degree under her guidance on “contribution of Swami Viveknanda in Reawakening India.”
- Dr. Sunita Deswal, Associate Professor in Hindi also acted as a guide to two students, who have successfully completed their M.Phil degree.
- Dr. Sunita Siwach ,Assistant Professor of Psychology was engaged in a project on ‘Adoption’ in collaboration with university of north Texas, U.S.A.
- The college organized a 7 days workshop in December, 2006 on the topic “capacity building workshop for Women Managers in Higher education: sensitivity awareness motivational workshop”.

- Dr. Radhika Kamal, Associate Professor of Physical Education has guided Ms. Parvesh for her M.Phil on the topic “Study of the Background Factor of Rural and Urban Female Students in Relation to their Lesser Participation in Games and Sports at College Level.” . She has 5 dissertations of M.P. Ed. Course in her credit.
- Organized 8 days workshop for faculty members on the topic Self Development in the college campus in Jan 2015.

S.No.	Faculty	Research Topics
1.	Dr. Susheela Dhankhar, Associate Professor, Sociology	Ph.D. Topic : Status of Women in Haryana (2012)
2.	Dr. Seema Associate Professor, Economics	Ph.D. To Study the Impact of Poverty Alleviation Programmes on Indian Economy (2008)
3.	Ms. Urmila Rathee Librarian	M. Phil. Content Analysis of Economic and Political Weekly (2009)
4.	Dr. Suman Assistant Professor, Geography	Ph.D. Hisar District: A Study of Rural Settlement Geography (2011)
5.	Dr. Sumit Kumari Dahiya Assistant Professor, English	Ph.D. Adventure in Consciousness, Symbolism and Over-Head Inspiration in Aurobindo’s Epic (2010)
6.	Neeraj, Assistant Professor, Geography	M.Phil. Rice-Cultivation and Its Impact on Groundwater Resource in Haryana (2009)
7.	Dr. Hemlata Assistant Professor Physical Education	Ph.D. Topic : Comparative Study of Job Satisfaction among and the Physical Education of Teachers, Coaches and Sports Administrators in Haryana State (2012)
8.	Dr. Mukesh Goyat Assistant Professor Physical Education	Ph.D. A Comparative Study of Rural and Urban Sportswomen in Relation to Attitude towards Sports with Special reference to Haryana (2005)
9.	Dr. Anju Ahlawat Assitant Professor, Botony	Ph.D. Studies on reproductive characters, interspecies hybridization and plant regeneration in Cyanwpsis sp.

10.	Dr. Anshu Assistant Professor, Physics	Ph.D. Condensed matter physics
11.	Dr. Sunita Devi Assistant Professor, Chemistry	Ph.D Solgel preparation and characterization of metal oxide nano composites
12.	Dr. Anita Gulia Assistant Professor, Maths	Ph.D. development of statistical techniques for establishing the effect of different fields of milk production.

Details of faculty along with their research activity:

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbining research culture among the staff and students.

A training programme was organized by institution to get the faculty trained in use of smart class rooms in March 2013 by Colorz (i.e. use of interactive board, panel, visualize and projector for effective learning). All the faculty members and students were trained by Mrs. Urmila Rathee, Librarian on “How to use INFLIBNET facility, in April 2013. A 7 days workshop on Capacity Building for Women Managers in Higher Education funded by UGC was attended by our faculty members in 2006. An 8 days workshop in Feb, 2015 for faculty members on the topic “Self Development” on college campus was organized.

3.1.7 Provide details of prioritised research areas and the expertise available with the institution.

**Details of prioritised research areas of faculty members:**

Name	Areas
Dr. Sarita Seherawat	<ul style="list-style-type: none"> <li>• Contribution of Swami Vivekanand in Reawakening of India</li> </ul>
Dr. Sunita Deshwal	<ul style="list-style-type: none"> <li>• Jayshankar Perasad;s Potery</li> <li>• Rastrya Chetna in Hindi Literature.</li> </ul>
Dr. Sunita Siwach	<ul style="list-style-type: none"> <li>• Stress Management</li> <li>• Engaged in a project on “Adoption” in collaboration with University of North Texas, USA.</li> </ul>
Dr. Radhika Kamal(Retd.)	<ul style="list-style-type: none"> <li>• Students Participation in and Sports at College Level: Comparative Studies of Rural and Urban Areas.</li> </ul>
Dr. Susheela Dhankhar	<ul style="list-style-type: none"> <li>• Gender Studies.</li> </ul>
Dr. Seema	<ul style="list-style-type: none"> <li>• Impact of Poverty Alleviation Programs on Indian Economy.</li> </ul>

Dr. Anita Chaudhary	<ul style="list-style-type: none"> <li>• Medical Facilities in Different Geographical Region.</li> </ul>
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3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

Researchers were invited to present their research papers in various seminars organized by institution from time to time. Eminent key note speakers and other resource persons visited the institution for their talk and had interaction with faculty of our college and other delegates along with students of the college.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Three of our faculty members i.e. 15.0 per cent availed sabbatical leave under FIP scheme of U.G.C. for doing their Ph.D.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

Institution is always insisting and creating awareness for the faculty to conduct state level and national level seminars. Our students also take active participation in organizing these seminars. As a result of the motivation to the institution, Ph.D. work of Dr. Susheela Dhankhar on the topic “Status of Women in Haryana” was recognized and published in national news paper “Hari Bhoomi”.

One day National Seminar (DHE sponsored) also organized in the college on “Empowering Women in Rural India”, (March 2014).

Students also conducted surveys on “Status of Women , Health& Hygiene and Election Awareness in KheriSadh village, Rohtak(Oct,2014)

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

Although the college makes a provision for purchase of books, journals, internet, study tours etc. concerned with research work. Yet there is no budgetary provision exclusively for research purpose. Last year Rs. 184671 were spent on reference books and journal and approximate Rs.27100 were spent on educational tours.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

No there is no provision in institution to provide seed money to the faculty for research purpose. Only study leave is the provision to given faculty members.

- 3.2.3 What are the financial provisions made available to support student research projects by students?

College facilitates research projects through library services, INFLIBNET, educational tours, printers, scanner, computer and internet etc. but not in terms of cash.

- 3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

The conducted research work of Mrs. Urmila Rathee, librarian was inter disciplinary in nature i.e. "Content analysis of Economic and Political weekly".

- 3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

Institution has research facilities like general library, INFLIBNET and DELNET internet connectivity electronic equipments, software's photo copier etc. which can be used by students and faculty as and when required.

- 3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

So far the institution has not received any such special grant or finances from any industry or other beneficiary agency for developing research facility.

- 3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing and completed projects and grants received during the last four years.

So far no such projects are ongoing or completed by the institution. So no grant have been received from any funding agency. Now the institution is planning to initiate such projects and a proposal for women's study centre has been sent to U.G.C.

### 3.3 Research Facilities

- 3.3.1 What are the research facilities available to the students and research scholars within the campus?

The institution has a centralized computer lab with desktop computers, laptops with broadband internet connectivity, online UPS, server, INFLIBNET, printer, scanner, photo copier, updated library, software SOUL, print journals and e-journals. Faculty and students utilize these facilities for carrying out their research work.

- 3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

In future we are planning to expand our IT zone in the library and the latest books and Journals will be purchased accordingly.

- 3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments/ facilities created during the last four years.

Yes, the institution has received grants and finances from U.G.C. for purchase of computers, server, online UPS, photocopier, software's like CAD, TALLY, GIS, SOUL, antivirus, printers and laptop. College has also received grant for organizing one day national seminar from State Government of Haryana. We have not received any special grant from industry or any other beneficiary agency.

- 3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

Our library has inter library loan facility. Staff and students' can also avail library and Labs. facilities of our Sister Institutions.

- 3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

The college has an updated library with a good collection of 15,692 books, 55 journals, 3828 e-journals and 80,000 e-books through INFLIBNET and database of 4759 libraries through DELNET and other internet resources.

- 3.3.6 What are the collaborative research facilities developed / created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

All the research facilities are developed by the institution itself. And no facility is developed in collaboration with other institutions.

### **3.4 Research Publications and Awards**

- 3.4.1 Highlight the major research achievements of the staff and students in terms of-

- \* Patents obtained and filed (process and product)
- \* Original research contributing to product improvement
- \* Research studies or surveys benefiting the community or improving the services
- \* Research inputs contributing to new initiatives and social development

One of our faculties Dr. Susheela Dhankar has contributed in social development by her Ph.D. research work on "Status of women in Haryana"

Our students also conducted survey in rural areas on different social issues every year.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database? N.A.

3.4.3 Give details of publications by the faculty and students:

- \* Publication per faculty
- \* Number of papers published by faculty and students in peer reviewed journals (national / international)
- \* Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- \* Monographs
- \* Chapter in Books
- \* Books Edited
- \* Books with ISBN/ISSN numbers with details of publishers
- \* Citation Index
- \* SNIP
- \* SJR
- \* Impact factor
- \* h-index

Detail of Publication of Books, Papers and Articles by Faculty Members.

Sr. No.	Name of Designation	Int. Journal	National Journal	Books	Article in Books/ Souvenir	Total
1	Dr. Susheela Dhankhar Associate Prof., Sociology				7	7
2.	Dr. Sarita Sehrawat Associate Prof., History				3	3
3.	Dr. Kiran Malik, Associate Prof., Geography				2	2
4.	Ms. Asha Kharb, Associate Prof., Home Science				1	1
5.	Nisha Hooda, Associate Professor, Sanskrit		3	1		4



6	Deepika Ahlawat , Assistant Prof., Political Science	5	-			5
7	Salaj , Assistant Prof., Mathematics	1				1
8	Sofiya, Assistant Prof., English	5				5
9	Dr. Snehlata, Assistant Prof., Psychology	0	6	2	0	8
10	Ms. Urmila Rathee Librarian	-	-	-	1/2	3
11.	Dr. Sumit Kumari Dahiya, Assistant Prof. English.	6	3	-	-	9
12.	Dr. Suman ,Assistant Prof., ,Geography.	3	4	-	1	8
13	Dr. Hemlata , Assistant Professor, Physical Edu	5	2			7
14	Kusumlata , Assistant Professor, Physical Edu	9				9
15	Dr. Anshu, Assistant Professor, Physics	8	1			9
16.	Anju, Assistant Professor, Chemistry		2			2
17.	Dr. Sunita Devi, Assistant Professor, Chemistry	9	4			13
18	Namita, Assistant Professor, English	6	2			8
19	Manisha, Assistant professor , Maths	4				4
20	CA Shruti Budhwar, Assistant Professor, Commerce	5				5
21	Kalpana Hooda, Assistant Professor, Commerce	9	2			11
22	Rajni, Assistant professor, Commerce	6	1			7
23	Anupriya, Assistant Professor, Computer Science	5	1			6
24	Neeraj, Assistant Professor, Geography	3	1			4
25	Seema, Assistant Professor, Geography	2				2
26	Anju Bala, Assistant Professor, English	7				7
27	Rekha,Assistant Professor,	5				5

	Commerce					
	<b>Total Publication</b>					<b>155</b>

### Papers Presented by Faculty

Sr. No.	Name of Designation	Presented Paper			
		International level	National level	State level	Total
1.	Dr. Susheela Dhankhar Associate Prof. Sociology	-	7	-	7
2.	Dr. Rashmi Lohchab, Associate Prof, English	1	3	-	4
3	Dr. Sarita Sehrawat, Associate Professor, History		1		1
4.	Dr. Anita Chaudhary Associate Prof. Geography	-	01	-	01
5.	Dr. Seema , Associate Prof. , Economics		01		01
6.	Kiran Malik Associate Prof. Geography	-	01	-	01
7.	Dr Saroj Kadian, Associate Prof. , Sociology		01		01
8.	Nisha Hooda, Associate Professor, Sanskrit		01		01
9.	Neelam , Assistant Prof , English	1	1	1	3
10.	Deepika Ahlawat , Assistant Prof., Political Science		05		05
11.	Salaj , Assistant Prof., Mathematics	-	02	0	02
12.	Sofiya, Assistant Prof., English	2	01	-	03
13.	Dr. Snehlata, Assistant Prof., Psychology	02	06	-	08
14.	Dr. Anju Ahlawat	1	3	-	4

	Assitant Professor, Botony				
15.	Dr. Anita Gulia Assistant Professor, Maths	1	3	-	4
16.	Dr. Anshu Assistant Professor, Physics	7	18	-	25
17.	Anju Assistant Professor, Chemistry		2	-	2
18.	Dr. Sunita Devi Assistant Professor, Chemistry	-	3	-	3
19	Dr. Monika, Assistant Professor, Physics	7	4		11
20.	Dr Hemlata, Assistant Professor, Physical Edu	2	5		7
21	Dr Kusumlata, Assistant Professor, Physical Edu	1	5		6
22	Namita, Assistant Professor, English	1	4		05
23	CA Shruti Budhwar, Assistant Professor, Commerce	-	6		06
24	Kalpna Hooda, Assistant Professor, Commerce	-	8		08
25	Rajni, Assistant Professor, Commerce	1	5		06
26	Anupriya, Assistant Professor, Computer Science	-	2		02
27	Dr. Sumit Kumari Dahiya Assistant Prof. Eng.	01	06	02	09
28	Dr. Suman Assistant Prof. Geog.	01	03		04
29	Neeraj, Assistant Professor, Geography	02	02		04
30	Seema, Assistant Professor, Geography		04		04
31	Anju Bala, Assistant Professor, English	01	04		05
32	Ms. Urmila Rathee Librarian	-	02	-	02
33	Rekha,Assistant Professor, Commerce	-	03		03

#### 3.4.4 Provide details (if any) of

- \* research awards received by the faculty
- \* recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally
- \* Incentives given to faculty for receiving state, national and international recognitions for research contributions.

So far no research award has been received by the faculty. Dr. Susheela Dhankhar received recognition by national newspaper for her research work on gender issues; Dr. Sunita Siwach was awarded with Fulbright scholarship and now working in UGC as joint secretary.

### 3.5 **Consultancy**

#### 3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

To establish industry institute interface, a science block building constructed with the help of DLF Charitable Educational Trust with financial assistance of Rs. 4.4 Crore. Various visits are organized for apparel and dress designing students to Panipat dyeing units and Gurgaon exports houses.

#### 3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The institute does not have a stated policy for consultancy as such; however, relevant consultancy is facilitated by the concerned faculty members from time to time.

#### 3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The Institute allows faculty to utilize their expertise in providing consultancy in distance education and as resource person in various institutions.

#### 3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

Our two faculty members have given their expertise in NSS and women cell, distance education, workshops in Govt. College, Rohtak. Remuneration thus generated is paid to the concerned faculty.

#### 3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

The income generated through DDE study centre is used for various activities and

development of institution.

### 3.6 Extension Activities and Institutional Social Responsibility (ISR)

#### 3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The institution organizes various extension activities and camps with community. Each year NSS organized seven days special camps are that contributes is to social service orientation of students. Students sensitize the community and neighborhood, on various social issues like environmental pollution drug addiction, gender issues, literacy and water conservation and also conducted survey on various social issues. Blood donation camps are organized with the help of Red Cross. Tree plantation is also organized as a contribution to community. In collaboration with state govt. and district election office voter cards and Adhar cards were prepared in the college itself. Every year health camp was organized by Red Cross on Anaemia and Iron tablets were distributed to anaemic students after doing their blood test.

#### 3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

The NSS, NCC, Red Cross and Women Cell incharges motivate and guide students to participate in these activities. Extension lectures are arranged for the holistic development and prepare students for citizenship roles. The attendance of students in social activities is registered without any fail and grace marks are provided at the final stage of graduation. The best NSS and NCC volunteers are selected and given prizes every year NCC cadets are given 'C' certificates which enable them for direct entry in defense services. Now the gender champions also selected in the college to create awareness and motivate to the students to participate in other activities.

#### 3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

Feedback in the form of suggestions are taken from students, parents and other concerned authorities on the overall performance of college parent teacher meet are held from time to time. Suggestions are also taken from parents visiting hostel.

#### 3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

Details of budget on extension activities (NSS) only.

Year	Expenditure(in Rs)
2009-10	45972
2010-11	47142
2011-12	37052
2012-13	87683
2013-14	64092
2014-15	72084

The extension activities and outreach programmes are organized by institution under various cells i.e. NSS, NCC, Women Cell, Red Aibbon Club, Legal Literacy Cell, Employment Cell, Red Cross etc. Various extension activities and outreach programmes undertaken by institution are Tree plantation, blood donation camp, extension lectures on water conservation, organized Rally in the city, sexual harassment, female foeticide, environment pollution, health and hygiene, career counseling, cleanliness of campus and has adopted a nearby village. Community sensitization camp is organized in an adopted village every year. Institution also participated and motivated the students in preparation of voter card in collaboration with district election commission. The expenses on these activities are made by college funds and grants received from M.D.U. Rohtak.

All above said activities help in overall development of students by enhancing their aptitude and knowledge level. These activities inculcate moral and ethical values in students. They also get sensitized on various social and legal issues.

- 3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

The college encourages and promotes the faculty and students to participate in extension activities. The faculty members are awarded grade points required for their career advancement as per the recommendations of the 6<sup>th</sup> pay commission. Students successfully completing NSS, NCC, Cultural activities and Red Cross Unit are given weightage for admission to higher studies and job placements.

- 3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The NSS Unit of the college conduct surveys during their special camps in near

by rural areas and camp areas to understand and highlight their problems and challenges. College selects underprivileged and economic weaker students and gives financial assistance to needy students in terms of scholarship and books. Two of our faculty members Dr. Veena Phogat Associate Professor of Skt. and Ms. Suman Singh(Retd.) Associate Professor of History are engaged in social work in nearby village Bohar since last 5 years. They are running a training centre for under privileged girls to provide them self-employment where the girls are trained in embroidery and handicrafts. Our faculties provide all required help to them in terms of raw material and also provide market for their finished products. Our faculty members also gave financial help to economical weaker students.

- 3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The extension activities organized by institution fulfilled the major objectives of institution i.e. holistic development of the students. These activities related to blood donation, tree plantation, save the girl child, environment issues, health issues etc. help in inculcating social, moral and ethical values. These activities enhances various skills teaching-learning, communicative, adventure skill, cooking and domestic skills, and enhances the over all personality of students.

- 3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The institution maintains good rapport with political and social activists, organizations and assures their involvement in the programmes undertaken by the college the institute encourages them by recognition appreciation and by wide publicity. The renowned social reformer Dr. Suba Rao visited the college and enriched our students with their views on different social issues. Well renowned personality from different fields are also invited in the college for their valuable extension lecture like Dr. Vinay Srivastava, Professor, Anthropology Department Delhi University, Delhi, Sh. Inderjeet Mehta Session Judge Distt. Court, Rohtak, Mrs. Santosh Yadav, Mountaineer. Ms Kamla Bhasin, Vice chairperson of Rising One Billion Asian organization , Dr Jagmati Sangwan , Vice chairperson of Bhartiya Janwadi Mahila Samiti.

- 3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

Our institution maintains constructive and cordial relationship with educational institutions and other local institutions. We provide hostel facility for girl students of other colleges on their request. Our institution organizes blood donation camp in collaboration with PGIMS Rohtak Red Cross unit of the college organized Health checkup camp in collaboration with Civil Hospital Rohtak. Women cell of the college organized an International level programme on International Women's Day on 8<sup>th</sup> March 2013 in collaboration with Haryana Yuva Shakti organization. Voter cards of students were prepared by the District Election Office and Aadhar Cards were also prepared by local govt. authorities. Our sister institution collectively organize two days C.R. Celebration function on Basant Panchmi every year. The college provided infrastructure and other amenities to Arya Pratinidhi Sabha for organizing a ten days Kanya Utthan Shivir for 500 teenage rural girls for three consecutive years. The college has also organized a National level programme in collaboration with "Rising One Billion" Asian Organization on 19<sup>th</sup> Feb,2015 in the college campus. The renowned feminist Ms Kamla Bhasin visited the college and interact with our students in this programme.

- 3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

Previously one of our NCC cadet, Poonam received President Award in Republic Day Parade. One of our faculties Dr. Sunita Siwach received Ful-Bright Nehru Senior Research Award 2010-11.

### 3.7 Collaboration

- 3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The faculty members are free to collaborate with other institutes and laboratories. Dr. Sunita Siwach was a visitor researcher of Harvard University of USA in 2010-11 for research activities. She visited Canada to attend an International Adoption Summit, 2010.

- 3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/ Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

There is no formal MOUS signed so far.

- 3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities,



student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

The college has upgraded its infrastructure facility with the help of local community in the form of donations e.g. drinking water facility (water cooler, purifier and water tank). Construction of girls common room in hostel was started by the donation from Mrs. Neelam Aggarwal a social worker and now it will be completed by UGC grants and college funds. Main gate of the college was constructed with the help of donation given by a contractor. College has upgraded its information centre with the introduction of INFLIBNET and DELNET. Placement cell of the college conducted an aptitude test-AMCAT by Aspiring Minds. The women cell of the college organized a programme for modeling competition in collaboration with Videocon mobile service and our B.Com II year student Ruchika won one year modeling contract for “North Face of India”.

The college library and computer block was constructed with the help of M.P grant and other donors of community.

The science block building also under constructed with the help of DLF Charitable education trust with Rs. 4.4 crore.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

Women cell of our college organized “International programme on women day” on 8<sup>th</sup> March 2013. Various eminent personalities participated in this event and enriched our students with their views.

Following dignitaries attended our programme.

- Dr. Subba Rao an eminent scholar and social reformer, Gandhiwadi.
- A cultural team from Nepal
- Haryana Yuva Shakti and Distt Legal Assistance.
- Mr. Inderjeet Mehta, Distt. Session Judge
- Mrs. Santosh Yadav, Mountaineer
- Prof. Vinaya Shrivastva, Dept of Anthropology, Delhi University
- Ms Kamla Bhasin , Vice Chairman of “Rising One Billion”Asian Organization.
- Dr. Jagmati Sangwan, Vice-chairperson of Bhartiya Janwadi Mahila Committee
- Ms. Shabnam Hashmi, Social Worker
- Dr. Ranbir Dahiya , Surgeon, PGIMS.

The Department of Sociology and History organized a one day national seminar

(DHE Sponsored) on 29<sup>th</sup> March 2014 on Empowering Women in Rural India and following renowned personalities participated in this seminar

- Professor Sadhu Ahlawat (Professor, Department Sociology, MDU, Rohtak)
- Professor Pushpa Dahiya (Director, Women Study Centre, MDU, Rohtak)
- Dr. Neerja Ahlawat (Deputy Director, Women Study Centre, MDU, Rohtak)
- Professor, Jitender Prasad (Department of Sociology, MDU, Rohtak)
- Professor, B.D. Yadav (Member of UGC Committee, Retired professor, MDU, Rohtak).

An extension lecture was delivered by Anthropologist Professor(Dr).Vinay Srivastava, Delhi University, Delhi.

- 3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -
- a) Curriculum development/enrichment
  - b) Internship/ On-the-job training
  - c) Summer placement
  - d) Faculty exchange and professional development
  - e) Research
  - f) Consultancy
  - g) Extension
  - h) Publication
  - i) Student Placement
  - j) Twinning programmes
  - k) Introduction of new courses
  - l) Student exchange
  - m) Any other

No formal MOU or agreement has been signed with any other institution so far.

- 3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

So far no such linkage or collaboration in research has been established by the institution.

#### CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

##### 4.1 Physical Facilities

- 4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

Although institution has required infrastructure for various programmes offered by it yet policy of institution is to enhance its infrastructure in terms of construction of building and ICT facility which facilitate effective teaching and learning. With this view we have installed smart class rooms, computers with internet facility, library with INFLIBNET & DELNET membership and well equipped laboratories. We are going to construct new classrooms, administrative and science block in the coming session itself.

#### 4.1.2 Details of the facilities available for

- a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

The institution has 25 spacious well ventilated (well furnished) classrooms fitted with green and white glass boards out of which 5 are smart class rooms fitted with Interactive board, Interactive panel, Projector, Visualizer etc. Institution has one spacious conference room with modern facilities like Digital Lecture Stand, Projector, OHP, Interactive panel and other audio visual aids. There are 13 laboratories equipped with all required modern equipments, computers, projector, furniture and software in the institution. There is one Principal office, general staff room and clerical office with attached wash rooms. One gymnasium and other indoor games facilities available in multi-purpose hall. Spacious grounds for outdoor games and two girls hostels are available. A new designed three storied building is also constructed for Science faculty.

There are 4 spacious, hygienic, well ventilated washroom blocks for students. The institution has well furnished, spacious library. The library is computerized with adequate space for internet browsing, photo copying and adequate reading material (text books, reference books, journals, magazines, newspapers and other competitive reading material) for staff and students. All the staff and students have access to INFLIBNET and DELNET. The building of institution is under surveillance of CCTV Cameras.

#### **Detail of Facilities in the Institution**

Room/Block	Facilities
Principal Office	Computer, Internet Facility, Laptop, Telephone, Fax Machine cum Printer, Photocopier, A.C., Biometric Machine,

	Required furniture, display board etc.
Clerical Office	Computers with TALLY, Almirahs, Required Furniture, Internet, Printer, Photocopier
Staff Room (1)	Almirahs, required furniture and other materials etc
Girls' Common Room (1)	Required furniture and other materials etc
Class Rooms (33)	Required Furniture, Lecture Stand, Green/White Boards in each and every room.
Smart Class Rooms (5)	Interactive Board/Screen, Computer, Projector, Visualizer, Lecture Stand and Interactive Panel
Home Science Labs	Computer and Printer, Microwave, Fridge, Cooking Tops, Display Boards, physiology charts and Models.
Dress designing Lab	Sewing Machines, Embroidery Machines, Mannequins, Dummy, Computer, Printer, Software Auto CAD, Drafting Tables, Display Board, Steel Display stand, Steam Iron, Fashion Maker, Stools.
Geography Labs(UG)	Tracing Table, Survey Equipments Survey Umbrella, Computer and Printer, Green Board, Furniture, Maps, Globes, GIS Software, Digital Planimeter, Aerial Photographs, Rota meter, Maps, Protector, 3D model of Relief Projector etc.
Geography Labs(PG)	Computers(11), Printers(2), Projector Almirah(2), Chair(30), Table(7), Aerial Photographs (colored, Black and White), GIS software, CDPT& SC Pop., Environmental Map, Tracing table(2), Imagery(4), Maps, contour Charts, Trough compass, 3-D relief models, Toposheets etc.

### Central Library

Facilities	No. of items
Books	15701
Periodicals	55
CDs	187
Cassettes	08
Computers	08

Server	01
Printers	03
Three in one Photocopier + printer + scanner machine	01
1 colour photocopier with Printer, fax, scanner	01
Internet	Available
INFLIBNET(3000+ e-journals and 80000 e-books), DELNET (Database of 4793 libraries through DELNET) facility	Available
Telephone (Land Line)	01
Periodical Display racks	02
Notice Board	02
Book Shelves	74
Catalogue Cabinet	01
Suggestion Box	01
Circulation Counter	01
Property Counter	01
Power Backup	Available
<b>Computer Labs</b>	
<b>Facility</b>	<b>No. of items</b>
Computer	65
AC	03
Server	01
2KVA online UPS	02
Printer	04
<b>Seminar Hall</b>	
<b>Facility</b>	<b>No. of items</b>
Furniture	For 100 delegates
Digital lecture stand	01
Audio system	01
Projector	01
Interactive panel	01
<b>Multipurpose Hall</b>	
<b>Facility</b>	<b>No. of items</b>
Audio System	01
Boxing Ring	01
Multi Gym	01
Kabaddi Mats	For Kabaddi Team
Yoga Mats etc	For Yoga Team
Hostel	02 (accommodation of 450 girls, with all required facilities).

- b) Extra-curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc

The college has facilities for enhancing the cultural, sports and other co-curricular activities. They are listed below:

• **List of Sports Grounds/Courts**

1.	200 Mtr. Track
2.	Basketball court
3.	Handball court
4.	Netball Court
5.	Kho-Kho Court
6.	Softball Ground
7.	Baseball Ground
8.	Volleyball Court
9.	Kabaddi Court
10.	Boxing Ring
11.	Wrestling Mat
12.	Judo Court
13.	Yoga Mats
14.	Multi Gym for Physical Fitness
15.	Physiotherapy Lab.

<b>NCC</b>	<b>Items</b>
NCC Office with required amenities	01
<b>NSS</b>	
Room	01
Almirah	02
Carpets	02
Embroidery Machine	01
Sewing Machine	01
Furniture	As per requirement
Crockery	As per requirement, Two Dinner sets,
Various Equipment for field work	As per requirement
Health Center	01
<b>Cultural Room</b>	<b>01</b>
Almirah	01
Folk Dresses	08
Musical Instruments (Vocal/Instrumental)	05
Box	01
Jewellery	With all dresses
Carpet	One

<b>Women Cell</b>	
Room	01
Almira	01
Table	01
<b>Psychology Lab</b>	
No of lab	01
Almirah	02
Table	05
Chair	02
Computer with Printer	01
Wooden stool	10
Aesthesiometer	10
After Image Apparatus	01
Blind Goggles	10
Bhatia battery Performance Test of Intelligence	01
Depth Perception Instrument	09
Electronic Chronoscope	07
Electronic Metronome	01
Finger Dexterity Test	01
Muller-Lyer Illusion apparatus	15
Memory Drum (electronic)	08
Memory Drum (Non-electronic)	01
Mirror Drawing Apparatus (Electric)	04
Mirror Drawing Apparatus (non-Electric)	01
Maze-learning Electrical	02
Phi- Phenomenon Apparatus	01
Pass-Along Test	03
Perceptual Grouping Apparatus	01
Reaction Time apparatus	09
Stopwatch	03
Stop Clock	15
Two Hand Coordination apparatus	01
Tachiscope(Electronic)	06
Tachiscope(non-Electronic)	03
Weight Discrimination Box	18
Wooden screen	02
Performas of various Psychological Tests	55
<b>Physics Lab</b>	
No of Labs	03
Dark Room	01
Staff Room	01
Table	10

Stools	141
Almirah (Book-Shelf) -4 part with transparent glass	2
Almirah	4
Experimental Boards for Impedance of A.C. Circuit	3
PN diode kt for forward & reverse bias characteristics	3
Zener diode kit	3
High Resistance by substitution method (b) Experimental boards (kit)	3
Fly Wheel with wall bracket without counter	3
(b) Set of slotted weights/ hangers	3
(c) Vernier, calipers	9
(d) Meter Rod	15
Torsion Pendulum with wire/Metal disc. Weights/ wall bracket	3
(b) Heavy stand for T. Pendulum	3
(c) Metal Weight irregular Body	3
(d) Knitting Needle with stand	6
(e) Telescope with clamp stand	6
(f) spring Balance dial type	3
Bar Pendulum with wall Bracket (Brass Rod)	3
(a) Maxwell needle with Hollow/ Solid cylinders/ WB	3
(b) Screw Gauge	6
(a) Bending of Beans Apparatus	3
(b) Hanger and slotted weight	3
(c) Traveling Microscope	3
(a) Sonometer (Tealewood)	3
(b) Hanger / slotted weight	3



(c) Stop down transformer / Electromagnet	3
(a) Electric Vibrator	3
(b) Weight Box for electric vibrator	3
Stop watch	9
Screw Driver Kit	1
(a) Power Extension Board	1
(b) Electric Bulb	3
(c) Extention Strip (16A)	1
(d) Extention Strip (6A)	1
Newton's Ring Microscope and Sodium lamp and transformer	1
Other Required Appratus	68
<b>Chemistry Lab</b>	
Chemicals	Various types
No of labs	4
Staff room	1
Store room	1
Stools	52
China dish	2
Almirah	3
Glass Stalgmometer	2
Glass Condensor	1
Spatula	16
Spirit Lamp	2
Burette stand	30
Test tube holders	20
Crucible Tongs 6"	6
Tripod stand	25
Water bath	3
Spirit lamp	15
Wire Gauze	25
Plastic Bottle	20

Electric Water bath	3
Electronic balance	3
Melting Point apparatus	2
Abbe's Refractometer	2
Copper Calorimeter	2
Pestle Mortar	2
Wash bottle	6
Metal wash bath adjustment	1
<b>Zoology Lab</b>	
No of labs	2
Staffroom	1
Small room for Museum	1
Tables	10
Stools	40
Dissection Materials	30
Dissecting tray	25
Onion root tip	20
Grasshopper testis	20
Slides	46
Specimens	118
Volvox	20
Paramecium	20
Gemmules	20
Spicules	20
Hydro	20
Obelio	20
Sertubria	20
Bougainvillia	20
Houses ply	100
Cock roac	100
Earthwarm Dissection	280
Cockroach dissection	280

Microscopes	15
Microscope with movable condensor	2
Wide field eye	3
Pointer Eye piece	3
Chemicals	18
Steel Almirah	3
Wooden Showcase	4
Model	4
Charts	11
<b>Botany Lab</b>	
No of labs	2
Table	10
Stool	40
Almirah of steel with useful 20.22.24 gage	2
Almirah(Bookself)	1
Wooden showcase transparent all around glass 4mm	4
Microscopes	17
Dissecting Microscope	5
Biovision charts	50
Beakers	40
Wide Field eye	2
Pointer Eye Piece	2
Spirit Lamp	18
Staining stand (wooden)	15
Surgical Handle	2
Surgical Blades	25
Forcep	10
Wash bottle	10
Dropping Bottle	24
Watch Glasses	48
Media Bottle	15

Test tube	100
Test tube holder	24
Test tube stand	12
Slides	82
Chromatography Glass jar	48
Chemicals	Different type of chemicals
Slides and slides box	Various types

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).

The institution has all required infrastructure which is in line with our academic growth/programmes offered. The institution ensures the optimal utilization of the available infrastructure by effective participatory planning.

Central computer lab of the college is collectively used by all students of U.G. courses. Indoor and outdoor sports facilities are available for Hosteller in evening hours. Multipurpose hall is used for multi facet activities e.g. cultural, sports, extension lectures, student's gatherings etc.

Infrastructure of the institution is also used by DDE, spot evaluation centre of MDU and Examination centers of other agencies during holidays /vacation.

Our multipurpose hall and adjacent building is generally occupied by government and other agencies for elections and specially counting purposes.

The future plan for expansion of infrastructure is:

- One three storied wing in hostel.
- Staff residences
- Canteen (New building)
- 2<sup>nd</sup> Floor of Ramji Lal block building

Year wise expenditure on Infrastructure:

Year	Expenditure (Rs.)
2009-10	6487386
2010-11	4107012
2011-12	5212924
2012-13	5022961
2013-14	5706079
2014-15	42619349

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The institution is prepared to provide special facilities for differently abled students as and when such requirements arise. Administrative section, toilets, library and main labs are on ground floor.

4.1.5 Give details on the residential facility and various provisions available within them:

- Hostel Facility – Accommodation available
- Recreational facilities, gymnasium, yoga center, etc.
- Computer facility including access to internet in hostel.
- Facilities for medical emergencies
- Library facility in the hostels
- Internet and Wi-Fi facility
- Recreational facility-common room with audio-visual equipments
- Available residential facility for the staff and occupancy Constant supply of safe drinking water
- Security

There are two girls' hostels with accommodation facility of 450 students. Hostel has well ventilated rooms, corridors, and spacious mess area, neat and clean washrooms. Hostel has spacious girl's common room with TV. Hostlers can avail facility of gymnasium, yoga facilities, other outdoors and Indoor games available in the sports department of institution in the evening. Hostlers may use library facility, computer facility with internet during college hours. Medical assistance is provided to all students of hostel by PGIMS Rohtak which is hardly 1km. away from hostel. There is reading room facility in the hostel subscribing newspapers and magazines. College has residential facility for warden and other staff of hostel, in hostel premises. One water cooler fitted with aqua guard is installed in hostel for providing safe drinking water. Four watchmen on main gate and three attendants are appointed for 24 hours in the hostel for the security of girls. Helpline no. of police, women PCR and website address are displayed in the college and hostel campus. CCTV cameras are installed in the campus for security and surveillance. There is also provision of police patrolling in the campus.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

For hostlers visiting doctors are engaged from time to time. First aid facilities and free medicines are always available, in case of acute emergency PGI Medical Services are made available to the students and staff of the college.

2014.3.4 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

There are Grievance and Redressal Cell, Placement Cell, prevention of Sexual Harassment Cell, Red Ribbon Club, Legal Literacy Cell, Anti Ragging Cell working in the institution. There is separate space allotted for functioning of Red Cross, NCC, NSS, Bursar and Women Cell. The college has a canteen and provides hygienic food at subsidized rate. The college campus has ample and safe space for parking of vehicles. A water cooler fitted with purifier is available in the college campus to provide safe drinking water. Staff and students avail the facility of multipurpose hall for different recreational activities e.g. Farewell and Fresher’s party and other gatherings.

Complaint/suggestion box is available in the college campus. Uninterrupted power supply is available in the college with the help of generator installed in college campus.

**4.2 Library as a Learning Resource**

Library of any institute is the center place of learning. Our library is also true in this regard. It caters to the needs of the readers (students and staff). Library is for users and service to them is the motto of our library. The library provides technical or input services such as selection, acquisition and accessioning of reading material, processing that is preparing items for use, their classification, cataloguing, indexing, care and repair of materials, maintenance and cleanliness, etc. of volume and building. It maintains catalogue, lending facilities, dissemination of information about new documents, reference services, provides current awareness, database searching/retrieval and searching e-resources to its users.

The students have direct access to library resources.

❖ Holding of the library

- Books 15701
- Periodicals 55 ( Journal 28, magazines 27)
- CDs 187
- Back volumes of Journals 293
- Newspaper 13
- Employment News 1
- e-resources ( Membership for INFLIBNET and DELNET)
  - ◆ e-journals 3000+
  - ◆ e-books 80000+
  - ◆ Database 4793 Libraries through DELNET
- Study material of IGNOU for UG Courses is available. Good collection of books for various competitive examinations are also available.

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, the library has an Advisory Committee. It includes Principal as Chairperson, heads of some departments. Presently the committee comprises of the following:

• Dr. Krishna Chaudhary	Principal	Chairperson
• Ms. Urmila Rathee	Librarian	Convenor
• Ms. Asha Kharb	Assoc.Prof. (Home Sc.)	Member
• Dr. Seema	Assoc.Prof. (Economics)	Member
• Dr. Susheela Dhankar	Assoc.Prof. (Sociology)	Member
• Dr. Anita Chaudhary	Assoc.Prof. (Geography)	Member
• Dr. Sarita Seherawat	Assoc.Prof (History)	Member
• Ms. Nisha Hooda	Assoc.Prof. (Sanskrit)	Member
• Dr. Anita Gulia	Assistant.Prof. (Maths)	Member
• Dr. Anshu	Assistant.Prof. (Physics)	Member
• Ms Pratibha	BA Final yr	Students Representative

The major responsibility of the committee is to frame policies, rules, regulations for the readers, good collection building by monitoring the recommendations and procurement of latest editions of books and journals, and suggest other improvement measures to maximize the use of the library.

The following initiatives have been implemented by the committee:

- The renovation of the periodical section.
- Very old editions and out of syllabus books were weeded out on the recommendations of the committee.
- Library automation

4.2.2 Provide details of the following:

- \* Total area of the library (in Sq. Mts.) : 924 sq. Mtrs.
- \* Total seating capacity: 100
- \* Working hours (on working days, on holidays, before examination days, during examination days, during vacation)
  - ◆ On working days: 6 hours (9 a.m. to 3 p.m.)
  - ◆ During examination days: 8 hours ( 9 a.m. to 5 p.m.)
  - ◆ During vacations: 6 hours (9 a.m. to 3 p.m.)
- \* Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

Ans: The library has following section:





placed to the approved vendor. Books are also purchased through book exhibitions.

It is ensured that the use of the books and other reading material is fully utilized. For the purpose, the various activities are carried out by the library like as:

- Display of new arrivals,
- Preparing Subject list, Reading list (sent to the respective teachers),
- Class no. and subject names are written on the book shelves
- Preparing catalogue
- Help in searching articles from e-resources available on internet through open resources.
- DELNET and INFLIBNET websites are linked to the College website through which the readers can visit to open educational resources and digital libraries in India.
- Indexes of the contents of journals are prepared to save the time of the reader and search is made easy. User guide has been prepared and placed in the reading hall.

The library has open access; the readers can browse the shelves on their own. However the library staff always help them to locate their desired books or any other reading material.

Amount spent on procuring new books, journals and e-resources during the last four years.

Library holdings	Year -1 2011-12		Year – 2 2012-13		Year – 3 2013-14		Year – 4 2014-15	
	Text book	284	55192	176	33817	483	106452	359
Reference books	113	48348	25	5620	89	48131	50	20482
<i>Journals/ Periodicals</i>	43	30043	43	34944	45	26862	45	41123
e-resources	0	0	0	0		5000		21500
Any other (specify) General books	17	4228	36	6577	52	14943	17	1599
Books in Gift	0	0	15	0	0	0	9	0
Total amount		137811		85958		201388		184671
<b>Total amount during last four years spent on books, periodicals and e resources = 609829/-</b>								

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- \* OPAC
  - OPAC is in progress
- \* Electronic Resource Management package for e-journals
  - Library software SOUL has the feature to manage e-journals.
- \* Library Website
  - a. An adequate amount of information of facilities and services provided by the library is included in the integrated website of the college.
- \* In-house/remote access to e-publications
  - a. There is an IT Zone in the library comprising five computers with internet connection and are networked. The student can access to e-resources in the library itself. The staff members are given Login ID and Passwords for e-journals (N-List) to enable them for accessing remotely.
- \* Library automation
  - ◆ The library uses SOUL (Software for University library Developed by INFLIBNET) for its automation. Automation work is in progress.
  
- \* Total number of computers for public access
  - ◆ 5
- \* Total numbers of printers for public access
  - ◆ 3
- \* Internet band width/ speed  2mbps  10 mbps  1 gb (GB)
- \* Institutional Repository
  - ◆ No
- \* Content management system for e-learning
  - ◆ The librarian manages files for contents for different subjects in computer for e-learning.
- \* Participation in Resource sharing networks/consortia (like INFLIBNET)
  - ◆ Yes, the College Library has subscribed NLIST programme of INFLIBNET. Through which the readers can access full text articles of 3000+e-journals and 80000+e-books.
  - ◆ Membership of DELNET through which database of 4759 libraries are accessed.

4.2.5 Provide details on the following items:

- |   |       |
|---|-------|
| * Average number of walk-ins              | 120   |
| * Average number of books issued/returned | 80/80 |

- \* Ratio of library books to students enrolled 9:1
  - \* Average number of books added during last three years 439
  - \* Average number of login to (OPAC) to be deployed
  - \* Average number of login to e-resources 6 per day
  - \* Average number of e-resources downloaded/printed 3 per day
  - \* Number of information literacy trainings organized 0
- Demonstration sessions and extension lectures are conducted by the Librarian on information literacy.
- \* Details of “weeding out” of books and other materials
    - ◆ 2250 Total till date. The library has weeded out very old editions of the text books, out of syllabus books on the recommendations of the subject teacher. Old newspapers and magazines are weeded out on yearly basis.

#### 4.2.6 Give details of the specialized services provided by the library

- \* Manuscripts No
- \* References
  - ◆ Ready reference service is provided to the staff and students for their query using internet and reference books. They are also referred to the reading materials like newspaper articles on current affairs and other reference tools like Yearbook, atlases, Reference annuals etc.
- \* Reprography
  - ◆ The students and staff are provided with the facility of reprographic services
  - ◆ ILL (Inter Library Loan Service)
  - ◆ Yes the library has the facility of Inter library loan. We can borrow from and lend books to its Sister Institutions and other library of the city colleges and from DELNET participative libraries.
- \* Information deployment and notification (Information Deployment and Notification)
  - ◆ Yes.
  - ◆ Notices for different activities are deployed on library notice board and other notice boards in the campus.
  - ◆ Information on vacancies for various jobs published in the Newspapers, Employment News are displayed on the notice board of the library.
  - ◆ News about our college has a permanent corner on the display board. Editorial and other articles on current affairs and specialized sensitive issues like women issues, environmental issues, and health hazards are

displayed on the display board and then filed for further reference. Students use these articles for their debates, competitions etc.

- ◆ Newspaper clippings are a regular practice for current affairs and G.K.
- \* Download
  - ◆ Download facility is available for students and staff. They can freely download their desired article for their studies, project etc.
- \* Printing
  - ◆ Yes, the library has one printer for students and staff installed in the IT Zone. Apart from this one multifunctional color printer, and one reprography machine + printer+ scanner are
- \* Reading list/ Bibliography compilation
  - ◆ Subject wise Reading lists are prepared time to time.
- \* In-house/remote access to e-resources
  - ◆ There is an IT Zone in the library comprising five computers with internet connection and are networked. The student can access e-resources in the library itself. The staff members are given Login ID and Passwords to the subscribed e-journals N-List by INFLIBNET and DELNET Database to enable them for accessing remotely and in house as well.
- \* User Orientation and awareness
  - ◆ Every year in beginning of the session the students are told about the collection, services and facilities provided by the library. User guide is prepared and placed in the library. A good amount of information about library's holdings services and facilities are placed on the college website, college magazine and prospectus. Demo classes are organized.
  - ◆ Demonstration classes on "how to access e-resources are held for staff and students.
  - ◆ Extension lecture on the topic "Library User Education" was organized on 5<sup>th</sup> March 2014.
  - ◆ Quiz competitions are held.
  - ◆ Since last two years book exhibition is being organized.
- \* Assistance in searching Databases
  - ◆ The librarian always helps the staff and students while searching databases of the libraries available on N-List INFLIBNET and open resources available on internet.
- \* INFLIBNET/IUC facilities

- ◆ Yes, our Library is a member of INFLIBNET Consortia and subscribes N-LIST.
- ◆ Member of DELNET.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

- The library staff always extends its support to the students and staff members in locating the desired book or any other information and reading material if they feel any difficulty.
- The library provides open-access system to its readers. Books are shelved according to subjects.
- User guides are prepared and placed in the reading room.
- Reading room is adjacent to the stack area and the students and staff can easily take books for library reading. There is a check point at the entrance.
- A property counter is maintained at the entrance of the library to keep personal belongings of the library users.
- Students are assisted to prepare for debates etc. for various competitions by providing them with the information on respective topics.
- The library has competitive collection for preparation of competitive exams.
- The library has placed a suggestion box in the reading hall.
- Best library reader award is given to one student.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

Ans: The library is on ground floor. Hence the physically challenged students find no difficulty in visiting the library. There has been no visually challenged student and staff as well. In future if any such students take admission, the provisions will be made accordingly.

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

Ans: The feedback from the library users are taken through feedback proforma. It is discussed by Library Advisory Committee. In addition to this verbal feedback is also sought by discussing with the students and measures are taken accordingly. Suggestion box is also placed in the library.

### 4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration (provide actual number with exact configuration of each available system)
- Computer-student ratio
- Stand alone facility
- LAN facility
- Wi-Fi facility
- Licensed software
- Number of nodes/ computers with Internet facility
- Any other

Details of Computer facility available in the institution are:

No. of Computers with Configuration

Sr. No.	Configuration	No.
1.	Pentium 4,256 MB RAM, 40 GB	10
2.	Dual core, 1GB RAM 160GB Hard Disc	40
3.	Dual Core, 2GB RAM, 500GB Hard Disc	04
4.	Dual Core, 256 MB RAM 80GB Hard Disc	15
5.	Core in 2GB RAM, 160GB Hard Disc	17
6.	2 <sup>nd</sup> Generation Core I <sub>3</sub> 2GB, 500GB Hard Disc	24
b.	Computer Student Ratio	1:16
c.	Stand alone facility	Projector, Visualizer, Fax and Photo copier , CD/Cassette Player
d.	LAN Facility	60
e.	LICENSED SOFTWARE	GIS, TALLY, CAD, Antivirus, SOUL.
f.	Number of computer with internet facility	90
g.	Laptop Intel Pentium, Dual Core 120GB, Hard Disc	01

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

There are 110 no. of desktops, 1 Laptop, 30 (printer and scanner + copier) in all for students and faculty. Internet facility is available in library, computer lab, principal and administrative office. Various departments e.g. Home Science, Mathematics, Geography (U.G. and P.G.) Psychologies etc are provided with desktop and printers in their labs computers in the institution have licensed antivirus (E-scan) software.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

- The institution has 5 smart class rooms at present. Now institution is planning to extend this facility in all the classrooms.
- College is planning to acquire internet network resource centre.
- Institution is planning to acquire Audience Response system for the seminar hall to facilitate group discussion, quiz programmes and other seminar proceedings.
- The college is also planning for Wi-Fi connectivity in the campus.

4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Year wise expenditure on procurement, up gradation and Maintenance of Computer

Year	Expenditure (Rs.)
2008-09	39966
2009-10	1223932
2010-11	544602
2011-12	95951
2012-13	64335
2013-14	76522
2014-15	65274
Total	2110582

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

To facilitate ICT for teaching learning and other extension activities.

- Classrooms are provided with interactive board and projector.
- Internet Facility.
- Labs are provided with desktop and printers for efficient learning
- INFLIBNET and DELNET facility for e-resources.
- Printing, scanning, downloading, fax and photocopying facility is provided to the Principal, teaching staff, ministerial staff, library staff and students.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the

institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

Use of ICT facilities in the institution provides opportunities to students to practice basic skills in their own time and at their own pace. These ICT facilities used in institution also provide access to world wide information resources and offer the most cost effective means for bringing the world into the class room.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The institution does not have National knowledge network connectivity.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

The college has engaged a retired X-En for maintenance of building as technical expert. A team of service personnel like electrician, plumber and carpenter provides round the clock service. Huge amount of expenditure is spent by the institution on the maintenance and up keep of building, equipment, furniture, computer and generator etc. ICT equipments in the college are maintaining with AMC.

• **Detail of budget spent on different heads:-**

	2010-11 (Rs.)	2011-12 (Rs.)	2012-13 (Rs.)	2013-14 (Rs.)	2014-15 (Rs.)
Building	818348	1615224	25600	1830221	47749585
Furniture	47361	392901	57611	1176602	513005
Equipment	2557892	3020220	3818573	847846	450169
Computers	544602	95951	648485	53094	65274
Ground Maintenance	138809	174984	272692	1851410	34200
Total	4107012	5299280	4822961	5759173	48812233

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

Being a govt. aided college, the maintenance and up keep of infrastructure is undertaken by college funds, grants from UGC and Govt. of Haryana and also with the help of donations by community. Various departments seek permission from



the Principal, committee is constituted, and expenditure is made and passed by Principal. Computers are maintained by hiring technical experts through AMC.

- 4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

Calibrations of equipments/instruments are done as and when required.

- 4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

All the laboratories, college office and general library are provided with UPS of sufficient wattage to check voltage fluctuation and power failure. There are two on-line UPS of 2KVA in the computer lab for regular power backup. In addition the entire building of college and hostel is connected to generator sets. The institution has already applied for two CT meters (one for college campus and one for Hostel) to UHBVN Ltd. Rohtak control of all kinds of voltage fluctuation. To provide constant water supply of water in the college we have purchased water tanks of sufficient capacity for washrooms and Home .Sc. lab. The main source of water for institution is through municipal supply and booster pump. Apart from it college has also a provision of under ground water. Moreover, in acute shortage of water, private water tanks are also hired.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

The college also has made special efforts to be more eco-friendly. As part of the energy saving initiatives, hostel has installed solar Geysers, Home .Sc. lab has solar cooker. All buildings of the college are fitted with energy saving CFL. Institution has lush green campus with ample space and playgrounds.

## CRITERION V: STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Mentoring and Support

- 5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The college publishes new prospectus every year at the time of admission. Regarding admission, university guidelines pertaining to academic activities is followed. The college prospectus provides the requisite information regarding courses available, eligibility conditions, schedule of admission process, course wise no. of seats, facilities, fee structure, concession for various categories and college contact details (ph. no., website, email address). College prospectus is the mirror which reflects the overall standard of a college and through this document we intend to convey all kinds of information and maintain transparency in our

institution.

So far as extra-curricular activities are concerned, the college plans to formulate its programmes and policies within Academic Calendar. Through this document, the student can avail information regarding the process of various academic and other activities. Various norms regarding social behaviour of students are also specified in the prospectus.

5.1.2 Specify the type, number and amount of institutional scholarships / free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The college provides different types of scholarship and financial aid to the students. Following is the list of scholarships:

- University Merit for Meritorious students i.e. those who attain distinguished position in the university merit list.
- SC/BC Scholarship from state govt.
- Rakesh Singh Memorial Scholarship.
- Ms. Vandana Memorial Scholarship.
- Ch. Chhottu Ram Memorial Trust Scholarship.
- Manav Sansadhan Rashtriya Sansthan Scholarship.
- Ma Reshma Devi Foundation Scholarship.
- Rohtak Education Society Rohtak.
- Financial assistance to students in the form of fee concession to distinguished students who excel in academic, sports and other extra-curricular activities.

Details of expenditure for the year 2014-15 are as below:

Sr. No.	Title	Amount in Rs.
1.	Cultural events	545684
2.	Annual Athletic Meet	90350
3.	Best in Various activities performed during this year	12100
4.	Participation in various games	1100
5.	Position holders in All India inter-university	23200
6.	Prize winners of various cultural, sports academic activities in annual prize distribution	11300
7.	Other sports activities	204973
	Total expenditure	888707

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

- (a) Details of Center and State Govt. Scholarships for SC/BC from 2010-2015  
Post Metric Scholarship scheme for the SC/BC students 2010-2015

Sr. No.	Year	Budget Allotment		Total	No. of Beneficiaries		Total	% of students/ beneficiaries
		SC	BC		SC	BC		
1.	2010-11	39607	1830	41437	12	2	14	1.61
2.	2011-12	40490	7770	48260	7	4	11	1.27
3.	2012-13	309850	25620	335470	26	15	41	4.90
4.	2013-14	427300	44940	472240	34	24	58	3.60
5.	2014-15	534450	26880	561330	40	13	53	2.90

5.1.4 What are the specific support services/facilities available for

- ✓ Students from SC/ST, OBC and economically weaker sections
- ✓ Students with physical disabilities
- ✓ Overseas students
- ✓ Students to participate in various competitions/National and International
- ✓ Medical assistance to students: health centre, health insurance etc.
- ✓ Organizing coaching classes for competitive exams
- ✓ Skill development (spoken English, computer literacy, etc.,)
- ✓ Support for “slow learners”
- ✓ Exposures of students to other institution of higher learning/ corporate/business house etc.
- ✓ Publication of student magazines

**State govt. scholarships and freeships for SC , BC students:** various merit scholarships given to economically backward students as per detail given in 5.1.3.

**Students with physical disabilities**

1. Manual help to students from teaching as well as non-teaching faculty although strength has been quite negligible.
2. Scribe facility is provided during University examinations..

**Overseas students**

We have no overseas students in the campus at present.

Support services / facilities to the students who participate in various university national / international levels are as follows:

The college has won laurels in sports activities many a times at University, National and International levels. The college has all kinds of facilities for sports i.e. vast playgrounds for outdoor games, multipurpose hall for indoor games and hi-tech gymnasium. Through out the year special coaching camps and diet facility is provided to the students for games like basketball softball, handball, volleyball, korfbal, netball, football cricket, hockey, boxing, wrestling, weight lifting, power lifting, kabaddi, kho-Kho, yoga and athletics. Special aid is given to the students i.e. they are allowed to attend coaching camps organized by the University like

archery, swimming, pistol shooting and gymnastics.

Apart from the above facilities the college provides financial assistance to the students who participate in various university national / international levels in terms of free hostel lodging & boarding and college fee concession. The details for the last five years of freeships are as follows:

Year	Amount of College Fee Concession (Amt. in Rs.)	Total No. of Beneficiaries	Amount of Hostel fee concession (amt. In Rs.)	Total No. of Beneficiaries
2010-11	97200	20	362310	39
2011-12	58170	14	289520	28
2012-13	81020	11	10340	01
2013-14	78100	24	237820	23
2014-15	179765	78	189000	18

### **Cultural Activities**

The college organizes a lot of cultural programmes throughout the year. In the inductive session talent search programme is organized to recognize the hidden talent of students. They are motivated to express their potential through multifarious cultural activities. For this, the college provides all kinds of facilities and necessary assistance to the students. Experts from various fields like musicians, choreographers, script writers, directors and fine arts experts are invited from time to time.

### **Medical Assistance to Students**

Health camps are organized by the college for medical checkup for students by NCC, and Red Cross. For Hostellers visiting doctors are engaged from time to time. First aid facilities and ordinary medicines are always available in the hostel whereas in case of emergency, the students are immediately taken to the nearby PGI by the attendants and warden. Blood donation camps are organized and free medicine (iron and albendazole) are distributed to all the students.

### **Organizing coaching classes for competitive exam**

- Employment Cell of the college organizes many extension lectures in which information regarding job, opportunities and methodology for preparation of competitive exams is provided to the students. Teaching faculty make efforts to motivate the students for preparation of various competitive exams. For that purpose, local coaching centres are requested to give fee concession to students.

In 2015-16, Career Launcher (coaching centre) agreed to give 50% fee concession to our students nominated by faculty members.

### **Skill Development**

Department of English makes efforts to improve the communication skills in English among the students. For this purpose, through audio-visual aids and smart rooms, various special C.Ds. (on R.P. English), an effort is made to improve the communication skills. Moreover, various competitions at college level are organized like paper reading, poetic recitation, declamation contest etc. Approx 50 students were send to Institute of Hotel Management , Tilyar Lake, Rohtak ( Affiliated to National Council for Hotel Management & catering technology) for taking 8 weeks training in Food Production, Bakery & Patisserie and 6 weeks training in House keeping utility, Food & beverages services in June,2015. Modelling competitions organized every year in the college campus. Our students Ruchika Dhankar won North Face of the year , modelling competition organized by Videoconn in the college campus in 2013.

### **Computer awareness**

The college has full-fledged computer labs with net facility for computer as well as other students. Elementary training regarding the use of computer is given to the students. For identifying slow learners, class room interactions, class tests and marks obtained in the qualifying exam provide the main criteria. To raise their academic standard, sincere efforts are made by the concerned teachers and extra classes are also hold.

### **Exposure of Students**

Students, as well as faculty members are encouraged to visit higher education institutions especially various department of the university. College organizes study tours to various corporate and business houses specially situated in National capital region.

### **Publication of Student Magazine**

Almost in every academic year, the college publishes students' magazine. The editorial board includes staff editor, student editor, and staff and students representatives. This annual publication provides opportunity to the students to express their creativity and ideas. Wall magazine club also plays a vital role in improving the literary inclination.

- 5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The faculty of Commerce and Department of Economics organize extension

lectures to improve entrepreneurial skills among the students. The various courses offered in the college are like Art and Craft, Apparel and Dress Designing. The departments of Commerce and Home Science organize number of activities throughout the year to develop different kinds of market oriented skills. Department of home Sc. is collaborated with Art and Craft and Apparel and Dress Designing exhibit their products like dresses, pots, decorative items and other specimens during annual exhibitions Special embroidery, working and fabric painting trainings are provided to NSS and Red Cross volunteers during Camps.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- \* additional academic support, flexibility in examinations
- \* special dietary requirements, sports uniform and materials
- \* any other

Following committees are constituted in the college for promoting participation of students in various extracurricular and co-curricular activities:-

1. Academic Council
2. Sports Board
3. Library Advisory Committee
4. Cultural Committee
5. NSS
6. NCC
7. Women Cell
8. Red Cross
9. Legal Cell
10. SC/BC Cell
11. Grievances Redressal Cell
12. Prevention of Sexual Harassment Cell
13. Employment Cell
14. Guidance and Counseling Cell.
15. Anti Ragging Committee
16. Election Awareness Committee
17. Social Science Society
18. Alumni
19. Wall Magazine and College Magazine
20. Literary Club
21. Photography Club
22. Gender Champions

23. Beti Bachao, Beti Padhao

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

The support and guidance is provided to the students in preparing for competitive exams by the concerned subject experts and special extension lectures on how to crack the various competitive exams. Books and other reading material related to all the competitive exams and quality jobs are provided to the students for their reference in the library. Feedback taken from the alumni reveals that a lot of our students have joined state teaching services and railway services, various sports departments and corporate sectors.

**List of alumni working in State/Central services and others.**

Sr.No.	Name	Designation	Institute
1	Ms.Darshna	Associate Professor	K.M. Kharkhoda
2	Ms.Sunil Dabas	Associate Professor	G.C.Gurgaon
3	Ms.Urmil Gulia	Headmistress	Govt.G.School Makdoli
4	Ms.Mukesh Goyat	Assistant Professor in Physical Education	M.K.J.K.Mahavidyalaya, Rohtak
5	Ms.Suman Hooda	Assistant Professor in Physical Education	M.K.J.K.Mahavidyalaya, Rohtak
6.	Ms.Mukesh Dhankhar	Assistant Professor in Physical Education	M.K.J.K.Mahavidyalaya, Rohtak
7.	Ms.Hemlata	Assistant Professor in Physical Education	M.K.J.K.Mahavidyalaya, Rohtak
8	Ms.Poonam	P.T.I.	Govt.Girls School, Rewari
9	Ms.Reeta	D.P.E.	Govt. School Chamaria, Rohtak
10	Ms.Rinku	D.P.E.	Govt. Senior Secondary School, Dighal
11	Ms.Rekha Tomar	P.E.T.	Govt. School, Aavali, Rohtak
12	Esha	P.T.I.	Govt. School, Dighal
13	Dr.Sushila Tanwar	Junior Teacher	Govt. School Sidni, Rohtak
14	Ms.Sunita	T.G.T.	Govt. School, Ambala
15	Ms.Neeraj	D.P.E.	Govt. School, Sonipat
16	Ms.Bimla	P.G.T. (Pol.Sc.)	Govt. S. Sec. School, Chhara, Jhajjar
17	Ms.Rajesh	D.P.E.	Govt.S.Sec.School, Gurgaon.
18	Ms.Sunita Dangi	Judo Coach	D.R.K. Charkhi Dadri

19	Ms.Suman Hooda	Yoga Teacher	Vivekanand Institute, Dehli
20	Ms.Promila	P.T.I.	Govt. School, Lova Majra
21	Ms.Neelam	P.T.I.	Govt. School, Lova Majra
22	Ms.Manisha	Clerk	Railway Department, Patiala
23	Ms.Sunita Hooda	PGT, Phy.Edu.	Public School, Faridabad
24	Ms.Kanta Dangi	PGT, Phy.Edu.	Jat S.Sec.School, Rohtak
25	Ms.Saroj Dangi	D.P.E.	Govt. S.Sec.School, Sonepat
26	Ms.Sudesh Dangi	J.B.T.	Govt School, Beri
27	Ms.Meena	Head Constable	Madhuban, Haryana Police
28	Ms.Babli	Head Constable	Madhuban, Haryana Police
29	Ms.Rekha	Head Constable	Madhuban, Haryana Police
30	Ms.Yashwanti	Head Constable	Madhuban, Haryana Police
31	Kirosta	Head Constable	Madhuban, Haryana Police
32	Ms.Nitu	Head Constable	Madhuban, Haryana Police
33	Ms.Ravina	Head Constable	Madhuban, Haryana Police
34	Ms.Manisha	Head Constable	Madhuban, Haryana Police
35	Ms.Neelam	Head Constable	Chandigarh, Police Department
36	Ms.Renu	Head Constable	Chandigarh, Police Department
37	Ms.Sushma	Head Constable	Delhi Police
38	Ms.Geeta Tanwar	Head Constable	Delhi Police
39	Ms.Promila Gahlawat	Head Constable	Madhuban, Haryana Police
40	Ms.Meenakshi	Head Constable	Madhuban, Haryana Police
41	Ms.Nidhi	Lecturer in Geog.	Govt.College
42	Ms.Anju	Lecturer in Geog.	Govt. College
43	Ms.Manju	Lecturer in Geog.	Govt.College
44	Ms.Sofia	Teacher	
45	Ms.Urmila	Teacher	
46	Ms.Poonam Rathee	Lecturer in Economics	Private University
47	Ms.Seema Ahlawat	Inspector	Chennai Airport
48	Ms.Sujata Hooda	Lecturer	School Cadre
49	Ms.Reena	Lecturer	School Cadre
50	Ms.Neeraj Hooda	Lecturer	Govt. College
51	Ms.Promila	N.G.O.	Activist and Running Private School
52	Ms.Parvesh Arya	Social Activist	
53	Ms.Poonam Arya	Social Activist	
54	Garima	Asstt. Prof.	Matu Ram Institute of Eng. And Mgt. Rohtak
55	Sucheta	Hostel Warden	GJU, Hisar
56	Sangeeta Hooda	Teacher	MM School, Rohtak
57	Rashmi	Lecturer	Govt. School
58	Mamta Kharb ( Arjun Awardee)	DSP	Haryana Police
59	Manisha	Teacher	Govt. School



60	Sujeeta	Own Business	Beauty Parlour
61	Sunita	Own Business	Beauty Parlour
62	Kusum Lata	Teacher	Govt. School
63	Sujata	Asstt. Prof. in English	Tika Ram Girls College, Sonapat
64	Sujata	Asstt. Prof. in Psychology	Delhi University
65	Shikha	Asstt. Prof. In English	MKJK College, Rohtak
66	Neetu	Constable	Haryana Police
67	Anjali Gaur	Teacher	S.V.B. Govt. School
68	Meenakshi	Teacher	C.R. Sr. Sec. School Bari, Jhajjar
69	Renu Bora	Phy Edu. Teacher	G.G.H.S. Biekhali Ramgrah, Mithathal
70	Anita	Yoga Teacher	Convent School Farmana, Rtk.
71	Geeta	Asstt. Prof.	MKJK College Rtk.
72	Kunal Chhikara	PRT teacher	Mayur Vihar, Delhi
73	Vandana	J.B.T. Teacher	S.G. Pur. Mahandergrah
74	Kanta Devi	Lect. Phy. Edu	Rohtak
75	Urmil Rathee	Principal	Govt. School Saiman, Rtk.
76	Rashmi	Lec. English	Vaish College Rtk.
77	Sushma Nara	Asst. Prof.	Hindu Girls College, Sonapat.
78	Sonia	Lect. Commerce	Govt. College Lakhan Majra, Rtk.
79	Suman	Boutique	Prem Nagar, Rohtak.
80	Nirmal	Boutique	Ram Gopal Colony, Rtk.
81	Sujata Hooda	Lect. In Psychology	G.G.H.S. Hurasi, Panipat.
82	Rinku	Teacher	H.D. Public School Bahu Akbarpur, Rtk.
83	Rinku	Lect.	G.G.S.S.S. Dighal, Jhajjar.
84	Darshna	Boutique	Tilak Nagar, Rtk.
85	Promila	N.G.O.	Bhalaut, Rtk.
86	Geeta	Asstt. Prof.	Hindu Girls College, Sonapat.
87	Ezza	Lecturer	C.R. Polytechnic, Rohtak
88	Babita Rathee(Sona Chaudhary)	Football Player, Author , Self-employed (Communication Skills, Image Management, Stress transformation Trainer) Awarded with <b>Nari Shakti Samman 2015</b>	

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

Guidance & Counseling Cell plays an effective role in identifying the various psychological disorders of the students and through counseling try to provide the requisite remedies to relieve the students from all kinds of mental stress. Academic counseling is given through classroom interaction. For personal counseling, Women Cell, Legal Cell, and Guidance & Counseling Cell play an important role. For career awareness, Employment cell play a vital role for providing relevant information.

For employment avenues, employment News and Career Digest ( MDU Rohtak) are subscribed for College Library. Notices regarding job opportunities and vacancies are displayed on Library Notice boards. Extension lectures on job avenues are organized from time to time.

- 5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

As such, there is no structured mechanism for career guidance and placement cell for students but through Employment Cell, the conveners assist students in identifying the job opportunities and prepare themselves for interviews.

- 5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

There is a student's Guidance and Redressal Cell in our college comprising of the Principal and staff members. The complaints of the student are sorted out by this cell from time to time and this cell also plays an important role in maintaining discipline as well as redressing student's grievances. So far as hostlers are concerned, we have a separate hostel committee for sorting out their grievances.

- 5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

A Cell for prevention of Sexual Harassment functions in the college under the guidance of senior faculty members. The college, being a girls' institution, no such cases have been reported so far. However the complaint boxes have been displayed in the college campus with the collaboration of Dept. of Police. Moreover, there is provision for patrolling of women PCR for the safety of girls.

- 5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

An Anti Ragging Cell has been constituted in the college consisting of the Principal and senior staff members. All the staff members especially the hostel staff always remains vigilant to prevent such instances. Some anti ragging slogans have been displayed in college and hostel campus. However no ragging cases have been reported so far.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The institution provides financial help to the students who excel in academic and other co-curricular and extra-curricular activities (please refer table under 5.1.4). They are honored specially during the annual function of the college (please refer table under 5.1.2). Books from library are provided to the meritorious and economically backward section for the whole year. Special aid in the form of fee concession and free hostel facility is given to the distinguished sports persons. Moreover, at the time of admission some of the staff members provide financial assistance to the needy students who are unable to pay their fees and pursue their studies.

5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?

The college has its Alumni Association. During the meetings, Valuable suggestions for development of the college are given by the Alumni. Keeping in view these suggestions, future plans and policies are framed.

**5.2 Student Progression**

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Many of our pass out graduates joins PG and other higher studies courses available in our college, nearby universities and other institutes.

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Details of the programme wise pass percentage of the college are given below:

**Last four years result:**

Class	Year	Pass (%)
B.A.	2011-12	100%
	2012-13	98.90%
	2013-14	100%
	2014-15	100%

B.P. ED.	2011-12	100%
	2012-13	100%
	2013-14	100%
	2014-15	100%
M.P. Ed.	2011-12	96.66%
	2012-13	100%
	2013-14	100%
	2014-15	100%
M.A. English	2011-12	100%
	2012-13	100%
	2013-14	100%
	2014-15	100%
B.Sc. Sports Science	2011-12	100%
	2012-13	100%
	2013-14	100%
	2014-15	100%
P.G. Diploma Yoga SC	2011-12	100%
	2012-13	100%
	2013-14	100%
	2014-15	100%
Add on Courses	2011-12	100%
	2012-13	100%
	2013-14	100%
	2014-15	100%

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The employment cell of the college engages experts from the employment office and other agencies to deliver lectures regarding job opportunities and higher education avenues. The college library subscribes the employment areas and career news letter from the MDU Rohtak. Notification of admission to other premier institutions is displayed on the notice board and job vacancies are also displayed on the library notice board.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The weak students are identified on the basis of their class test, response in class room and marks obtained in the qualifying exams. Special attention is given to them by respective subject teacher. Extra classes are organized to improve their performance.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The College organizes huge range of sports, games, cultural and other extracurricular activities every year. Details of programs and participation of

students for the last five years as follows:

## **Sports**

### **International Achievements/ participation of last 5 yrs.**

Sr. No.	Event/ Sports	International Level	Players name position and Participation
1.	Kabaddi	Asian Games	Promila (Asian Games Doha) (Participation)
2.	Wrestling	World Cup	Sudesh 3 <sup>rd</sup> (World Cup)
3.	Wrestling	Commonwealth Game (2010)	Suman Kundu (3 <sup>rd</sup> )
4.	Wrestling	Asian Games	Poonam (Participation)

Sr. No.	Game	Name	Class	Roll No.	Position	International Achievements/ participation	Date of Tournament Session
5	Jump Rope	Nikita	B.Sc.	113	1 <sup>st</sup>	2 <sup>nd</sup> South Asian Jump Rope Championship held at New Delhi (IN)	23/5/13 to 27/5/13
6.	Boxing	Diksha	B.A. 2 <sup>nd</sup>	586	Participation	Jr. World Boxing Championship at Bulgaria ( IN)	20/9/2013 to 29/9/2013
7.	Boxing	Rajesh Narwal	B.A. 2 <sup>nd</sup>	604	1 <sup>st</sup>	2 <sup>nd</sup> The Golden Gloves of Vojvodanska (IN)	2013
8.	Badminton	Meenu	M.P.Ed.	3608	Participation	Syed Modi International India Grand Prix. Gold Badminton Championship (IN)	2014
9.	Badminton	Meenu	M.P.Ed.	3608	Participation	Yonex Sunrise India Open Super Series (IN)	2014
10.	Badminton	Meenu	M.P.Ed.	3608	Participation	Yonex Sunrise India Open Super Series (IN)	23/4/2013 to 28/4/2013
11	Wrestling	Sakshi	B.P.Ed	11049	2 <sup>nd</sup>	CommonWealth Games, Glasgow, Scotland	2014
12	Wrestling	Sakshi	B.PEd	11049	1 <sup>st</sup>	Dave Schultz Memorial International United World Wrestling	Jan 2015
13	Wrestling	Sakshi	B.P.Ed	11049	Paticipation	Asian Wrestling Championship	2014
14	Roller Skates	Pratima Dagar	B.P.Ed	11003	3 <sup>rd</sup>	Asian Games	2014

• **National Level Achievements/ participation of last 5 yrs.**

Sr. No.	Event/ Sports	Level	Players name position and Participation
1.	Wrestling	National level	Sudesh 1 <sup>st</sup> Position Poonam 2 <sup>nd</sup> Position Kavita 3 <sup>rd</sup> , Promila 3 <sup>rd</sup> Varita, Sumesh, Kanta, Sarla, Manjeet, Sudesh, Jyoti
2.	korfball	-	Neetu, Ritu , Poonam, Poonam, Meena, Seema
3.	Kabaddi	-	Sudesh 1 <sup>st</sup> , Promila 1 <sup>st</sup> Position

4.	Jumprope	Nikita	B.Sc.(Sports Science)	113	2 <sup>nd</sup>	58 <sup>th</sup> National Jump Rope Championship at Bilaspur (N)	2013
5.	Boxing	Diksha	B.A.(1 <sup>st</sup> yr)	211	1 <sup>st</sup>	8 <sup>th</sup> Jr. Women Boxing Championship held at Patiyala (N)	28/9/2012 to 29/9/2012
6.	Yoga	Komal	B.P.Ed.	3820	1 <sup>st</sup>	5 <sup>th</sup> National Yoga Championship held at Noida (U.P.) (N)	12/12/2013 to 15/12/2013
7.	Yoga	Raj Kumari	B.Sc. 1 <sup>st</sup>	1115	1 <sup>st</sup>	5 <sup>th</sup> National Yoga Championship held at Noida (U.P.) (N)	12/12/2013 to 15/12/2013
8.	Kabaddi	Poonam	B.A. 3 <sup>rd</sup>	890	2 <sup>nd</sup>	Sr. National Kabaddi Championship held at Patna (N)	21/1/2014 to 24/1/2014
9.	Kabaddi	Kavita	B.P.Ed.	3810	2 <sup>nd</sup>	Sr. National Kabaddi Championship (N)	21/1/2014to 24/1/2014
10.	Kabaddi	Parveen	B.P.Ed.	3815	1 <sup>st</sup>	38 <sup>th</sup> National Women Sports Championship (U.P.) (N)	20/11/2012 to 23/11/2012
11	Wrestling	Kiran	B.P.ed	9006	3 <sup>rd</sup>	Wrestling Federation of India	2014
12	Kabaddi	Jyoti	B.Sc Sports Sc (1 <sup>st</sup> yr)	8518	3 <sup>rd</sup>	41 <sup>st</sup> junior National Kabaddi Chandigarh	2014
13	Wrestling	Ritu	B.Sc Sports Sc		1 <sup>st</sup>	Xxxv National Games Kerala	2015
14	Kabaddi	Savita	M.P.ed (F)	9102	1 <sup>st</sup>	Xxxv National Games Kerala	2015
15	Kabaddi	Nisha	M.Ped	9030	3 <sup>rd</sup>	Xxxv National Games Kerala	2015
16	Boxing	Mukesh	B.Sc(Sports Sc )(1 <sup>st</sup> yr)	8511	3 <sup>rd</sup>	Xxxv National Games Kerala	2015

17	Judo	Mukesh	B.Sc(Sports Sc )(1 <sup>st</sup> yr)	8511	3 <sup>rd</sup>	35 <sup>th</sup> National Games	2015
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• **Inter-College and inter-university achievements- 2007-08**

**2010-11**

Sr. No.	Event/ Sports	Position of College in Inter-College Championship	Students selected for inter-university and position
1.	Cross country	1 <sup>st</sup>	Anju, Jyoti, Ashwani, Sakshi
2.	Wrestling	1 <sup>st</sup>	Manjeet, Suman Kundu, Anil Sudesh
3.	Hockey	3 <sup>rd</sup>	Saraswati, Manisha, Preeti
4.	Gymnastic	1 <sup>st</sup>	Ranjan
5.	Volleyball	2 <sup>nd</sup>	Babli, Sunita, Sukdha, Urmila, Manu, Babli, Sujita, Nisha, Kavita
6.	Baseball	1 <sup>st</sup>	Menka, Manisha, Shikha, Neha, Preeti, Sunita, Nisha, Kavita
7.	Weight lifting	1 <sup>st</sup>	Priyanka, Reena, Sushila, Anita, Renu, Manjeet
8.	Power lifting	1 <sup>st</sup>	Meena, Kavita, Suman, Kusum, Rajni
9.	Judo	1 <sup>st</sup>	Manisha, Suman, Ritu, Naveen
10.	Softball	1 <sup>st</sup>	Meena, Jyoti
11.	Athletics	1 <sup>st</sup>	Sakshi, Suman, Anju, Manisha, Jyoti
12.	Kabaddi	1 <sup>st</sup>	Kirosta, Sudesh, Reena
13.	Basketball	3 <sup>rd</sup>	Pinki, Komal
14.	Handball	3 <sup>rd</sup>	Manisha, Sujita
15.	Football	2 <sup>nd</sup>	Jyoti, Monika, Monika, Sunita, Madhuri
16.	Cricket	-	Sunil
17.	Table Tanis	1 <sup>st</sup>	Meena, Asha, Maya
18.	Netball	2 <sup>nd</sup>	Babli, Poonam, Sunita, Manisha, Chanderpati, Kusum (1 <sup>st</sup> Position in Inter-University).

**2011-12**

Sr. No.	Event/ Sports	Position of College in Inter-College Championship	Students selected for inter-university and position
1.	Softball	1 <sup>st</sup>	Sanju, Nisha, Preeti, Kiran

2.	Cross country	1 <sup>st</sup>	Sushila, Adesh
3.	Netball	3 <sup>rd</sup>	Sonia, Anita, Preeti, Manisha
4.	Power lifting	2 <sup>nd</sup>	Suman, Kavita
5.	Baseball	1 <sup>st</sup>	Nisha, Sunita, Sanju, Preeti, Sonika, Kavita, Savita
6.	Boxing	3 <sup>rd</sup>	Suman
7.	Kabaddi (HS)	2 <sup>nd</sup>	-
8.	Basketball	1 <sup>st</sup>	Suman Meena, Anita, Preeti, Nisham
9.	Kabaddi (NS)	1 <sup>st</sup>	Parveen Poonam, Reena, Manisha Meena
10.	Volleyball	1 <sup>st</sup>	Sukhda, Sunita, Urmila, Pinkey, Monty, Kavita
11.	Football	2 <sup>nd</sup>	Sunita, Jyoti, Monika, Monika, Rajni
12.	Cricket	1 <sup>st</sup>	Kiran, Neha, Pooja
13.	Athletics	1 <sup>st</sup>	Sushila Ashwani, Aadesh, Suman
14.	Gymnastic	1 <sup>st</sup>	Anju, Sunita, Poonam, Swati, Mamta Renu
15.	Table Tennis	2 <sup>nd</sup>	Maya, Asha
16.	Judo	1 <sup>st</sup>	Sonia, Suman, Naveen, Seema, Ritu, Monu
17.	Wrestling	1 <sup>st</sup>	Shiksha, Rakhi, Jyoti, Sudesh

### 2012-13

Sr. No.	Event/ Sports	Position of College in Inter-College Championship	Students selected for inter-university and position
1.	Softball	1 <sup>st</sup>	Kavita, Nisha, Preeti, Sonika, Neha, Maya, Jagriti 1 <sup>st</sup> , Seema 1 <sup>st</sup> , Aaliya Khan 1 <sup>st</sup> , Diksha II Manjeeta
2.	Judo	1 <sup>st</sup>	
3.	Baseball	1 <sup>st</sup>	Neha, Monika, Nisha, Anjubala, Sanju, Kavita
4.	Basketball	1 <sup>st</sup>	Anita, Sonia, Preeti, Jyoti
5.	Kabaddi	1 <sup>st</sup>	Meena, Reena, Poonam, Shiwani, Savita, Renu
6.	Volleyball	1 <sup>st</sup>	Sujita, Sukhda, Urmila, Manisha
7.	Gymnastic	1 <sup>st</sup>	Mamta, Sadhna, Renu



8.	Archery	2 <sup>nd</sup>	Durga, Arya, Kusum
9.	Wrestling	2 <sup>nd</sup>	Bhateri
10.	Pistol Shooting	2 <sup>nd</sup>	Ekta
11.	Netball	2 <sup>nd</sup>	Kavita, Preeti, Preeti, Sonia, Kamal, Ritu
12.	Power lifting	2 <sup>nd</sup>	Anjali Suman, Vijeta
13.	Cricket	1 <sup>st</sup>	Kiran, Ritu
14.	Football	1 <sup>st</sup>	Sudesh
15.	Korfball	1 <sup>st</sup>	Anita
16.	Athletic	1 <sup>st</sup>	Sunita
17.	Hockey	3 <sup>rd</sup>	Ritu

### 2013-14 All India Inter University & Intercollege Achievements

Participation in various 19 games	No. Positions
First	9
Second	9
Third	11

### 2014-15 All India Inter University & Intercollege Achievements

Participation in various 22 games	No. Positions
First	20
Second	10
Third	10

### Cultural Achievements

#### Organized Talent Search Programme every year in College Campus

2010-11	
Zonal Youth Festival	
a. Haryanvi Skit	Ist
b. One Act Play Hindi	IInd
c. Solo Dance Haryanvi	IInd
d. Shloka Ucharan	IIIrd
e. Rangoli	Ist
Inter Zonal Youth Festival	
a. Haryanvi Skit	IInd
2011-12	

Zonal Youth Festival	
a. Hindi One Act Play	IInd
b. Sanskrit One Act Play	Ist
c. Haryanvi Skit	Ist
d. Mime	IInd
e. Folk Song	IInd
f. Rangoli	Ist
g. Clay Modeling	IInd
h. Collage	IInd
	The awards of Best Actor and Best Actress for Sanskrit One Act Play.

### 2012-13

Inter college Rangoli competition organized by Dainik Bhaskar Group	Ist
Zonal Youth Festival	
a. One Act Play Hindi	IInd
b. One Act Play Sanskrit	Ist
c. Haryanvi Skit	Ist
d. Mime	IInd
e. Sanskrit Shalok Ucharan	IIIrd
C.R.Celebration	
a. Group Song Haryanvi	Ist
b. Rangoli	Ist
c. Poetic Recitation Haryanvi	Ist
d. Declamation	IIIrd

### 2013-14

Zonal Youth Festival October, 2013	Position
a. Slogan Writing	Ist
b. Poetic Recitation	Ist
c. Group Dance	IIIrd
Inter Zonal Youth Festival	
a. Poetic Recitation	IIIrd
C.R. Celebration	
a. Group Song Haryanvi	Ist
b. Rangoli	Ist
c. Poetic Recitation Haryanvi	Ist
d. Declamation	IIIrd

Inter College Competition K.M. Kharkhoda Participation in various programmes	Won, 12 prizes
Ratnawali, State Level Function, Kurukshetra, October, 2013 a. Haryanvi Costume b. Poetic Recitation Haryanvi	IInd IIIrd
Inter College Phaulgan Mela Organized by MDU, Rohtak, February, 2013  Participation in Various programmes	(i) Ist (ii) IInd (iii) IIIrd
Inter College "Phalgun Utsav" organized in college campus from 10,11 March 2013 a. Group Dance b. Solo Dance c. Hindi Poetic Recitation d. Haryanvi Poetic Recitation e. Group Song f. Ragni g. Geet	Ist Ist Ist Ist Ist Ist IInd

#### 2014-15

Zonal Youth Festival October, 2014 a. Sanskrit One Act Play b. Hindi One Act Play c. Poetic Recitation (Hindi) d. Poetic Recitation (English) e. Best Actor (Male Role)	Position 2 <sup>nd</sup> 2 <sup>nd</sup> 2 <sup>nd</sup> 2 <sup>nd</sup> Awarded
Inter Zonal Youth Festival a. Sanskrit One Act Play b. Best Actor (Male Role)	2 <sup>nd</sup> Awarded with cash prize of Rs 3100
C.R. Celebration a. Poetic Recitation Haryanvi b. Rangoli c. Group Song Haryanvi	1 <sup>st</sup> 2 <sup>nd</sup> 2 <sup>nd</sup>
Inter College Competition Govt. College for Women, Rohtak a. Poetic Recitation Haryanvi b. Poetic Recitation Hindi	3 <sup>rd</sup> 3 <sup>rd</sup>
Inter College Phalgun Mela Organized by	

MDU, Rohtak, February, 2014	
a. Hair Weaving	1 <sup>st</sup> (Awarded with cash prize of Rs 6200)
b. Folk Embroidery	1 <sup>st</sup> (Awarded with cash prize of Rs 3100)
c. 'Stapu' (Game competition)	1 <sup>st</sup> (Awarded with cash prize of Rs 3100)
d. Our Customs	3 <sup>rd</sup>
e. Haryanvi Skit	3 <sup>rd</sup>

### Legal Cell

Sr. No.	Date	Activity
1.	Sept. 2010	Slogan writing and Essay writing competition
2.	Aug. 2011	Essay writing Competition
3.	Aug. 2011	Poetic Recitation Competition
4.	Aug. 2011	Slogan writing competition
5.	Nov. 2012	Essay writing competition on legal literacy
6.	Nov. 2012	Participation in various items in inter college competition organized by NRS Govt. College, Rohtak
7.	Nov. 2012	Participation in Slogan writing competition organized by Govt. College for women, Rohtak
8.	Oct. 2013	Poster making competition on "Crime Against Women" in the College Campus.
9.	Feb. 2013	Extension lecture on women legal Rights
10.	Feb. 2014	Various inter class competition on women legal literacy in college campus
11.	Feb. 2014	Participation inter zonal legal cell competition
12.	Aug. 2014	Organized Interclass Poster Making and Slogan writing competition" in the College Campus. Approx 50 students participated.
13.	Sept. 2014	Organized Interclass Debate, Declamation , Poetic Recitation and Essay writing competition" in the College Campus
14.	Feb 2015	Selection of posters and self composed poems and displayed in the Exhibition organized by Action Theatre Group in MKJK College , Rohtak
15.	Mar 2015	Selection of 12 students for Poetic recitation, Debate, Essay

		writing competition , Symposium, Slogan Writing and On-the-spot Painting for district level Legal Cell competition organized by Pt NRS Govt College , Rohtak and Mehak got 2 <sup>nd</sup> Prize in Slogan Writing and Anju got 3 <sup>rd</sup> prize in Poetic Recitation.
16	Mar 2015	Selection of 1 student for Slogan Writing Competition for Division level Legal Cell competition organized by Pt NRS Govt College , Rohtak

### Red - Cross

25.09.2012	Essay writing competition on AIDS causes and presentation
01.10.2012	Blood donated by our students in the blood donation camp organized by M.D. University Rohtak
22.11.2012	Poster making competition on the topic 'Crime Against Women'
01.12.2012	Special lecture by CMO Dr. Jitender Kadian on the occasion of 'World AIDS Day'
Sep. 2013	Poster making competition on Drug Addiction Problems
Dec. 2013	Special lecture on the occasion of 'World AIDS Day'
Jan. 2013	Participation in health awareness training camp in Udaipur, Rajasthan
Jan. 2013	Seven days First Aid training camp in college campus
Feb. 2013	Participation in blood donation camp organized by MDU, Rohtak
Jan. 2014	Blood donation camp organized in the college campus
29 Jan. to 2 Feb. 2014	First Aid Training for students in the college campus
Feb. 2014	Extension Lecture on health and hygiene
Feb. 2014	Health Checkup camp in college campus
March 2014	Extension Lecture on Psychological Problems of Students
Sept. 2014	Extension lecture on Women health
Oct. 2014	Interclass Poster Making Competition on Environment Pollution , Female Foeticide and Drug competition
Oct. 2014	Organized 1-week First-Aid camp in college campus
Oct. 2014	Participated in Health Hygiene and Pain Management workshop organized by M.D. University, Rohtak.
Nov 2014	Extension Lecture on Students Psychological Problems.

### NSS

	Celebrated Van-Mahotsav in the college every year
05.09.2010	Environment day celebrated by NSS
21.12.2010	7 days camp organized in Kheri Shad Vilalge
18.12.2010	Lecture by Dr. M.S. Chahar on Right to Information and Consumer protection Act.
20.12.2010	Lecture on Yoga by Dr. Satywan
20.12.2010	Cultural programme organized by NSS
21.12.2010	Lecture on AIDS by Dr. Jitender Kadian CMO on the closing ceremony of

	NSS seven days camp
07.08.2011	Environment day celebrated by NSS
20.11.2011	Lecture by Dr. Ajay Godara Director NGO on the topic environment preservation Sanitation and Hygiene
17.11.2011	Lecture by or S.S. Chahar on Citizen charter Act
21.01.2012 to 27.01.2012	7 days camp in Ghari Bohar village
24.01.2012	Lecture by Dr. M.S. Chahar on Consumer Protection Act and Right to Information
25.01.2012	Rally by NSS students on Voters day
26.01.2012	Lecture on Yoga by Dr. Satyawan
Oct. 2012	One day camp in college campus
Jan. 2013	Special seven days camp organized in Titoli village
Jan. 2013	Extension Lecture on Right to Information
Jan. 2013	Extension Lecture on water conservation
Jan. 2013	Organized Rally in the city for creating awareness regarding female feticide
Jan. 2013	Extension lecture on road safety
Oct. 2014	Participation in “NSS United National Days” organized by MDU, Rohtak
Jan. 2014	Road safety training to students by “Honda Motors” in the college campus
Feb. 2014	One day camp in college campus
Jan. 28 to 3 Feb. 2014	Special seven days camp in village Garhi Bohar
Feb. 2014	Organized Rally on “Remove Polythene” in collaboration with Earth Eco Karma (NGO)
Jan. 2014	Organized blood donation camp
Feb. 2014	Extension Lecture on “Eye Care.”
Sept. 2014	Extension Lecture on “Women Health” delivered by Dr. Aarti Sahu, Gynaecologist
Sept 2014	Organized one day NSS camp and celebrated Environment Day with Tree Plantation.
Sept 2014	Organized 7-days special camp in Kheri Sadh village, Rohtak
Sept 2014	Organized 7-days First-Aid training camp in College campus.
Sept 2014	Participation in NSS Day programme organized by M.D. University, Rohtak
Oct 2014	Extension lecture on “Domestic Violence” delivered by Ms Karaminder Kaur , District Protection officer.
Oct 2014	Conducted Survey on “Women Empowerment” in Kheri Sadh village by NSS volunteers.
Oct 2014	Conducted Survey on “Health and Hygiene” in Kheri Sadh village by NSS volunteers.
Oct 2014	Extension lecture on Right to Information delivered by Ms Subhash Chander, RTI activist.
Oct 2014	Conducted Survey on “Election Awareness” Kheri Sadh village by NSS volunteers.
Oct 2014	Poster Making Competition on Gender Issues in college campus
Oct 2014	Organized Rally in the city on “Run for Unity” on Rashtriya Ekta Diwas
Nov 2014	Celebrated Swachta Abhiyaan Week in college campus and clean college

	campus.
Feb 2015	Organized various competitions on “Stop Violence Against Women” in collaboration with “Rising One Billion” Asian Organization.
Mar 2015	Organized one day Educational Tour to AksharDham Temple
Mar 2015	Organized one day NSS Camp in College campus

#### NCC

2011-12	35 Cadets awarded with ‘B’ certificate
	20 Cadets awarded with ‘C’ certificate
	24 Cadets attended AT(1 <sup>st</sup> ) camp.
	32 Cadets attended AT(2 <sup>nd</sup> ) camp.
	4 Cadets attended Tracking Camp Shimla.
	6 Cadets attended RD camp.
2012-13	50 Cadets awarded with ‘B’ certificate
	26 Cadets awarded with ‘C’ certificate
	36 Cadets attended AT(1 <sup>st</sup> ) camp.
	49 Cadets attended AT(2 <sup>nd</sup> ) camp.
	3 Cadets attended Tracking Camp.
	2 Cadets attended SNI Camp.
	4 Cadets attended University Camp.
	4 Cadets attended Army Attachment Camp.
	1 Cadets attended Pre TS Camp.
	3 Cadets attended AL Camp , Ranchi.
	3 Cadets attended NI Camp.
2013-14	38 Cadets awarded with ‘C’ certificate
	70 Cadets attended AT(1 <sup>st</sup> ) camp.
	9 Cadets attended DCAT(1 <sup>st</sup> ) camp.
	3 Cadets attended DCAT(2 <sup>nd</sup> ) camp.
	2 Cadets attended DCAT(3 <sup>rd</sup> ) camp.
2014-15	30 Cadets awarded with ‘B’ certificate
	3 Cadets awarded with ‘C’ certificate
	53 Cadets attended AT camp.
	3 Cadets attended Shooting camp.
	4 Cadets attended TS(1st) camp.
	4 Cadets attended TS(2 <sup>nd</sup> )camp.
	Cadets awarded with 1 <sup>st</sup> prize in Rifle Shooting, Pistol shooting and Best commandor

#### Women Cell

16.09.2011 to 17.09.11	Cooking workshop in the college
12.08.11	One day camp on “Naturaupathy and Physical education awareness”
Nov. 2012	Participation in Essay writing competition organized by NRS Govt. College, Rohtak
Feb. 2012	Cooking class for students
Sep. 2013	Organized Modeling competition in collaboration with Videocon mobile service
Sep. 2013	Essay writing competition on Women in Corporate World

Oct. 2013	Poster making competition on crime against women
8 March 2013	International Women Day Celebration March 2013
March 2013	Extension lecture on women legal rights
March 2013	Extension lecture on legal awareness
Jan. 2014	Safety riding training for students
Jan. 2014	Participation in National Seminar organized by women study centre, MDU, Rohtak
Jan. 2014	Extension Lecture on Feminist Approach issues related to women
Feb. 2014	Extension lecture on Eye Care
Aug 2014	Organized collective meeting of students to discuss various social problems related to girls students
Sept. 2014	Displayed Posters in college campus for creating awareness in students regarding Police helpline no and information
Sept 2014	Extension Lecture on “Women Health” delivered by Dr. Arti Sahu,Gynaecologist
Sept 2014	Participation in Essay writing competition on “Women Issues” in Girls college, Kharkhoda
Sept 2014	Organized “Young Munch” Competition to enhance inner self and strength of students
Oct 2014	Survey was conducted on Women Empowerment , KheriSadh village, Rohtak
Oct 2014	Extension lecture on Domestic Violence and Child Marriage Act delivered by Ms Karaminder Kaur.
Oct 2014	Extension lecture on Right to Information delivered by Ms Subhash Chander, RTI activist.
Nov 2014	Organised Extension Lecture on “ Students Mental Health” delivered by Dr. Alkesh Kumar
Nov 2014	Poster making Competition on “Violence Against Women” in college campus.
Feb 2015	Participation in Intercollege Poetic Recitation competition and declamation competition organized by Govt. College for Women , Rohtak
Feb 2015	Organized “Stop Violence Against Women” programme in collaboration with “One Billion Rising” Asian Organization

**Other Activities organized by various Cells , Committees and Societies (2014-15)**

**SC/BC Cell**

Aug. 2014	Organized collective Meeting cum Lecture on Protection of Civil Rights
Oct. 2014	Organized collective meetings of students on Awareness about different scholarships



	announced by Central and State govt
Oct 2014	Organized Essay writing, debate and Daclamation competition on “ Untouchability : A Social Evil” with the help of District Welfare office Rohtak.

### Employment Cell

Aug. 2014	Extension Lecture on the topic “ Frauds In Money Market” delivered by CS(Dr) Sudha Pawar
Nov 2014	Organized career counseling seminar and <b>Aptitude test</b> in collaboration with TIME Institute Rohtak
Jan 2015	Organized <b>Placement test</b> in Collge campus conducted by Professional School of Indian Banking , Career / Placement Cell of Rohtak.
April 2015	Organized Career Guidance Seminar on the topic “How to Crack Competitive Exam” conducted by Paramount Center , rohtak in college campus.

### Department of Science

Sept. 2014	Organized Interclass quiz competition by Maths Dept
Oct. 2014	Organized Interclass Mehndi Competition in college campus
Feb 2015	Organized Interclass Symposium Competition on topic “Achievements of ISRO” with special reference to MangalYan.
Feb 2015	Particiaption in National Science Day organized by Ch. Bansilal University, Bhiwani
Feb 2015	Organized an Educational Visit to Tilyar Lake and adjacent areas with special reference to collection of plants species.
Mar 2015	Extension Lecture on “Emerging Trends in Electronics Advanced” delivered by Sh. Phooldeep Kumar ( Sc. D. , DRDO)

### Election Awareness Cell

Oct 2014	Conducted Election Awareness survey at Kheri Sadh village, Rohtak
Nov 2014	Students were motivated to grt themselves enrolled in the voter lists of their respective Constituencies.For this purpose, they were given the registration forms for voter cards and same were sent to the election office.
Feb 2015	Organized lecture on Exercising Voting Rights

	delivered by Ms Deepika.
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### Department of Computer Science

Feb 2015	Training Program for free Open Source Software (FOSS) in association with IIT Bombay was organized in five sessions. Each session had 30 seats. Spoken tutorial training for Libre Office software was organized.
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### Creative Vision Society

Sept. 2014	Interclass competition on Poster Making, Painting , Rangoli and Cartooning
Dec 2014	Two faculty members were given training on Fabric Enrichment in Krishi Vigyan Kendra.
Jan 2015	Participation in CR celebration organized by Jat Education Society and won 2 <sup>nd</sup> prize in Rangoli.
Feb 2015	Educational Trip to Surajkund Craft Mela
Feb 2015	Participation in Intercollege Competition organized by Govt. College for Women, Rohtak and got 2 <sup>nd</sup> position in Flower Making.
Feb 2015	Participation in various items in Folk festival organized by M.D. University, Rohtak and Team won cash prize of Rs 3100 each.

### Library Society

Sept. 2014	Demonstration on “How to access e-resources” delivered by Ms. Urmila Rathee.
Nov 2014	Organized Quiz on Current affairs in College campus
Feb 2015	Extension lecture on “Library user education” delivered by Mr. R.S. Rathee, Lecturer BPS Mahila Politechnic, Khanpur kalan, Sonipat.
April 2015	Book Exhibition in college campus

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Details of achievements and participation of students in various co-curricular activities are given in 5.3.1.

#### Glorious Achievements

#### **2013-14 International Achievements/ participation**

- Ms. Mamta Kharab- -Golden girl in Hockey honoured with **Arjuna Award** in 2002

- Ms. Seema Kundu won **Bronze Medal** in **Wrestling Commonwealth Games 2010**
- Ms. Sudesh won **Bronze medal** in **Wrestling World Cup.**
- Ms. Promila participated in **Asian Games Doha** in **Kabbadi**
- Promila participated in **Wrestling Asian Games**
- Nikita won **1<sup>st</sup> prize** in **2<sup>nd</sup> South Asian Jump Rope Championship, 2013** held at New Delhi.
- Rajesh Narwal won **1<sup>st</sup> prize** in **2<sup>nd</sup> The Golden Gloves of Vojvodanska 2013.**
- Diksha participated in **Jr. World Boxing Championship 2013** at **Bulgaria.**
- Meenu participated in **Syad Modi International India Grand Prix, Gold Bedminton Championship 2014.**
- Meenu participated in **International Yonex Sunrise India Open Super Series 2013 and 2014.**
- Sakshi participated in **Wrestling in Asian Games 2014.**
- Pratima Dagar won **Bronze medal** in **Roller Skates** in **Asian Games 2014.**
- Sakshi won **1<sup>st</sup> prize** in **Dave Schultz Memorial International United World Wrestling World Championship, Colorado, 2015.**
- Pratima Dagar won **Bronze medal** in **Roller Skates** in **Asian Games 2014**
- Ruchika won “**North Face of the Year,**” Videocon award for one year modeling contract in 2013.
- Hindi and Sanskrit one act play recommended at zonal level many times and commended at inter-zonal levels.
- BA student Arti won best Actor award (Male Role) in Sanskrit one act play at Zonal and Inter Zonal Youth festival , Oct 2014 organized by M.D. University, Rohtak.
- Aruna won **Gold medal** in annual exams of BA 2<sup>nd</sup> and BA 3<sup>rd</sup> yr in M.D. University in 2009-2010 and 2010-2011 consecutively.
- NCC Cadet ( CPL) Monika won **Gold Medal** in **All India Thal Sainik Camp** in October, 2015.
- Our students of B.Sc(Sports Science) , M.A. (English) and M.A. (Geography) secured various positions in **Merit list of M.D.U. Rohtak.**

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The college has its Alumni association and feedback obtained from them proves that the skill provided to them and values imparted are praiseworthy.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the

publications/ materials brought out by the students during the previous four academic sessions.

The college has wall magazines and separate notice boards for displaying various kinds of activities done by the students like poster making, collage, Rangoli Designs and Art and Craft models. The college publishes its magazine (Mahila Manisha), which is an ample proof of various literary and creative skills of students as well as staff members. The various kinds of cultural, sports and other activities organized in the college are also listed in the magazine.

- 5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The college does not have any duly elected council. Students choose their representative at class level who assists in organizing different tours and parties. However in the hostel there is a student's council consisting of office bearer and other members of advisory committee. The role of this council is to identify the problems of hostels and convey it to the authorities for timely solution.

- 5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

There are bodies in the college having student representative i.e. hostel student's welfare council and student editor of the magazine.

- 5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The College has an alumni association efforts are made by the faculty member to collect the data of the alumni moreover personally and through college website.

Any other relevant information regarding Student Support and Progression which the college would like to include.

The college provides financial assistance to students in the form of scholarships and other financial incentives. It also provides educational tour facility to students. The college has been upgrading its infrastructure like construction of a new wing for science faculty from the session 2015-16, establishment of new labs and upgrading existing labs, classrooms library and providing more ICT facilities.

## CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 Institutional Vision and Leadership

- 6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's

traditions and value orientations, vision for the future, etc.?

**Moto of the college** is “Arise, awake and know thyself”. The college caters to the education needs of the students taking them out of dark labyrinths of ignorance to a new luminous zone of knowledge, thus, making them self-dependent, competent and confident to face the multifarious challenges of life.

**Mission** : MKJK Mahavidyalaya’s mission is to make a profound difference in the lives of women by empowering them to attain their full potential through pursuit of knowledge, development of character, self esteem, recognition of their rights and responsibilities. Our institution provides multi-dimensional and quality education to the students, so that they enable to evaluate various paradigms of life with a new broad and human perspective.

### **Objectives**

1. To promote quality education and its linkage with employability.
2. Holistic development and empowerment of women.
3. Enhancing the use of ICT
4. To harness inborn/ inherent genetic sports talents in rural girls.
5. To provide multi-dimensional and quality education based on research and innovation.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The college is being run under the aegis of Jat Education Society (Regd.), Rohtak. The College is a grant in aid college and also runs many courses under self finance scheme. Consequently the college has to follow the norms of Haryana Govt., UGC / NCTE and MDU Rohtak. However the ways and means of implementation can be individualistic and innovative.

**Role of Top Management:** The College is used to govern by the duly elected management comprising of office bearer and a governing body of selected members and representatives of four teaching and non-teaching faculty members. Now the Deputy Commissioner Rohtak has taken the charge of Administrator Jat Education Society (Regd) after completion of tenure of management. Various resolutions pertaining to plans, policies of the college are passed by the governing body for the efficient and smooth running of the institution. The aims and objectives of the management is promotion of vocational, academic, cultural, social and humanistic values with the aim of preparing ideal citizens for the society and nation. The society stresses on optimal use of existing resources of the college and generating new resources with the assistance from various

philanthropists, voluntary agencies, organizations and grants from the state and central government. The managing society works as a facilitator providing facilities in terms of infrastructure, guidance and motivation to the staff and students. In order to boost the innovative teaching methods and research work, the managing committee appreciates the devoted and dedicated teachers who prove to be pathfinders and trend setters in this race for quality excellence through innovative methods. Outstanding students and faculty members are facilitated for their achievement which not only encourages them but also motivates others to follow them. Hence the role of managing committee is that of a mentor, guide and guardian.

**Role of the Principal:** In the very beginning of the session, the Principal conducts meeting with all the staff members in which the overall plans and activity/programmes for the whole session are discussed and finalized. Keeping in view the qualitative and quantitative improvement of the college, new developmental measures are taken.

The head of the institution is responsible for good governance and efficient management of the institution by working as a liaison officer between the college and management, affiliating university, UGC and the government or any other organization which links the college's aims and objectives. To achieve this objective, there is distribution and decentralization of power and responsibilities. The head of the institution monitors the activities of different committees in implementation of academic, cultural, social and extra curricular activities in the interests of the institution and for the achievement of its goal i.e. holistic development of students and society.

**Role of Faculty:** The faculty members keenly work in tune with college administration and management and actively participate in undertaking and implementing various quality improvement plans and programmes. They upgrade their knowledge regarding new policies, programmes and new curriculum and always keen to make teaching more and more interesting and engaging participative rather than receptive in passivity.

Suggestions, ideas and feedback by the higher authorities, faculty members and students work as the seeds for new promotion and expansion of policies and

programmes of the college for the next session. Their feedback leads to alterations and modifications in the system for a positive change towards excellence.

6.1.3 What is the involvement of the leadership in ensuring?

- the policy statements and action plans for fulfillment of the stated mission
- formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- Interaction with stakeholders
- Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders
- Reinforcing the culture of excellence
- Champion organizational change

The faculty members try to inculcate the leadership and governance values in the students through the various academic and co-curricular activities. The various social, political and ethical values which are the hall marks of a good leader are instilled through various activities like NCC, NSS, women cell, legal literacy cell, Red Cross society, Gender Champions, Beti Bachao Beti Padhao, debates and other cultural activities. The class representative and hostel prefect also assist in identifying and tackling various problems of the students with the authority. Coordination is maintained between different committees. The head of the institution monitors all committees in implementation of academic calendar. The head watches the interest of the Institution, the management and the stakeholders.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The principal holds periodic meetings with the faculty members regarding the reports of activities done under different committees and cells. Evaluation of the reports is thoroughly done and procedures regarding further improvement are adopted. In addition feedback from students is obtained through class monitor, group captains of NCC and NSS, hostel prefect, student's suggestion box and student grievance and redressal cell. The suggestions from other stakeholders are noted and utilized for implementation. Parents, retired educationists, artist, sports persons, social workers and intellectuals of society are invited for discussion, analysis and synthesis of problems and their positive ideas are always welcome.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The Principal identifies the individual capability and areas of interest of different faculty members and correspondingly responsibilities are assigned. The faculty members try to share their knowledge and expertise with each other viz-a-viz with students. Moreover, all kinds of possible help are to be given to the faculty members by the college and management to improve their knowledge in their respective areas. They are encouraged to attend national and international seminars, workshops and conferences and are provided full autonomy in their class rooms and tutorials.

6.1.6 How does the college groom leadership at various levels?

The principal exercises effective leadership by formulating different plans and policies keeping in view the potential development of the college. For enhancing academic activities, the heads of the department are frequently consulted and motivated. The convener and incharges of different cells like NSS, NCC, sports, cultural, women cells, Legal literacy Cell, Gender Champions, Beti Bachao Beti Padhao etc. are entrusted with the duties to organize various kinds of activities through students' leaders with full autonomy and independently.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The college administration is decentralized to improve the quality of the institute. Each member of the teaching staff is given independent charge of specific section. For the general purchase of the college, different purchase committees generally comprising of faculty members are constituted. Different stock registers are maintained by the departments and faculty members coordinate and organize various activities and events in the college. All conveners of different committees, NSS officers, NCC officers, Bursar and proctors are assigned duties to be carried out independently.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

The college focuses on democratic inclusive management rather than autocratic exclusive administration. To make administration and management participative, the college has an advisory council, discipline committee, prospectus committee, sports promotion committee, cultural committee, Red Cross committee, hostel committee, magazine committee, Gender Champions, Beti Bachao Beti Padhao, Sexual harassment Committee, Legal literacy Cell, Election Awareness Cell, Guidance & Counselling Cell, Women cell, NSS and NCC clubs and quality assurance cell etc. All the committees work independently under the guidance of



principal. In the periodical meetings with the principal, the various committees discuss various problems pertaining to the students as well as other issues of the institution. Within the parameters of ground realities, various corrective measures are taken to sort out problems and various decisions are taken collectively to enhance the overall potential and quality of the institute. For example the hostel committee works independently for proper management of hostel affairs and for providing required facilities, nutritious food, hygienic and congenial atmosphere and safety to the hosteller. The hostel committee of students comprising of elected representatives, president, vice present and secretary are the most important part of hostel committee.

## 6.2 Strategy Development and Deployment

### 6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The college caters to the educational needs of girls belonging to urban as well as nearby rural areas. The quality policy of the college is to identify the potential of the students and to provide them the opportunities in the best possible manner so that they may become skilled persons having broad and dignified framework of mind. Through skill acquisition, they become self dependent in this market oriented global scenario and values inculcated enable them to evaluate in reframing the existing norms of the societies keeping in view the humanistic orientation. The college prospectus provides a brief analysis of rules and regulation, norms and other disciplinary measures. In the beginning of the session, the quality policy of the institution is conveyed adequately to all the students. Accordingly, incessant efforts are made by the respective incharges like NSS, NCC Gender Champions, Beti Bachao Beti Padhao, Sexual harassment Committee, Legal literacy Cell, Election Awareness Cell, Employment Cell, Women cell etc. Feedback of all stakeholders is also taken into consideration to review the quality policy.

### 6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The college focuses both on qualitative and quantitative development of the college i.e. to improve the academic ambience and human & physical infrastructures of the college. The college has completed science faculty at UG level, both medical and non medical from the session 2013-14. Following the master plan of the college, the expansion of college building with new high-tech, well equipped labs and class rooms has already started in order to provide modern quality education and full scope for research and scientific experimentation.

Enhancement of ICT facilities for class rooms, labs, administrative wings, library is in the pipeline. Proposals to construct indoor stadium, athletic track and new wing of the hostel has already been submitted to UGC for approval of financial grants. The college intends to start women study centre with the financial help from UGC. The student from rural areas come with scores of gender biased and other misconcepts heavily loaded with outworn customs & creeds which have become big hindrances in their way to achieve independent and holistic growth. Hence, the college plans to establish a full fledged women studies centre and counselling centre. College has also constituted Gender Champions club for this purpose.

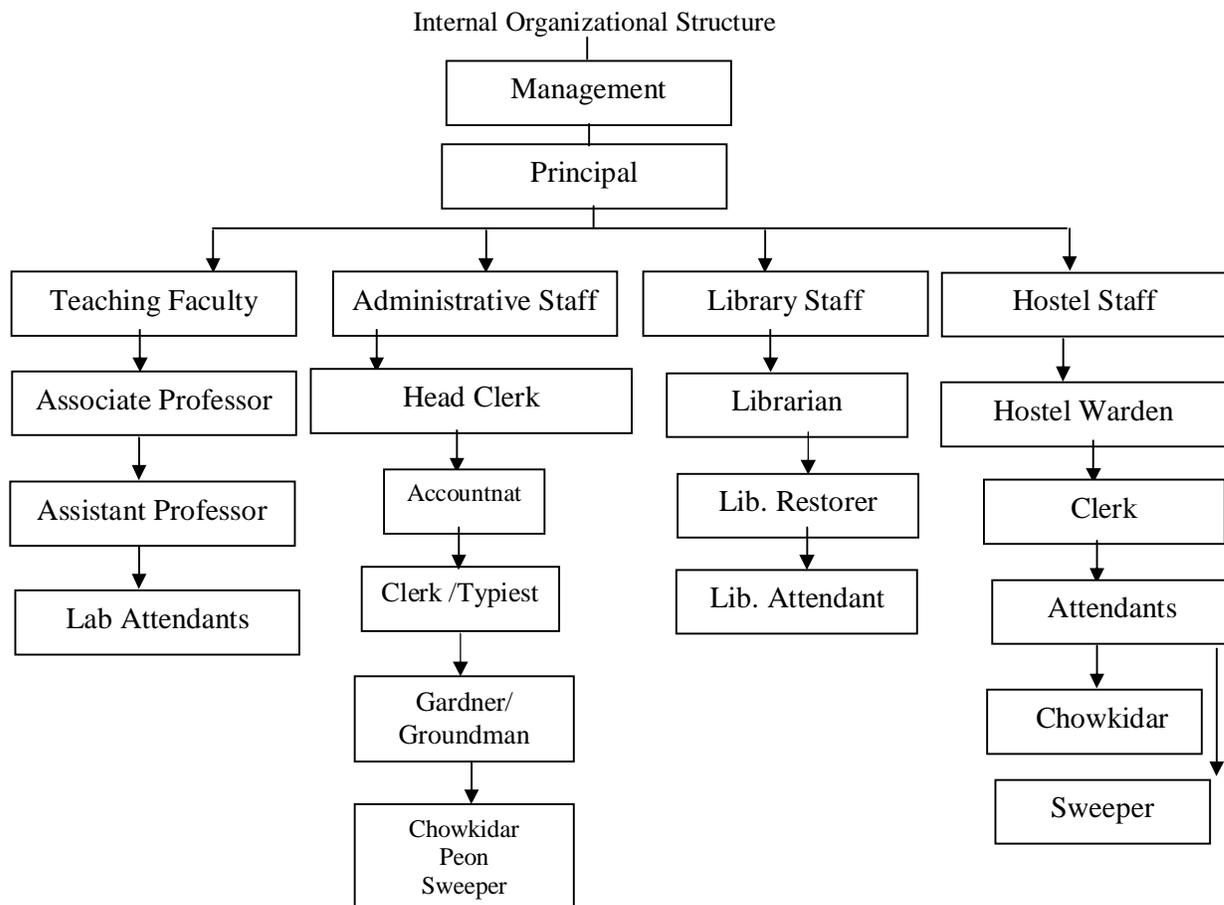
Under women study centre, studies and researches in this direction shall be taken. Seminars, workshops, camps and various trainings shall be conducted in order to awaken and educate the parents and panchayats of villages by making them gender sensitive through nukad natak, skits, poems and discourses and by highlighting the achievements of women in the society. Celebration of women victories shall definitely motivate the parents to give full opportunities to their own daughters so that they too can make remarkable place for themselves in the society while making their parents, village and community feel proud of them.

The college wishes to make education hundred percent employable. For this purpose, the college's future plan is to start vocational courses, training centers of state/ centre government to provide knowledge and training in the field of small cottage industries and agriculture based co-operative employment projects. The details of projects submitted to UGC are enumerated as under :

1. Proposal for Degree courses in Event Management and Retail management under B.Voc Programme under Commerce stream on 21 Feb 2015.
2. Proposal for construction of extension of college building(Science block) under the scheme Development Assistance to colleges for construction of building for XII plan on 9 May 2014.
3. Proposal for allocation of funds under XII plan on 14 May 2013.
4. Proposal for introduction of carrier oriented courses in Universities of colleges for call centres and BPO management on 8 May 2014.
5. Proposal for claim for reimbursement of Expenditure incurred by the college under the scheme of free education for sports medal winners/participants of national/international events on 10 May2014.
6. Proposal for Embroidery Art and Cutting and Tailoring has been submitted to UGC for coming session.

6.2.3 Describe the internal organizational structure and decision making processes.

**Internal Organizational Structure of the College:**



With this internal organizational structure, the College has also constituted various committees for managing and monitoring various co-curricular and extra-curricular activities throughout the year.

**List of Committees**

1. NAAC Steering Committee
2. IQAC
3. NSS
4. NCC
5. Sports Board
6. College Council

7. Library Advisory Committee
8. Hostel Committee
9. Admission Committee
10. Anti Ragging Committee
11. Printing and Publication Committee
12. Construction Committee
13. Purchase Committee
14. Discipline Committee
15. Prevention of Sexual Harassment Committee
16. Employment Cell
17. UGC Committee
18. Women Cell
19. SC and BC Committee
20. Time Table Committee
21. Guidance and Counselling Cell
22. Grievances and Redressal Cell
23. Legal Literacy Cell
24. Red Cross Society
25. Gender Champions
26. Beti Bachao Beti Padhao

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- Teaching and Learning
- Research and Development
- Community engagement
- Human resource management
- Industry interaction

**Teaching and Learning:** The College has a number of technology assisted quality improvement strategies. The college library ensures to add new titles of books and journals. It is equipped with quality collection of 15701 books, 55 periodicals, e-resources through INFLIBNET, DELNET and internet access to student and staff. We have five smart class rooms, one high-tech conference hall, separate computer labs for arts, commerce and science students. Administrative section has latest software (TALLY) for all administration works. College provides all kinds of support to the teachers for enhancing and updating the knowledge of their

respective fields. All departments organizes different activities like group discussion, class test, quiz, debates, seminars, field work, study tours and extension lectures by subject experts.

**Research and development:** The College motivates the teachers to take up research projects in the form of facilities like study leave, FIP scheme of UGC. Students are motivated to take research project in PG classes. Accordingly, surveys are conducted by the PG students. For this, internet facility is provided to them free of cost.

**Community Engagement:** The college organizes various programmes to make aware and sensitize the nearby rural community about social issues like female foeticide, hygiene & sanitation, health through NSS and other extension activities. The Colleges organizes health camps regularly. Road safety awareness camps are also organized. Nearby community and students of the college were encouraged to register themselves in ADHAR Cards scheme and Voter Card. The outstanding people of community who have made their mark in the field of social service, education and sports etc. are also invited for interaction and communication with students for motivation and encouragement.

**Human Resource Management:** The College identifies the skill, aptitude physical and intellectual capabilities of its entire staff member (teaching and non-teaching). Accordingly, various kinds of responsibilities are assigned to them so that their potential may be utilized in the best possible manner.

**Industry Interaction:** The College organizes educational tours for students to visit small scale industries, export houses and of the industrial areas in the NCR. Stakeholders of industries are invited for campus placement and to address the students regarding the prevalent demand of the industry and the market and to tell them how to make themselves employable as per market demand.

- 6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The Principal collects reports of the activities of various cells. Feedback is also received from student, parents and other stakeholders. The college council recommends various improvement measures and major resolutions are conveyed to the Governing Body as well as Govt. & University authorities for recommendations and implementation.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The management motivates teaching faculty for improving the effectiveness and efficiency of institutional process by giving them full freedom in decision making within jurisdiction. Their suggestions and ideas are always given due weightage and new proposal for betterment are invited from time to time Principal also encourages to attend workshops, seminar and take up research projects. Extra benefits in the form of increments for securing Ph.D., M. Phil degrees are given by the Govt. as well as by the Institute.

6.2.7 Enumerate the resolutions made by the management Council in the last year and the status of implementations of such resolutions.

(a) Minutes of the meeting of Executive Committee/Governing Body of Jat Education Society (Regd.), Rohtak held on 31-12-2014 under the chairmanship of Sh. Surender Singh , President, Jat Education Society (Regd.), Rohtak are as under:

1. The action taken by the President , Governing body Jat Education Society (Regd.), Rohtak for making appointments of twenty two Assistant Professors in various subjects on Regular basis under SFS for the session 2013-14 and 2014-15 was approved.
2. The action taken by the President , Governing body Jat Education Society (Regd.), Rohtak for making appointments of eight non-teaching staff on Regular basis under SFS was approved.
3. The action taken by the President , Governing body Jat Education Society (Regd.), Rohtak in giving permission to make the payment of Rs 1,81,68,530 to the contractor and other agencies regarding construction of Ch. Raghvendra Singh Science Block in MKJK College, Rohtak was approved.
4. The expenditure of Rs 52,18,141 incurred on account of salary given to the staff under SFS from 01.11.2013 to 31.08.2014 was approved.
5. The expenditure of Rs 2449633 incurred on the purchase made by the college above Rs. 10000 for the period Nov,2013 to 20.09.2014 was approved.
6. The expenditure of Rs 3345523 incurred on purchase made by the hostels above Rs. 10000 for the period Nov,2013 to 20.09.2014 was approved.
7. The expenditure of Rs 1586700 incurred on account of management share transferred from SFS account no 1358619743 to salary Account no 1358655205 to meet out the ratio of 1/19 Management share of the staff working under the grant-in-aid was approved.

8. The action taken by the President in abolishing the 8 posts of non-teaching staff working under SFS and relieving the incumbents working against the said posts on the basis of recommendations of the committee constituted under the chairmanship of Principal, MKJK College, Rohtak to review the illegal/surplus appointments was approved.
9. The action taken by the President, Governing body Jat Education Society (Regd.), Rohtak for making payments of Rs. 171250 to the guest faculties in various subjects under SFS for session 2014-15 @ Rs 250/- per period was approved.
10. The action taken by the President, Governing body Jat Education Society (Regd.), Rohtak to promote Mrs. Seema from the post of Peon to the post of Library Attendant with immediate effect, was approved.
11. The services of five Assistant Professors in different subjects were confirmed after the completion of their probation period of one year from the date of their joining.
12. (i) The proposal of starting of B.Com (Hons) , M.Com, M.Sc(Physics) and M.Sc(Maths) was approved and the Principal was authorized to take necessary steps for starting these courses w.e.f. the session 2016-17.
  - (ii) The remuneration of Rs 5000 to Dr. Anita Gulia, Assistant Prof(Mathematics) for assigning her additional duty of co-ordinator,Department of Science was approved.
  - (iii) The action taken by the President, Governing body Jat Education Society (Regd.), Rohtak in re-instating the services of Sh. Jagbir, Chowkidar in the hostel since 2003 was approved.
  - (iv) It was unanimously resolved that the President, Jat Education Society (Regd.), Rohtak is authorized to execute and submit an affidavit or any other documents required for the purpose, on behalf of the Society regarding acceptance and compliance of NCTE Regulations , 2014.
- (b) The Agenda items discussed and resolved in the meeting of Governing body of M.K.J.K. Mahavidyalaya Rohtak held on 17.01.2015 are as under:
  1. The minutes of the meeting of the governing body of M.K.J.K. Mahavidyalaya, Rohtak held on 30.11.2013 were unanimously approved.
  - 2 The appointment of two clerks namely Ms Jyoti and Ms Menka Malik against aided post were approved.
  3. The appointment of Sh. Anil as Mali against aided post was approved.

4. The resignation of Dr Sunita Siwach, Associate Prof. in Psychology was approved.

5. The purchase made by the college more than Rs 10000 from the period 12.11.2013 to 31.12.2014 was approved.

6. The proposal for conversion of vacant post of History into Maths was approved.

7. Filling up the post of Assistant Professor in Hindi was approved.

- All the above resolutions passed in the meeting have been properly implemented.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

-Not applicable-

6.2.9 How does the Institution ensure that grievances/ complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

There is a grievances redressal cell in the College. The complaint and suggestion box has been placed the college. All the written or verbal complaints of the students are sorted out by college council, hostel committee and by the staff members through personal interaction and counselling and if need be, with the help of management.

6.2.10 During the last four year, had there been any instances of court cases filed by and against the Institution? Provide details in the issues and decisions of the courts on these?

Subject: Detail of the court cases by and against the college during the last four years are as under:

1. Rajesh Hooda (Clerk) Vs Jat Education Society (Regd), Rohtak
2. Rajesh (Attendant) Vs Jat Education Society (Regd), Rohtak
3. Bijender (Peon) Vs Jat Education Society (Regd), Rohtak
4. Bijender (Sweeper) Vs Jat Education Society (Regd), Rohtak
5. Satish (Groundman) Vs Jat Education Society (Regd), Rohtak
6. Parveen (Lab Attendant) Vs Jat Education Society (Regd), Rohtak

These six employees of the college were retrenched from their post with the reason that the posts held by them stands abolished on being surplus and thus were relieved from their duties w.e.f. 7.10.2013.



- 6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

The college collects feedback in the form of feedback proforma from the students regarding all kinds of facilities and services provided to them. The proformas are thoroughly analyzed by the faculty members and accordingly corrective and improvement measures are taken for the overall improvement.

### 6.3 Faculty Empowerment Strategies

- 6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

Periodic training regarding latest developments in technical knowhow pertaining to teaching methodologies are given to all the faculty members. The non-teaching staff is also made aware of computer skills and use of various software's. Availability of computer labs, smart rooms, INFLIBNET, DELNET and internet facilities enable the staff members to become aware of the latest development in their respective areas.

Staff members are allowed to participate in National/International seminars, workshops, orientation and refresher courses. They are permitted study leave under FIP scheme of UGC.

- 6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

Teacher are motivated to join various courses and all kinds of technical training as mentioned above for upgradation.

- 6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The staff members write about the different kinds of duties and responsibilities assigned to them in the prescribed self- appraisal report. The report is properly analyzed by the Principal whether all the mentioned activities have been genuinely materialized. Remarks are given in the performa and finally sent to the President Governing Body/Administrator for final remarks.

- 6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

Evaluation of performance report is done by the Principal and the Management. In case of good reports, morale boosting is done by the college and the management by providing the members different kinds of initiatives. If the report

is negative, it is conveyed to the concerned members for improving their performance in future.

- 6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

House rent facility is provided to the teaching as well as non-teaching staff of the college. Increments for higher studies like M.Phil and Ph.D. and maternity leaves/study leave are also provided. For non-teaching employees, wheat loan, uniform and vehicle facility is also given. Moreover there is facility of staff-quarters for non-teaching employees.

- 6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

Institution provides all kinds of possible support in the form of DA, annual increment, maternity leaves and study leaves etc. to the faculty members to attract and retain eminent faculty.

#### 6.4 Financial Management and Resource Mobilization

- 6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

At the beginning of the session, overall financial resources of the college are analyzed and accordingly various plans and procedures are framed. Tentative cost of the incurring expenditure is also taken into consideration. Regarding major expenditures involved, the Principal and the college council takes a collective decision which is finally approved by the Management.

The fund is disbursed from the office only when sanction is given by the Principal. Utilization of various funds is checked by the bursar and directly monitored by the Principal. The Principal and the superintendent make sure that all kinds of payments are made in time.

- 6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

All the accounts of the college are properly audited. Following are the types of audit:-

1. General audit of all accounts by the C.A. engaged by the institution.
2. Amalgamated fund is audited by the M.D. University Rohtak on annual basis.
3. Salary Account is audited by Audit General Dept. and Directorate Higher Educations.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

1. The major sources of institutional receipts/funding are Directorate Higher Education, Haryana and UGC.
2. Donations from community and other voluntary agencies also contribute a lot in the overall funding. The college has also signed MOU with DLF Charitable Educational Trust of Rs. 4.4 Crore for science block construction in 2013.
3. Fees collected from the students (Hostel fee and fee funds out of admission fees) are the additional sources of revenue for carrying out the activities of the college.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

1. The college sent several proposals to UGC and accordingly received grants during the 11<sup>th</sup> plan as listed below.

Additional Assistance	Grant Allocated	Grant Received	—	Remain
I	25,00,000	22,50,000	31312 22,73,342 2,52,575 dt 13.8.12 2525917	UC for 252591 to recent and demand for 250000
Additional Assistance Phase II	Grant Allocated	Grant Received	Exp.	remain
	25,00,000	22,50,000 (on 29.8.12)	25,32,309	UC sent copy and request 2,50,000 be release

General Development Assistance	UG	Grant Allocated	Grant Received	Utilized upto	Remarks
		6,50,000	332928 up to 31.3.12 (55488 + 277440) 1,25,00 received on 29.8.12	538006 300000 during 2012-13	Rs. 332928 received from UC and 2,05078 from college resource Rs. 192072 (650000-457928) to be reimbursed by UGC

			457928	838006 (UC to be sent)	
Merged Scheme	UG	grant allocation	Grant	—	—
		6,25,000	225000 50,000 construction of toilets on 29.8.12 out of 1 Lakh allocated 50,00 3,25,00	225000 1,50000 during 2012-13 1,50000 52,5000	UC sent on 28.2.12 (enclosed) 50,000 (from UGC, 1000000 (College resource grant allocation 625000 Grant received 325000 3,00000 100000 Specially for toilets
Free education of sports medal winner/participant of National/International event scheme		494855	494855	To be utilized	
Seminar/Symposium /Conference		80000	64000	Upto Dec2015	

2. For the construction of New Building of the college, the college requested govt. of Haryana for matching grant and received Rs.1crore 35 lakhs.
3. As donation of Rs. 2.5 Lacs was received from Mrs. Neelam Aggarwal a social activist for the construction of common room in hostel. Moreover, Rs. 2.5 Lakhs in term of kind (construction material, ground filling material and equipments for drinking water facility) was donated by the community and all the above mentioned funds were accordingly utilized.
4. A grant of Rs. 50,000 was received from D.H.E. Haryana for organising one day national seminar & utilization certificate for the same has already been submitted.

Following proposal are also submitted to UGC for financial grant

1. Proposal for Building (Science Block) for Rs. 3,42,16,320.00
2. Proposal for General development grant for Rs. 5 crore
3. Proposal for Constructions of women hostel – cost of Rs. 80,000 lakh only.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

- a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?
  - b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?
  - c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.
  - d. How do students and alumni contribute to the effective functioning of the IQAC?
  - e. How does the IQAC communicate and engage staff from different constituents of the institution?
- (a) Yes, the college has established an internal quality assurance cell (IQAC). The institutional policy of IQAC with regard to quality assurance is to bring excellence in education through quality improvement in academic and co-curricular activities and also by expansion in the library, infrastructure facilities and college building construction, so that availability of class rooms and hostel may match with the requirement of the same. For major construction projects, experts from concerned departments. (Retd Executive Engineer and SDO) are invited as member of construction committee for supervision and maintenance of the quality. Some members of the management also play an active role in supervision of construction work.
- (b) Requisition of class rooms & Girls hostel was approved by management/ authorities and proposal for women's hostel has been submitted to UGC under special scheme for construction of women hostel. Proposal for construction of class room has also been sent to UGC under the head expansion in infrastructure of XII plan. For expansion of infrastructure in library, it was resolved in IQAC meeting that proposal for fully automation of library to be sent to D.H.E. and membership of DELNET has already procured.
- (c) Yes, IQAC have external member in its committee. Members are requested to attend the meeting so that their experience and expertise may provide us valuable guidance and suggestions for holistic development of our students.
- (d) Senior faculty members of different departments are the members of IQAC and hence attend the meeting of IQAC.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

Yes, the academic and administrative activities of the college are scheduled as directed by The Directorate of Higher Education and M.D. University, Rohtak. Apart from the faculty members, the Principal and the top Management also play an active role in maintaining the quality.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

Principal and other faculty members periodically update their knowledge through attending various workshops and seminars organized by IQAC in collaboration with NAAC at zonal and state level.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

The academic audit is achieved through students' feedback on the programme structure and quality of teaching. The feedback is analyzed by the IQAC and effective measures are implemented accordingly.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

Inspection teams from university and NCTE visit to monitor the quality of particular new courses to be introduced. Reports in prescribed proforma are sent regarding the existing infrastructure and other facilities. The inspection team analyzes these reports and after physical survey gives its assessment regarding the quality maintenance. NCC activities are observed by the local commanding officer whereas NSS activities are supervised by the university NSS coordinator and inspected by the Haryana govt. observer.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The feedback from the students, parents, other stakeholders and the results of the students provide the main criterion for evaluating and reviewing the teaching learning process. The principal convenes the meetings for chalking out the various strategies for improving the teaching methodologies.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The institution communicates its quality assurance policies through college prospectus, magazines, and website and also through various kinds of advertisements. The results of the students provide the main criteria for quality assurance. Feedback of various employees and parents provides ample proof of the existing standard as well as measures to improve the quality.

## CRITERIA VII: INNOVATIONS AND BEST PRACTICES

### 7.1 Environment Consciousness

#### 7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The campus of our institution is lush green and eco friendly in nature. The college campus is well planted with floral plants, shrubs and trees. To preserve our heritage old trees like Neem and Banyan are well conserved in the campus. Moreover we celebrate van Mahotsav every year by plantation of new trees by NSS. This year, trees were planted in the college campus under Har Ghar Haryali scheme. NSS volunteers have conducted various rallies regarding 'Say no to Polythene' during their camps and sensitize the community about environmental pollution and hazards of use of plastic and polythene. Students of 1<sup>st</sup> yr of UG courses have to qualify a compulsory paper entitled 'Environment Science'.

#### 7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- \* Energy conservation
- \* Use of renewable energy
- \* Water harvesting
- \* Check dam construction
- \* Efforts for Carbon neutrality
- \* Plantation
- \* Hazardous waste management
- \* e-waste management

Though our college campus is very eco-friendly, with ample open area, yet we take initiatives for making it more eco friendly.

**Energy Conservation:** The College has a lot of electrical equipments which require power supply. To reduce this electrical consumption bulbs, and tubes have been replaced with CFL and less power consuming tubes. We are in a habit of switching off fan, lights, when not in use. Our hostel has solar light cooker and solar Geysers for providing hot water to students.

- The college is planning for converting solid waste and garbage into manure which can be used for gardening.
- Our equipments do not emit carbon beyond permitted scale. Besides one Refrigerator and 5 AC's, we do not have carbon emitting equipments.

**Plantation**: The college has sufficient well spread green lawns. Many more trees are planted in collaboration with Forest Department every year. Van Mohatsav is also celebrated every year by our NSS Unit. Tree plantation was done under Har Ghar Haryali scheme.

**Hazardous waste Management**: The College does not generate any hazardous waste. However unserviceable and condemn items/equipments of labs, hostel, canteen etc. are auctioned from time to time.

**e-Waste Management** : Institution manage this issue by disposing off e-waste, if any to technical expert to be recycled or processed professionally.

## 7.2 **Innovations**

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The college has introduced a number of innovations in infrastructure, teaching learning, administration, and student support and progression i.e.:

1. Academic and co-curricular calender of the year.
2. Office administration has been computerized in the context of admission, registration, examination and results of students. Internet facility is available in the college campus.
3. Introduction of smart class rooms.
4. Our library has been semi-automated and updated with INFLIBNET.
5. On the Spot Evaluation Center of MDU Rohtak has started.
6. Organized various study tours/excursions by different departments to Rajasthan, Delhi, Suraj Kund Crafts Mela, Trade Fair and Hill stations.
7. Girls Common Room in Hostel has been constructed to organize different co-curricular activities.
8. New Parking area for staff and students has been constructed.
9. Printing and copying facility is introduced in principal office, clerk office, library and various laboratories.
10. Purified drinking water facility has been established both in hostel and college.
11. 24 hour power backup is provided in the hostel and college with the help of Generators of 82.5 KVA.
12. Formulation of new clubs and cells like Red Ribbon Club, Legal Literacy cell, Prevention of Sexual Harassment Cell and Anti Ragging Cell, Gender Champions club, Beti Bachao beti padhao and photography club.
13. The sports department has been equipped with latest machinery, boxing ring, judo mats and multi gym.
14. Organization of health check up and anemia campaign for staff and students by Red Cross cell in collaboration with district health services.



15. Organized DHE/UGC sponsored seminars and workshops. College has sent a proposal to procure grant for organizing seminars/workshops/conference and we have received Rs 80000/ for this purpose from UGC.
16. NSS units organized their special camp in rural area and conducted social survey on various social issues.
17. Organized blood donation camp by Red cross and NSS every year.
18. A proposal for women study centre has been sent to UGC for grant & approval.
19. College and Hostel campus is under surveillance of CCTV cameras.
20. With the committed and incessant efforts by the college authorities and management, a donation of Rs. 4.4 crore from DLF Charitable educational trust has been procured to construct Raghvender Singh Science Block in the college. The contractors and construction committee has handed over the building to college in this session 2015-16.
21. Every year, college authorities search the hidden sports talent and motivate these students to take admission in the college. The college also provides financial help to needy students of different courses and sports in the form of freeship in the college and hostel, books so that they may not discontinue their studies due to finance. The faculty members of the college also help needy students in the form of fees and books.

### 7.3 **Best Practices**

#### 7.3.1 Elaborate on any two best practices as per the annexed format (see page)

Which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college?

1. **Title of the Practice:** Continuous enhancement and upgradations of infrastructure for effective teaching and learning.
2. **Goal:** To achieve the goal of holistic development of students and inculcation of technical skill, updated infrastructure is pre-requisite. Need of the hour is to make the students familiar with new modern technology so that they can get academic and technical excellence, and provide them better job opportunities. To fulfill this goal, our institution is on the pathway of developing and upgradation of present physical and technical infrastructure.
3. **Context:** Our institution came into existence in 1988, with the mission to provide light of knowledge to the girls of nearby rural as well as urban areas. Although, the college was started in an old building but gradually the college has attained the entire requisite infrastructure to cope-up with the academic, cultural, technical and sports requirements of students. As ours is a girls college and majority of the girls

belong to rural and remote areas, hostel facility in the institution has proven a boon to these girls as they are protected from gender harassment and eve teasing. This institution provides them an opportunity to realize their dreams and equip them with various skills through updated infrastructure.

4. **The Practice:** Top Management, institute, community, grants from UGC and Govt. collectively worked together to upgrade the infrastructure of the college with a view to improve academic excellence and employability of the students. When the college started in 1988, the classes were held in an old building of Jat High School and it was shifted to the new building constructed by Grant from State Govt. in 2008 and Raghvender Singh Science block and commerce block in 2015 with the help of donations from DLF charitable educational trust and Grants from Govt. of Haryana. The college has succeeded in making available the following resources:

- a. Beautifully structured concrete college UG and PG block and newly constructed Science block and Commerce block with administration block, labs, washrooms, staff room fitted with all modern amenities.
- b. All the classrooms are well ventilated and have required furniture, lecture stand, green boards etc.
- c. Smart class rooms are fitted with interactive boards, projector, interactive panel and visualizer.
- d. College has cafeteria for staff and students which provide hygienic and nutritious eatables at subsidized rates.
- e. The college has laid special emphasis on sports to produce excellent players. Yoga classes are arranged for hostel students by Yoga Teacher in the morning. The college has spacious multipurpose hall equipped with multi gym, boxing ring, kabbadi mats and Yoga mats. Beside this, college has all other play grounds e.g. volley ball, basket ball, athletic tracks, cricket, throws and jumps, net ball, soft ball, kho-kho, hand ball and other sports facilities like weight lifting and power lifting are also available in the institution. Due to all these sports facilities provided by the institution, our students have shown their mettle both at national and international level competitions and winning the All round General trophy of MDU for the last many years. Hence, college has become the synonymous with sports talent.
- f. Library of college has spacious reading room, stack area, librarian office, periodical section, IT zone, circulation counter and store. Our library is partially automated having 15701 books and 55 periodicals. It has internet facility, is member of DELNET and has subscribed N-LIST PROGRAMME OF INFLIBNET for e-resources. There are very good

amount of open learning resources available on internet through which students can take benefit for their course work and other critical references.

- g. The college has well designed dynamic website.
- h. We have air conditioned central computer lab with one laptop 65 desktops , 4 printers, one server, 2 online UPS and LAN connectivity.
- i. The college has spaces for NSS, NCC, women cell, sports office, Red Cross Cell and Bursar.
- j. Lush green lawns with water sprinkler system.
- k. We have two fully furnished girls' hostels with accommodating capacity of 450 students. Hostel has purified drinking water facility, hygienic mess, solar water heater, common room with TV, Newspapers and magazines, 24 hour power backup with generator to its inmates..
- l. For security purposes, college building, main gate, hostel, offices and library is under surveillance of CCTV cameras.
- m. College has spacious well furnished seminar hall equipped with digital lecture stand, audio system, projector and interactive panel.
- n. Faculty members also provide financial help to class IV employees and students whenever required.
- o. Faculty members contribute to construction work in the form of donations to our institution and also to other sister institutions from time to time.
- p. For extension in infrastructure of college, the following proposals have been submitted to UGC under various schmes for XII plan.
  - Proposal for construction of class room under extension in college building scheme of UGC for Rs. 3.5 crore.
  - General development grant for Rs. 5 crore
  - Constructions of women hostel – cost of Rs. 80,00000.00 (Eighty Lakh).

5. **Evidence of success**: Infrastructure up-gradation has ensured academic excellence and employability of our students in the recent years. The following are a few of instances :

- a. Our students of BA, B.Sc. (Sports Science) and PG courses secured various positions in merit list of MDU Rohtak. Ms. Aruna won Gold Medal in annual exams of B.A.2<sup>nd</sup> and B.A.3<sup>rd</sup> in M.D.University in 2009-10 and 2010-11 consecutively. Our PG Students Jyotika Gehlawat and Vaishali topped university in 2012 and 2014 respectively
- b. We have produced a large number of academic professionals like teachers, Assistant professors and Principals, and other professionals employed in Railways, sports, police department, social welfare and in private sector

(details in 5.1.7).

- c. The college has been winning the all round trophy of MDU for the last 13 years, our students occupies a top position in sports in terms of number of students and their achievements. Players of our college have participated, won prizes at national level in wrestling, handball, kabaddi, basket ball etc. Hockey Golden Girl Mamta Kharb honoured with Arjun Award in 2002. Our student Suman Kundu won Bronze Medal in Commonwealth Games 2010 in wrestling. Sakshi, our B.PEd. student won Silver Medal in Commonwealth Games 2014 in wrestling. Pratima Dagar won Bronze Medal in Roller Skates in Asian Games 2014. Sakshi won the International United World Wrestling Championship in Januray, 2015.
- d. Our college also excels in cultural activities. Zonal youth festival was organized by our institution in 2008-09. Students of our college participate and won prizes in inter-college competitions, zonal youth festival and inter zonal youth festivals year after year. Hindi and Sanskrit one act play recommended at zonal level many times and commended at inter-zonal levels. BA student Arti won best Actor award (Male Role) in Sanskrit one act play at Zonal and Inter Zonal Youth festival , Oct 2014 organized by M.D. University, Rohtak.

6. **Problems encountered and resources required:** The college faces a few problems in the effective utilization of our infrastructural resources as detailed below

- i. At times we face financial problems in expanding our infrastructure e.g. new hostel, building, construction of Common Room, Auditorium, Indoor Stadium etc.

Though we have started numerous courses with sufficient intake capacity, yet we face the problem of low response of students due to lack of transportation facility. Institution is running many courses under SFS and is unable to pay full pay scale according to latest pay scale as per UGC/Govt. norms to faculty engaged in these courses due to lack of finances.

7. Contact Details:

Name of the Principal	:	Dr. Krishna Chaudhary
Name of Institution	:	MKJK MahaVidyalaya Rohtak
City	:	Rohtak
Pin Code	:	124001
Accredited status	:	B (2003)
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Website : www.mkjkcollege.org

### **Practice — 2**

Topic: Empowerment through capacity building

**Goal:** The Goal of the practice stated above is to empower the girls students by providing them multidimensional quality education so that they become self reliant and enable to evaluate various pradigms of life with a new broad and human perspective.

**Context:** Good cordial bond between staff and students helps in inculcation of social, moral, ethical values in students which is a pre-requisite for their holistic development.

#### **Practice :**

- a. Principal and faculty encourage the students to share their personal, domestic or financial problems, so they may feel at home in the institution.
- b. Every year the new session in the college is started by performing Hawan Ceremony so that moral and spiritual values may be inculcated to the students. Students are also motivated for prayer in the hostel.
- c. Faculty and students celebrate major regional/national festivals together like Independence Day, Republic Day, Teachers Day, NSS Day, NCC Day, Womens' Day, Environment Day, Aids Day, Teej, Holi and Lohri etc. Such activities create self confidence and help in retaining our cultural values in the students.
- d. Institution provide financial help to economically weak students in the form of scholarship e.g. Chottu Ram Scholarships, Vandana Kumari Scholarship, 2<sup>nd</sup> Lt. Rakesh Singh Memorial Scholarship and Rohtak Education Society Scholarship etc. Freeships to needy, meritorous and sports persons in hostel and college is being provided. Book bank facility is available in our library to provide free books to needy students. Uniform to participants of various sports activities is provided. Fee concession is also provided to SC/ST/OBC and other needy students as per state/centre govt. norms.
- e. In addition to this, Principal and faculty members at individual level also provides financial assistance to poor/needy students in terms of fees, hostel fee and books etc.
- f. To make the education employable and self reliant, college runs UGC sponsored

add-on courses in Apparel & dress designing and Art and Craft. Besides this, we have sent the proposals to UGC for introduction of B.Com Vocational and Call Centre & BPO management under introduction of career oriented courses in Universities and colleges under XII plan. A proposal for short-term courses on Embroidery Art and Cutting and Tailoring is also sent to UGC for coming session.

- g. The college brings out its annual magazine 'Mahila Manisha' which is an appropriate platform and a vibrant medium to nurture the unique spark of creativity and expression in students.

**Evidence of Success:** Through this practice a profound difference is made in the lives of girl students by empowering them to attain their full potential through employment opportunities, development character, self esteem and recognition of their rights and responsibilities.

**Problems:** So far no problem has been encountered in implementation of this practice.

#### Contact Details

Name of the Principal	:	Dr. Krishna Chaudhary
Name of Institution	:	MKJK Maha Vidyalaya Rohtak
City	:	Rohtak
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# Annexure-1



☎ 01262-274660

Office of the Principal

**MAHARANI KISHORI JAT KANYA MAHAVIDYALAYA**

**ROHTAK**

(Affiliated to M. D. University, Rohtak & Recognised by Govt. of Haryana)

Ref. No. *M.K.J.K./15/1295*

Dated *20-10-15*

Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the Peer team visit.

Signature of the Head of the Institution

With seal:

*CK*  
Principal  
**M.K.J.K. College**  
**ROHTAK**

Place: *ROHTAK*

Date: *20-10-2015*

Annexure No - II

*Handwritten notes:*  
H. S. Choudhary  
11/11/91

MARSHI DAYANAND UNIVERSITY REHTAK 373  
12.11.91

Copy of Res. No. 27 of the meeting of the Executive Council held on 26/9/91 at 11-00 a.m.

27. Considered the recommendation of the Academic Council made vide resolution No. 59 of 19.8.91, based on the report of the Inspection Committee (Annexure XII) Pages 23-24 already circulated) that (i) Maharani Kishori Jai Kanya Mahavidyalya, Rehtak may be granted permanent affiliation for B.A., I, II & III with the subjects of English, Math., Economics, History, Pol. Sc., Geography, Sanskrit, Hindi and Sociology, (ii) the college may be permitted to start Psychology subject in B.A.-III from the session 1991-92, (iii) the college may be allowed to start Home Science subject in B.A., III from the session 1991-92 subject to the conditions mentioned in the report.

RESOLVED that the above recommendation of the Academic Council be approved.

Endst. No. CB-1/91/ 7936

Dated: 2-11-91

Copy of the above is forwarded to the following for information and necessary actions:-

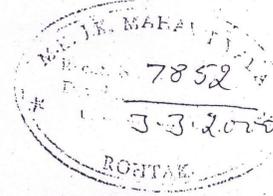
1. The Director of Higher Education Haryana, Chandigarh.
2. The Deputy Registrar (Regn. & Sch.), M.D. University, Rehtak.
3. The Deputy Registrar (R-II), M.D. University, Rehtak.
4. The Asstt. Registrar (Academic), M.D. University, Rehtak.
5. The Principal, ~~unannounced college~~ M.K.T.K. Mahavidyalya, Rehtak.

*Handwritten signature:*  
2/11  
Superintendent (Colleges)  
for Dean College Dev. Council



ANNEXURE - III

UNIVERSITY GRANTS  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI-110 002.



No. F.8-88/99 (CPP-I)

22<sup>nd</sup> February, 2000

The Registrar,  
Maharishi Dayanand University,  
Rohtak-124 001.

Sub:- List of Colleges prepared under Section 2(f) of the UGC Act, 1956-Inclusion of  
New Colleges.

Sir,

I am directed to refer to your letter No. MKJK/2000/6187 dated 15<sup>th</sup> January 2000 on the above subject received from the Principal, Maharani Kishori Jat Kanya Mahavidyalaya, Rohtak and to say that the name of the following College has been included in the above list under Non-Government Colleges teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
Maharani Kishori Jat Kanya Mahavidyalaya, Rohtak, (Mrs. Sushil Rathee)	1988-89	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12-B. of the UGC Act, 1956.

The Indemnity Bond and other documents in respect of the above College have been accepted by the Commission.

Yours faithfully,

Sd/-

(D.D. Mehta)  
Under Secretary

Copy forwarded to:-

1. The Principal, Maharani Kishori Jat Kanya Mahavidyalaya, Rohtak (Haryana).
2. The Secretary, Govt. of India, Ministry of Human Resource Development, Department of Education, T-14 Section, Shastri Bhawan, New Delhi-110 001.
3. The Joint Secretary, UGC Northern Regional Office, A-Block Second Floor, Nehru Vikas Minar, Nehru Parivahan Complex, Ghaziabad-201 001 (U.P).
4. All Section, UGC.
5. S.O. (FD-III Section) UGC, New Delhi.
6. D.T.P. Cell, UGC.
7. Guard file.

C.P. Arora  
(C.P. Arora)

## ANNEXURE - IV

राष्ट्रीय अध्यापक शिक्षा परिषद्  
(भारत सरकार का एक विधिक संस्थान)  
उत्तर क्षेत्रीय समिति



NATIONAL COUNCIL FOR TEACHER EDUCATION  
(A STATUTORY BODY OF THE GOVERNMENT OF INDIA)  
Northern Regional Committee

### To be published Gazette of India Extraordinary

NRC/NCTE/F-7/HR-573/ 32488  
APN: 0 3 5 7 8

Date: ROHTAK

#### ORDER

WHEREAS in terms of Section 14 (1) of the NCTE Act, 1993 **Maharani Jat Kanya Mahavidyalaya, Rohtak, Distt- Rohtak, Haryana** has submitted an application (code No.03578) to the Northern Regional Committee of NCTE for grant of recognition/permission for starting **M.P.Ed. Course** of two year duration with an annual intake of **30 (Thirty Only) students**.

2. AND WHEREAS on scrutiny of the application submitted by the institution, the documents attached therewith the affidavit and the input received from the visiting team in the form of report and videography, the Committee is satisfied that the institution/society fulfills the requirements under the provisions of NCTE Act, Rules and relevant Regulations including the Norms and Standards for the Secondary Teacher Education programme such as instructional facilities, infrastructural facilities, library, accommodation, financial resources, laboratory etc. for running the programme and has selected/appointed duly qualified teaching staff as per NCTE norms.

3. NOW, THEREFORE, in exercise of the powers vested under Section 14(3) (a) of the NCTE Act, 1993, the Northern Regional Committee hereby grants recognition to 1993 **Maharani Jat Kanya Mahavidyalaya, Rohtak, Distt- Rohtak, Haryana** for conducting M.P.Ed. Course of two year duration with an annual intake of 30 (Thirty Only) students under clause 7(12) of Regulation dated 13-1-2006 subject to fulfillment of the following:

- (i) The institution shall, within one month of the receipt of recognition order, convert the endowment fund account into a joint account to be operated along with an official of the Northern Regional Committee.
- (ii) The institution shall comply with the various other norms and standards prescribed in the NCTE regulations, as amended from time to time.

4. Further, the recognition is subject to fulfillment of all such other requirements as may be prescribed by other regulatory bodies like UGC and the State Government etc, wherever applicable.

Cont...

कार्यालय : ए-46, शान्ति पथ, तिलक नगर, जयपुर-302004 (राजस्थान)  
कार्यक्षेत्र : उत्तर प्रदेश, उत्तरांचल, दिल्ली, हरियाणा, पंजाब, चण्डीगढ़, हिमाचल प्रदेश, राजस्थान

Office : A-46, Shanti Path, Tilak Nagar, Jaipur-302004 (Raj)  
Jurisdiction: U.P., Uttaranchal, Delhi, Haryana, Punjab, Chandigarh, H.P., J.

-2-

5. The institution shall submit to the Regional Committee a Self-Appraisal Report at the end of each academic year along the statement of annual accounts duly audited by a Chartered Accountant.

6. If the institution contravenes any of the above conditions or any of the provisions of the NCTE Act, Rules, Regulations and Orders made or issued there under, the Regional Committee may withdraw the recognition under the provisions of Section 17(1) of the NCTE Act.

7. The institution shall maintain & update the Web-site as per provisions of NCTE Regulations.

By order

(S.S. Rana)  
Under Secretary  
Tel No.0141-2620116

The Manager to Govt. of India  
Department of Publications, (Gazette Section)  
Civil Lines, Delhi-110 054

C.C.

1. Secretary, Dept. of Secondary Education and literacy, Ministry of Human Resource Development, Govt. of India, Shastri Bhawan, New Delhi-110 001,
2. Education Secretary, Govt. of Haryana, Secretariat, Chandigarh.
3. Registrar M.D. University Rohtak, Haryana.
4. Director, Directorate of Secondary Education, I/c Teacher Education, Govt. of Haryana, Directorate, Haryana.
5. Principal **Maharani Jat Kanya Mahavidalaya, Rohtak, Distt- Rohtak, Haryana** - A Copy of procedure for creation of fixed deposit in joint account towards Endowment Fund and Reserved Fund is enclosed.
6. Under Secretary (Computer), National Council for Teacher Education, Hans Bhawan, Wing-II, Bhadurshah Zafar Marg, New Delhi-110 002.
7. Office order file/Institution file.

Under Secretary

16/11/07



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
An Autonomous Institution of the University Grants Commission

## Certificate of Accreditation

The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
Maharani Kishori Jat Kanya Mahavidyalaya  
Rohitak, affiliated to Maharshi Dayanand University, Haryana as

**Accredited<sup>1</sup>**

at the B level<sup>2</sup>.

(among the Affiliated / Constituent Colleges)

Date: March 21, 2003



(Signature)  
Director

1. This certification is valid for a period of 100 years with effect from the academic year 2002-2003.  
2. An institutional score (%) in the range of 55-60 denotes C grade, 60-65 C grade, 65-70 C++ grade, 70-75 B grade, 75-80 B+ grade, 80-85 B++ grade, 85-90 A grade, 90-95 A+ grade, 95-100 A++ grade (upper limit is 100%).

# Quality Profile

Name of the Institution : Maharani Kishori Jat Kanya Mahavidyalaya  
Place : Rohtak, Haryana

Criterion	Criterion Score (Ci)	Weightage (Wi)	Criterion X Weightage (Ci x Wi)
I. Curricular Aspects	55	10	550
II. Teaching-learning and Evaluation	70	40	2800
III. Research, Consultancy and Extension	40	05	200
IV. Infrastructure and Learning Resources	65	15	975
V. Student Support and Progression	85	10	850
VI. Organisation and Management	85	10	850
VII. Healthy Practices	80	10	800
		100	$\Sigma C_i W_i = 7025$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{7025}{100} = 70.25$$

*Anshu Rai*  
Director



# Annexure- V11



**FD Diary No. 6580**

**Dated:-28/07/2015**

**UNIVERSITY GRANTS COMMISSION**  
Northern Regional College Bureau (NRCB)  
35, Feroz Shah Road, New Delhi-110001  
Ph: 011-23381261(O)  
[www.ugc.ac.in/nrcb/](http://www.ugc.ac.in/nrcb/)

**F.No. 14-1(190)/2014(Sem/NRCB)**

**August, 2015**

The Under Secretary (FD-III)  
University Grants Commission,  
Bahadur Shah Zafar Marg,  
New Delhi-110 002



**17 AUG 2015**

**College Code: - 54053**

**Sub: - Financial assistance towards organization of National Seminar titled "Empowering Women in Rural India" (Department of Sociology & History) - Release of first installment to Maharani Kishori Jat Kanya College, Rohtak, Distt. Rohtak - 124 001, Haryana.**

**Sir/Madam,**

On the basis of recommendations of the expert committee, which assessed the proposal of **Maharani Kishori Jat Kanya College, Rohtak, Distt. Rohtak - 124 001, Haryana**, for financial assistance towards the above purpose and to say that the University Grants Commission has agreed to assist the college for organization of the above seminar.

The commission's assistance will be limited to **Rs. 80,000/- (Rupees Eighty Thousand only)** or of the actual expenditure whichever is less towards the following items:-

Sl. No.	Head	Amount approved. (Rs.)	Amount Sanctioned (Rs.)
1.	T.A (within India) and Honorarium (Rs. 1,000/- per day) for Resource persons.	20,000/-	64,000/- (Rupees Sixty Four Thousand only)
2.	T.A (within India) for Paper Presenters	10,000/-	
3.	Pre-conference printing (Announcements, abstracts etc.)	15,000/-	
4.	Publication of Proceedings	15,000/-	
5.	Local Hospitality including lodging & boarding	20,000/-	
	Total	80,000/-	64,000/-

The grant may please be utilized strictly (Head-wise) as recommended by the expert committee. If the event is cancelled the amount may please be refunded to the UGC immediately.

*Dr Sushela*  
*Dr Sarita*

*for info & m.c.*  
*(K)*  
*21.8.15*

## Annexure- V11

I am further directed to convey the sanction of the University Grants Commission for payment of grant of Rs. 64,000/- (Rupees Sixty Four Thousand only) for the year 2015-2016 towards organization of Seminar to the Maharani Kishori Jat Kanya College, Rohtak, Distt. Rohtak – 124 001, Haryana, for the 12<sup>th</sup> plan expenditure to be incurred during 2015-2016.

Name of the scheme	Head of Account	Grant now being sanctioned Rs.	Grant already sanctioned Rs.	Total grant Rs.
Seminar/Symposia/ Conference	3(A) 40.31	64,000/-	-----	64,000/-

The sanctioned amount is debitible under the Head 3(A) 40.31 and the sanction is valid for payment during the financial year 2015-2016.

The amount of the grant shall be drawn by the Education officer (Drawing and Disbursing officer UGC) on the Grant –in-Aid bill and shall be disbursed to and credited to the points through Electronic mode as per the following details :-

<b>Details (Name &amp; Address) of Account Holder</b>	Principal, Maharani Kishori Jat Kanya College, Rohtak, Distt. Rohtak – 124 001, Haryana
<b>Account No.</b>	01358655216
<b>Name &amp; Address of Branch</b>	Central Bank of India, Jat College, Delhi Road, Rohtak
<b>MICR Code</b>	124016004
<b>IFSC Code</b>	CBIN0283322
<b>Type of Account</b>	SB

1. The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the Institution.
2. The Institution shall maintain proper accounts of the expenditure out of the Grants which shall be utilized only on the approved items of expenditure.
3. The Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those who don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/guidelines there under from time to time.
4. The Utilization Certificate to the effect the Grants has been utilized for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission for Rs. 64,000/- (Rupees Sixty Four Thousand only) as early as possible after the close of the current financial year alongwith the details of expenditure Head-wise, Feedback form, Copy of the Proceedings and report of the programme, Details of TA/Honorarium paid to Resource Persons & T.A. to Paper Presenters, Income from other sources and other documents as required from time to time as per the UGC guidelines for the scheme for finalization of accounts.
5. The assets acquired wholly or substantially out of University Grants Commission's grants shall not be disposed or encumbered or utilized for the purposes other than those for which the grant was given, without proper sanction of the University Grants Commission and should at any time, the College ceased to function, such assets shall revert to the University Grants Commission.
6. A Register of assets acquired wholly or substantially out of the grant shall be maintained by the College in the prescribed form.
7. The grantee institution shall ensure the Utilization of grant-in-aid for which it is being sanctioned/paid. In case non-utilization/part utilization, the simple interest @ 10% per annum, as amended from time to time on unutilized amount from the date of drawl to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged.



## Annexure- V11

8. The Institution shall follow strictly the Government of India/UGC's guidelines regarding implementation of the reservation policy [both vertical (for SC, ST & OBC) and horizontal (for persons with disability etc.) in teaching and non-teaching posts.
9. The Institution shall fully implement the Official Language Policy of Union Government and comply with the Official Language Act, 1963 and Official Languages (Use for Official Purposes of the Union) Rules, 1976 etc.
10. The sanction is issued in exercise of the delegation of powers vide UGC Order No. 130/2013 [F.No. 10-11/12 (Admin IA & B)] dated 28.05.2013.
11. The Institution shall strictly follow the UGC Regulations of curbing the menace of Ragging in Higher Education Institutions, 2009.
12. The Institution shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).
13. The accounts of the Institution will be open for audit by the Comptroller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005.
14. The annual accounts i.e. balance sheet, income and expenditure statement of receipt and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government.
15. This sanction is valid only for Govt. and Govt. Aided (Receiving salary grants from state/Central Government). In case your college is self-financing (Unaided) - Private College, you are requested to immediately refund this sanction amount.

16. Details of the Bank:-

Name of Bank	Canara Bank, University Grants Commission, New Delhi - 110 002
Account No.	0157101017339
Type of Account	Saving
IFSC Code	CNRB 0008627
MICR Code	110015170
Holder of Account	University Grants Commission, New Delhi

17. Funds are available under the scheme.
18. These issues with concurrence of IFD vide Diary No. 1249 (IFD) dated 23/05/2014.
19. These issues with the approval of Joint Secretary (NRCB) vide Diary No. 395 dated 04/06/2014 and Chairman vide Diary no. 27637 dated 05/06/2014 as revalidated by Chairman UGC, for the financial year 2015-16 vide Diary No. 28796 dated 15.04.2015.

Yours Faithfully,

(Ajay Kumar)  
Education Officer

Copy forwarded for information and necessary action for: -

- ✓ 1. The Principal, Maharani Kishori Jat Kanya College, Rohtak, Distt. Rohtak - 124 001, Haryana. (Speed Post)
2. Dr. Susheela Dhankar, Convenor, Department of Sociology, Maharani Kishori Jat Kanya College, Rohtak, Distt. Rohtak - 124 001, Haryana
3. The Registrar, M.D. University, Rohtak, Haryana.
4. Office of the Director General of Audit, Central Revenues, AGCR Building, I.P. Estate, New Delhi.
5. Accountant General, Chandigarh, Haryana.
6. Guard File.
7. Noted in BCR No.....at page no.....sl. no.....

(Shanti Toppo)  
Section Officer