

# ANNUAL QUALITY ASSURANCE REPORT(2014-15)

*Submitted to*

National Assessment and Accreditation Council  
(NAAC)



**GURU NANAK GIRLS COLLEGE**  
**( A Multi-faculty Post Graduate College )**

**SANTPURA, YAMUNA NAGAR, HARYANA**  
(Affiliated to Kurukshetra University, Kurukshetra)

## **ACKNOWLEDGEMENT**

Our diligent effort to translate the vision of our founder into a reality is gaining pace and fervour with each advancing day. By putting in our best efforts, we are trying to introduce our students to the wider horizon of academics wherein lie their road to success. We are elated to submit this report of Internal Quality Assurance Cell for the academic year 2014-15. Norms set by NAAC have been observed with all honesty while preparing this IQAC report. This report is a doorway to access and assess the efforts and activities of the institution which it undertook while taking a qualitative leap towards a better future.

Such occasions demand an expression of gratitude towards those who held our hands during crucial moments and helped us sail through difficult waters with their guidance and support. Our sincere thanks to General Secretary Mr. M. S. Sawhney and Managing Committee for their sustained encouragement and suggestions.

We acknowledge our debt to S. K. T. S. Tulsi Ji, Member Rajya Sabha, Vice Chairman of Law Commission of India for his moral support and ethical guidance. Contribution of eminent scientists and scholars who visited our college and shared their knowledge with us deserves high praise.

We also extend sincere thanks to UGC and DGHE, Haryana for their support through funds and thus enabling us to maintain and enhance the quality of institution.

The preparation of report would not have been possible without the consistent and ready cooperation rendered by heads of the departments, faculty members and Non-Teaching Staff of the college. Our special thanks to Mr. Amit Sharma, Accountant for designing the cover page.

Above all, we bow our heads in reverence and gratitude before Almighty for blessing us with strength and giving fruitful result of our efforts, towards making daughters of the nation an asset to the community.

**The Annual Quality Assurance Report (AQAR) of the IQAC, 2014-15**

**Part – A**

**1. Details of the Institution**

1.1 Name of the Institution

GURU NANAK GIRLS COLLEGE

1.2 Address Line 1

SANTPURA

City/Town

YAMUNANAGAR

State

HARYANA

Pin Code

135001

Institution e-mail address

gngcollegeynr@gmail.com

Contact Nos.

01732-224372, 01732-329889

Name of the Head of the  
Institution:

Dr Varinder Gandhi

Tel. No. with STD Code:

01732-224372, 01732-329889

Mobile:

092540-22028

Name of the IQAC Co-ordinator:

Mrs Bharati Kamboj

Mobile:

098966-33345

IQAC e-mail address:

gngcollegeynriqac@gmail.com

**1.3 NAAC Track ID**

HRCOG 10295

(For ex. MHCOGN 18879)

**1.4 NAAC Executive Committee No. & Date:**

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

Not available on the certificate

**1.5 Website address:**

www.gngynr.com

Web-link of the AQAR:

http://www.gngynr.com/wp-content/uploads/2015/04/AQAR-2014-15.pdf

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA /percentage	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	73.35%	2003	5 yrs
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

**1.7 Date of Establishment of IQAC:** DD/MM/YYYY

25/08/ 2010

**1.8 AQAR for the year (for example 2010-11)**

2014-15

**1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)**

- i. AQAR 2010-11 uploaded on website on 31-07-2014
- ii. AQAR 2011-12 uploaded on website on 31-07-2014
- iii. AQAR 2012-13 uploaded on website on 31-07-2014
- iv. AQAR 2013-14 uploaded on website on 31-07-2014

**1.10 Institutional Status**

University

State

☒

Central

☐

Deemed

☐

Private

☐

Affiliated College

Yes

☒

No

☐

Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
(eg. AICTE, BCI, MCI, PCI, NCI)				
Type of Institution	Co-education	<input type="checkbox"/>	Men	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>
	Women	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	UGC 12B	<input type="checkbox"/>
			Totally Self-financing	<input type="checkbox"/>
1.11 Type of Faculty/Programme				
Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce
				<input checked="" type="checkbox"/>
Law	<input type="checkbox"/>	PEI	<input type="checkbox"/>	
TEI	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science
				<input type="checkbox"/>
Management	<input type="checkbox"/>			
Others (Specify)	BBA, BCA , BSc (hons)IT, BSc( home-science), BSc (multimedia), BA (mass communication)			
1.12 Name of the Affiliating University (for the Colleges)				
Kurukshetra University, Kurukshetra				
1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc				
Autonomy by State/Central Govt. / University	<input type="checkbox"/>	DST-FIST	<input type="checkbox"/>	
University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE	<input type="checkbox"/>	
DST Star Scheme	<input type="checkbox"/>	UGC-CE	<input type="checkbox"/>	
UGC-Special Assistance Program	<input type="checkbox"/>	UGC-COP Program	<input type="checkbox"/>	

UGC-Innovative PG programmes

-

Any other

-

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

3

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and  
community representatives

1

2.7 No. of Employers/ Industrialists

3

2.8 No. of other External Experts

1

2.9 Total No. of members

20

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders:

No.

15

Faculty

08

Non-Teaching Staff

04

Students

2

Alumni

-

Mgt

1

2.12 Has IQAC received any funding from UGC during the year?

Yes

-

No

✓

If yes, mention the amount

-

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

00

International

-

National

-

State

-

Institution Level

-

(ii) Themes

-

#### 2.14 Significant Activities and contributions made by IQAC

- ❖ Established linkages with Foreign Industries and National Research Institute.
- ❖ Implemented personality development programs and add-on certificate courses .
- ❖ Upgraded library by subscription to more e-journals (INFLIBNET) and providing inter-connectivity with other e-library (British Council Library).
- ❖ More avenues for students to engage in community services.
- ❖ Sensitizing students to ecological and environmental issues.
- ❖ National Seminars, conferences, Workshops, Faculty Development Programs and invited talks arranged.
- ❖ Empowering staff and students with life skills through Women Study Cell and Legal Literacy Cell.
- ❖ Governing Body meetings held on a regular basis with members of the committee to discuss the Academic and the Administrative problems, if any.

#### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards Quality Enhancement and the outcome achieved by the end of the year \*

*\* Attach the Academic Calendar of the year as Annexure.*

Please see **Annexure I** for Academic calendar and Activities calendar of the college  
**Annexure II** for other plans of action and achievements.

#### 2.16 Whether the AQAR was placed in statutory body

Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

AQAR was submitted to the Management and the Management allowed to act upon these plans and allocated funds for these.

Part – B

Criterion – I 2014-15

**1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	11	-	9	-
UG	15	-	9	-
Advanced Diploma	07	-	-	07
Diploma	07	4	-	11
Certificate	09	-	-	09
Others	-	-	-	-
<b>Total</b>	<b>50</b>	<b>4</b>	<b>19</b>	<b>27</b>

Interdisciplinary	3	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options-

Ans Our college offers flexibility in curriculum as per university norms.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	27(UG & PG)+2 (community college)
Trimester	Nil
Annual	27

1.3 Feedback from stakeholders\* Alumni  
(On all aspects)

☒

Parents

☒

Mode of feedback : Online

☒

Employers

☒

Students

☒

Manual

☒

Please See **Annexure III** for analysis of feedback from the students.



1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

**The syllabi for the following courses has been revised by the University in this session in order to keep it up-to-date:**

- BSc /BA III – Computer Science
- BSc III– Computer Application
- BSc Multi Media I and II
- MSc Software
- BCom II- All papers
- BA- English Literature & Language
- BA- Geography

**Revision in regulations by the University:**

- Minimum passing marks in each subject changed back to 35%.
- A student should secure at least 20% marks in a subject to be eligible to apply for re-evaluation.
- The internal assessment should be supplied by the college to the university within 20 days after commencement of the relevant examination otherwise a late fees of Rs 25/- per subject shall be charged from the college.
- Attested print-out of marks of the students uploaded on the university website to be entertained by the college for admission (provisional) purpose to avoid any hardship to the students.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nodal Centre of Kurukshetra University created in the college to distribute question papers during semester exams to 7 Engineering and Management Colleges of District Yamuna Nagar, for BTech and MBA Courses.

## Criterion – II 2014-15

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors/Principal	Others
48	17	29	1	01

#### 2.2 No. of permanent faculty with Ph.D.

28

#### 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professor		Associate Professor		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	5	-	-	-	-	-	-	2	5

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty

Temporary faculty

88

July to Nov

Temporary faculty

81

Jan to April

#### 2.5 Faculty participation in conferences, Seminars, workshops and symposia:

No. of Faculty	International level	National level	State level	College-level
Attended only	-	15	1	4
Presented papers	3	12	-	-
Resource Persons	-	-	-	-

#### 2.6 Innovative processes adopted by the institution in Teaching and Learning:

- ❖ **Mobile learning:** Students can download e-notes and audio lectures recorded by concerned faculty into their mobile phones to revise their syllabus.
- ❖ **Video learning:** Video recordings of eminent subject-experts and faculty members are shown to the science students before the practicals so that students can have better understanding of the subject.
- ❖ **Video lectures:** Video lectures by different national as well as international experts are shown to students to enhance their subject knowledge.
- ❖ **Teaching with ICT:** The college administration has taken special care of making the laboratories hi-tech and equipped with latest apparatus and tools. Smart class rooms, visualizers, projectors, power point presentations have been made an integral part of the teaching process to make the learning more interactive.
- ❖ **Teaching through Film and Theatre:** Literature classes are supplemented with the

presentation of films and documentaries to facilitate a better understanding.

- ❖ **Teaching through Exhibition-cum-sale:** Home Science department organizes Fashion Fest (exhibition-cum-sale on traditional and latest outfits and home accessories) and Food Fest annually to impart practical knowledge to students.
- ❖ **Skill based learning:** We coordinate with Guru Harkrishan Education Society of Yamunanagar to organize Tally Classes for commerce students.
- ❖ **Teaching through Yoga and Dance:** Regular yoga and dance classes are organized by college to make students stress free, healthy and disciplined. This helps the students to take up studies with refreshed vigour and increase their concentration.
- ❖ **Teaching Management Skills:** Management skills and leadership qualities are inculcated through organizing functions at departmental level. For this purpose, the departments have their respective clubs functioning under teacher in-charges and selected student members

2.7 Total No. of actual teaching days during this academic year

167

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Kurukshetra University norms are followed regarding Examination/ Evaluation Reforms. No major reforms were announced during the current year.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Member of Board of Study

06

2.10 Average percentage of attendance of students

76.23%

2.11 Course/Programme/Class-wise distribution of pass percentage:

**Results of semester Jan-June 2014:**

Sr No.	Class	Students Appeared	Result Declared	Pass	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	>75%	Pass %age
1.	BA II sem	241	165	67	20	37	10	1	40.60%
2.	BA IV Sem	234	174	96	26	50	20	2	55.17%
3.	BA VI Sem	284	226	159	40	75	44	-	70.35%
4.	BA (Hons) II Sem	70	53	20	10	10	-	-	37.73%
5.	BA (Hons) IV Sem	51	38	31	17	13	1	1	81.57%
6.	BA (Hons) VI Sem	38	36	33	22	9	2	-	91.66%
7.	BA (MC) II Sem	3	3	3	1	2	-	-	100%
8.	BA (MC) IV Sem	3	3	2	-	2	-	-	66.66%
9.	BA (MC) VI Sem	5	5	5	3	2	-	-	100%
10.	B.Sc H.Sc II Sem	24	24	21	17	4	-	-	87.50%

11.	B.Sc H.Sc IV Sem	42	38	36	36	-	-	31	94.73%
12.	B.Sc H.Sc VI Sem	17	17	17	17	-	-	-	100%
13.	B.Sc (Hons) IT II Sem	13	13	9	9	-	-	3	69.23%
14.	B.Sc (Hons) IT IV Sem	4	4	1	1	-	-	-	25%
15.	B.Sc (Hons) IT VI Sem	5	5	4	3	1	-	-	80%
16.	B.Sc MM II Sem	7	7	7	4	3	-	-	100%
17.	B.Sc MM IVSem	3	3	3	2	1	-	-	100%
18.	B.Sc MM VISEm	9	9	9	9	-	-	-	100%
19.	BCA II Sem	12	10	7	6	1	-	-	70%
20.	BCA IV Sem	4	3	2	1	1	-	-	66.66%
21.	BCA VI Sem	19	17	17	13	4	-	-	100%
22.	B.Sc II Sem	226	194	114	96	13	5	21	58.76%
23.	B.Sc IV Sem	202	170	125	73	45	7	13	73.52%
24.	B.Sc VI Sem	110	89	68	46	18	4	-	76.40%
25.	B.Com II Sem	208	174	51	31	17	3	2	29.31%
26.	B.Com IV Sem	235	192	158	103	49	6	17	82.29%
27.	B.Com VI Sem	141	112	100	44	51	5	-	89.28%
28.	MA (Eng) II Sem	18	18	16	3	13	-	-	88.88%
29.	MA (Eng) IV Sem	29	29	28	7	14	7	-	96.55%
30.	MA (His) II Sem	24	22	20	15	5	-	-	90.90%
31.	MA (His) IV Sem	22	22	20	9	11	-	-	90.90%
32.	MA (Pb) II Sem	10	9	8	2	5	1	-	8.88%
33.	MA (Pb) IV Sem	12	12	12	1	9	2	-	100%
34.	MA (Eco) II Sem	14	14	10	4	6	-	-	71.42%
35.	MA (Eco) IVSem	25	22	21	13	8	-	2	95.45%
36.	MA (Hin) II Sem	26	23	22	21	1	-	1	95.65%
37.	MA (Hin) IVSem	33	29	29	22	7	-	1	100%
38.	M.Sc S/W II Sem	17	17	14	14	-	-	-	82.35%
39.	M.Sc S/W IVSem	24	23	23	23	-	-	13	100%
40.	M.Sc H.Sc IISem	13	12	11	11	-	-	-	91.66%
41.	M.Sc H.Sc IV Sem	30	33	29	27	2	-	-	87.87%
42.	M.Com II Sem	39	39	32	25	7	-	2	82.05%
43.	M.Com IV Sem	40	34	27	15	12	-	-	79.41%
44.	MA (Music) II Sem	8	8	7	7	-	-	-	87.50%
45.	MA (Music) IV Sem	7	6	6	6	-	-	5	100%
46.	M.Sc Math II Sem	52	51	9	8	1	-	-	17.64%
47.	M.Sc Math IV Sem	30	30	12	10	2	-	-	40%

#### Results of semester July-Dec, 2014:

Sr No.	Class	Students Appeared	Result Declared	Pass	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	>75%	Pass %age
1.	BA I sem								Awaited
2.	BA III Sem								Awaited
3.	BA V Sem	201	163	85	21	40	24	-	52.14%
4.	BA VI Sem	165	161	99	33	56	10	3	61.49%
5.	BA (Hons) I Sem								Awaited
6.	BA (Hons) III Sem								Awaited
7.	BA (Hons) V Sem								Awaited
8.	BA (MC) I Sem								Awaited
9.	BA (MC) III Sem	3	3	3	2	1	-	-	100%
10.	BA (MC) V Sem	3	3	3	3	-	-	-	100%
11.	B.Sc H.Sc I Sem	24	7	-	-	-	-	-	0%
12.	B.Sc H.Sc III Sem	30	26	26	22	4	-	-	100%

13.	B.Sc H.Sc V Sem	42	38	35	33	2	-	-	92.10%
14.	B.Sc (Hons) IT I Sem	8	2	2	-	2	-	-	100%
15.	B.Sc (Hons) IT III Sem	13	13	6	3	3	-	-	46.15%
16.	B.Sc (Hons) IT V Sem	4	4	3	-	3	-	-	75%
17.	B.Sc MM I Sem								Awaited
18.	B.Sc MM III Sem	3	3	3	3	-	-	-	100%
19.	B.Sc MM V Sem	9	7	5	4	1	-	-	71.42%
20.	BCA I Sem	8	2	-	-	-	-	-	0%
21.	BCA III Sem	12	10	4	-	4	-	-	40%
22.	BCA V Sem								Awaited
23.	B.Sc I Sem								Awaited
24.	B.Sc III Sem	215	184	68	55	12	1	17	36.95%
25.	B.Sc V Sem	202	167	107	54	37	16	-	64.07%
26.	B.Com I Sem								Awaited
27.	B.Com III Sem	173	141	36	35	1	-	5	25.53%
28.	B.Com V Sem	235	167	108	60	38	10	1	64.67%
29.	B.Com VI Sem	188	180	148	87	49	12	8	82.22%
30.	MA (Eng) I Sem	27	25	17	2	9	6	-	68%
31.	MA (Eng) III Sem	18	17	17	5	12	-	-	100%
32.	MA (His) I Sem	12	10	10	10	-	-	-	100%
33.	MA (His) III Sem								Awaited
34.	MA (Pb) I Sem	11	11	9	4	5	-	-	81.81%
35.	MA (Pb) III Sem	10	8	6	4	2	-	-	75%
36.	MA (Eco) I Sem	11	10	6	2	3	1	-	60%
37.	MA (Eco) III Sem	14	14	11	3	7	1	-	78.57%
38.	MA (Hin) I Sem	18	16	16	14	2	-	-	100%
39.	MA (Hin) III Sem	23	23	23	23	-	-	-	100%
40.	M.Sc S/W I Sem	14	14	6	4	2	-	-	42.85%
41.	M.Sc S/W III Sem	17	17	9	9	-	-	9	52.94%
42.	M.Sc H.Sc I Sem								Awaited
43.	M.Sc H.Sc III Sem								Awaited
44.	M.Com I Sem								Awaited
45.	M.Com III Sem								Awaited
46.	MA (Music) I Sem								Awaited
47.	MA (Music) III Sem	8	8	6	6	-	-	-	75%
48.	M.Sc Math I Sem								Awaited
49.	M.Sc Math III Sem								Awaited

#### 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Members of IQAC interact with the faculty, other staff-members and students regularly and hold meetings. They improve the system if required as per the suggestions brought out by the stake-holders.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	-

HRD programmes (seminars/workshops attended)	25
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	University has no such provision
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	10
Ph.D completed	00
Ph.D Ongoing	07
MPhil completed	01

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	02	-	59
Technical Staff	01	-	-	02

### Criterion – III 2014-15

#### **3. Research, Consultancy and Extension**

##### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- ❖ Establishment of Research Cell in the college which encourages and helps the faculty members for the persuasion of Major/Minor Research Projects and research paper publications.

##### 3.2 Details regarding major projects in 2014-15:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs		Rs 11,81,800/-		

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted	Not Submitted
Number	1	-	-	-	1
Outlay in Rs. Lakhs	1,35,000/-	-	-	-	1,25,000/-

##### 3.4 Details on research publications

Publications in	International	National
Peer Review Journals	21	7
e-Journals	21	-
Papers presented in seminars/conferences	3	12

##### 3.5 Details on Impact factor of publications:

Range

0.998 to 4.961

Average

3.295

h-index

-

Nos. in SCOPUS

-

##### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations in 2014-15

Nil

3.7 No. of books published i) With ISBN No.  Chapters in Books

ii) Without ISBN No.  Book translation

3.8 No. of University Departments receiving funds from – NA

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)   
Philanthropist fund ☒

3.10 Revenue generated through consultancy

3.11 No. of conferences /seminars organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	5
Sponsoring agencies	-	-	-	-	College Management

3.12 No. of faculty served as experts, chairpersons or resource persons :

Resource persons  Subject experts

3.13 No. of collaborations International  National  Local

3.14 No. of linkages created during this year



3.15 Total budget for research for current year in lakhs:

From Funding agency	<input type="text" value="-"/>	From Management of College	<input type="text" value="Rs 1,00,000/-"/>
Total	<input type="text" value="Rs 1,00,000/-"/>		

3.16 No. of patents received this year

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

3.18 No. of faculty from the Institution who are Ph. D. Guides

Students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	<input type="text" value="-"/>	SRF	<input type="text" value="-"/>	Project Fellows	<input type="text" value="1"/>	Any other	<input type="text" value="-"/>
-----	--------------------------------	-----	--------------------------------	-----------------	--------------------------------	-----------	--------------------------------

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="2"/>
National level	<input type="text" value="1"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	115
NCC	07	NSS	09
Any other	12		

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- ❖ Charity week is celebrated on the birth anniversary of our founder Pandit Sant Nishchal Singh Ji Maharaj every year. This year it was celebrated from 13<sup>th</sup> April to 18<sup>th</sup> April 2015. Clothes, toys, books and shoes were collected and distributed to needy and sent to Lepers colony of Yamunanagar.
- ❖ Sanjha Radio, Yamunanagar recorded a talk related to *Nutritional Care of Malnourished Children* by Mrs. Kulbir Kaur, Dept of Home Science on 2<sup>nd</sup> June 2014, which was broadcast from 3<sup>rd</sup> June 2014 onwards. She also participated in career counseling of students on Saya Channel, the local TV Channel, on 8<sup>th</sup> June 2014.
- ❖ Mr. Aman Sharma (Sr. Manager, Bulls Eye) delivered a lecture on *Career Guidance*, organized by Dept of Commerce on 22<sup>nd</sup> Aug 2014.
- ❖ Dr. CK Singh Associate Prof. Dept. of HDFs, CCSHAU, HISAR delivered an extension lecture to MSc students on '*Developmentally Appropriate Curriculum for Young Children*' on 22<sup>nd</sup> Aug 2014.
- ❖ A tree plantation camp was organized on 23<sup>rd</sup> August, 2014 at village Jorian. Under this programme 50 trees were planted by NSS Volunteers.
- ❖ Extension lecture was delivered by Mr. Suraj Walia, Assistant Professor R.K.S.D. (PG) College, Kaithal on 30<sup>th</sup> Aug 2014 on '*Career Prospects for the Students of Economics*'.
- ❖ An Educational Trip was organized to Govt. Medical College, Chandigarh for BSc (HSc) and MSc (FN) students to attend CME on '*Pediatric Nutrition*' by Dr. Madhu Arora on 2<sup>nd</sup> Sept 2014.
- ❖ Cooking Competition for Sweet and Salt snacks and Nutrition Quiz was organized to celebrate Nutrition Week. On this occasion adolescent girls from Shri Krishna Public School, Khajuri, a rural school, were invited as special guests. They were imparted nutritional education as part of ISR on 8<sup>th</sup> Sept 2014.
- ❖ Guest Lecture by Mr. Tince M.C. from East PRAGATI NAGAR, Moule Ali, Hyderabad on *Techno Piece Solutions offering Computer Aided Designing for Garment Pattern Making and Fashion Designing* on 9<sup>th</sup> Sept 2014.
- ❖ Inner Wheel club- Jagadhari and Yamuna Nagar along with Women Study cell organized Informative lectures on *Positive Thinking and Adolescents Nutrition Requirement*. Mrs. Apeksha Garg (Ex. President Innerwheel Club), Dr. Gurinderjeet Kaur and Dr. Kulbir Kaur delivered talks on 13<sup>th</sup> Sept 2014.
- ❖ Rotractors of our college celebrated Dussehra at Old Age Home, Buria, Jagadhri, Yamuna Nagar on 1<sup>st</sup> Oct 2014.
- ❖ An extension lecture was delivered by Dr (Mrs.) Rajbala Grewal, Associate Prof, Dept of Food

& Nutrition, CCSHAU, Hisar on *Preservation of Processed Food*. Undergraduate and Postgraduate students attended and benefitted from the talk on 16<sup>th</sup> Sept 2014.

- ❖ Exhibition Cum Sale of Diyas and Candles made by B.Sc. (H.Sc.) 3<sup>rd</sup> year (5<sup>th</sup> sem) students was organized on 9<sup>th</sup> Oct 2014.
- ❖ A 7-Day Camp was organized by the NSS in the college campus from 1<sup>st</sup> Nov to 7<sup>th</sup> Nov, 2014. This camp was associated with the Prime Minister's "Swachh Bharat Abhiyaan".
- ❖ 37<sup>th</sup> Inter-Zonal Youth Festival, Kurukshetra University, was held in the college from 10<sup>th</sup> - 12<sup>th</sup> Nov, 2014. Cultural competitions were held in 29 categories.
- ❖ 'Road Safety Week' celebrated in the college on 17<sup>th</sup> January, 2015. Mr Umesh Pratap Vats, NCC Officer, Govt. Sr Sec School, Tejali delivered a lecture & a video documentary on traffic rules was also shown by him to the students. A Health check up of college-bus drivers and conductors was also conducted by Dr. Amita Redhu on this occasion.
- ❖ A district-level function was organized on "BETI BACHAO BETI PADHAO 19<sup>th</sup> Jan 2015. The speaker of the Haryana assembly Sh. Kanwar Pal ji was the chief guest. Various colleges of the district, Anganwadi workers and supervisors of the district also participated. A cultural program was presented on the given theme.
- ❖ A lecture on 'Eye Care' was delivered by Dr Indu Kapoor, Optometrist and Secretary of FPAI & Advisory Member of PND, Dist Committee in the college on 6<sup>th</sup> February, 2015. She also motivated the volunteers to donate their eyes after death. More than 200 hundred volunteers attended.
- ❖ Three day workshop on "World Radio Day Celebration" was organized by Visual Arts and Communication dept. in collaboration with Sanjha Radio 90.8 FM on 9<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> Feb 2015. 23 students and 4 staff members participated in it.
- ❖ An extension lecture on *Consumer Behaviour* was delivered by Dr. Vivek Chawla (Associate Professor) Head, Dept Of Commerce, University College, Kurukshetra University, Kurukshetra on 13<sup>th</sup> Feb 2015. 110 students attended this lecture.
- ❖ Inter-State Sardar Gurwarchan Singh Sawhney Memorial Shabad Gayan Competition was organized by the college on 24<sup>th</sup> Feb 2015. 12 teams participated.
- ❖ A guest lecture on radio production by Mr. Yogesh from Deshbhagat Community Radio Chandigarh organized by Visual Arts and Communication dept. on 25<sup>th</sup> Feb 2015.
- ❖ A Blood Donation Camp was organized on 18<sup>th</sup> March 2015 in the college campus. 88 students of the college donated blood.
- ❖ An extension lecture was delivered by Dr. Meenu Kapoor Professor in Public Administration Department of Guru Nanak Khalsa College Yamuna Nagar on 20<sup>th</sup> March 2015. The Topic of Extension Lecture Was 'Budget'.
- Extension lecture was delivered by Dr. Anu Atreja on March 2015 on 'Women Empowerment' organized by Haryana State Cooperative Federation Ltd.
- ❖ Inter-College Sardarni Iqbal Kaur Sawhney Memorial Singing and Dance competition was organized by dept of Music on 26<sup>th</sup> March 2015. 8 teams participated.
- ❖ A State-level Fashion show was organized by Dept of Home-Science (Clothing & Textiles) on 31<sup>st</sup> March 2015, 7 institutes participated.
- ❖ Students of the Department of Economics created awareness in neighbouring villages regarding vector-borne diseases during the session 2014-15.
- ❖ Students of Chemistry Department prepared Power-Point Presentation on Food adulteration and spread awareness regarding Food Adulteration among the village school students and village ladies during their semester break.
- ❖ Students of Physics Department spread awareness in their nearby villages regarding 'Energy Conservation and its methods' during their semester break using charts and power-point presentation.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5 Acres	-	-	4 Acres
Class rooms	43	-	-	43
Laboratories	39	02	College fund	41
Auditorium	01	-	-	01
Seminar Halls/conference room	01	-	-	01
Aluminium cabins	17	-	-	17
Fee counter	01	01	College fund	02
Installation of Lift	-	01	State govt and College fund	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		Nil	-	-
Value of the equipment purchased during the year (Rs)		Rs 6, 64,824/-		-

#### 4.2 Computerization of administration and library

**Computerization of Administration:** The college has provided sufficient computers for office administration. The administration and the process of admission and examination was computerized in March 2013. The software being used by the office is 'Academic Management System' developed by Software Solution Provider, Yamunanagar. The following modules are included in the software:

- ❖ Internal Assessment marks- fully computerized
- ❖ Admission - fully computerized
- ❖ Fees management - fully computerized
- ❖ Accounting system- fully computerized
- ❖ Examination- fully computerized
- ❖ SMS facility- (24000sms )

**Computerization of Library:** There is a well-stocked, air-conditioned, fully computerized library with internet facility and membership of INFLIBNET and BRITISH COUNCIL LIBRARY.

The whole Campus is Wi-Fi.

#### 4.3 Library services:

	Existing	Newly added		Total
	No.	No.	Value Rs	No.
Text Books	36,312	378	1,23,565	36,690
Reference Books	15,246	53	64,317	15,299
General Books	6,848	3	2,105	6,851
e-Books	1,63,809	18,191	Subscription Rs 5000/-	1,82,000
Journals	20	0		20
e-Journals	4,137	1,863	Subscription Rs 5000/-	6000
Digital Database	21	-	-	21
CD & Video	874	34 (with books)	-	908
Magazines	49	Stopped subscription of 18	-	31
Newspapers	19		15,713	19

#### 4.4 Technology up gradation (overall) done

	Total Computers	Computer Labs	Inter net	Browsing Centres	Computer Centres	Computers in Office	Computers in Depart- ments	Others
Existing	200	6	14	-	-	09	38	153
Added	09	-	11+1	-	-	02	05	02
Total	209	6	26	-	-	09	38	162

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- ❖ The institution employs modern information and communication technology to enrich the teaching and learning experiences and an adequate number of computer systems and its accessories are available in the college
- ❖ Training to Teachers/Staff is provided by holding special training sessions by the faculty of computer science dept.
- ❖ Every department has been provided with computers, for their use in curriculum development, teaching-learning, evaluation and research.
- ❖ The whole campus is Wi-Fi.

4.6 Amount spent on maintenance(Rs):

i) ICT	Rs 96,590/-
ii) Campus Infrastructure and facilities	Rs 33,56,128 /-
iii) Equipments	Rs 26,880/-
iv) Computers/audio-video aids / Others	Rs 89,240/-
<b>Total :</b>	Rs 35,68,838/-

## Criterion – V 2014-15

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC Contributes towards spreading awareness about Student Support Services through :

- Traditional and Digital Notice Board
- SMS services
- Letter correspondence
- Circulars
- Prospectus
- Brochures
- Leaflets
- College Magazine

#### 5.2 Efforts made by the institution for tracking the progression

Students are divided into tutorial groups and each group is allotted a faculty member as a Mentor who monitors the progression of these students throughout the year. The Tutorial In-charge takes their feedback regarding any problems and conveys it to the Principal. The matter is forwarded to the management, if needed, for necessary action.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2323	589	-	26 Community college

(b) No. of students from outside the state

416

(c) No. of international students

-

(d) Men - Nil

Women

No of girls in the college	Community college	%
2912	26	100%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1502	406	-	725	10	2643	1484	529	-	895	4	2912

Demand ratio = 100%      Dropout % = 3.9%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

-

No. of student beneficiaries

-

5.5 No. of students qualified in these examinations:

NET 

2

      SET/SLET 

-

      GATE 

-

      CAT 

-

IAS/IPS etc 

-

      State PSC 

-

      UPSC 

-

      Others 

-

5.6 Details of student counselling and career guidance:

A lecture on Career Guidance was organized for the students of BCom on 22<sup>nd</sup> Aug 2014, delivered by Mr Aman Sharma, Senior Manager, Bull's Eye, Yamuna Nagar. 90 students attended it.

No. of students benefitted

90

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed	
1	32	03	-	



## 5.8 Details of gender sensitization programmes

- ❖ The college sensitizes its staff and students on gender issues through different activities organized by Women Study Cell, Legal Literacy Cell, Sexual Harassment Cell, NCC and NSS Unit of the college.
- ❖ In tutorial classes also these issues are discussed and students are given awareness about these issues. Tutors take up the personal problems.
- ❖ Different workshops and seminars are organized by our college on social, economic, moral, religious and environment related issues.
- ❖ The Women Cell of the college organized declamation contests, Essay writing, Slogan writing, painting competitions, plays, seminars and talks on women-related topics such as Breast Cancer, Rights of women, Female Foeticide.
- ❖ Mothers of 2<sup>nd</sup> New-Born Girl Child were honoured by the district administration in the college on 12<sup>th</sup> Jan 2015 by giving cash and other gifts. Sant Karamjit Singh ji, the president of the college managing committee donated Rs 15000/- for the cause.
- ❖ “Declamation Contest” & “Essay Writing contest” on the theme ‘Beti Bachao Beti Padhao (BBBP)’ were organized on 15<sup>th</sup> January, 2015. Cash prizes were given to all the winners by the Assistant Deputy Commissioner (ADC), Yamuna Nagar.
- ❖ The college participated in the district-level pageant on the theme ‘Beti Bachao Beti Padhao (BBBP)’ on 17<sup>th</sup> Jan 2015.
- ❖ The college participated in the district-level Candle march held to spread awareness about ‘Beti Bachao Beti Padhao (BBBP)’ campaign on 21<sup>st</sup> Jan 2015

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games:

State/ University level  National level  International level

### No. of students participated in Fine Arts:

State/ University level

No. of students participated in cultural events: District/Zonal level

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

#### Sports:

State/ University level  National level  International level

Fine Arts: State/ University level

Cultural: District/Zonal level

State/ University level  National level  International level

#### 5.10 Scholarships and Financial Support

	Number of students	Amount Rs
Financial support from institution	231	4,57,664
Financial support from government	578	44,96,538
Financial support from other sources( staff fund)	39	41,900
Number of students who received International/ National recognitions	-	-

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International

Exhibition: college level  Inter-District Fashion Show

State/ University level  National level  International

5.12 No. of social initiatives undertaken by the students

#### 5.13 Major grievances of students (if any) redressed:

We received no major grievances; minor grievances were redressed on the spot.

## Criterion – VI 2014-15

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<b>Our Founder's Vision</b>	:	<b>To educate a woman who serves two families, Parents and Parents-in Law and hence a generation.</b>
<b>Our Mission</b>	:	<b>To fulfil the vision in true spirit and to prepare the women to keep pace with the changing world scenario.</b>

6.2 Does the Institution have a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- ❖ The curriculum is framed by Kurukshetra University in accordance with UGC guidelines. However suggestions to the syllabi committee are given through the teachers who are members of Board of Studies, other Bodies and Committees of the University and State Education Department.
- ❖ The institution focuses on multi skill development of students in order to ensure employability. All the Skill Based Add-On courses are available to the students irrespective of their major subjects. This facility enables students to choose the courses of their interest and for future development
- ❖ The curriculum for add-on courses introduced by the Kurukshetra University in our college has been designed by the respective departments of our college.
- ❖ The following courses were started in Community College (Skill based) in the year 2014-15 and these have been designed by our college team:  
**Community College (Skill based):** Diploma in
  - Web Designing
  - Beauty and Wellness

6.3.2 Teaching and Learning

The college has well experienced faculty members, who participate actively in academic programmes. The library staff is also well qualified and their services and experience is used in updating library for the optimum use of the students. The teachers are given full permission to enrich their knowledge through Seminars, Refresher Courses and Orientation Courses etc.

Various teaching methodologies are applied so that students have a better understanding of the subject. Class-room teaching is done through chalk and board method, Power-Point

presentations, Video and Audio Lectures etc. Besides these methods students are encouraged for group discussions, Quiz, participation in various competitions and classroom seminars, practical training & viva-voce. Industrial training, Project making, attending Technical Workshops are some of the cutting edge methods used to sharpen the professional skills of the students.

#### 6.3.3 Examination and Evaluation

- ❖ Comprehensive question bank has been prepared by the faculty members for students' practice.
- ❖ Assignments, Seminars, periodic tests, open book tests and surprise tests are also conducted by the departments as the course progresses.
- ❖ To increase the efficiency and effectiveness and to prepare the students, college conducts mid-term examinations in both the semesters.
- ❖ To maintain secrecy/ privacy, college prints its own answer-sheets for college level examinations.

#### 6.3.4 Research and Development

The Management provides sufficient facilities for research activities:

- ❖ Staff is encouraged to do Ph.D/M.Phil, special leave is sanctioned for the consultation of research work of authors of International fame.
- ❖ Research Cell of the college encourages and helps the faculty members for the persuasion of Major/Minor Research Projects.
- ❖ Staff deputed to participate in Seminars/Conferences/Workshop as per college rules
- ❖ Seed money of Rs 25000/- is provided to faculty members who are willing to take research projects to promote research.
- ❖ Staff is encouraged to present research papers in National and International seminars/conferences.
- ❖ Staff is granted permission to guide the students for Ph.D/M.Phil programs.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- ❖ There is a well-stocked air conditioned, fully computerized library with internet facility. We are member of INFLIBNET and BRITISH COUNCIL LIBRARY and the college campus is Wi-Fi for accessing the books online. Library has been regularly updated with all new books.
- ❖ Nine Smart class rooms & Four ICT rooms are there in the college campus.
- ❖ Infrastructure Plan: With the increase of student strength and introduction of new courses, college building has been renovated and expanded during the last five years. A new block has been constructed near the college.
- ❖ Apparatus & Equipments: These are purchased according to the requirement of different departments. Purchases are made through quotations called from dealers.

### 6.3.6 Human Resource Management

- ❖ Loan for purchase of Plot, construction/extension/Renovation of House, Marriage, Higher Education, Conveyance and purchase of wheat is recommended by the Managing committee to grant the loan as per Govt/University rules every year to the teaching and non teaching staff.
- ❖ Special Loan facility to Non-teaching staff for Medical treatment, Marriage, Repair of House etc by Managing Committee.
- ❖ Staff members are honoured after meritorious services of 25 years.

### 6.3.7 Faculty and Staff recruitment

- ❖ The management works to reinforce the culture of excellence. Appointments of staff is made through Selection Committee as per UGC Guidelines and the appointments are strictly made on purely merit basis. Our Management believes in the following motto : **recruit the best, retain the best and reward the best**

### 6.3.8 Industry Interaction / Collaboration

- ❖ Since the institution is Multi-faculty, Science, Arts & Commerce departments deal directly or indirectly with industries.
- ❖ Talks/Seminars are arranged and industrialists are invited to share their views with the students.
  - A lecture on 'Investments' was delivered by the representatives from Narayan foundation, Meerut, on 27<sup>th</sup> July 2014.
  - Workshop conducted by Infuse IT on 'MS Office' on 7<sup>th</sup> Aug 2014.
  - Mr. Aman Sharma, Sr. Manager, Bulls Eye, Yamunanagar delivered a lecture on "Career Guidance" On 22<sup>nd</sup> Aug 2014.
- ❖ Students' visits are arranged in industries from time to time.
- ❖ Some Industrialists have offered job opportunities to the college students.
- ❖ Industries which are closely involved with the college are Ballarpur Industries Limited, ISGEC, Haryana Distillery, Jai Forgings, Rajiv Enterprises, Kalyan Industries, Kamal Engineering, Chouhan Paper Industries, and Oriental Engineering Works etc.
- ❖ New MoU were signed in 2014-15 with the following:
  - Aku physiotherapy and health centre, Yamunanagar
  - Cosmetology clinic, Santosh hospital, Yamunanagar
  - Thapar Fashions, Yamunanagar
  - Aaina Creations, Jagadhri, Yamunanagar
  - Sazi Sanwri Boutique, Sector-17, Yamunanagar
  - Meerut Fine Tailors, Yamunanagar
  - Yodha Smarak Society, Yamunanagar
  - Uthan Institute for research and development, Yamunanagar
  - National Awareness forum, Yamunanagar
  - Alcoholic Anonymous society, Yamunanagar
  - Alanon & Alateen society, Yamunanagar
  - Bharat Vikas Parishad, Yamunanagar
  - Dinesh Enterprises, Yamunanagar
  - Swar Mandir Academy, Yamunanagar

### 6.3.9 Admission of Students

- ❖ The admissions are done according to the eligibility conditions of Kurukshetra University. If seats in a course are limited then admission is merit based and in traditional courses, strategy for admissions is liberal.

### 6.4 Welfare schemes for

<p>Teaching/ Non teaching staff:</p> <ul style="list-style-type: none"> <li>❖ Loan for purchase of conveyance, land, construction, extension and renovation of the house, higher education of children and marriage of their ward.</li> <li>❖ Deputing bus for marriage.</li> <li>❖ Free Education to ward</li> <li>❖ Library facilities – Staff can get books issued for their wards.</li> <li>❖ Concessional Bus facility to staff.</li> <li>❖ Child Care leave</li> </ul>
<p>Students:</p> <ul style="list-style-type: none"> <li>❖ Fee-concessions</li> <li>❖ Scholarships</li> <li>❖ Medical care</li> </ul>

### 6.5 Total corpus fund generated in 2014-15

Rs 1,16,440 /-

### 6.6 Whether annual financial audit has been done

Yes

☒

No

☐

### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Faculty members
Administrative	No	-	Yes	Principal

### 6.8 Does the University/ Autonomous College declare results within 30 days?

NOT APPLICABLE

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NOT APPLICABLE

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NOT APPLICABLE

6.11 Activities and support from the Alumni Association

The college has an Alumni Association

- ❖ The Alumni Association organizes the Annual Alumni Meet on the day of Annual Convocation every year. The alumni share their experiences during the meet. A cultural program is held for the entertainment of the alumni followed by dinner.
- ❖ Some of our alumni also contribute towards Scholarships:

Name of scholarship	Number of scholarships	Amt(Rs)	Donor
Baby Simran Kaur	1	2000	Dr Varinder Gandhi, Principal

6.12 Activities and support from the Parent – Teacher Association

- ❖ There is a close bond between teachers and parents of each ward. Parents can meet the teachers anytime they want regarding the progress report of their ward.

6.13 Development programmes for support staff

- ❖ Software training regarding computerization of examination results and fees, Training on basic computer operations and office automation is given to non-teaching staff members in a phased manner, to equip them with computer knowledge.
- ❖ Mr Mandeep Singh, Office Clerk is looking after the College Website

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

Given below are the various initiatives taken by the college to make the campus eco-friendly:

- ❖ **Energy conservation:** For the conservation of energy, incandescent lamps have been replaced with CFLs. It is mandatory for the students and staff to switch off computers, electricity equipments when not in use, ACs, lights and fans immediately after use. Now the college is going to replace CFL with LED to save energy
- ❖ **Use of renewable energy:** For the last 20 years we are using solar energy for hostel and the college campus for heating water.
- ❖ **Water harvesting:** Rain harvesting plant has been installed in the college campus & in the hostel to preserve rain water which otherwise goes waste.
- ❖ **Water recycling:** College has a Sewerage Treatment Plant (STP). The water treated in this plant is used for watering in the campus. Sprinklers are used for watering trees and plants which help in reducing water wastage.
- ❖ **Efforts for carbon neutrality:** In order to reduce the carbon level in the college campus, trees and herbal plants like Neem, Harshinghar, Tulsi, Sadabahar, Giloeey are planted in the college.
- ❖ **No Mobile Zone:** Certain areas of the college are marked as 'No Mobile Zone' to maintain discipline and to reduce noise pollution as well as the pollution caused by harmful radiations.
- ❖ **Plantation:** College has a beautiful lush green campus adorned with flowers and plants of many types.
- ❖ **Waste management:** Measures are taken to manage various types of waste generated in the campus.
- ❖ **No polythene:** Use of polythene is prohibited in the campus.



## Criterion – VII 2014-15

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- ❖ **Mobile learning-** students can download e-notes and audio lectures recorded by concerned faculty into their mobile phones to revise their syllabus.
- ❖ **Video learning:** Video recordings of eminent subject-experts and our own faculty members are shown to the science students before the practical so that students can have a better understanding of the subject.
- ❖ **Video lectures:** Video lectures by different national as well as international experts are shown to students to enhance their subject knowledge.
- ❖ **Query form** for complaints: A query form has been created to sort out the queries of students regarding examination results, registration number and certificates etc.
- ❖ **SMS facility:** Bulk SMS facility has been started.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Please see Annexure II

7.3 Give two Best Practices of the institution

- ❖ Charity week celebrated each year on the birth anniversary of Sant Nishchal Singh Ji, the founder of the college in which students, teachers and donors from city donate clothes, shoes, toys, medicines etc. The collected items are then distributed among the needy sections of society.
- ❖ As a part of value-based education, Spiritual and religious evening seminars/extension lectures are held every month in the college.

7.4 Contribution to environmental awareness / protection

- ❖ The campus is Eco-friendly, details given in answer to Q 6.14
- ❖ The college encourages tree-plantation among students by gifting them a plant sapling on their birthday. For this purpose, the college itself provides the sapling as her birthday gift and as a gesture of the Principal's blessings and appreciation.

7.5 Whether environmental audit was conducted?

Yes



No



7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

❖ SWOT Analysis of the college and departments has been done. The quality related measures will be implemented in the forthcoming years to overcome any weaknesses and threats and the strengths shall be built upon further. The IQAC has been sub-divided into 6 parts for this purpose:

- Departmental Quality Assurance Cell
- Administrative Quality Assurance Cell
- Library Quality Assurance Cell
- Hostel Quality Assurance Cell
- College Transport Quality Assurance Cell
- Student support Quality Assurance Cell

❖ There are 9 Cells and 20 literary, academic and cultural clubs active in the college to fulfil the extra-curricular and other goals of the college:

- |                            |                                      |
|----------------------------|--------------------------------------|
| • Buzzcom Connexions Club  | • Career Guidance and Placement Cell |
| • Civic Club               | • Equal Opportunity cell             |
| • Dancing Dolphins Club    | • Examination Cell                   |
| • Design source club       | • Grievance Redressal Cell           |
| • Eco Club                 | • Legal Literacy Cell                |
| • Economics Association    | • Research Cell                      |
| • English Literary Society | • SC/BC/Minority Cell                |
| • Health Club              | • Sexual Harassment Cell             |
| • Hindi Literary Club      | • Women Study Cell                   |
| • Home Science Association |                                      |
| • Inner Wheel Club         |                                      |
| • Kotalya Club             |                                      |
| • M.Barbara Club           |                                      |
| • Media Club               |                                      |
| • Natya Manch Club         |                                      |
| • Punjabi Literary Society |                                      |
| • Red Ribbon Club          |                                      |
| • Rotract Club             |                                      |
| • Swaranjali Club          |                                      |
| • Tech Vision Club         |                                      |

## 8. Plans of institution for next year

- ❖ To start the following courses:
  - BA with Social work
  - BVocational in
    - Beauty & Wellness
    - Apparel Designing
  - Foundation course in Human Rights unde UGC
- ❖ Extension of seats in BSc(Non-Med), BSc (Comp Sc), BCom(Gen), MSc (Maths), MCom
- ❖ Purchase of new bus and start of new bus routes for rural areas
- ❖ Extension of electricity load & installation of new transformer
- ❖ Extension of CCTV cameras
- ❖ New solar water heating system

**Mrs Bharati Kamboj**

*Coordinator, IQAC*

---

**Dr Varinder Gandhi, Principal**

*Chairperson, IQAC*

---

## **Annexure I**

### **Academic And Activities Calender**

#### **ACADEMIC CALENDAR, 2014-15**

##### **For Under-Graduate Courses (Semester System)**

Admission	:	01-07-14 to 15-07-14
Teaching odd semester	:	16-07-14 to 18-10-14
Vacations	:	20-10-14 to 26.10.14
Examinations	:	19-11-14 to 17-12-14
Winter Vacations	:	18-12-13 to 31-12-14

Teaching Even Semesters	:	01-01-15 to 03-03-15
Vacations	:	04-03-15 to 08-03-15
Teaching	:	09-03-15 to 29-04-15
Examinations	:	30-04-15 to 29-05-15
Practical Examinations	:	After Theory Exams
Summer Vacations	:	18-05-15 to 30-06-15

##### **For Post-Graduate Courses (Semester System)**

Admission	:	07-07-14 to 21-07-14
Teaching odd semester	:	22-07-14 to 19-10-14
Vacations	:	20-10-14 to 26-10-14
Teaching	:	27-10-14 to 29-11-14
Examinations	:	01-12-14 to 17-12-14
Winter Vacations	:	18-12-14 to 31-12-14

Teaching Even Semester	:	01-01-15 to 03-03-15
Vacations	:	04-03-15 to 08-03-15
Teaching	:	09-03-15 to 29-04-15
Examinations	:	30-04-15 to 17-05-15
Practical	:	After theory Exams
Summer Vacations	:	18-05-15 to 30-06-15

#### **Activities Calendar: 2014-15**

<b>May, 2014</b> Seminar on Vartman Pridrishya Mein Media Ki Bhumika	<b>November, 2014</b> NSS Camp Inter Zonal Youth Festival of Kurukshetra University Inter College Declamation Contest on Cooperative Movement in India. Comunal Harmony Campaign Week & Flag Day
<b>June, 2014</b> Inaugural function of KD Zone, Dance Academy Function on Ma Boli Punjabi Valedictory Function: Summer Camp by DCCW	<b>January, 2015</b> Lecture by Harman Singh Dhanjal Charge the Weakness Lohri Festival & Beti Bachao Bedi Padoo campaign Girl Child Day & Declamation Contest, Poetical Recitation, Slogan Writing & Rangoli Competitions Career Placement Drive. Traffic Week organized.

<b>July, 2014</b> Inauguration of New Academic session Summer Training by Department of Mathematics A workshop organized by the Department of Home Sc at Village Nagal to aware the villager regarding cooking Seminar on Laghu Natak by Forest Department Seminar on investment by Naryan Foundation, Meerut Personality Development Workshop	<b>February, 2015</b> College Founder Day Seminars & Extension Lectures Medical Check and Eye Care NSS Camp Science Day Celebration Career Counselling/ Placements Power Point Presentations Educational Trips by departments Basant Utsav Inter State Sardar Gurwachan Singh Sawhney Memorial Shabad Gayan Competition Annual Exhibition by Department of Fine Arts. Quiz & Debugging Competition by Department of Computer Sc & Application.
<b>August, 2014</b> A workshop on M.,S. Office by Infuse IT. Lecture by Dr Raj Bala Grewal, Professor, HAU,Hisar Lecture by Dr Suraj Walia, Assoc. Prof. RKSD College, Kaithal Workshop on personality development by Bulls Eyes. Independence Day Celebration by Kutilya Association. Talent Show Competition Tree Plantation on Forest Week Open Quiz on Independence Day by NSS units Fresher's Meet of Under-Graduate and Post-Graduate Classes & Teej Festival Seminar on Breast Cancer by Women Study Cell World Photography Day	<b>March, 2015</b> Seminars & Extension Lectures Home Science Festival Blood Donation Camp Inter College Sardarni Iqbal Kaur Sawhney Singing & Dance Competition Inter College Fashion Show
<b>September, 2014</b> Seminar on Religious & Moral Values: Dr jodh Singh-Resource person Educational visits by the Departments Talent Show Competition Nutrition Week by Department of Home Sc Hindi Diwas by Department of Hindi Educational visit by different departments Essay Writing, Declamation,poetical Recitation & Poster & Slogan competition by Legal Literacy Cell GNGC ROTARACT installation ceremony Awareness campaign on exercise their franchise. Declamation & Poetical Recitation contest jointly by Kutilya Association & National Awareness Forum.	<b>April, 2015</b> Farewell Parties of different outgoing classes Undergraduate & Postgraduate Charity Week on Birth Anniversary of our Founder Sant Pandit Nischal Singh Ji Maharaj Educational Visits by different departments Swachh Bharat Campaign Quiz Competition: Know Your College To seeking blessings before examination Sri Akhand Path
<b>October-2014</b> Seminar on Guru Granth Sahib Ji- Scholar S. Jaswant Singh, Career Placement by different departments Workshop on Self Defence Parkash Utsav of Guru Ram Das Ji Sufi Gayan by Department of Punjab/Music Sardarni Iqbal Kaur Sawhney Memorial Life Science Quiz Competition Elocution competition by Department of Economics	

## **Annexure II**

### **Plan Of Action And Action Taken Report**

Plan of Action	Achievements
To prepare Self Assessment Report for NAAC evaluation	The SAR submitted to NAAC in Jan 2015
To start Co-Operative College Canteen	Co-Operative College Canteen started in July 2014
Audio and video recording of lectures, preparation of e-notes, power-point presentations etc to continue	The process continues
Question Bank in all subjects to be built upon	Soft copy of Question bank placed in the library
To conduct Seminars, Workshops, Faculty Development Programs and other functions	Inter-Zonal youth Festival, College Level Spiritual Seminars, Extension Lectures, Inter-State Shabd Gayan completion, Inter-College Fashion Show, Inter-College Singing and Dance competition and many other functions organized
To introduce new courses	Community college started with the following diploma courses: <ul style="list-style-type: none"> <li>• Web Designing</li> <li>• Beauty &amp; Wellness</li> </ul>
To conduct Inter-College and college-level activities through various Clubs of the college as mentioned in Academic Calender	Most of the activities planned were carried out by different depts and clubs.
Renovation of science Block	Renovation of Chemistry lab, and Zoology lab, extension of Botany lab in progress
Installation of lift	Completed
To set up Vermicomposting	Formation of organic manure started by vermi-composting.
To get Leased line for internet connection	Leased line installed.
Completion of sports building and new block and to start building guest house, parking area & 2 <sup>nd</sup> fee counter	sports complex, heritage room, 3 <sup>rd</sup> chemistry Lab, new cafeteria, new canteen built, guest house construction started.
To purchase Server and computers for computer lab 5 and other equipments as per requirement	Purchased

