



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Banwari Lal Jindal Suiwala College
• Name of the Head of the institution	Dr. Rakesh Kumar Bhardwaj	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	01253258101	
• Mobile no	9416221193	
• Registered e-mail	bljsgpgcollege@gmail.com	
• Alternate e-mail	rakeshdsc@gmail.com	
• Address	Banwari lal Jindal Suiwala College, Sagwan Road, Tosham(Bhiwani) Haryana	
• City/Town	Tosham	
• State/UT	Haryana	
• Pin Code	127040	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	UGC 2f and 12(B)																						
• Name of the Affiliating University	Chaudhary Bansi Lal University, Bhiwani																						
• Name of the IQAC Coordinator	Dr. Shailja Sharma																						
• Phone No.	01253258101																						
• Alternate phone No.	01253259122																						
• Mobile	9416336411																						
• IQAC e-mail address	bljsiqac@gmail.com																						
• Alternate Email address	shailja1907@gmail.com																						
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.bljscollege.com/wp-content/uploads/2021/12/AQAR-2019-2020.pdf																						
4.Whether Academic Calendar prepared during the year?	Yes																						
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.bljscollege.com/wp-content/uploads/2022/02/Academic-calendar-20-21.pdf																						
5.Accreditation Details																							
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>72.00</td> <td>2003</td> <td>21/03/2003</td> <td>20/03/2008</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.42</td> <td>2015</td> <td>15/11/2015</td> <td>14/11/2020</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	72.00	2003	21/03/2003	20/03/2008	Cycle 2	B	2.42	2015	15/11/2015	14/11/2020
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to																		
Cycle 1	B	72.00	2003	21/03/2003	20/03/2008																		
Cycle 2	B	2.42	2015	15/11/2015	14/11/2020																		
6.Date of Establishment of IQAC	01/07/2011																						
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																							

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Psychology	Financial assistance for organization of	ICSSR, New Delhi	2021, One day	25,000
Institutional	Salary Grant	DHE, Haryana	2020, 365 days	30900000
Institutional	Pension Grant	DHE Haryana	2020, 365 Days	562910

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none">• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	02	
<ul style="list-style-type: none">• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
<ul style="list-style-type: none">• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none">• If yes, mention the amount		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Regular meetings of Internal Quality Assurance Cell (IQAC)		
Submission of Annual Quality Assurance Report(AQAR) to NAAC		
Moving teaching-learning and all academics activities on online platforms		

Implementation of the month-wise calendar for Academic/cultural/Co-curricular Activities for the session

Organization of ICSSR sponsored national webinar besides various State level online activities for University and college students by different departments and cells of the college

12. 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
Preparation of academic and activity calendar for the session	The academic and activity calendar for the session was prepared and implemented in accordance with the affiliating university.
Assessment and forwarding of the Senior/Selection grade cases of the eligible faculty members to CBLU Bhiwani for screening pertaining to their promotion	Selection grade case of three eligible faculty members- Mr. Ashwani Kumar, Dr Shailja Sharma and Dr. Somender Sharma had been assessed. The IQAC accepted and approved the assessment and forwarded the aforesaid cases for submitting to CBLU Bhiwani for screening
Collaboration with Government/Non-government bodies for research/student exchange/internship/ summer training programs	The college has signed an agreement with BITS Pilani for collaboration as Potential user of proposed SATHI centre at their campus.
Emphasis on online education to complete the curriculum along with physical classes	As a preventive measure of pandemic online teaching was promoted. All students were added to WhatsApp group for updating the information to them and to connect with their subject teachers.
Organization of Conferences/ Seminars/Webinars in different subjects	ICSSR sponsored 2 days National Webinar was conducted in the subject of Psychology.
Organization of various online and offline curricular and extra	Many online and offline activities were organized by the

curricular activities for the students	departments, NCC, NSS and other cells for the students throughout the year.
Proposal for Conference room	A digitally equipped conference/seminar room with the seating capacity of 150 people has been constructed at the ground floor of the library. building
Preparation and submission of AQAR 2019-20	AQAR for the session 2019-20 was prepared and successfully submitted
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
IQAC	09/10/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	14/02/2022

Extended Profile

1. Programme

1.1 290

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1 1233

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 416

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 292

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 35

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 13

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	290
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3.1	35
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	13
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	26
Total number of Classrooms and Seminar halls	
4.2	27.85
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	68
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Curriculum and syllabus is completely prepared & revised by the affiliating university Chaudhary Bansi Lal University, Bhiwani (Haryana) itself. Although there are Department-wise Board of Studies in the affiliating University that invites teaching faculty from college for discussion and any suggestion for improvement in the syllabus. Various meetings are held regarding the syllabus in the university and modifications are accordingly done from time to time as directed by the University departments as required. Some teachers of our college are in various Board of studies who join such discussions and meetings. The university departments give their recommendations and accordingly changes are incorporated as required. Teachers make lesson plans from the syllabus and deliver lectures according to this plan and adhere to it properly. Lesson plans are prepared and submitted to the Principal. This process is followed by all departments of the college for all the courses. Every teacher has to prepare and submit a lesson plan to the Principal timely and strictly adhere

to the plan.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Month-wise calendar for Educational/Conduct of Examination /Cultural/Co-curricular activities 2020-21 is decided well before the start of the session. The Semester System is followed in UG and PG programmes and the semester exams are usually held in the month of November and December for the odd semester and April and May for the even semester. There is prospective planning not only about the schedule for admissions, academic activities, vacations, and examinations but also about important co-curricular and extra-curricular activities to be followed during the session.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.bljcollege.com/institutional-academic-calendar/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

09

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

Nil

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The syllabus of all the courses/classes are well designed and finalized by the affiliating university only. We fully adopt this syllabus, however while imparting education regarding the same we try to integrate crosscutting issues relevant to professional ethics, gender, human value etc. by organizing various activities and program by various cells, subject societies and departments.

We already have a compulsory course environmental Science in all UG programme for inculcating environmental awareness in the students. Besides this there are some course which address the other issues, the detail is as below-

Environment and sustainability-

Environmental Science as a compulsory subject in all UG programmes

Semester II Course: 19HIS-202 Environmental History (MA History)

Semester III Course : Open elective Swachh Bharat internship
Program maths (MSc Mathematics)

Semester III Code: 19PHY-308 Course: Swachh Bharat (Open elective)
(MSc Physics)

Semester III : Open Elective- II Swachh Bharat Internship (M Sc
Chemistry)

Gender Sensitization-

Semester III Course: 19HIS-306 GB Gender and Women in Ancient India
(MA History)

3rd sem Hindi ??è????? ???? ????x? ???? ? (è?? ?????? ????? ???)
(MA Hindi)

Human Values and Professional Ethics-

Semester 3 Course Code: 19MC-302 Course: Human Resource Management (M Com)

Semester 4 Course Code: 19MC-401 Course: Strategic management (M Com)

Semester 4 Course Code: 19MC-403 Course: Business ethics and corporate governance (M Com)

Semester II Code: 19PHY-208 Course: Yoga, Health and Nutrition (Open elective) (MSc Physics)

Semester I Open Elective-I Yoga, Health and Nutrition (MSc Physics)

19CHE-410 Communication skills (DSE) (MSc Chemistry)

BA Physical Education

Semester III Course Code: 19BC-303 Course: Human Resource Management (B Com)

Semester IV Course Code: 19BC-402 Course: Corporate Law (B Com)

Semester IV Course Code: 19BC-403 Course: Marketing Management (B Com)

Semester IV Course Code: 19BC-406 Course: Business Ethics (B Com)

Focusing on the primary aim to ensure a safe space and promote healthy environment the women cell of the college acts instrumental for gender sensitization. The cell frequently organizes extension lectures, rallies, awareness programs, various competitions to sensitize the gender issues. The girl students get equal opportunities as their male counterpart.

Environment and Sustainability are one of the ardent issues, addressed by the Institute. Regular awareness programs are conducted including the popular ones being 'Tree Plantation' and 'Clean India Swachh Bharat Campaign'.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

02

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

42

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.bljcollege.com/stakeholder-feedback-analysis-report/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1233

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

283

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college admits students from various socio-economic backgrounds. The college conducts every possible measure to assess the learning levels of its students. The students are counseled, guided and oriented at the time of admission to make them aware about the course, mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in the college. The list of courses, curricular and co-curricular activities, rules and regulations, facilities available etc are also published in the college prospectus which is provided to the students before the beginning of academic sessions. At the beginning of each course, teachers assess the learning levels of the students in the class, their knowledge about the course and accordingly special programmes for advanced learners and slow learners are planned. Remedial and extra classes are conducted for advanced and slow learners. After the completion of syllabus, subject classes are also repeated for slow learners and late admissions. In the CBCS system, students are required to select course subjects based on their core competence, aptitude and skills. The teachers from all departments counsel the students regarding the scope of different courses being offered as well as provide guidance in relation to the student's aptitude and competence. Opportunity is also given to the students of first year for changing their options if they are not able to cope with the courses they selected. Teachers remain available in college to clear the doubts and counsel the students even on a one to one basis. Advanced learners are encouraged to become class mentors.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1233	35

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college always encourages student-centric learning through various methods such as group discussions, quiz competitions, presentations and project works. Regular participative activities viz., group discussions, projects, field visits, seminars, extension lectures are organized in the college and the students actively participate in these activities within and outside the college. Students are given individual projects and class assignments for focusing on self study and to encourage independent learning. Beyond the classroom, college gives high importance to all-round development of students through extra-curricular, cocurricular and field based activities. The objective of student centred activities outside the classroom is to engage students as much as possible in learning procedures that require more than reading or viewing the material. Students are taken for study tours to the sites of interest in order to get familiar with the field/natural conditions. These activities play an integral role in allowing a switch over from absorption of information while learning during academic sessions and creating a safe space to relax, interact, collaborate, think out of the box, nurture their talents. To increase the concentration in various activities, the college has framed many committees and subject societies.

Besides these, different student support systems are available in the college like Library, Computer Lab, Reading Room. Students are

trained for Basic Life skills such as First Aid, Self Defense, Swach Bharat Summer Internships, and Personal Hygiene and Sanitation under various programmes and schemes of NSS, NCC, Youth Red Cross, Women cell, Red ribbon club, Environment Club etc.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The academic year 2020-2021 was completely affected by Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enabled tools. The use of laptops and internet became a common practice not only for the teachers but also for the students. As an initiative for disseminating the knowledge, the college started its YouTube channel for uploading video lectures of all the subjects, so that students can check those as per their convenience. Besides this various online platforms such as YouTube, E- mails, Whats App group Google meet, Zoom and Google classrooms were used by all the faculty membersto teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

12

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

12

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

325

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has transparent and robust evaluation process in terms of frequency and variety. The college prepares an Academic Calendar in line with university calendar prior to the commencement of the academic year. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars presentations. Unit tests are conducted regularly as per the schedule given in the academic calendar. For internal assessment equal importance is given to regular attendance, unit tests and assignment submissions. The test results are discussed with students so that they can improvise themselves. Based on the performance Students are individually suggested to overcome their barriers.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college has a well-organized mechanism for the Redressal of grievances. The student can approach the Teachers, College Examination Committee, College Registrar and Principal to redress the examination-related grievance as per the requirement and jurisdiction of the grievance. As the affiliating university conducts the main examinations, internal marks are submitted on the university portal , as and when notified by the university. Students can bring their grievances after the

declaration of the university results. The entire mechanism to deal with examination-related grievances is time bound as per University rules and regulations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students-

- The PSO and SO are well defined and are displayed on the college website as well , which are update time by time according to modifications of the syllabus of the curriculam.
- Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students.
- The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting.
- The students are also made aware of the same through Tutorial meetings.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.bljcollege.com/wp-content/uploads/2021/12/program-outcome-new.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our Institute is affiliated to Ch. Bansi Lal University, Bhiwani. We offer Under Graduate and Post Graduate courses under the

Faculty of Arts, Commerce and Science. For these programs and courses, the institute follow the curriculum designed by the affiliating university. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board. After measuring attainment of POs , PSOs and COs,

it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively. Besides, students' progression to the higher studies that is from Under Graduate to Post Graduate seems to be increasing consistently and rapidly in the last five years. In a similar way, the ratio of students' placement is also increasing. We took utmost care of measuring the level of attainment of POs, PSOs and COs and followed formal as well as informal mechanism for the measurement of attainment of the outcomes. Even we took feedback from all the stakeholders in this respect and try to take necessary steps accordingly. Subsequently, the College took care of the attainment to measure the POs, PSOs and COs and implemented the mechanism as follows:-

- ? The institute follows the Academic Calendar of our affiliated university.
- ? All the subject teachers prepare Semester-Wise evaluation Reports.
- ? Internal examination committee analyzes evaluation reports of results.
- ? Institute considers Feedback from the Stakeholders for the attainment of PO, PSO and CO.
- ? Placement committee took the review of the Students' Progression to Higher Studies and their Placement.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

240

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.bljcollege.com/wp-content/uploads/2022/03/SSS-Report-20-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

.25

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

01

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

01

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://icssr.org/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institute has created an ecosystem for Research and Innovation by recruiting & developing desirable human resource, taking initiative for creation & dissemination of knowledge and establishing state of the art infrastructure.

1) At the entry level, the institute recruits young faculty through an elaborate selection process that involves careful scrutiny of applications, testing of knowledge and teaching skills. The annual performance appraisal system encourages faculty to enhance their teaching, research and administrative skills, as well as social services to the desired level of promotion. Faculty members are encouraged to undergo professional development programmes and organize and participate in Conferences, Seminars and Workshops. Furthermore, some of our faculty members represent the college in UG and PG board of studies in the affiliating university, who suggest their innovative ideas there.

2) The College takes initiative to motivate the faculty members to write research projects and submit it to various supporting agencies like UGC, ICSSR etc. Research Cell also helps to create research culture among faculty members and students. Faculty members are motivated to indulge in research activities, the institute also offers seed funding of one lakh rs for research activities.

3) The institute invites renowned academicians and experts from various fields for extension lecture to disseminate their knowledge with the students and the faculty members time by time. Besides this, we have a tradition of organizing seminars/conferences and Webinars in routine which provides all the opportunity to interact with scholars and update their knowledge.

4) To facilitate interaction with industry and for professional growth of the students the college has signed a MoU with ICSR-CSSRI, Karnal and a contract with BITS Pilani under SATHI Scheme recently.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

Nil

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**Nil**

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year****03**

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year****02**

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institute promotes regular engagement of faculty, students and staff with neighborhood community for their holistic development and sustained community development through various activities. Every Year, programs are organized under which students and staff participate voluntarily in community-based activities with the neighborhood. Various awareness programs, workshops and rallies with themes like cleanliness, green environment & tree plantation, gender sensitization, Beti Bacho Beti Padhao, traffic rule awareness and empowerment of girls and women are organized. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community. Various activities aim at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service.

All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self confidence of students. It also helped in cultivating hidden personality of students and created awareness among students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

05

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

410

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

01

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Our institution has adequate infrastructure and physical facilities for teaching-learning. The college building is very unique with a beautiful architectural work, well designed and one of its kind in the state of Haryana. The total area in which the college is situated is 12 acres. With all modern facilities the college campus is housed in 27000 sq. feet on ground level and 23000 sq. feet on first storey. In this two storey building, 24 Classrooms of different sizes have been constructed. The classrooms are properly lit and ventilated. A separate new Science Block in 12000 sq. Feet is ready with modern and well equipped laboratories. A separate computer block with 59 computers with internet facility is also in operation consisting of 3 computer

labs. The college has a spacious psychology lab and a geography lab. A spacious staff room, girls' common room and conference room are also an important part of the college campus.

The college has a separate two storey library building spanning over 10000 sq. feet is fully computerized with internet services. In this fast changing scenario the college library is well stocked with more than 22000 Text and Reference books, journals, periodicals and newspapers. The Library is fully automated, having N-List facility, OPAC, Wi-Fi and a separate computer lab also. One Conference Hall equipped with ICT Facilities and Multi Media Projectors having a capacity of 120 is also available in the library building.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.bljcollege.com/class-room/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium etc. We have a cultural cell 'Asmita' for promoting the cultural activities and events. The motto of this cell is to introduce the students to their cultural heritage and motivate them to participate in different cultural events. Students are specially trained for participation in Zonal and Inter-Zonal National Youth Festivals. For cultural programmes the college has three open air theatre stages.

For sports activities, various playgrounds operate on a three-acre tract of land. Basketball court, Volleyball court, Badminton court, Athletic track, T.T. room, Cricket ground are also operative. Physical Education department has all the facilities for different sports like sport kits, different material, which are issued to the students for their respective games/sports.

The college also has a gymnasium equipped with a large no. of fitness gadgets. Staff and students of the college can take benefit of these gadgets.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.bljcollege.com/sports-complex-and-gym/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

02

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

27.85

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

One of the major attractions of the college is a separate building

for library. This separate two storey library block spanning over 4400 sq. feet is fully computerized with internet services. In this fast changing scenario the college library is well stocked with latest books, journals, periodicals and newspapers. The library is automated and has two spacious reading hall. The reading area can accommodate 100 users at any point of time. The library is automated with integrated library management software SOUL 2.0 (Software for University Libraries) of INFLIBNET. The various housekeeping activities of the library such as data entry, issue and return and renewal of books, member logins etc are done through the software. The Books are classified according to Dewey decimal classification. OPAC (Online public access catalogue) service is also provided where the users can search the collection of books by title, author, publisher etc. The books are barcoded . Apart from the printed books, the library is having access to e-resources of n list which is a part of the e-shodhsindhu consortium of INFLIBNET, where the users are given awareness and made to access browse and download ebooks, e-journals, databases etc. Library user can access these services in the library on computer installed there for the purpose and also at their place with user id given to them by the institution library. The new books are displayed for two weeks on the display stand. User orientation is provided at the beginning of the year regarding the various facilities services and resources available in the library. .

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)****.42**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****425**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

There are different digital technological facilities available in the college. There are 02-digitally equipped conference hall available in the college, which are used for presentations, seminars, extension lectures and conferences etc. There are 04 well-equipped computer labs functioning in the college. The college building is facilitated with Wi-Fi connectivity. which is accessible to all students and the staff members of the college. Some of the departments of the college are provided with computer and other related accessories. The college library, Administrative block, IQAC and computer labs has BSNL LAN connectivity. Most of the official work is done with the help of ICT.

The college regularly maintains the IT facilities. Computes are formatted on regular basis. Softwares are updated timely for

smooth functioning of the system. The College Website is updated regularly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

28.75

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There is a well established system in the college for the optimum use of available infrastructure and its regular maintenance. There is a set procedure to purchase any item or get the work done for the college and it involves the assessment of the need, the calculation of estimate cost, the approval of administrative sanction, the formation of committee of get quotations from open market, the comparing of rates of the quotation, the approval of financial sanction, the placement of order to the lowest bidder and the final payment after the completion of the process.

Class Rooms:The college has 32 class rooms equipped with latest quality black boards and all have basic facilities- fans, light and adequate space and provided with good condition and quality of furniture. There is regular upkeep of classrooms and the cleaning staff ensures daily sweeping of the rooms and cleaning of boards and benches. The Electricity Committee ensures proper lighting and fan facility and the non working electricity gadgets are repaired or replaced immediately.

The airy and well spaced classrooms are optimally utilized to provide healthy and hygienic study conditions to students and they remain occupied throughout the working hours for studies and related activities.

Laboratories:There is a good infrastructure of laboratories in the college and there are separate labs in each department where practical is the part of the prescribed syllabus. These labs are well equipped with necessary experimental facilities and are upgraded annually with the addition of equipments and other practical related materials. The laboratories are maintained by Lab Attendants under the supervision of Head of Department.

The laboratories are used by all the practical subject students in

the groups of 15-20 under the expert supervision of experienced teachers and with the logistic support of other lab staff. The students are given optimum exposure of experimental learning and it is ensured that each student must know about the procedure and method to conduct the experiments.

Computers and other ICT facilities- The College has four Computer Labs with 59 computers in Lab and others installed in administrative block/office and departments. All computers are equipped with latest windows and licensed software packages as required in syllabus with latest Internet and Wi-Fi facilities. The computers have been supported by UPS system. Besides having a faculty of Computer science, we take services of professionals also for maintaining computer software and hardware from time to time.

These facilities are used optimally by the teachers, students and other staff for studies, co-curricular/extra-curricular activities, administrative and official works and research purposes.

The Library: The college has a separate and spacious library block having a large number of Text Books, Reference Books, Journals, Magazines, Periodicals under various classifications, a well equipped E-Resource Center and an extended reading lounge. The library has a software SOUL on which the library operates. The library has LAN connectivity with the library software having N-LIST facility. The library is maintained by Library Attendants under the supervision of Librarian. The Library Attendant issues and takes return of books on the counter, maintains the reading room for boys and girls with current News Papers, magazines and Periodicals. There is a separate Library Committee which after assessing the need of books and other ICT tools in the library arranges for their purchase and ensures their regular maintenance with the consultation of the Principal. It also ensures a healthy and hygienic study environment in the library.

There is optimum utilization of library facility in the college and the library reading lounge is almost full round the day. Teachers and students get books issued for a set time period and later on get them reissued or exchanged them with new books.

Sports Complex and facilities :The sports complex spread over three acres land is maintained time to time by our Physical

Education Staff under the supervision of Principal and higher authorities. The sports ground like 200 meters Track for athletics, Cricket, Volley- Ball, Hand Ball, Basket Ball , Hockey, Kho-Kho , Badminton and Indoor Table- Tennis and latest Gym equipped with latest apparatus are available for students and staff.

Students regularly use the sports facilities for recreation, physical development and preparing for sport competitions. There are liberal provisions for providing sport equipments, gears and dresses to participant students and they are replenished regularly for ensuring best of the facility to students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.bljcollege.com/maintenance-and-utilization-of-facilities/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

253

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**Nil**

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**250****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****250**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

04

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

14

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

01

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as

one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

01

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities. The institute encourages and provides opportunities to the student to participate and organize various activities and events. We have NCC and NSS units that support to develop many qualities like leadership, cooperation, loyalty, sincerity, dedication etc among students and teach them to be better people and citizens. Different cells and subject societies organize various productive and innovative activities time by time to involve students. Students actively take part in extra curricular activities and organize some activities on their own as well. The above activities enhance their communication skills, management skills, leadership skills, team-work, time-management, resource management skills and builds confidence in each student.

Students are given exposure to involve in administrative activities by including them as members of the committees. They actively participate in committee meetings. We have student representation in IQAC, Women Cell and Grievance Redressal Cell.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

02

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institute does not have a registered Alumni Association but we have alumni association that meets regularly. As a policy of the educational trust, the institute does not accept any financial support from outside. Our alumni give valuable suggestions and help their juniors as per their specialization.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year

E. <1Lakhs

(INR in Lakhs)	
File Description	Documents
Upload any additional information	No File Uploaded
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>The vision of the college is to provide quality higher education to the young boys & girls of this highly backward & rural region to meet the demands of industry, state & society through excellence in arts, commerce, science, computers & vocational education to remain as a source of pride and inspiration to Haryana and the country.. And the college has mission to enrich our youth with knowledge and skills in a discipline of their choice. For us teaching is greatly concerned with building a positive attitude, preparing young generation for the challenges of life and work, realizing their intellectual and personal potential in a way that it significantly contributes to each and every role that they play in the society, and equipping young boys and girls with a set of values that they as individuals and professionals 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. The same is reflected in effective governance.</p> <p>The governance of our College is reflective of an effective leadership. Our College practices decentralization and participative management. The Governing Body of the college is extremely rich in academic experience and leadership. There are social and business leaders as well as academic, legal, literary and business luminaries on the College Governing Body. The College is greatly benefitted by their ample experience, expertise and national and international exposure which percolates in terms of their valuable suggestions and feedback, The college is headed by the principal, who is involved in coordinating the functions of the college to its logical end.</p>	

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The governance of our College is reflective of an effective leadership. Our College practices decentralization and participative management. The college is governed by a well-defined policy with the help of clear-cut guidelines from the Governing Body as also the directives from the affiliating University and the Department of Higher Education, Haryana and UGC. 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. Decentralisation is the philosophy of the management of the college.

The management and the Principal always encourage the practice of decentralization in most of the activities of the college. To name the two for example are: 1. Decentralization in Teaching Process: This is one main area where decentralization has been observed. There are a number of departments teaching various types of courses. Each department has been given an internally designated Head of Deptt, who looks after the affairs of the department. Each department holds separate meetings and decides about their needs, plans and required resources, including teaching and non-teaching staff, infrastructure, funds etc. There are separate committees at departmental level which take care of the respective functions like Discipline Committee, Maintenance Committee, and Time Table Committee etc. The lesson Plans, Time Table timings, allotment of teachers with different subjects and classes/sections, lab periods etc., conducting the class tests,

student communication, organising extra classes 2. Decentralization in Activities and Student Support: The other activities of the college apart from the teaching process also witness quite decentralization. There are a large number of committees at college level to look after various activities like Women Cell, Anti Ragging, Discipline, Cultural, Admission, Grievance Redressal, Placement Cell, Library Advisory Committee, Anti Sexual Harassment Committee and many more. These committees take care of their respective areas. Many decisions related to these activities are jointly taken by such committees. The list of committees is displayed at the beginning of the year on the staff notice-board. This ensures transparency in policy execution. The Principal of the College holds regular meetings with the teaching and non-teaching staff. In these meetings, various issues are taken up for discussion before arriving at a final decision. The Heads of Departments monitor the functioning of the various departments.

The Administration is always open to discussion with the teaching and nonteaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institutional process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution aims

- To set-up and create an institution of excellence in higher education with high intellectual standards.

- To nurture the culture of:

- Academic integrity and accountability
- Respect for the views of one and all.
- Appreciation of intellectual excellence and creativity.
- Tutors as friend, philosopher and guide.
- Good relationship with neighboring industries and educational institutes of repute.

- To provide congenial and healthy environment of research and training to faculty for improving their intellectual quality.
- To design and develop student-centric learning environment.
- To generate and create resources for various extracurricular and sports activities and programmes for the overall development of students.
- To generate and create resources for running Value Added Programmes.
- To invite experts from industry and premier institutions of higher learning on a regular basis to enlighten the students and broaden their intellectual horizon.
- To create an equal-opportunity Centre of Higher Learning.
- To Gender Sensitize the young students

From its inception in 1995 , the college has been a premium institute for imparting quality education with its well qualified and experienced teaching staff. New programs have been added later for the students for providing them more academic options. Besides this they are motivated to participate in co-curricular and extra curricular activities, sports, NCC, NSS etc. For bridging the gap between industry and academia, experts from various fields are invited in the college. For making teaching-learning friendly environment, the students and teachers have facility of library, wi-fi/Internet, computer lab etc, the students are also taken for field visit and tours as per requirement time by time. Teachers are also motivated to groom their personality by attending workshops, seminar and conferences , Boys and girls both get equal opportunity in all the programs conducted by the college or any cell. Thus it can be said that institutional strategic plan is effectively deployed.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.bljscollege.com/college-profile/
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the institutional bodies is effective and efficient which is reflecting through policy implementation, administrative setup, appointment and service rules. The college is run by Banwari Lal Jindal Suiwala Educational Trust, Delhi. The key components of organizational structure of the college are Governing Body (BLJS Educational Trust, President and managing council), College Principal and Staff Representatives from Teaching and Non-teaching staff. The college is affiliated to CBLU, Bhiwani and governed by rules and regulations of its affiliating university, DGHE Haryana, UGC and NAAC. The decision-making procedures are made at appropriate levels in the organizational hierarchy.

The institution strictly follows the service rules according to the Director General Higher Education (DGHE), Haryana norms. Recruitment process is carried out according to the norms of the affiliating university, a body comprising of university representative, management representative, Principal, external subject experts decides the worthiness of the candidates by his/her performance in the interview according to the parameters specified. The teaching and non-teaching staff have the benefits of PF, Gratuity and other benefits as applicable.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.bljscollege.com/wp-content/uploads/2022/03/organizational-structure.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
Welfare Schemes for Teaching Staff-Leaves, pension, gratuity, loan etc as per Govt. Rules, Opportunities for career development	
Welfare Schemes for Non-Teaching Staff-Leaves, pension, gratuity, loan etc as per Govt. Rules, opportunities for career development	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year	
6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year	
Nil	

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

02

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution monitors performance appraisal system through submitting of ACR (Annual Confidential Report) of the teaching staff. The ACR reflects the details of Academic contribution of the teacher(classes meet, pass percentage), Professional achievements in the year like details of refresher / orientation course/ workshops, seminars or conferences etc that the teacher attended during a particular period, research paper presented or published and Personal achievement like any award, reward, recognition or appraisal from any organization/institution, Besides this, the involvement in the welfare of students and community work is given due weightage for monitoring performance. The principal then grades the teachers on the overall report and recommends higher authorities for further necessary action. The ACR's are sought at every step of up-gradation / next promotion.

For Performance Appraisal of non teaching faculty their ACR is filled by the head of their office or Incharge of the department, which assess their sincerity to work, loyalty to the institution and dedication to their work, Their ACR is also finally graded by the principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted monthly. All the bills submitted along with the wares purchased are entered in the central stock register. The bills then are sent to the accounts clerk who after scrutiny records these bills in various cash books, journals and ledgers. Thereafter the college bursar makes a thorough scrutiny before he recommends the bills for final payments. It may also be mentioned here that all the recurring and capital expenditures are recorded regularly in account books and computer. All these account details are compiled on a monthly basis and then sent to the headquarters of the College Managing Body at Delhi and are scrutinized by internal auditors appointed specifically for the same purpose and discrepancies if any are pointed out and rectified at the college level.

An external audit is conducted once in every year by the chartered accountant as per the government rules. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules for the fund usage and resource utilization.

Mobilization of funds: BLJS College is a privately managed but Grant in aid institution and fund in-flow is from various sources e.g. Government, UGC, College Resources, and College Management. The student Tuition fee is one of the major source of income for the institute. The management provides need-based loans to the college. Various government and non-government agencies sponsor events like seminars and workshops. However, the funds out-flow involve many expenditures heads like Main Fund/Management Fund, Amalgamated Fund, Student Fund, Development Fund, Self Financing Fund, R.K. Fund, UGC Fund, etc.

Utilization of resources: The grant from government is used for the salary of the regular faculty. College runs 6 PG course and BA (Physical Education), BCA, B Sc (Non medical and computers) under the self finance scheme. All expenditures of these are met with the fees of the courses. The college has various facilities like a rich library with INFLIBNET, well equipped gymnasium, computer labs, sport ground, seminar halls with ICT facility, which can be used by all students and staff members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The institution attempts to chisel out the total quality person through a persistent focus on imparting quality education. Its Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the Institute's functioning. From the date of its formation it has been performing the following tasks on a regular basis:

- Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.
- Coordinates with all stakeholders for their opinions and advice for quality improvement.
- Planning and Documentation of the various programs /activities leading to quality improvement.
- Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.
- Planning and Supporting effective implementation for Total Quality management, Curriculum development, Teaching-Learning and evaluation, Research and Extension activities for all stakeholders.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

After establishing the IQAC in the college, started working towards quality education and inculcating quality culture among the students and staff. The IQAC has also contributed towards institutionalizing the quality assurance strategies and developed various processes as follows:

- Planning and review of academic practices in starting and during each academic session.
- To implement and enhance the use of ICT tools to strengthen the teaching-learning process.

- Promote industrial involvement in academic practices by organizing industrial training, industrial visits, workshops, and guest lecturers from industry experts, MOUs, etc
- Conducting quality programs i.e., seminars, webinars, guest lectures, conferences, etc.
- Establishment of various processes to take feedback/surveys from various stakeholders.
- Participation of college in NIRF and AISHE and other quality audits
- To submit the Annual Quality Assurance Report (AQAR) annually to the NAAC

The POs, PSOs, and COs attainment is measured every session, for low attained courses, proper action is planned and efforts are made to improve the attainments if required beyond curriculum content and activities planned and implemented

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute shows gender sensitivity through various initiatives and actions for creating safe, Secure and healthy atmosphere in the campus. Sensitization of the students is done through special lectures and functions. Beside this the women cell of the college takes utmost care of rights of girl students in each aspect. the cell arranges various activities like awareness talks. lectures, competitions for sensitizing the students time by time.

To ensure Safety and security,E- Surveillance with high resolution cameras are installed in the campus, entry of unwanted element is monitored through these cameras. This system ensures that all Female staff, students can move freely in the campus and feel assure that they are secure at all the time in the campus . Besides this proctorial groups consisting teaching staff take round to ensure security in and around campus.

For counseling purpose the institute has a counseling cell, where any student can visit to discuss his/her problem.Except this all Senior officials are available both for boys and girls for solving their problem any time without any appointment.

There is a separate common room for the girls, which is well furnished , ventilated and has proper light. It also has attached washroom and dressing room.

File Description	Documents
Annual gender sensitization action plan	https://www.bljcollege.com/wp-content/uploads/2022/04/gender_20220402_0001.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- The primary focus is to reduce, reuse and recycle the waste. The college management has also advised refusing anything which is not needed. For the management of solid waste, Dust bins are provided at the corners of each corridors to collect solid waste. Students are educated to throw solid waste strictly in dustbins. Every day the waste is collected in bins and disposed to a place where it can be converted into manure.
- Proper sewage system is present in all the washrooms of the college, appropriate care is taken to see that there is no water stagnation to discourage mosquito breeding. The rain water from the terrace of the college is directed towards the ground through pipes where other trees and rain water harvesting pits are located.
- Though not much e-waste is generated in the institution on a daily basis, the electronic waste in the college includes discarded electrical or electronic devices such as used

electronic parts, wires, computer peripherals etc. These materials are segregated as reuse, resale recycling, or disposal. The repairable and reusable items are used and the unusable items are sold to an authorized vendor for disposing of as per state pollution control board policy.

- For Hazardous chemicals and radioactive waste management the liquid chemical waste coming out of the laboratories is neutralized and disposed of safely.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college organizes and conducts several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony. The students and staff jointly celebrate the cultural and regional festivals, like New-year's day, Fresher Party, teacher's day, orientation and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, Yoga day, festivals etc. Motivational lectures of eminent persons of the field are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration. Besides academic and cultural activities, through NSS and NCC activities, students are made aware of social work and they imbibe the values of togetherness, social amity, and teamwork. In this way the institute's efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities.

- The institute celebrates the national festivals, constitution day and voter's day to mark the significance of these days.
- The institution takes many initiatives like conducting awareness campaigns, organizing orientation programmes, training programmes, seminars and workshops to sensitize the future leaders to inherit human values coping with the constitutional obligations.
- Code of conduct is prepared for students and staff and everyone should obey the conduct rules.
- The institution encourages participation of students in Sports and Games, NCC and NSS to strengthen nationwide bond and relation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.bljcollege.com/nss/
Any other relevant information	https://www.bljcollege.com/ncc/

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website

C. Any 2 of the above

There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college believes in celebrating events and festivals in college. It is an integral part of learning and building a strong cultural belief in a student. The institutemakes tremendous efforts in celebrating the national and international days, events and festivals throughout the year, which was limited due to pandemic, In the academic year 2020-21 , we celebrated the following days like Independence day, Republic Day, Shaheed Diwas, National Yoga Day, National Voter's Day, International Women's Day, Environment Day, Constitution day, National Unity Day, Earth day, Ajadi ka Amrit Mahotsav.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice - 1

1. Title : Personality Development Workshops

2. Goal: The goal of these workshops conducted immediately after the commencement of the academic session is to train the students in the sense of dress and address and to infuse in them a feeling of confidence. Since most of the students hail from the highly backward areas which are patently rural in nature, they need lessons in refinement and confidence. The purpose of these workshops is to bring out the potential in them so that they may conduct themselves confidently not only in matters of academics but in co-curricular activities also. These workshops include lessons in Theatre Arts, Dance, Music and Literary activities and create among the students a culture of working together as a team member.

3. The Context: These workshops are conducted in the context of the rural background of our students. Most of these students speak vernacular and cannot speak even Hindi properly. They are to be trained in the art of communication without which they cannot even dream of competing with the students from the urban background. These workshops train and groom them in both these areas so that sense of confidence and effective communication is generated into them and they become properly equipped to compete with their urban peers in a level field of global competition and modernization.

4. The Practice: These workshops have been regularly conducted since 1998 in the months of August and September annually. Every student of the college is eligible for participation in these workshops as per his/her inclination and choice. "Asmita", the Cultural Cell of the college is responsible for the conducting of these workshops under the guidance of Sh. Shyam Vashishtha, Assoc. Prof. of Commerce and In-Charge of the Cultural Cell. On the basis of Trials held about a hundred students are selected and are given training in speech culture, body language, mask making, back stage preparations, fine arts, dance, singing and other technical aspects of theatre and cultural/literary activities such as stage craft, light designing, set designing, costume designing, use of colors in theatre, pantomime, mimicry etc. They are delivered lectures on personality development, confidence building, communication skills, health and hygiene. They are also taught stress-busting techniques. This practice is unique in the Indian

higher education system. in the sense that our students undergoing tremendous positive change in their lives which in turn gave them a high level of confidence, inter personal skills positive attitude to compete and achieve higher goals in life.

5. Evidence of Success: Besides the positive changes in the personality and ethical values of the participants the success of these camps is loudly reflected in the performance shown by them in the cultural events like the Zonal, Inter- Zonal Youth Festivals organized by the affiliating university and Inter-University and National Youth Festivals In spite of being a rural college, our students have posed stiff competition to their urban counter parts and have won trophies repeatedly. The college has won the overall trophy of Bhiwani Zone Twice. Our achievements are not restricted merely to the university or state level our students have represented the University in the Inter-University North Zone Youth Festivals and All India National Youth Festivals Going beyond the achievements in the cultural fields the confidence building measures in these workshops have resulted in our students gracing high positions won in the various competitive exams to prove themselves as leaders in their respective fields and have acted as icons for newcomers to the college. 6. Problems Encountered and Resources Required The organization of these workshops usually encountered the mental blockage of the parents and sometimes the students also. However with the full support with the College Governing Body and the College Administration all such problems were overcome. The financial and infrastructural resources were liberally provided for by the College Management. On an average an amount between 2 to 3 lac rupees are spent on these workshops every year but the returns are always higher in terms of results. We have enough infrastructures to conduct these workshops. and the properties required for the same.

Best Practice - 2

1. Title: Unique Book-Keeping system with monthly internal audit.

2. Goal: The general health of any institution or organization depends upon its financial health which in turn depends upon how the financial resources available are recorded, managed and utilized. BLJS College is a privately managed but government aided institution and fund in flow is from various sources e.g. Government, UGC, College Resources and The College Management. However the funds out-flow involves many expenditures heads like Main Fund/Management Fund, Amalgamated Fund, Student Fund, Development Fund, Self Financing Fund, R.K. Fund, UGC Fund etc. In

order to keep a proper check on the income and the expenditure the college has devised a unique internal audit system so that a proper record with transparency of accounts can be maintained resulting in a sound financial discipline.

3. The Context: In matters of finance the possibility of human error as also mischief is always distinct. And wherever there is a possibility of dishonesty and fraud, the victim is always the institution. here in this case the College Management, the Government of Haryana and the UGC. The expenditures are also multi directional in the sense that some parts of the fund are diverted to the university, some to the student welfare activities, another part goes to salary and pension heads. A large chunk of funds is spent on infrastructural such other requirements. In this complex and multilayered context it is important that a transparent system is evolved and for this college has devised a unique multi step internal audit system with the help of which all transactions can be monitored and scanned in an effective manner.

4. The Practice: The practice devised and evolved by the college is unique. All the bills submitted along with the wares purchased are entered in the central stock register. Each concerned department also maintains its own stock register which is verified at the end of each academic session. For a purchase of more than 500/- rupees a committee is constituted and quotations invited. The firm quoting lowest rates for any job or purchase is given an order for the same. The concerned committee makes a formal check about the work done or items purchased before final entry is made in the stock registers. The bills then are sent to the accounts clerk who after scrutiny records these bills in various cash books, journals and ledgers. There after he presents the vouchers to the college bursar who also makes a thorough scrutiny before he recommends the bills for final payments. It may also be mentioned here that all the recurring and capital expenditures are recorded regularly in the books of accounts like trial balance, cash books, journals and ledgers, receipt and payments accounts, income and expenditure accounts and finally in the balance sheet for each and every head of accounts for various funds effectively managed and recorded in the books manually these accounts are also maintained through computer. All these account details are compiled on a monthly basis and then sent to the head quarters of the College Managing Body at Delhi and are scrutinized by internal auditors appointed specifically for the same purpose and discrepancies if any are pointed out and rectified at the college level to make the practice unique in itself. This unique internal system imposes a self discipline which checks carelessness, dishonesty and

extravagance allowing the college a leverage to utilize and mobilize its funds in a careful and balanced manner. In addition to the internal monthly audit there are regular government and university audits thus a three tier audit system becomes an effective tool for a sound financial management mechanism. It is pertinent to suggest that the all financial accounts of the college are put under a scanner by a qualified and competent C.A. annually also.

5. Evidence of Success: All the financial records are maintained both manually and in computerized form. The college is able to plan ahead for its activities and development without getting bogged down by unclear financial situations. In fact the college always has a blue print of its infrastructural plans and clear cut financial picture as to from where the funds would be available for the execution of these plans. As a result the College Management and Administration is able provide adequate funds for the appointment of teaching and non-teaching staff other than the sanctioned and regular posts. The result of the practice indicates that proper financial management with the internal audit system on a monthly basis can lead to a healthy academic environment in any institution of higher learning and can act as a safeguard against so many mal-practices.

6. Problems Encountered and Resources Required: The only constraint that the college faces is that sometimes things and projects get delayed due to monthly internal audit and the queries raised by the head office.

File Description	Documents
Best practices in the Institutional website	https://www.bljcollege.com/best-practice-1/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

BLJS College Tosham was established by the BLJS Educational Trust in 1995 with the Vision to impart Quality Higher Education to the students of this rural backward region to meet the demands of industry, state, society through excellence in arts, commerce,

science, computers, vocational education to remain as a source of pride and inspiration. As far as our Mission and Vision is concerned, college always tries to implement the distinctiveness in the work. Apart from graduation in Arts, Commerce and Science, we have PG programs in 06 courses, where more than 1200 students of the region are enrolled. Many of our students have brought laurels to the institution by securing university merits in consecutive years in academics and many have proved their ability in cultural activities on State and National level .

Apart from the routine teaching and learning processes, the college is a hub of a large number of student- centric activities like NCC, NSS, YRC etc. Various cells and subject societies, open a large vista of opportunities for students to widen their potentials to equip them with a set of values that they as individuals and professionals will need throughout their life

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- To chalk out the strategy for NAAC inspection of the college under Cycle 3
- Updation of the library/ laboratories as per the curriculum of Choice Based Credit System implemented by Chaudhary Bansi Lal University from the academic session 2021-22.
- Proposal for getting approval for the appointment of teaching faculty against vacant sanctioned posts as well as creation of more posts to DGHE, Haryana
- Request for additional seats for NCC cadets.
- Proposal for construction of obstacle range for NCC
- To work on plans of generating revenues in the college
- Organization of different activities for 'Celebration of Azadi ka Amrit Mahotsav' during the session 2021- 2022