The Annual Quality Assurance Report of the IQAC

2015-2016

Banwari Lal Jindal Suiwala College
(Affiliated to MDU, Rohtak)
Tosham, Distt. Bhiwani, Haryana
Pin 127040
Website: www.bljscollege.org

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

Banwari Lal Jindal Suiwala College,

1.2 Address Line 1

Sagwan Road, Tosham

Address Line 2

Bhiwani, Haryana

City/Town

Tosham

State

Haryana

Pin Code

127040

Institution e-mail address

bljspgcollege@gmail.com

Contact Nos.

01253 - 258101, 259122

Name of the Head of the Institution:

Dr. Ashok Kumar Saini (Officiating)

Tel. No. with STD Code:

01253 - 258101, 259122

Mobile:

09896699705

Name of the IQAC Co-ordinator:

Dr. Shailja Sharma

Mobile:

09416336411

IQAC e-mail address:

bljsiqac@gmail.com

1.3 NAAC Track ID

HRCOGNI0268

1.4 NAAC Executive Committee No. & Date:

EC(SC)/10/A&A/20.2, DATE : 15-11-2015

1.5 Website address:

www.bljscollege.org

Web-link of the AQAR:

http://bljscollege.org/Files/AQAR%202015-16.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	72%	2003	5
2	2nd Cycle	B	2.42	2015	5
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :

01/07/2011

1.8 AQAR for the year

2015-16

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

   i. AQAR   2015-2016   28/09/2016   (DD/MM/YYYY)
  ii. AQAR _____   _____(DD/MM/YYYY)

1.10 Institutional Status

   University   State ☑ Central ☐ Deemed ☐ Private ☐

   Affiliated College   Yes ☑   No ☐

   Constituent College   Yes ☐   No ☑

   Autonomous college of UGC   Yes ☐   No ☑

   Regulatory Agency approved Institution   Yes ☐ No ☑

   Type of Institution   Co-education ☑ Men ☐ Women ☐

                    Urban ☐ Rural ☑ Tribal ☐

   Financial Status   Grant-in-aid ☐ UGC 2(f) ☑ UGC 12B ☑

                 Grant-in-aid + Self Financing ☑ Totally Self-financing ☐

1.11 Type of Faculty/Programme

   Arts ☑   Science ☑ Commerce ☑ Law ☐   PEI (Phys Edu) ☐

   TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

   Others (Specify)

> . 1. Certificate/ Diploma in Web designing and office Automation,
> 2. BCA

1.12 Name of the Affiliating University *(for the Colleges)*

> Maharshi Dayanand University, Rohtak (Haryana)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University　　No

University with Potential for Excellence		UGC-CPE	
DST Star Scheme		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other (*Specify*)	
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers　　07

2.2 No. of Administrative/Technical staff　　0

2.3 No. of students　　0

2.4 No. of Management representatives　　01

2.5 No. of Alumni　　0

2. 6 No. of any other stakeholder and
       community representatives　　0

2.7 No. of Employers/ Industrialists　　0

2.8 No. of other External Experts　　02

2.9 Total No. of members　　10

2.10 No. of IQAC meetings held　　03

2.11 No. of meetings with various stakeholders:　　No.　06　　Faculty　06

Non-Teaching Staff Students　02　　Alumni　01　　Others

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. | 05 | International | - | National | 02 | State | - | Institution Level | 03 |

(ii) Themes

Themes of National Seminars
1. DGHE, Haryana sponsored Two days National seminar on 'Literature as a vehicle for social regeneration' organized by Dept. of English
2. DGHE, Haryana sponsored one day National seminar on 'Population growth, environment and sustainable development' organized by Dept. of Geography.

Themes of Workshop
1. Fine Arts workshop in in September 2015
2. Theatre and Dance workshop in October 2015
3. Personality development workshop in January 2016

2.14 Significant Activities and contributions made by IQAC

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

2. Various co curricular and social activities.

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

4. Review and follow up of the detailed action plans for the institution.

5. Timely updation of college website.

6. Encouragement to the faculty members for various research activities as well as participation in career development programmes.

7. Attention to the areas where there is scope for quality improvement especially environment protection, cleanliness, security and networking.

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

Plan of Action	Achievements
*College assessment and accreditation by NAAC for Cycle 2.	* Completed Assessment and Accreditation by NAAC for Cycle 2 successfully.
*Preparation of Educational /Cultural/Co-Curricular activity calendar of the institution for quality enhancement	*Prepared Educational /cultural/co-curricular activity calendar and also published in prospectus to intimate the students and monitored progress as per schedule
*Preparation of subject wise teaching and departmental activity plan	*Monitoring actual implementation through progress reports from departments
*Timely updation of college website	*College website is being updated time by time.
* Establishment of E-learning centre in the college library.	*College library is now linked with INFLIBNET to avail facility of nLIST programme.
* Creation of additional labs in the subjects of Physics and Computer Science (one each)	*Well equipped labs for both the subjects has been established and made functional for use.
*Encouraging teaching faculty for their participation in more research activities and career development programs.	*Continuous motivation resulted in better participation in research activities such as participation and paper presentation in seminars/ conferences and more publications in reputed journals.
* Renovation of the college campus buildings and construction of 4 new rooms.	*College campus building renovated and 4 new rooms are constructed and allocated for the purpose
* Initiatives for introducing PG (Hindi)	*An unit of PG (Hindi) has been started from this session onwards.
* To make campus fully Wi-fi enabled.	*Most of the campus premises has been made Wifi enabled.
*Installation of the Solar system as alternative source of energy.	*A 20 KV solar system unit has been installed as alternative source of energy.

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No

Management ✓   Syndicate ☐   Any other body ☐

2.15 Provide the details of the action taken

The governing body of the college approved the AQAR 2015-16 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.

Part – B

Criterion – I
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	03	-	02	-
UG	06	-	04	-
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	01			
Others				01
Total	10			

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	09
Trimester	-
Annual	01

1.3 Feedback from stakeholders*   Alumni ☑   Parents ☑   Employers ☑   Students ☑
   (On all aspects)

   Mode of feedback   :   Online ☑   Manual ☑   Co-operating schools (for PEI) ☐

* Please See Annexure (ii)

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

No, as the syllabus is prepared & revised by the affiliating university itself.

1.5 Any new Department/Centre introduced during the year. If yes, give details. | No |

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	04	09	-	01

2.2 No. of permanent faculty with Ph.D. | 07 |

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty | - | | - | | 25 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	10	-
Presented papers	4	09	-
Resource Persons	-	01	-

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

1. Preparation and regular assessment of teaching plan for each subject.

2. Routine analysis of student's performance, attendance in class, library issue/attendance register.

3. IQAC in coordination with other cells interact with the industry professionals, peer teachers and renowned personalities from society regarding latest trends.

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)

| None |

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

| - | - | - |

2.10 Average percentage of attendance of students

| 60% |

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I %	II %	III %	Pass %
B.A.	302		4%	2%	1%	7%
B. Com.	42		5%	-	-	5%
B.Sc.	131		13%	2%	-	15%
BCA	-		-	-	-	-
M.A.(History)	27		8%	11%	-	19%
M.Com	31		10%	-	-	10%

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

- At the beginning of the academic year each teacher has to prepare a teaching plan and submit it to principal, thus the coverage of syllabus is periodically reviewed.
- To monitor progress of syllabus regular class tests are conducted.
- Appraisal of staff by students at the end of the term for each subject is assessed in a consolidated format.
- IQAC motivates different subjects 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.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

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	12	02	-	02
Technical Staff	01	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

1. Provides information to the faculty members regarding the upcoming seminar, workshops and conference etc.
2. Regularly assist the faculty members by passing information about funding agencies like UGC, ICHR, CSIR etc. that invite proposals for research funding.

3.2   Details regarding major projects   Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects   Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	01	-	-
Non-Peer Review Journals	-	-	-
e-Journals	09	-	-
Conference proceedings	05	-	-

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

3.6 Research funds sanctioned and received from various funding agencies, industry and other
Organisations   : Nil

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No.   [1]   Chapters in Edited Books   [-]

ii) Without ISBN No.   [-]

3.8 No. of University Departments receiving funds from   None

UGC-SAP [-]   CAS [-]   DST-FIST [ ]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy   [Nil]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	02	-	-	-
Sponsoring agencies	-	DGHE Haryana	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   [02]

3.13 No. of collaborations   International [-]   National [-]   Any other [-]

3.14 No. of linkages created during this year   [-]

3.15 Total budget for research for current year in lakhs :   NA

From Funding agency [-]   From Management of University/College [-]

Total   [-]

3.16 No. of patents received this year

None

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist	College
-	-	-		-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides   [03]
and students registered under them   [01]

3.19 No. of Ph.D. awarded by faculty from the Institution   [0]

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

JRF | 0 | SRF | 0 | Project Fellows | 0 | Any other | 0 |

3.21 No. of students Participated in NSS events:

| University level | - | State level | - |
| National level | 7 | International level | - |

3.22 No. of students participated in NCC events:

| District level | 53 | State level | - |
| National level | 10 | International level | - |

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

| District level | 2 | State level | - |
| National level | - | International level | - |

3.25 No. of Extension activities organized

| University forum | - | College forum | 26 |
| NCC | 08 | NSS | 10 | Any other | Two national seminars |

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

- Two national seminars in the subjects of English and Geography on relevant issues to enrich knowledge of faculty and students .

- Jan Chetna rallies by NCC, NSS and Youth red cross units to make the society aware about social issues like- Women Education, Female Foeticide, Voting, Waste Management, Road Safety and Save Water etc.

- Health check up and AIDS awareness program by Red Ribbon Club.

- 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 students.

*For details please see **annexure (i)***

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	12 acres	-	Management	-
Class rooms	24	04	Management	
Laboratories	07	02	Management + Self Financing Scheme	16.57 lakhs -
Seminar Halls	01	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	01	01	Self Financing Scheme	-
Value of the equipment purchased during the year (Rs. in Lakhs)		18.51lakhs		18.51 lakhs
Others	-	-	-	-

4.2 Computerization of administration and library

1. We have fully computerized library with ICT facilities and all the records are maintained in a very meticulous way. college library is also linked with INFLIBNET and users can avail facility of e books and e-journals through nLIST.

2. Administrative office is also fully computerised. University has adopted online admission and fees submission so all the related work are done online. Besides, different records such as Stock, attendance, admissions, leaves, and college accounts are also maintained on computer.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11547	1635642/-	255	49654/-	11802	1685296/-
Reference Books	5728	981912/-	132	46200/-	5860	982044/-
e-Books	-	-	-	-	-	-
Journals	26	47827/-	22	24965/-	48	72792/-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others - Magazines	3533	85803/-	362	17818/-	3895	103621/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	61	Lab -I = 21 Lab -II = 08 Lab -III = 18 Lab –IV= 10	15	Library for Students	Nil	05	02	Principal-01 Vice Principal-01 Librarian - 01
Added	10	-	-	-	-	-	-	-
Total	71	57		04		05	02	03

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

> - Computer and Internet access is available for the students and staff in college during the working hours of the library.
>
> - Basic Computer training is provided to newly admitted students of the college.

4.6 Amount spent on maintenance in lakhs :

i) ICT — .84

ii) Campus Infrastructure and facilities — 1.30

iii) Equipments — 1.24

iv) Others (sports material) — .67

Total : 4.05

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> - The institution publishes its updated prospectus annually. The information content is disseminated to students at the beginning of every academic year and also through college magazine 'Sumegha'.
> - Students are well informed by IQAC in collaboration with other units and committees of the college about functioning of different cells for their welfare and various schemes implemented by the college, university and govt. They are also acquainted about other facilities available for them time by time.
> - The students are interacted in their tutorial groups and updated about latest advancements for them in routine.
> - Financial assistance extended to economically weaker students and personal counseling given by teachers help to minimize the dropout rate in the college.
> - Various programmes and activities are organized frequently to enrich them and make them aware

5.2 Efforts made by the institution for tracking the progression

- Regular vigilance by subject teacher
- Consolidated reports of Alumni meetings
- As Reported by the students
- Departments are insisted to document, compare and discuss the performance and progress of the students in their exams and other academic activities.
- Feedback in Tutorial classes.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1523	123	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
1316	79.96%

Women

No	%
330	20.04%

	Last Year						This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1040	284	-	369	02	1695	977	290	-	378	01	1646

Demand ratio - 100:92.1   **Dropout** % - 7 %

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

- Interested and willing aspirants are helped by the faculty members in terms of providing subject material as well as necessary guidance to help them out.
- Guidance & Counselling Bureau also guides the students for the preparation of competitive exams
- Give references of the persons who can help them for their goal.

No. of students beneficiaries

163

5.5 No. of students qualified in these examinations

NET 01   SET/SLET ___   GATE ___   CAT ___

IAS/IPS etc ___   State PSC ___   UPSC ___   Others* 35

(* SSC. Banking , Army, BSF, PGT etc.)

5.6 Details of student counselling and career guidance

- From the very beginning, at the time of admission students are helped by the faculty members.
- Guidance & Counselling cell provides psychosocial counselling as well vocational guidance.
- Subject societies invite experts and arrange other programmes to guide them for career options

No. of students benefitted | 65 |

5.7 Details of campus placement

| | *On campus* | | *Off Campus* |
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	80

5.8 Details of gender sensitization programmes

- We have women cell in our college, which regularly address different issues related to women time by time
- Girls are encouraged and supported for taking initiatives in extracurricular activities.

5.9 Students Activities

   5.9.1   No. of students participated in Sports, Games and other events

   State/ University level | 12/41 | National level | 01 | International level | - |

      No. of students participated in cultural events

   State/ University level | 25 | National level | - | International level | - |

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

   Sports : State/ University level | 2/3 | National level | 01 | International level | - |

   Cultural: State/ University level | 05/18 | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution (Fee concession)	02	960
Financial support from government (Scholarships)	350	2981415
Financial support from other sources (Trust Awards for merit in academics, sports, NCC, NSS, Cultural activities, Sport kits etc.)	67	54000
Number of students who received International/ National recognitions	01	11000

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 09 |

5.13 Major grievances of students (if any) redressed:
       -More computer labs

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our vision:

The college envisions to provide Quality Higher Education to the young boys & girls of this highly backward & rural region to meet the demand of industry, state & society through excellence in arts, commerce & vocational education: to remain as a source of pride to Haryana & to the Country.

Our mission:

Apart from imparting higher educational qualifications, we are greatly concerned with enriching our youth with knowledge and skills in a chosen discipline. For us teaching is greatly concerned with building a positive attitude, preparing young generation for the challenges of life and work, fulfilling their intellectual and personal potential in a way that it significantly contributes to each and every role that they play in society, and arming young boys and girls with a set of values that they as a person and as a professional will need throughout their life. We seek to develop in each member of BLJS college family the ability and passion to work wisely, creatively and effectively for the betterment of mankind.

Our goals:

- To set-up and create an institution of excellence in higher education with high intellectual standard.
- To nurture the culture of:
  o Academic integrity and accountability
  o Respect for the views of one and all.
  o Appreciation of intellectual excellence and creativity.
  o Tutors as friend, philosopher and guide.
  o Good relationship with neighbouring industries and education institution repute.
- To provide congenial and healthy environment of research and training to faculty for improving their quality.
- To design and develop student-centric learning environment.
- To generate and create resources for various extracurricular and sports activities and programmes for better overall development of students.
- To generate and create resources for running Value Added Programmes for overall curricular and personality development of students.
- To invite experts from industry and premier institutions on a regular base to deliver extension lectures on topics of current interest.

Above all, we are also motivated to create Leaders who inspire ; Winners-who set positive paradigms of actions and Achievers-who have the will and the strength to make a difference-even if small-to the larger cause of humanity.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

Curriculum is developed by the affiliating University. The members of Staff on various boards send suggestions for improvement

6.3.2 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 organised for making learning more effective as per requirement.

6.3.3 Examination and Evaluation

- 20% of the marks are evaluated by the college & rest 80% is evaluated by the university.
- Class assessment tests are conducted on frequent intervals and the teachers make an analysis of the performance of students after every internal test.

6.3.4 Research and Development

- As far as the research is concerned there is very less scope because we have very few PG courses in the college. Still the faculty is very much aware and actively involved in the research work.
- The college also encourages the teachers for their involvement in research activities. The college is already having seven PhD degree holders as faculty and some are pursuing their PhDs. Rs. One lakh has been enmarked for projects to be undertaken by faculty recruited under self- finance scheme for each session.
- We have 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 assess the proposal of Research Projects. The project Proposals are evaluated by external

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is regularly updated and upgraded.

- Now its linked with INFLIBNET and an user can access several E-books and E-journals with the help of it.

6.3.6 Human Resource Management

The institution recruits faculty members and staff based on the guidelines provided by the University. Effective system of appraisal of performance of teachers is there. Member of Faculty get all service benefit, different allowances, pension etc. The governing body also take care of its employee. Shortage in manpower is regularly intimated to the governing body for necessary action.

6.3.7 Faculty and Staff recruitment

Permanent/ Grant in aid posts of staff and faculty is recruited against sanctioned posts as per university and state govt. rules & policies. Regular posts under Self finance scheme are filled by duly constituted committee as per MDU, Rohtak rules and temporary faculty is appointed at management level as per university norms.

6.3.8 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.

6.3.9 Admission of Students

- For admissions the college follows rules & regulations of affiliating university.

- Admissions are done purely on merit basis and according to reservation policy of the state govt.

6.4 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 gym facilities, subject societies , concessional bus passes, Trust and college cash awards.

6.5 Total corpus fund generated

Rs. 12,76,607/-

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	✓	University	✓	Principal & Management
Administrative	✓	Govt/University	✓	Principal & Management

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

N/A

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

N/A

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

N/A

6.11 Activities and support from the Alumni Association

> The college has an Alumni Association & one formal meeting is held at least once in a year. Members of alumni participate and give suggestions for various programs/ developmental activities of the college.

6.12 Activities and support from the Parent – Teacher Association

> We do not have Parent-Teacher Association as such but Parents are encouraged for decision making and giving advice and suggestions for college betterment.

6.13 Development programmes for support staff

> 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.

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

> - Water harvesting unit & waste water management
> - Tobacco and smoke free zone.
> - Tree plantation inside & around the campus and regular maintenance of beautiful landscape.
> - Best efforts are made to keep the campus plastic free.
> - Initiatives like lectures and rallies for environment awareness.

Criterion – VII

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.

> -Installation of 20 KV. Solar panel as an alternative source of energy, to provide non interruptive power backup and to save electricity.
> -Subscription of INFLIBNET to enrich library and to promote research facility.
> -Establishment of Physics and Computer laboratories have enriched facilities to students.
> -Making campus WI-Fi enabled.
> -Centralized record keeping system
> -Library & Administrative office automation.
> -Green audit and water harvesting

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

- At the very beginning of the session an academic calendar is provided by the affiliating University that includes schedule for teaching days, examination, vacations and admissions. In accordance with this the IQAC prepared Month-wise Calendar for Educational/ Cultural/ Co-curricular Activities for the session 2015-16 and progress was also monitored.
- Necessary arrangements were made for upcoming NAAC Peer team visit in the college and for the purpose all the departments and offices were asked to keep records updated and supporting documents ready for the presentation.
- IQAC suggested all the departments to prepare academic and extracurricular activity plan for the session and they were motivated to follow these plans.
- The IQAC also planned to have extracurricular and social activities for the session. The college organized a good number of academic as well as extracurricular activities in its premises. Besides, the college students also participated in various activities and competitions organized at other platforms and brought laurels.
- For of students different workshops on Personality development/ Dance/Theatre/Music were organized personality grooming which resulted in remarkable positions in Zonal Youth Festival, Inter Zonal Youth Festival and other competitions on various platforms.
- As proposed college campus buildings has been renovated and 4 new rooms are constructed in this session and an amount of approximate 16 lakhs has been spent solely for this purpose.
- An unit of 20 KV solar panel is installed and being used as alternative source of energy since then.
- The college has also started PG(Hindi) from this session as proposed in action plan.
- Teaching faculty has been continuously motivated for participation in research activities which resulted in better participation in research activities such as participation and paper presentation in seminars/ conferences and more publications in reputed journals.
- As suggested in future action plan most of the college premises has been covered under wi-fi facility.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> - Theatre, Music, Dance and Literary workshops for over all development of the students.
> - Unique book keeping system with monthly internal audit.

Please See annexure (iii)

7.4 Contribution to environmental awareness / protection

> - Regular tree plantation in and around the college campus.
>
> - Water harvesting, waste water management and Green audit are some healthy practices followed by college for environmental awareness and protection.
>
> - Removal of unwanted plants and maintenance of the landscape
>
> - Awareness drives such as rallies and lectures for the students and society.

7.5 Whether environmental audit was conducted?   Yes ✓   No ☐

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

> **Strengths-**
>
> - Well qualified, dedicated and hard working staff.
>
> - Imparting value based quality education.
>
> - Eco friendly campus with a beautiful landscape
>
> - Annual publication of college magazine 'Sumegha' consisting inputs from students and staff.
>
> - Regular publication of wall magazines in the subjects of Mathematics, Psychology, Geography, Hindi, English and Science.
>
> - Regular annual function and prize distribution ceremony, which is a platform of reviewing achievements for the year and honouring students who excelled in the field of academics, cultural activities, NCC, NSS and sports in the form of BLJS Trust Awards.
>
> - We always welcome innovative and constructive ideas from our stakeholders.
>
> **Weaknesses-**
>
> - Most of the students belong to rural background and have problems of language and communication skills.
>
> - Strength of permanent faculty is lesser in comparison to demand of workload as state govt. is not sanctioning new posts .

Opportunities-

- The college has emerged as a learning hub since its inception. Every year with more strengths and more achievements its going on. It can provide more facilities and learning environment to the students to enhance their communication skills and overall personality so that they can meet the demands of the society and industries and can emerge as responsible citizen of the country.

Challenges-

- To motivate socially and economically backward students with low aptitude in language and communication skill for higher education.

- To enable students for appreciating and imbibing the societal relevance of the subjects that they study in the class room through innovative teaching methods.

8. **Plans of institution for next year**

- To formulate various strategies to materialize recommendations of NAAC peer team.
- To introduce units of PG (Mathematics), PG (Physics) and PG (Chemistry) under Self-finance scheme.
- Extension of the library building.
- Construction of separate three stories Science block.
- Enrichment of ICT equipment.
- To make campus fully Wi-fi enabled.
- To Strengthen Alumni Association.

(Dr Shailja Sharma)   (Dr. Ashok Saini)

Coordinator, IQAC   **Chairperson, IQAC**

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