The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

2017-18

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

3. Website address:
   Web-link of the AQAR: (Previous Academic Year):   www.bljscollege.org/Files/AQAR 2016-17.pdf

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

4. 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

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	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:

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

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
• Regular meeting of Internal Quality Assurance Cell (IQAC) • Action Taken Report of AQAR 2016-17	15 July,2017 & Session 2017-18	12

		13, Nov.2017 & Session 2017-18	10
		05,Feb. 2018 & Session 2017-18	11
• timely submission of Annual Quality Assurance Report (AQAR) to NAAC	Sept, 2017 Session : 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*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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

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

 *upload latest notification of formation of IQAC

10. 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)

11. 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:

12. 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.

13. 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 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 for the session 2017-18	*Prepared Educational /cultural/co-curricular activity calendar and also published in prospectus of session 2017-18 to intimate the students and monitored progress as per schedule
*Preparation of subject wise Lesson Plan and teaching of 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 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 their participation 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 reputed journals. (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.

14. 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):

15. 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

16. Whether institutional data submitted to AISHE: Yes/No: Yes

17. Year: 2017-18   Date of Submission:22.02.2018

18. 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 Certificate Course	Name of the Diploma Courses	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 at
the affiliated Colleges (if applicable) during the Academic year. : 2017-18

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / 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 Year	09 students enrolled for Field Projects
2. M.A. (History) I &II Year	24 students enrolled for Field Projects
3. M.Com. I & II Year	35 students enrolled for Field Projects
4. M.Sc. (Maths) I & II Year	20 students enrolled for Field Projects
5. M.Sc.(Physics) I & II Year	26 students enrolled for Field Projects

6. M.Sc. (Chemistry) I & II Year	40 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 the institution? (maximum 500 words)

1. Parents SMS Facility introduced in the college for sending progress report of the students to their parents
2. 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 the Programme	Number of seats available (At entry level)	Number of applications received	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 UG and 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 and techniques 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) :Yes

Every 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 with Ph.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 of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A.	...	1st Sem, 2017 3rd ,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, 2018 4th, 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, 2017 3rd ,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,2018 4th, 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)	...	2nd Sem,2018 4th, 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,2017 3rd Sem,2017	2017(CBLU, Bhiwani) 17.11.2017(M.D.U. Rohtak)	2017(CBLU, Bhiwani) 04 .10.2018(M.D.U. Rohtak)
M.Com.	...	2nd Sem,2018 4th Sem 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,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.(Hindi)	...	2nd Sem,2018 4th Sem 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,2017 3rd 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)	...	2nd Sem,2018 4th Sem 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,2017 3rd 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)	...	2nd Sem,2018 4th Sem 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,2017 3rd 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)	...	2nd Sem,2018 4th Sem 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 (250 words)

- 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 Academic 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/ HOD
1.Maths : Dr.Ashok Kumar Saini
2.Economics: Sh. Yash Pal Mehta
3. Hindi: Dr. Mahender Singh
4. Pol.Science: Dr. Neelam
5. Commerce : Dr. Umed Singh
6. Geography: Mrs. Renu Sharma
7. Women Cell: Dr. Neelam
8. Ashmita Cultural Cell: Sh. Shyam Vashishtha
9 Physical Education: Sh. Multan Singh
10. Sanskrit : Dr. Joginder Kumar
11.History: Sh. Ashwani Kumar
12.Pschology: Dr. Shailja Sharma
13.English: Dr. Somender Sharma
14.NCC: Sh. Jaswant Singh
15. NSS: Sh. Sanjay Gupta
16. Legal Litracy Cell: Mrs. Renu Sharma
17. Science : Dr. Ashok Kumar Saini
18. Red Ribbon Club: Dr. Ashok Kumar Saini
19. Youth Red Cross: Sh. Sanjay Gupta
20. CIRD : Sh. Shyam Vashishtha
21. ASM : Sh. Shyam Vashishtha

2.6 Student Performance and Learning Outcomes

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

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final 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 design the 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 funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	2	UGC	1,90,000	1,30,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the 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-Academia Innovative 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 the innovation	Name of the Awardee	Awarding Agency	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

Nati onal			
Inter natio nal	Department of Mathematics	01	

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

Departme nt	No. of publication

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

Title of the paper	Name of the author	Title of the journal	Year of publicatio n	Citation Index	Institutional affiliation as mentioned in the publication	Num ber of citatio ns exclu ding self citatio ns

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

Title of the pape r	Name of the author	Title of the journal	Year of publicatio n	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the 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 02 Seminars/ Workshop s				
Presented papers		02		
Resource Persons		01		

3.4 Extension Activities

Number of extension and outreach programmes conducted in collaboration with industry, community andNon-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 village 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 the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
1. Seven Days NSS Camp	NSS Unit of the College	01	50
2. One Day NSS Camp	NSS Unit of the College	01	100
3. One Day NSS Camp	NSS Unit of the College	01	93
4One Day NSS Camp	NSS Unit of the College	01	95
5. One Day NSS Camp	NSS Unit of the College	01	97
5. One Day NSS Camp	NSS Unit of the College	01	92
6. One Day NSS Camp	NSS Unit of the College	01	91
			94

7. One Seven First-Aid Training Camp	NSS Unit of the College	01	50
8. NCC ATC Camp from 24.10.17 to 02.11.17 At Devsar, Haryana	11th HAR BN. NCC,Bhiwani	01	57
9.NCC Army Attachment Camp at Abhor, Punjab from 24.10.17 to 07.11.17	11th HAR BN. NCC,Bhiwani NCC	01	05
10. Basic Leadership Camp at Malout, Punjab, from 01.11.17 to 10.11.17	11th HAR BN. NCC,Bhiwani NCC	01	01
11. National integration Camp(NIC) at Silchar, Assam from 09.12.17 to 20.12.17	11th HAR BN. NCC,Bhiwani NCC	01	02

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the 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 life 2. Road Safty Campaign 3. ODE 4. Beti Bachao Beti Padhao	01	38

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

Nature of Activity	Participant	Source of financial support	Duration

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

Nature of linkage	Title 0f the linkage	Name of the partnering institution/ industry /research lab with contact details	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 MoU signed	Purpose and Activities	Number of students/teachers participated under 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 Lakhs Rs. 45 Lakhs Rs. 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 ILMS software	Nature of automation (fully or 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) Magazines Periodicals		Rs.153870	2880 399	Rs.62018	06 06 38	

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGB PS)	Others
Existing	71	Lab-I-21 Lab-II-08 Lab-III-18 Lab-IV-10	15	Library for Students	NIL	05	02		Principal-01 Registrar-01 Librarian-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 and recording facility

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under

Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc : Nil

Name of the teacher	Name of the module	Platform on which module 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 of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
	1.Extension Lecture Rs2600 2.Extracurricular Activities: :Rs 8240 3. Printing & Stationary: Rs.7843 4. MRP : Rs. 20302 5. National Seminar (English) Reg. Fee : Rs 3401 6. National Seminar Grant : : Rs. 100200		1. CCTV Camera Maint. Rs.4000 2. RO Reair & Maint. Rs. 5180 3. Solar Sytem Maint. Rs. 9200 4. Tool & Plant Exp. Rs. 6880 5. Generator Maint. Rs. 53912 6. Furniture &Fixture Rs. 1970 7. Computer Exp. Rs. 1970 8.College website Rs. 2600 9. Purchase Coupon Rs 6850 10 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 be available 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 the scheme	Number of students	Amount in Rupees
Financial support from institution			
Financial support from other sources			
a) National	(i)Post Metric Scholarship for SC Students for 2017-18	100	Rs. 11,54,610
	(ii) Post Metric Scholarship for Backward Class Students for 2017-18	49	Rs. 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 and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	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 the institution 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 sexual
harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance Redressal

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
-	-	-	-	-	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/roll number 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 Activities 1.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 at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the Student

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/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 500
words): 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: Yes

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.

6.2 Strategy Development and Deployment

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

❖ 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 assess
the 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 support provided	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 College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	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 development programme	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, philanthropies during 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
a. Submission of Data for AISHE portal   : (Yes /No) : Yes
b. Participation in NIRF   : (Yes /No) : No
c. ISO Certification   : (Yes /No) : No
d. NBA or any other quality audit   : (Yes /No) : No

6.5.6 Number of Quality Initiatives undertaken during the year

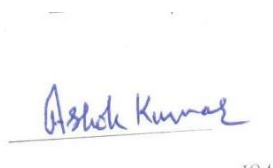| Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from ----to------)	Number of participants
2017-18	Action taken report of AQAR 2016-17	15 July,2017	Session:-2017-18	12

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 the year)

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 locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to 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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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

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