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***Guidelines for the Creation of the***

**Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance**

**Report (AQAR) by Accredited Institutions**

***(For Affiliated/Constituent Colleges)***

**(Revised as per Revised Accreditation Framework in November, 2017)**



## NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

### An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

**NAAC**

**VISION**

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

**MISSION**

* *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
* *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
* *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
* *To undertake quality-related research studies, consultancy and training programmes, and*
* *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

**Value Framework**

To promote the following core values among the HEIs of the country:

* + *Contributing to National Development*
	+ *Fostering Global Competencies among Students*
	+ *Inculcating a Value Sysstem among Students*
	+ *Promoting the Use of Technology*
	+ *Quest for Excellence*

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***Guidelines for the Creation of the***

**Internal Quality Assurance Cell (IQAC)**

**and Submission of Annual Quality Assurance Report (AQAR)** **in Accredited Institutions**

# Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution’s system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the “Quality Circles” in industries.

**IQAC – *Vision***

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

# Objective

##### The primary aim of IQAC is

* To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
* To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

# Strategies

##### IQAC shall evolve mechanisms and procedures for

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
2. Relevant and quality academic/ research programmes;
3. Equitable access to and affordability of academic programmes for various sections of society;
4. Optimization and integration of modern methods of teaching and learning;
5. The credibility of assessment and evaluation process;
6. Ensuring the adequacy, maintenance and proper allocation of support structure and services;
7. Sharing of research findings and networking with other institutions in India and abroad.

# Functions

##### Some of the functions expected of the IQAC are:

* 1. Development and application of quality benchmarks
	2. Parameters for various academic and administrative activities of the institution;
	3. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
	4. Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
1. Dissemination of information on various quality parameters to all stakeholders;
2. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
3. Documentation of the various programmes/activities leading to quality improvement;
4. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
5. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
6. Periodical conduct of Academic and Administrative Audit and its follow-up
7. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

# Benefits

##### IQAC will facilitate / contribute to

1. Ensure clarity and focus in institutional functioning towards quality enhancement;
2. Ensure internalization of the quality culture;
3. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
4. Provide a sound basis for decision-making to improve institutional functioning;
5. Act as a dynamic system for quality changes in HEIs;
6. Build an organised methodology of documentation and internal communication.

# Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution’s quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

 It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

 It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

 It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

 The management representative should be a person who is aware of the institution’s objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

# The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

# Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/

Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

##### The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

**Revised Accreditation Framework**

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI’s for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

##### The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

**Mandatory Submission of AQAR by IQAC**

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016**:

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

* Having a functional IQAC.
* The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
* Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
* Upload the AQAR’s on institutional website for access to all stakeholders.

##### Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

**The Annual Quality Assurance Report (AQAR) of the IQAC**

***(For Affiliated/Constituent Colleges)***

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

# Part – A

#### Data of the Institution

*(data may be captured from IIQA)*

1. Name of the Institution BANWARI LAL JINDAL SUIWALA COLLEGE, TOSHAM
	* Name of the Head of the institution : DR. RAKESH KUMAR BHARDWAJ
	* Designation: PRINCIPAL
	* Does the institution function from own campus: Yes, the institute function from own campus.
	* Phone no./Alternate phone no.: 01253-258101, 01253-259122
	* Mobile no.: 9416221193
	* Registered e-mail: bljspgcollege@gmail.com
	* Alternate e-mail : dscrakesh@gmail.com
	* Address : Sagwan Road, Tosham(Bhiwani) Haryana
	* City/Town : TOSHAM
	* State/UT : HARYANA
	* Pin Code : 127040
2. Institutional status:
	* Affiliated / Constituent: Affilated
	* Type of Institution: Co-education/Men/Women : Co-education
	* Location : Rural/Semi-urban/Urban : Rural
	* Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) : Grants-in aid under UGC 2f and 12(B) &

 Self financing

* + Name of the Affiliating University: Chaudhary Bansi Lal University, Bhiwani

* + Name of the IQAC Co-ordinator : DR. ASHOK KUMAR SAINI
	+ Phone no. : 9896699705
	+ Alternate phone no. :01253-259122
	+ Mobile: 9416158881
	+ IQAC e-mail address: bljspgcollege@gmail.com
	+ Alternate Email address: drashokksaini2009@gmail.com
1. Website address:

 Web-link of the AQAR: (Previous Academic Year): [www.bljscollege.org/Files/AQAR](http://www.bljscollege.org/Files/AQAR) 2016-17.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1. Whether Academic Calendar prepared during the year? Yes/No : YES, if yes, whether it is uploaded in the Institutional website: YES

Weblink: [www.bljscollege.com](http://www.bljscollege.com)

1. Accreditation Details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cycle | Grade | CGPA | Year ofAccreditation | Validity Period |
| 1st | B | 72% | 2003 | from:2003 | to:2008 |
| 2nd | B | 2.42 | 2015 | from:2015 | to:2020 |
| 3rd |  |  |  | from: | to: |
| 4th |  |  |  | from: | to: |
| 5th |  |  |  | from: | to: |

1. Date of Establishment of IQAC: DD/MM/YYYY: 01/07/2011
2. Internal Quality Assurance System

|  |
| --- |
| 7.1 Quality initiatives by IQAC during the year for promoting quality culture |
| Item /Title of the quality initiative byIQAC | Date & duration | Number ofparticipants/beneficiaries |
| * Regular meeting of Internal Quality Assurance Cell (IQAC)
* Action Taken Report of AQAR 2016-17
 | 15 July,2017 & Session 2017-1813, Nov.2017 & Session 2017-18 05,Feb. 2018 & Session 2017-18 | 121011 |
| * timely submission of Annual Quality Assurance Report (AQAR) to NAAC
 | Sept, 2017Session : 2016-17  |  |
| * Feedback from all stakeholders collected, analysed and used for improvements
 |  |  |
| * Academic Administrative Audit (AAA) conducted and its follow up action
 | \*Preparation of Subject wise Lesson Plan and Educational /Cultural/Co-Curricular activity calendar of the institution for quality enhancement for the session 2017-18 |  |

***Note: Some Quality Assurance initiatives of the institution are: (Indicative list)***

* *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
* *Academic Administrative Audit (AAA) conducted and its follow up action*
* *Participation in NIRF*
* *ISO Certification*
* *NBA etc.*
* *Any other Quality Audit*
1. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution/Department/Faculty | Scheme | Fundingagency | Year of award withduration | Amount |
| Deptt. Of Psychology, B.L.J.S. College Tosham | Minor Projects | UGC |  2016-17; Two Year | 1,90,000 |
| BLJS College, Tosham  | PMS for SC students | DHE, Haryana |  2017-18 | 830960 |
| BLJS College, Tosham  | PMS for Backward Class students | DHE, Haryana |  2017-18 | 113495 |
| BLJS College, Tosham  | Salary Grant from DHE | DHE, Haryana |  2017-18 | 25364400.00 |
| BLJS College, Tosham  | Pension Grant from DHE | DHE, Haryana |  2017-18 |  135286.00 |
| BLJS College, Tosham  | National Seminar Grant  | DHE, Haryana |  2017-18 | 100000 |
| BLJS College, Tosham  | NSS Camping Grant  | DHE, Haryana |  2017-18 | 22500 |

1. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

\*upload latest notification of formation of IQAC

1. No. of IQAC meetings held during the year: 04

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….

Yes/No : YES

(Please upload, minutes of meetings and action taken report)

1. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes/ No : No

If yes, mention the amount: Year:

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

\* Completed Assessment and Accreditation by NAAC for Cycle 2 process successfully.

\* Organised various co curricular and social activities.

\* Monitoring and regular follow up of implementation of academic calendar and teaching plan.

\* Reviewing and follow up of the detailed action plans for the institution.

\*Timely updation of college website.

\* Encouragement to the faculty members for various research activities as well as participation in career

 development programmes.

\* Draw attention to the areas where there is scope for quality improvement especially environment

 protection, cleanliness, security and networking.

1. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

|  |  |
| --- | --- |
| Plan of Action | Achievements/Outcomes |
| \*College assessment and accreditation byNAAC for Cycle 2. | \* Completed Assessment and Accreditation byNAAC for Cycle 2 successfully. |
| \*Preparation of Educational /Cultural/Co-Curricular activity calendar of the institution for quality enhancement for the session 2017-18 | \*Prepared Educational /cultural/co-curricularactivity calendar and also published in prospectus of session 2017-18 to intimate the students and monitored progress asper schedule |
| \*Preparation of subject wise Lesson Plan and teaching of departmental activity plan | \*Monitoring actual implementation throughprogress reports from departments |
| \*Timely updation of college website | \*College website is being updated time by time. |
| \* Establishment of E-learning centre in thecollege library. | \*College library is now linked with INFLIBNET to avail facility of N-LIST programme. |
| \* Creation of New Science Block with Six Science Labs & Twelve Class Rooms | \*New Science Block is under construction and in short time will be completed and made functional for use. |
| \*Extension of College Library (almost Double in size). | \* Extension work of College Library (Double in size ) is almost completed . |
| \*Encouraging teaching faculty for theirparticipation in more research activities and career development programs( Rs. One Lac seed money allocated for Research facility to faculty under SFC) | \*Continuous motivation resulted in better participation in research activities such as participation and paper presentation in seminars/conferences and more publications in reputedjournals. ( Rs. One Lac seed money allocated for Research facility to faculty under SFC by Management) |
| \* Renovation of the college campus buildings and construction of Science Staff Room & another Girls Common Room in New Science Block. | \*College campus building is under process of renovation with construction of Science Staff Room & another Girls Common Room in New Science Block. |
| \* Centralized Admission of all the UG & Six PG courses through Directorate of Higher education Haryana | \* Centralized Admission of all the UG & Six PG courses through Directorate of Higher education Haryana adopted for Quality and fair admission process. |
| \* To make campus fully Wi-Fi enabled. | \*The whole campus premises of the college has been made Wi-Fi enabled through Jio-Wi-Fi Net. |
| \*Installation of the Water Cooler of 5000 litres with RO for students of the college. | \* Installed the Water Cooler of 5000 litres with RO for students of the college. |
| \*Copy free Semester Examination of UG & PG Classes (Regular & Reappear). | \*Totally Copy free Semester Examination of UG & PG Classes (Regular & Reappear) conducted.  |

1. Whether the AQAR was placed before statutory body? Yes /No: Yes

The governing body of the college approved the AQAR 2017-18 and recommended it for sending

to the NAAC. The governing body further directed the Principal to execute all the plan of action

proposed by the IQAC.

 Name of the Statutory body: Date of meeting(s):

1. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

**Yes/No: Yes, Cycle 2 accredited** Date: From 15.09.2015 to 16.09.2015

1. Whether institutional data submitted to AISHE: Yes/No: Yes
2. Year: 2017-18 Date of Submission:22.02.2018
3. Does the Institution have Management Information System?

#### Yes /No : Yes

If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)

Management Information System through circulars, social media, electronic announcement system.

Display of Notices, by holding staff/ Governing Body meeting, holding staff/students/parents/alumni

meeting. College Website, SMS service, use of whats app, Email to the students and staff are used as

information system.

# Part-B

|  |
| --- |
| **CRITERION I – CURRICULAR ASPECTS** |
| **1.1 Curriculum Planning and Implementation** |
| 1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words  The Curriculum and syllabus is Completely prepared & revised by the affiliating university itself. Although there is Board of Studies Department wise in the affiliating University which invite teaching faculty from college for discussion and any suggestion for improvement of in the syllabus. |
|   |
| 1.1.2 Certificate/ Diploma Courses introduced during the Academic year : Nil |
| Name of the CertificateCourse | Name of the DiplomaCourses | Date of introduction and duration | focus on employability/ entrepreneurship | Skill development |
|  |  |  |  |  |
| **1.2 Academic Flexibility** |
| 1.2.1 New programmes/courses introduced during the Academic year : Nil |
| **Programme with Code** | **Date of Introduction** | **Course with Code** | **Date of Introduction** |
|  |  |  |  |
| 1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented atthe affiliated Colleges (if applicable) during the Academic year. : 2017-18 |
| Name of Programmesadopting CBCS | **UG** | **PG** | Date of implementation ofCBCS / Elective Course System | **UG** | **PG** |
| M.A.(Hindi) | - | M.A.(Hindi) | Session 2016-17 | - |  |
| M.A.(History) | - | M.A.(History) | Session 2016-17 | - |  |
| M.Com. | - | M.Com. | Session 2016-17 | - |  |
| M.Sc.(Maths) | - | M.Sc.(Maths) | Session 2016-17 | - |  |
| M.Sc.(Physics) | - | M.Sc.(Physics) | Session 2016-17 | - |  |
| M.Sc.(Chemistry) | - | M.Sc.(Chemistry) | Session 2016-17 | - |  |
| Already adopted (mention the year) : 2016-17 |  |  |
| 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year |
|  | Certificate | Diploma Courses |
| No of Students | 0 | - |
| **1.3 Curriculum Enrichment**  |
| 1.3.1 Value-added courses imparting transferable and life skills offered during the year |
| Value added courses | Date of introduction | Number of students enrolled |
|  |  |  |
| 1.3.2 Field Projects / Internships under taken during the year |
| Project/Programme Title | No. of students enrolled for Field Projects / Internships |
| 1.M.A.(Hindi) I &II Year2. M.A. (History) I &II Year3. M.Com. I & II Year4. M.Sc. (Maths) I & II Year5. M.Sc.(Physics) I & II Year6. M.Sc. (Chemistry) I & II Year | 09 students enrolled for Field Projects24 students enrolled for Field Projects35 students enrolled for Field Projects20 students enrolled for Field Projects26 students enrolled for Field Projects40 students enrolled for Field Projects |
| **1.4 Feedback System** |
| 1.4.1 Whether structured feedback received from all the stakeholders. |
| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents |
| Yes/ No -Yes | Yes/ No -Yes | Yes/ No -Yes | Yes/ No -Yes | Yes/ No -Yes |
| 1.4.2 How the feedback obtained is being analyzed and utilized for overall development of theinstitution? (maximum 500 words) |
| 1. Parents SMS Facility introduced in the college for sending progress report of the students to their parents2. In College annual functions , sports meet , Youth festivals parents are invited to maximize parents-student-teacher interaction. |
| **CRITERION II -TEACHING-LEARNING AND EVALUATION** |
| **2.1 Student Enrolment and Profile** |
| **2.1. 1 Demand Ratio during the year** |
| Name of theProgramme | Number of seats available ( At entry level) | Number of applicationsreceived | Students Enrolled |
| B.A. | 460 | 1240 | 760 |
| B.Com. | 60 | 145 | 82 |
| B.Sc.(Non.Medical) | 160 | 280 | 129 |
| M.A.(Hindi) | 60 | 76 | 09 |
| M.A.(History) | 30 | 47 | 24 |
| M.Com. | 30 | 52 | 35 |
| M.Sc.(Maths) | 30 | 47 | 20 |
| M.Sc.(Physics) | 30 | 57 | 26 |
| M.Sc.(Chemistry) | 30 | 62 | 40 |
| **2.2 Catering to Student Diversity** |
| 2.2.1. Student - Full time teacher ratio (current year data) |
| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of full time teachers available in the institution teaching only UG courses | Number of full time teachers available in the institution teaching only PG courses | Number of teachers teaching both UGand PG courses |
| 2017-18 | 965 | 154 | 16 | 06 | 40 |
| **2.3 Teaching - Learning Process** |
| 2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems(LMS), E-learning resources etc. (current year data) |
| Number of teachers on roll | Number of teachers using ICT *(LMS, e-**Resources)* | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-resources andtechniques used |
| 40 | 40 | Computer, LED Projectors | 01 | 01 | Two LCD Projector,LED Screen, Slide Projector, TV, SWAYAM MHRD & UGC Programmes  |
| 2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words) :YesEvery Teacher of the college is mentor of 28 students . Every mentor have make a WhatsApp group of their mentee . The students are free to solve their problems related to study, family problem , social, or any kind of problem though their mentor in special period which is taken on every Saturday of a month . They can communicate with the mentor even after meeting their classes though SMS or Whats App group created by their mentor.  |
|  |
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor: Mentee Ratio |
| 1119 | 40 | 1:28 |

|  |
| --- |
| **2.4 Teacher Profile and Quality** |
| **2.4.1 Number of full time teachers appointed during the year** |
| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty withPh.D |
| 19 | 18 | 01 | 00 | 10 |
|  |
| **2.4.2 Honours and recognitions received by teachers***(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )*:Nil |
| *Year of award* | *Name of full time teachers receiving awards from state level, national level, international level* | *Designation* | *Name of the award, fellowship, received from Government or recognized bodies* |
|  |  |  |  |
|  |
| **2.5 Evaluation Process and Reforms** |
| 2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration ofresults during the year |
| Programme Name | Programme Code | Semester/ year | Last date of the lastsemester-end/ year- end examination | Date of declaration of resultsof semester-end/ year- end examination |
| B.A.  | **…** | 1st Sem, 20173rd ,5th Sem, 2017 | 2017(CBLU, Bhiwani)13.11.2017(M.D.U. Rohtak) | 2017(CBLU, Bhiwani) 2017(M.D.U. Rohtak) |
| B.A. | **…** | 2nd Sem, 20184th, 6th Sem,2018 | 2018(CBLU, Bhiwani)28.04.2018(M.D.U. Rohtak) | 2018(CBLU, Bhiwani) 2018(M.D.U. Rohtak) |
| B.Com. | **…** | 1st Sem, 20173rd ,5th Sem,2017 | 2017(CBLU, Bhiwani)13.11.2017(M.D.U. Rohtak) | 2017(CBLU, Bhiwani) 2017(M.D.U. Rohtak) |
| B.Com. | **…** | 2nd Sem,20184th, 6th Sem, 2018 | 2018(CBLU, Bhiwani)28.04.2018(M.D.U. Rohtak) | 2018(CBLU, Bhiwani) 2018(M.D.U. Rohtak) |
| B.Sc.(Non-Medical) | **…** | 1st Sem, 2017,3rd ,5th Sem, 2017 | 2017(CBLU, Bhiwani)13.11.2017(M.D.U. Rohtak) | 2017(CBLU, Bhiwani) 2018(M.D.U. Rohtak) |
| B.Sc.(Non-Medical) | **…** | 2ndSem,20184th, 6th Sem, 2018 | 2018(CBLU, Bhiwani)28.04.2018(M.D.U. Rohtak) | 2018(CBLU, Bhiwani) 2018(M.D.U. Rohtak) |
| M.A.(History) | **…** |  1st Sem,2017 3rd Sem, 2017 | 2017(CBLU, Bhiwani)17.11.2017 (M.D.U. Rohtak) | 2017(CBLU, Bhiwani)01.10.2018 (M.D.U. Rohtak) |
| M.A.(History) | **…** |  2nd Sem, 2018 4th Sem, 2018 | 2018(CBLU, Bhiwani)28.04.2018 (M.D.U. Rohtak) | 18.08.2018(CBLU, Bhiwani)2018(M.D.U. Rohtak) |
| M.Com. | **…** | 1st Sem,20173rd Sem,2017 | 2017(CBLU, Bhiwani)17.11.2017(M.D.U. Rohtak) | 2017(CBLU, Bhiwani)04 .10.2018(M.D.U. Rohtak) |
| M.Com. | **…** | 2ndSem,20184thSem 2018 | 2018(CBLU, Bhiwani)28.04.2018(M.D.U. Rohtak) | 18.08.2018(CBLU, Bhiwani)04.10.2018(M.D.U. Rohtak) |
| M.A.(Hindi) | **…** | 1st Sem,20173rd Sem,2017 | 2017(CBLU, Bhiwani)17.11.2017(M.D.U. Rohtak) | 2017(CBLU, Bhiwani)01.10.2018(M.D.U. Rohtak) |
| M.A.(Hindi) | **…** | 2ndSem,20184thSem 2018 | 2018(CBLU, Bhiwani)28.04.2018(M.D.U. Rohtak) | 29.10.2018(CBLU, Bhiwani)26.07.2018(M.D.U. Rohtak) |
| M.Sc.(Chemistry) | **…** | 1st Sem,20173rd Sem,2017 | 2017(CBLU, Bhiwani)17.11.2017(M.D.U. Rohtak) | 2017(CBLU, Bhiwani)04 .10.2018(M.D.U. Rohtak) |
| M.Sc.(Chemistry) | **…** | 2ndSem,20184thSem 2018 | 2018(CBLU, Bhiwani)28.04.2018(M.D.U. Rohtak) | 29.10.2018(CBLU, Bhiwani)04 .10.2018(M.D.U. Rohtak) |
| M.Sc.(Maths) | **…** | 1st Sem,20173rd Sem,2017 | 2017(CBLU, Bhiwani)17.11.2017(M.D.U. Rohtak) | 2017(CBLU, Bhiwani)02.10.2018(M.D.U. Rohtak) |
| M.Sc.(Maths) | **…** | 2ndSem,20184thSem 2018 | 2018(CBLU, Bhiwani)28.04.2018(M.D.U. Rohtak) | 31.10.2018(CBLU, Bhiwani)27.07.2018(M.D.U. Rohtak) |
| M.Sc.(Physics) | **…** | 1st Sem,20173rd Sem,2017 |  2017(CBLU, Bhiwani)17.11.2017(M.D.U. Rohtak) | 2017(CBLU, Bhiwani)04 .10.2018(M.D.U. Rohtak) |
| M.Sc.(Physics) | **…** | 2ndSem,20184thSem 2018 |  2018(CBLU, Bhiwani)28.04.2018(M.D.U. Rohtak) | 18.08.2018(CBLU, Bhiwani)27 .07.2018(M.D.U. Rohtak) |
| 2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250words)- At the beginning of the academic year each teacher prepare a teaching plan and display for student. Moreover a  copy of that is also submitted to principal, thus the coverage of syllabus is periodically reviewed.- To monitor progress of syllabus regular class tests are conducted and assignment are given.- Appraisal of staff by students at the end of the term for each subject is assessed in a consolidated format.- IQAC motivates different subject’s societies to organise extension activities in their subjects- Faculty members are encouraged to adopt various innovative teaching methods such as PPT presentations, field tours, seminars etc. |
|  |
| **2.5.3 A**cademic calendar prepared and adhered for conduct of Examination and other related matters(250 words)Month-wise calendar for Educational/Conduct of Examination /Cultural/Co-curricular activities 2017-18 is made well before the start of the session .All the in-charges / HODs are directed by the Principal to organize the function/ activities as per schedule and written report along with function photographs , New Paper cutting are carefully recorded in the Principal Office in the Central activities Register. In 2017-18 every Department made Month-wise Calender as follows:Deptt. Society Incharge/ HOD1.Maths : Dr.Ashok Kumar Saini2.Economics: Sh. Yash Pal Mehta3. Hindi: Dr. Mahender Singh4. Pol.Science: Dr. Neelam5. Commerce : Dr. Umed Singh6. Geography: Mrs. Renu Sharma7. Women Cell: Dr. Neelam8. Ashmita Cultural Cell: Sh. Shyam Vashishtha9 Physical Education: Sh. Multan Singh10. Sanskrit : Dr. Joginder Kumar11.History: Sh. Ashwani Kumar12.Pschology: Dr. Shailja Sharma13.English: Dr. Somender Sharma14.NCC: Sh. Jaswant Singh15. NSS: Sh. Sanjay Gupta16. Legal Litracy Cell: Mrs. Renu Sharma17. Science : Dr. Ashok Kumar Saini18. Red Ribbon Club: Dr. Ashok Kumar Saini19. Youth Red Cross: Sh. Sanjay Gupta20. CIRD : Sh. Shyam Vashishtha21. ASM : Sh. Shyam Vashishtha |
|  |
| **2.6 Student Performance and Learning Outcomes** |
| 2.6.1 Program outcomes, program specific outcomes and course outcomesfor all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink) www.bljscollege.com |
|  |
| 2.6.2 Pass percentage of students |
| Program me Code | Programme name | Number of students appeared in the final year examination | Number of students passed infinal semester/year examination | Pass Percentage |
|  | B.A. | 161 | 25 | 15.52% |
|  | B.Com.(General)  | 19 | 09 | 47.36% |
|  | B.Com.(Voc.) | 11 | 05 | 45.45% |
|  | B.Sc.(Non-Medical) | 80 | 02 | 2.50% |
|  | M.A.(History) | 07 | 05 | 71.42% |
|  | M.Com. | 21 | 03 | 14.28% |
|  | M.A.(Hindi) | 06 | 03 | 50.00% |
|  | M..Sc.(Chemistry) | 18 | 04 | 22.22% |
|  | M.Sc.(Maths) | 08 | 01 | 12.50% |
|  | M.Sc.(Physics) | 10 | 00 | 0.0% |
| **2.7 Student Satisfaction Survey** |
| 2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may designthe questionnaire) (results and details be provided as weblink) |
| **CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION** |
|  |
| **3.1 Resource Mobilization for Research** |
| 3.1.1 Research funds sanctioned and received from various agencies, industry and other organizations |
| Nature of the Project | Duration | Name of the fundingAgency | Total grant sanctioned | Amount received during the Academic year |
| Major projects | - | - | - | - |
| Minor Projects | 2 | UGC | 1,90,000 | 1,30,000 |
| InterdisciplinaryProjects | - | - | - | - |
| Industry sponsoredProjects | - | - | - | - |
| Projects sponsored bythe University/ College | - | - | - | - |
| Students Research Projects*(other than compulsory by the College)* | - | - | - | - |
| International Projects | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | 01 |       | 1,90,000 | 1,30,000 |
|  |
| **3.2 Innovation Ecosystem** |
| 3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-AcademiaInnovative practices during the year : **Nil** |
| Title of Workshop/Seminar | Name of the Dept. | Date(s) |
|  |  |  |
|  |
| 3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year:**Nil** |
| Title of theinnovation | Name of theAwardee | AwardingAgency | Date of Award | Category |
|  |  |  |  |  |
|  |
| 3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year : **Nil** |
| Incubation Centre | Name | Sponsored by |
|  |  |  |
|  |
| Name of the Start-up | Nature of Start-up | Date of commencement |
|  |  |  |
|  |
| **3.3 Research Publications and Awards** |
| 3.3.1 Incentive to the teachers who receive recognition/awards : No recognition/awards |
| State | National | International |
|  |  |  |
| 3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)***: N.A.** |
| Name of the Department | No. of Ph. Ds Awarded |
|  |  |
|  |
| 3.3.3 Research Publications in the Journals notified on UGC website during the year |
|  | Department | No. of Publication | Average Impact Factor, if any |
| National |  |  |  |
| Internatio nal | Department of Mathematics | 01 |  |
|  |
| 3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/InternationalConference Proceedings per Teacher during the year : **Nil** |
| Department | No. of publication |
|  |  |
|  |
| 3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index inScopus/ Web of Science or Pub Med/ Indian Citation Index |
| Title of the paper | Name of the author | Title of the journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citations |
|  |  |  |  |  |  |  |
|  |
| 3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) |
| Title of thepape | Name of the author | Title of the journal | Year of publication | h-index | Number of citations excluding self citations | Institutional affiliation as mentioned in the |
| r |  |  |  |  |  | publication |
|  |  |  |  |  |  |  |
| 3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year : |
| No. of Faculty | International level | National level | State level | Local level |
| Attended 02Seminars/ Workshops |  |  |  |  |
| Presented papers |  | 02 |  |  |
| Resource Persons |  | 01 |  |  |
|  |
| **3.4 Extension Activities** |
| 3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the yearJan Chetna rallies by NCC, NSS and Youth red cross units to make the society aware about social issues like- Women Education, Female Feticide, Right to Vote, Waste Management, Road Safety and Save Water , Cleanliness Campaign & ODF derive in the whole Tosham villege as  allotted by higher authories S.D.M. of Tosham done by staff and students of the college etc.* Health check up and AIDS awareness program by Red Ribbon Club.
* In the NCC ATC Camp Activities our cadets take part in different activities e.g. Firing,camp layout, Fire Arts Comention, Quiz Programme and sports Programme. Our cadets win overall Trophy & many Prizes in the camp competition.
* In NCC awareness talks is organised in our college campus in the topics motivation by Dr. Joginder Prof. of Sanskrit.
* This session NCC week celebrated in the month of November. Different activities like Essay writing competition, Slogan writing competition, Tree Platoon and awareness talks. Big event of the NCC days is Chetna Rally on the topic of Traffic Rule Regulation.
* 03 one day camp is organized in college campus by NCC cadets in social service in the college.
* Extension Lecture in Hindi by Dr. Joginder Kumar on the topic “Manak vartni and Sudh Uttaran” on dated 07.09.2017
* Extension lecture in History on Evaluation of Different Ideology and contribution in Freedom struggle on 14.09.2017
* Competition of Poster Making in Geography department on 27.09.2017
* Extension Lecture on Road Safty by ASI Sajjan Kumar from Inspector office, Hissar on 09.08. 2018

Fine arts workshop and competitions by Women cell and General lecture regarding problems of adolescent girls.Tree plantation programme on different occasions, Cleanliness programmes initiated by NCC and NSS units inside and outside the campus.Extension lectures and other curricular activities for better understanding of the subject and its applicability.Personality development and communication skill workshops for the students.Promoted the students for active involvement in Legal Literacy Cell activities to make them aware about their legal rights, duties, remedies availableRemedial classes for weak |
| Title of theActiviti es | Organising unit/ agency/ collaborating agency | Number of teachers **co- ordinated** such activities | Number of students participated in such activities |
| 1. Seven Days NSS Camp2. One Day NSS Camp3. One Day NSS Camp 4One Day NSS Camp5. One Day NSS Camp5. One Day NSS Camp6. One Day NSS Camp7. One Seven First-Aid Training Camp8. NCC ATC Camp from 24.10.17 to 02.11.17 At Devsar, Haryana9.NCC Army Attachment Camp at Abhor, Punjab from 24.10.17 to 07.11.17 10. Basic Leadership Camp at Malout, Punjab, from 01.11.17 to 10.11.1711. National integration Camp(NIC) at Silchar,Assam from 09.12.17 to 20.12.17 | NSS Unit of the CollegeNSS Unit of the CollegeNSS Unit of the CollegeNSS Unit of the CollegeNSS Unit of the CollegeNSS Unit of the CollegeNSS Unit of the CollegeNSS Unit of the College11th HAR BN. NCC,Bhiwani11th HAR BN. NCC,BhiwaniNCC11th HAR BN. NCC,BhiwaniNCC11th HAR BN. NCC,BhiwaniNCC |  01010101010101010101010101 |  50 100 9395979291945057050102 |
|  |
| 3.4.2 Awards and recognition received for extension activities from Government and other recognizedbodies during the year:  |
| Name of the Activity | Award/recognition | Awarding bodies | No. of Studentsbenefited |
|  |  |  |  |
|  |
| 3.4.3 Students participating in extension activities with Government Organisations, Non-GovernmentOrganisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year2 |
| Name of the scheme | Organising unit/ agency/ collaborating agency | Name of the activity | Number of teachers **coordinated** such activities | Number of students participated in such activities |
| Swachhta Bharat Internship Scheme  (24 May,2018  to  21 June, 2018)  | NSS Unit of the College |  1.Prohibition of the use of Thermo coal in daily life2. Road Safty Campaign3. ODE4. Beti Bachao Beti Padhao | 01 |  38 |
| 3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during theyear |
| Nature of Activity | Participant | Source of financial support | Duration |
|  |  |  |  |
|  |
| 3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing ofresearch facilities etc. during the year: Nil |
| Nature of linkage | Title 0f thelinkage | Name of the partnering institution/ industry/research lab with contactdetails | Duration**(From-To)** | participant |
|  |  |  |  |  |
|  |
| 3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, |
| corporate houses etc. during the year : **Nil** |
| Organisation | Date of MoUsigned | Purpose andActivities | Number of students/teachers participatedunder MoUs |
|  |  |  |  |
| **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES** |
| **4.1 Physical Facilities** |
| 4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year |
| Budget allocated for infrastructure  augmentation  | Budget utilized for infrastructure development |
|  |  |
|  |
| 4.1.2 Details of augmentation in infrastructure facilities during the year |
| Facilities : Totally Fi-Wi Campus  | Existing | Newly added |
| Campus area : 12 acres  | 12 acres | 22,000 Covered Area(Science Block & Extension of Library) |
| Class rooms: 32 | 32 |  |
| Laboratories : 11 | 11 |  |
| Seminar Halls: 01 | 01 |  |
| Classrooms with LCD facilities: 01 | 01 |  |
| Classrooms with Wi-Fi/ LAN : 32 Wi-Fi class rooms | 04 |  |
| Seminar halls with ICT facilities: 01 | 01 |  |
| Video Centre : Nil | **....** |  |
| No. of important equipments purchased (≥ 1-0 lakh) :during the current year. |  |  |
| Value of the equipment purchased during the year (Rs.in Lakhs) : Rs.  |  Rs.21.05294 Lakhs | Rs. 4.42707 Lakhs |
| Others 1. Buliding : Extension of Library (Double in size), New Science Block :  (Total Covered area: 22000 sq. ft.) 2. Furniture & Fixture |   | Rs. 85.81085 LakhsRs. 45 LakhsRs. 1.56938 Lakhs |
|  |
| **4.2 Library as a Learning Resource** |
| 4.2.1 Library is automated {Integrated Library Management System -ILMS}: Yes |
| Name of the ILMSsoftware | Nature of automation (fullyor partially) | Version | Year of automation |
| SOUL | FULLY | 2.0 |  2015 |
| 4.2.1 Library Services: |
|  | Existing | Newly added | Total |
|  | No. | Value | No. | Value | No. | Value |
| Text Books | 12073 | Rs.1768966 | 364 | Rs.119286 | 12437 | Rs.1888252 |
| Reference Books | 6330 | Rs.1162994 | 547 | Rs.178929 | 6877 | Rs. 1341923 |
| e-Books | 93900(NLIST) | - | - | - | 93900(NLIST) |  |
| Journals | 53 | Rs. 122197 | 03 |  | 56 |  |
| e-Journals | 6250(NLIST) |  |  |  | 6250(NLIST) |  |
| Digital Database | - | - | - | - | - | - |
| CD & Video | - | - | - | - |  |  |
| Library automation |  |  |  |  |  |  |
| Weeding (Hard &Soft) | - | - | - | - | - | - |
| Others (specify) News Paper (Hindi)New Paper(English)MagazinesPeriodicals | 4230 | Rs.153870 | 2880399 | Rs.62018 | 060638 |  |
|  |

|  |
| --- |
| **4.3 IT Infrastructure** |
| 4.3.1 Technology Upgradation (overall) |
|  | Total Computers  | Compu ter Labs | Internet | Browsing Centres | ComputerCentres | Office | Departments | Available band width (MGBPS) | Others |
| Existing | 71 | Lab-I-21Lab-II-08Lab-III-18Lab-IV-10 | 15 | Library for Students | NIL | 05 | 02 |  | Principal-01 Registrar-01Librarian-01 |
| Added | - | - |  | - | - | - |  |  | - |
| Total | 71 | 57 |  | 04 |  | 05 | 02 |  | 03 |
|  |
| 4.3.2 Bandwidth available of internet connection in the Institution (Leased line) : Nil |
| ………………… MBPS /GBPS |
| 4.3.3 Facility for e-content |
| Name of the e-content development facility | Provide the link of the videos and media centre andrecording facility |
|  |  |
|  |
| 4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (UnderGraduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc : Nil |
| Name of theteacher | Name of the module | Platform on whichmodule is developed | Date of launching e -content |
|  |  |  |  |

|  |
| --- |
| **4.4 Maintenance of Campus Infrastructure** |
| 4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year 2017-18 |
| Assigned budget on academic facilities | Expenditure incurred on maintenance ofacademic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|  | 1.Extension Lecture Rs26002.Extracurricular Activities:  :Rs 82403. Printing & Stationary: Rs.78434. MRP : Rs. 203025. National Seminar (English)  Reg. Fee : Rs 34016. National Seminar Grant :  : Rs. 100200 |  | 1. CCTV Camera Maint. Rs.40002. RO Reair & Maint. Rs. 51803. Solar Sytem Maint. Rs. 92004. Tool & Plant Exp. Rs. 68805. Generator Maint. Rs. 539126. Furniture &Fixture Rs. 19707. Computer Exp. Rs. 19708.College website Rs. 26009. Purchase Coupon Rs 685010 Board band charges Rs. 2124 |
| 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)* (information to beavailable in institutional Website, provide link) |
| **CRITERION V - STUDENT SUPPORT AND PROGRESSION** |
| **5.1 Student Support** |
| 5.1.1 Scholarships and Financial Support |
|  | Name /Title of thescheme | Number ofstudents | Amount in Rupees |
| Financial supportfrom institution |  |  |  |
| Financial support from other sources |
| a) National | (i)Post Metric Scholarship for SC Students for 2017-18(ii) Post Metric Scholarship for Backward Class Students for 2017-18 |  10049 | Rs. 11,54,610Rs. 113495 |
| b) International | - | - | - |
|  |
| 5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling andMentoring etc., |
| Name of the capabilityenhancement scheme | Date ofimplementation | Number of studentsenrolled | Agencies involved |
| 1. Remedial coaching |  |  |  |
| 2.Yoga | 21 June, 2017 | 100 NCC Cadets & 10 Teachers | College NCC Unit |
| 3. Meditation |  |  |  |
| 4. Personal Counselling |  |  |  |
| 5. Mentoring |
| 5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by theinstitution during the year |
| Year | Name of the scheme | Number of benefited students by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
| 2017-18 | Free Coaching & Guidance for competitive examination | 80 | 200 |  |  |
|  |
| 5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexualharassment and ragging cases during the year |
| Total grievances received | No. of grievances redressed | Average number of days for grievanceRedressal |
|  |  |  |
|  |
| **5.2 Student Progression** |
| 5.2.1 Details of campus placement during the year |
| **On campus** | **Off Campus** |
| Name of Organizations Visited | Number of StudentsParticipated | Number of Students Placed | Name of Organizations Visited | Number of Students Participated | Number of Students Placed |
| - | - | - | - | **-** | 82 |
|  |
| 5.2.2 Student progression to higher education in percentage during the year |
| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of Programme admitted to |
| 2017-18 |  |  |  |  |  |
| 5.2.3Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services) |
| Items | No. of Students selected/qualifying | Registration number/rollnumber for the exam |
| NET | 04 |  |
| SET |  |  |
| SLET |  |  |
| GATE |  |  |
| GMAT |  |  |
| CAT |  |  |
| GRE |  |  |
| TOFEL |  |  |
| Civil Services |  |  |
| State Government Services | 25(HTAT, SSC etc.) |  |
| Any Other | 145(Army, UPSC exams etc.) |  |
|  |
| 5.2.4 Sports and cultural activities / competitions organised at the institution level during the year |
| Activity | Level | Participants |
| Sports Activities1.Athelatics –  Ist Position | University Level | 04 Boys & 02 Girls  |
| 2. Cricket-  3rd Position | University Level | 16 Boys |
| 3. Kabaddi-  3rd Position | University Level | 12 Boys |
| 4. Kabaddi | Inter College State Championship participation | 12 Boys |
| 5. Handball | Inter University Participation | 01 Boy |
| 6. Kabaddi | Inter University Participation | 01 Boy |
| 7. Athelatics | Inter University Participation | 01 Boy |
| 8. Cricket | Inter University Participation | 02 Boy |
| 9. Wrestling | Inter University Participation | 01 Boy |
| 5.3 Student Participation and Activities |
| 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities atnational/international level (award for a team event should be counted as one) |
| Year | Name of the award/medal | National/International | Sports | Cultural | Student IDnumber | Name of theStudent |
|  |  |  |  |  |  |  |
| 5.3.2 Activity of Student Council & representation of students on academic & administrativebodies/committees of the institution (maximum 500 words) |
|  |
| **5.3 Alumni Engagement** |
| 5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500words): No |
|  |
| 5.3.2 No. of ~~registered~~ enrolled Alumni: 25 |
|  |
| 5.3.3 Alumni contribution during the year (in Rupees) **:** Trust is financially very sound. As per policy of the  Trust Donations are not taken.  |
|  |
| 5.3.4 Meetings/activities organized by Alumni Association **: 01** |
|  |
| **CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT** |
| **6.1 Institutional Vision and Leadership** |
| 6.1.1 Mention two practices of decentralization and participative management during the last year(maximum 500 words) The Two Teaching Staff and One - Non-Teaching Staff representatives are elected from Teaching and Non-Teaching Staff respectively and they participate in every meeting of management and decisions of the policy are taken by the management , Principal and all staff representatives. In the college there are different Cells and Committees viz. Grievance Redressal Cell, Library Committee, Sports Board , Protectoral Discipline and Anti Ragging Committee, Sexual Harassment Cell, Placement cell, Student welfare and Staff Advisory Committee , Youth welfare committee through which all the administrative and policy regarding students and college are taken . |
|  |
| 6.1.2 Does the institution have a Management Information System (MIS)?Yes/No/Partial: YesManagement Information System through circulars, social media, electronic announcement system, Display of Notices, by holding staff/ Governing Body meeting, holding staff/students/parents/alumni meeting. College Website, SMS service, use of whats app, Email to the students and staff are used as information system. |
|  |
| **6.2 Strategy Development and Deployment** |
| 6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100words each**):** |
| * Curriculum Development

Curriculum is developed by the affiliating University. The members of Staff on various boards send suggestions for improvement. |
| * Teaching and Learning

Apart from class room lecture method Group discussions, field studies, seminars are used for teaching. Peer learning is promoted in and outside the class. Study tours are organized for making learning more effective as per requirement. |
| * Examination and Evaluation

- 20% of the marks are evaluated by the college as Internal assessment based on attendance, monthly test and assignment & rest 80% is evaluated by the university though theory examination and Practical’s.- Class assessment tests are conducted on frequent intervals and the teachers make an analysis of the performance of students after every internal test.* Assignment are given for evaluation of the students
* Seminar are held in PG Courses (included in their syllabus ) for their evaluation
* Self study Paper is included in PG Courses and evaluated through Practicals.
* Communication Skills (Theory Paper included in PG Syllabus) is developed & evaluated through examination and regular practice.
* Choice Based Credit System (CBCS) is adopted in PG courses and to enriched the other subject knowledge open elective and Fundamental courses syllabus Paper is included in PG Classes and their examination held and evaluated by the University.
 |
| * Research and Development

- As far as the research is concerned there is very less scope because we have only UG/ PG courses in the college and no Ph.D. programmes courses in the college . Still the faculty is very much aware and actively involved in the research work.- The college also encourages the teachers and specially the BLJS College, Trust fixed seed money of Rs. One Lakh for contractual facility for their involvement in research activities. The college is already having seven PhD degree holders as faculty and some are pursuing their PhDs. - The college has Centre for Innovation in Research and Development (CIRD) with the aim to motivate the faculty and maintain and promote the research environment.- The college also has a Research Committee of five members to monitor and assessthe proposal of Research Projects. The project Proposals are evaluated by external |
| * Library, ICT and Physical Infrastructure / Instrumentation

- Library is regularly updated and upgraded by adding new Text books, reference books , Research journals, magazines, news papers, e-Journals & E-books..- It is continued linked with INFLIBNET and an user can access several E-books and E journals with this facility. |

|  |
| --- |
| * Human Resource Management

The college recruits Six faculty members with following the M.D.University, Rohtak selection criteria in Hindi and Commerce (Three each on regular basis) department during this session 2016-17 under SFS scheme and also recruits the teaching staff based on contractual basis . Effective system of appraisal of performance based on securing is made in the session 2017-18 . Member of Faculty get all service benefit, different allowances, pension etc. The governing body also takes care of its employee. Shortage in manpower is regularly intimated to the governing body for necessary action. |
| * Industry Interaction / Collaboration

Though there is no collaboration with any industry presently, college allows its faculty members & students to interact with them through extension lectures of the executives & experts from different areas. |
| * Admission of Students

- The college follows rules & regulations of affiliating university for admissions.- Admissions are done purely on merit basis and according to reservation policy of the state govt. |
| 6.2.2 : Implementation of e-governance in areas of operations: |
| * Planning and Development :Yes
 |
| * Administration : Yes
 |
| * Finance and Accounts : Yes
 |
| * Student Admission and Support : Yes
 |
| * Examination : Yes
 |
| **6.3 Faculty Empowerment Strategies** |
| 6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year |
| Year | Name of teacher | Name of conference/ workshop attended for which financial supportprovided | Name of the professional body for which membership fee is provided | Amount of support |
|  |  |  |  |  |
| 6.3.2 Number of professional development / administrative training programmes organized by the Collegefor teaching and non teaching staff during the year |
| Year | Title of the professional development programmeorganised for teaching staff | Title of the administrative training programme organised for non-teaching staff | Dates (from-to) | No. of participants (Teaching staff) | No. of participants (Non- teaching staff) |
|  |  |  |  |  |
| 6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme,Refresher Course, Short Term Course, Faculty Development Programmes during the year |
| Title of the professional developmentprogramme | Number of teachers who attended | Date and Duration(from – to) |
|  |  |  |
|  |
| 6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment): |
| Teaching | Non-teaching |
| Permanent | Fulltime | Permanent | Fulltime/temporary |
| 19 19 11 17 |
| 6.3.5 Welfare schemes for |
| Teaching |  Leaves, pension gratuity, loan etc as per Govt. Rules, opportunities for career development |
| Non teaching | Leaves, pension, gratuity, loan etc as per Govt. Rule, opportunities for career development |
| Students | Scholarships, Remedial classes, Welfare schemes implemented by govt and university, free counselling and internet facility, study tours, sport and gymfacilities, subject societies , concessional bus passes, Trust and college cash awards. |
| **6.4 Financial Management and Resource Mobilization** |
| 6.4.1 Institution conducts internal and external financial audits regularly(with in 100 words each**)** |
| 6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropiesduring the year(not covered in Criterion III) |
| Name of the non government funding | Funds/ Grants received in Rs. | Purpose |
|  ***TO GRANT RECEIVED FROM*** |  |
|  ***a) GOVERNMET*** |  |
|  *GRANT FROM HEC* |  25364400.00 |
|  *PENSION GRANT* | *135286.00* |
|  SCIENCE EXHIBITION GRANT | *20000.00* |
|  NATIONAL SEMINAR GRANT | *100000.00* |
|  S.C.SCHOLARSHIP | *830960.00* |
|  NSS CAMPING GRANT | *22500.00* |
| agencies/ individuals |  | se |
|  |  |  |
| 6.4.2 Total corpus fund generated Rs.51,60,416.99 |
| **6.5 Internal Quality Assurance System** |
| 6.5.1 Whether Academic and Administrative Audit (AAA) has been done? |
| Audit Type | External | Internal |
|  | Yes/No | Agency | Yes/No | Authority |
| Academic |       | University |       | Management |
| Administrative |       | Govt./University |       | Management |
|  |
| 6.5.2 Activities and support from the Parent – Teacher Association (at least three) |
| We do not have Parent-Teacher Association as such but Parents are encouraged for decision making and giving advice and suggestions for college betterment. |
| 6.5.3 Development programmes for support staff (at least three) |
| The members of support staff are encouraged to make use of the avenues & welfare schemes of govt. and college management for their welfare. They are also provided assistance for economic facilities such as pension schemes/loans, different leaves like earned leaves/extra ordinary leaves in accordance with govt/university norms. |
| 6.5.4 Post Accreditation initiative(s) (mention at least three) |
| **6.5.5**1. Submission of Data for AISHE portal : (Yes /No) : Yes
2. Participation in NIRF : (Yes /No) : No
3. ISO Certification : (Yes /No) : No
4. NBA or any other quality audit : (Yes /No) : No
 |
| 6.5.6 Number of Quality Initiatives undertaken during the year |
| Year | Name of quality initiative byIQAC | Date of conductingactivity | Duration (from to------) | Number ofparticipants |
| 2017-18 | Action taken report of AQAR 2016-17 | 15 July,2017 | Session:-2017-18 | 12 |
|  |  |  |  |  |

|  |
| --- |
| **CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES** |
| **7.1 - Institutional Values and Social Responsibilities** |
| 7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during theyear) |
| Title of the programme | Period **(from-to)** | Participants |
|  |  | Female | Male |
|  |  |  |  |
|  |
| 7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources |
|  |
| 7.1.3 Differently abled (Divyangjan) friendliness |
| Items Facilities | Yes/No | No. of Beneficiaries |
| Physical facilities |  |  |
| Provision for lift | No |  |
| Ramp/ Rails | No |  |
| Braille Software/facilities | No |  |
| Rest Rooms | Yes | There is no Disabled person in the college in session 2017-18 and therefore information Nil. |
| Scribes for examination |  |  |
| Special skill development for differently abled students |  |  |
| Any other similar facility |  |  |
|  |
| 7.1.4 Inclusion and Situatedness |
| Enlist most important initiatives taken to address locational advantages and disadvantages during the year |
| Year | Number of initiatives to address locationaladvantages and disadvantages | Number of initiatives taken to engage with and contributeto local community | Date and duration of the initiative | Name of the initiative | Issues addressed | Number of participating students and staff |
|  |  |  |  |  |  |  |
|  |
| 7.1.5 Human Values and Professional Ethics |
| Code of conduct (handbooks) for various stakeholders |
| Title | Date of Publication | Follow up (maximum 100 words each) |
|  |  |  |
|  |
| 7.1.6 Activities conducted for promotion of universal Values and Ethics |
| Activity | Duration (from-------to ) | Number of participants |
|  |  |  |
| 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five) |
| - Water harvesting unit & waste management- Tree plantation inside & around the campus and regular maintenance of beautiful landscape.- Tobacco and smoke free zone.- Best efforts are made to keep the campus plastic, Thermocol & Polythene free.- Initiatives like lectures and rallies for environment awareness. |
|  |
|  |
|  |
|  |
| **7.2 Best Practices** |
| Describe at least two institutional best practices - Theatre, Music, Dance and Literary workshops for over all development of the students. - Unique book keeping system with monthly internal audit.Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link |
|  |
| **7.3 Institutional Distinctiveness** |
| **-**Free Coaching Classes for jobs advertised by UPSC, SSB and Banking sectors.**-** Unique book keeping system with monthly internal audit.Provide the weblink of the institution in not more than 500 words |
|  |
|  |

#### 8. Future Plans of action for next academic year (500 words)

1. Construction of Auditorium

2.Construction of Six Class Rooms/ Lecture

 Theatures

3.To hold University /Inter college

 championship of different Games

4. To hold University Youth Festivals

*Name DR. ASHOK KUMAR SAINI Name DR. RAKESH KUMAR BHARDWAJ*

 * *

*Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC*

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**Annexure I**

**Abbreviations:**

CAS - Career Advancement Scheme CAT - Common Admission Test CBCS - Choice Based Credit System CE - Centre for Excellence

COP - Career Oriented Programme

CPE - College with Potential for Excellence DPE - Department with Potential for Excellence GATE - Graduate Aptitude Test

NET - National Eligibility Test

PEI - Physical Education Institution SAP - Special Assistance Programme SF - Self Financing

SLET - State Level Eligibility Test TEI - Teacher Education Institution

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For Communication with NAAC

**The Director**

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