

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

NAAC

VISION

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

MISSION

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

Value Framework

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

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

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

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

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

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

The role of coordinator

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

Operational Features of the IQAC

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

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

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

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuagar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2017-18

I. Details of the Institution

1.1 Name of the Institution

JANTA VIDYA MANDIR GANPAT RAI
RASIWASIA COLLEGE

1.2 Address Line 1

R.K. GUPTA MARG

Address Line 2

--

City/Town

Charkhi Dadri

State

Haryana

Pin Code

127306

Institution e-mail address

Jvmgrrcollege@rediffmail.com

Contact Nos.

01250-220076

Name of the Head of the Institution:

Dr. Yasvir Singh

Tel. No. with STD Code:

01250-220076

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	83.75	2004	5
2	2 nd Cycle	B	2.78	2015	5
3	3 rd Cycle				
4	4 th Cycle				

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

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

- i. AQAR _____26/09/2015_____ (DD/MM/YYYY)
- ii. AQAR _____04/11/2016_____ (DD/MM/YYYY)
- iii. AQAR _____16/12/2017_____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

--

1.11 Name of the Affiliating University (for the Colleges)

Chaudhary Bansilal University
 Bhiwani, Haryana

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

Autonomy by State/Central Govt. / University	<input type="text" value="--"/>		
University with Potential for Excellence	<input text"="" type="text" value="--"/>		
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST-FIST	<input type="text" value="--"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other (<i>Specify</i>)	<input type="text" value="--"/>
UGC-COP Programmes	<input type="text" value="--"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text"/>
2.4 No. of Management representatives	<input type="text"/>
2.5 No. of Alumni	<input type="text"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No N
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Financial literacy, Labour Laws & Make-up India, Madhya Kaleen Kavya, Communication Skills, Enterpreneureship and Skill Development, Essentials of Effective Writing in English.

2.14 Significant Activities and contributions made by IQAC

- Ensured that the proper teaching –learning and evaluation process help in providing quality education to the students.
- Ensured that the students turn out to be wholesome personalities. So apart from regular teaching learning process, emphasis was laid on personality development and Career related programmes.
- Got organized a large number of extension activities to help the students realize their institutional, social and National responsibilities contributing a lot in community development programmes.
- Promoted an environment conducive to research activities in the college with the result that a large number of faculty members presented papers in International and National seminars, published research papers in International and National Journals, contributed in curriculum development programmes, guided research scholars leading to the award of Ph.D degree and worked as subject experts, resource persons and keynote addressee in National seminars.
- Arranged feedback from all the stakeholders and held meetings with faculty members, students, parents, alumni and the representatives of local bodies.
- Organized one day National Seminar in Hindi.
- Ensured supply of clean and safe RO purified drinking water and round the clock power supply.
- Strengthened library services and provided internet services to the students through Network Resource Centre.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Annexure -1	Annexure -2

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

- R.O. system of water purification was installed to provide safe and clean water to the students.
- One day National seminar in Hindi was organized.
- Ensured copy free examination and effective teaching learning process to provide quality education to the satisfaction of all the stakeholders.
- Promoted an environment of research development leading to almost 100% participation of the faculty in research work, curriculum development work etc.
- Organised a large number of extension activities to imbibe the spirit of community welfare among the students and to make them realize their social and institutional responsibilities.
- Library services were further strengthened.
- Gender sensitising programmes were organised and undertook various other activities under the banner of Women Cell, Beti Bachao Beti Padhao cell and Prevention of Sexual Harassment Cell to provide safety and security to girls and healthy environment conducive to studies.
- Feedback system was further strengthened to take all the stakeholders in confidence and to work in co-operation with all. Meetings with students, parents, faculty, alumni and representatives of local bodies were held.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	03		03	
UG	05		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	08		05	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/ Open options for PG & Core/Elective option for UG

CBCS has been adopted for the students of PG classes and they have a choice to opt one subject from other stream providing them knowledge of varied fields. Even at UG level students have the option to study from various core and elective subjects.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	08
Trimester	
Annual	

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

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

**Please provide an analysis of the feedback in the Annexure*

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

No, Falls in University Purview

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	16	13		

2.2 No. of permanent faculty with Ph.D.

13

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	16							0	16

2.4 No. of Guest and Visiting faculty and Temporary faculty

34

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	02	
Presented papers	05	12	
Resource Persons		02	

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

- Interactive mode of teaching and learning was emphasized by putting emphasis on practical exposure through field tours, Industrial visits, open house discussion, workshops, seminars, quizzes, PPT presentation, assignments etc.
- Students were evaluated time to time by giving them class tests, projects and assignment etc and were made regular part of effective teaching & learning process.
- Emphasised not only subject skills but also analytical, digital and communication skills through the use of language lab and Network Resource Centre.
- Use of modern technology like e-learning resources, audio-visual aids, OHP, PPTS etc.
- Tutorial, doubt clearing/ Special classes and mentor- mentee groups were arranged to establish personal contact between the teacher and the taught and to overcome learning difficulties of both the weak and the advanced students.

2.7 Total No. of actual teaching days during this academic year 183

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) No, University Purview

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 06

2.10 Average percentage of attendance of students 77%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division					Pass %
		Distinction	I	II	III		
B.A. 1 st Sem.	483	17	36	51	13	24.22	
B.A. 2 nd Sem.	415	16	45	34	3	23.61	
B.A. 3 rd Sem.	335	18	46	21	2	25.97	
B.A. 4 th Sem.	310	20	60	48	5	42.90	
B.A. 5 th Sem.	229	9	19	13	--	13.09	
B.A. 6 th Sem.	222	32	62	16	1	50.00	
B.Sc. 1 st Sem.	294	35	45	59	--	47.27	
B.Sc. 2 nd Sem.	291	34	62	48	4	50.85	
B.Sc. 3 rd Sem.	288	Details not available				36.45	
B.Sc. 4 th Sem.	277					38.26	
B.Sc. 5 th Sem.	277					46.20	
B.Sc. 6 th Sem.	256					58.98	
B.Com. 1 st Sem.	90	5	8	10	1	26.66	
B.Com. 2 nd Sem.	88	5	9	5	--	21.59	
B.Com. 3 rd Sem.	75	6	12	6	--	32.00	
B.Com. 4 th Sem.	73	8	22	6	--	49.31	

B.Com. 5 th Sem.	70	5	24	9	1	55.71
B.Com. 6 th Sem.	67	5	13	17	--	52.23
M.A. Pol.Sci. 1 st Sem.	27	Details not received				14.81
M.A. Pol.Sci. 2 nd Sem.	25	Not received				
M.A. Pol.Sci. 3 rd Sem.	19	--	8	8	--	84.21
M.A. Pol.Sci. 4 th Sem.	19	Not received				
M.A. Geo. 1 st Sem.	25	Details not received				12.00
M.A. Geo. 2 nd Sem.	22	Details not received				27.27
M.A. Geo. 3 rd Sem.	33	1	7	6	--	44.42
M.A. Geo. 4 th Sem.	33	Not received				
M.Sc.Maths 1 st Sem.	49	4	2	--	--	12.24
M.Sc. Maths 2 nd Sem.	49	2	2	1	--	10.20
M.Sc. Maths 3 rd Sem.	48	3	6	4	--	27.08
M.Sc. Maths 4 th Sem.	48	4	8	3	--	31.25

The college has adopted the policy of zero tolerance towards copying which resulted in filtering of non serious students affecting the pass percentage of the college. Since the affiliating university has adopted the policy of promoting the students to next higher class irrespective of the number of supplementary in the lower exams, the pass percentage in 2nd and 3rd year remained low.

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

- IQAC ensures that all the departments prepare their academic calendars specifying their academic and extension activities and adhere to it strictly.
- It monitors that the faculty uses interactive mode of teaching alongwith traditional chalk and talk method using modern technology.
- It ensures that tutorial groups, mentor- mentee groups, doubt clearing classes are held for both the weak and advanced students.
- Feedback from the students and random student satisfaction surveys are arranged time to time.
- Class tests, assignments, projects, PPTs from the students are arranged to evaluate teaching & learning.
- Exams are held in fair and copy free environment.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	25	02		11
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

- Research committee has been created which keeps on informing the faculty about various research projects and their funding agencies.
- Desktops with internet facility have been provided in all the departments.
- Well stocked library with e-books and e- journals has been provided.
- Liberal leave policy has been adopted to promote research activities and to encourage the faculty to participate in various workshops, conferences etc.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects : Last five years

	Completed	Ongoing	Sanctioned	Submitted
Number	03	01	04	03
Outlay in Rs. Lakhs	3,52,500		5,30,000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals	12	04	
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications: Total impact factor 1.984 Avg

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	Last 5 year	UGC	5,30,000	3,52,500
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		1			04
Sponsoring agencies		DGHE, Haryana			

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

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
1		1				

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

07

09

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

03

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

- Blood donation Camps were organized.
- Jan Chetna Rallies and Awareness Programmes like Beti Bachao Beti Padhao, RTI Act, Consumer Awareness, legal literacy, Financial literacy, Swadeshi Movement etc. were arranged.
- Meetings with all the stakeholders were organized to ensure quality education to the satisfaction of all.
- Career Counseling sessions were organized.
- N.S.S Camps were organized to develop social and Community services.
- Women Day, Youth Day, UNO Day, Hindi Divas, Bhagat Singh Jayanti, Sardar Vallabh Bhai Patel Jayanti & various other events were organized to aware the students about our glorious past.
- A National Seminar in Hindi was organized.
- Seminars, Workshops, Open House Discussion and extension lectures were organized.
- Science Exhibition organized.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10Acre.			
Class rooms	35			

Laboratories	16			
Seminar Halls	01			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				
Furniture & Fixture		10500.00	CWF	
RO Water Purifier		58500.00	CWF	
Miscellaneous		320572.00		389572.00

4.2 Computerization of administration and library

- The administrative block of the college is fully computerized with all the records of the college available online. The correspondence with the university and the Dept. Of Higher Education is made both online and offline.
- The library of the college is also fully computerized with e-books and e-journals facilities. A good no. of books are added every year to the existing stock. Network Resource Center setup in the library provides free internet facility both to the students and the faculty.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	47475		298	52809/-	47773	
Reference Books						
e-Books	3135809				3135809	
Journals			13	9580	13	
e-Journals	6237				6237	
Digital Database						
CD & Video	81				81	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	174	02	4MBPS	Deptt, 2Labs, Library & Office	Network Resource Centre	8	20	26
Added	0	-	-	-	-	-	-	-
Total	174	02	4MBPS	Deptt, 2Labs, Library & Office	Network Resource Centre	8	20	26

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

Internet Access Training was provided to the students and the faculty through Network Resource Center. Internet Service has also been provided in all the Departments.

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

3,89,572

iii) Equipments

iv) Others

Total :

3,89,572

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC takes every care that the students of the college are fully aware of the various student support services available in the college. IQAC organized an orientation program for new entrants of the college at the beginning of the session to apprise them of the various support services, activities in the college by various, clubs, cells etc. Tutorial and mentor- mentee groups have been formed to acquaint the students of various opportunities available and to establish personal contact between the teacher and the taught.

5.2 Efforts made by the institution for tracking the progression

A committee has been constituted to track the progression of the students. In spite of the best efforts, it is very difficult to track the exact progression because once the students leave the college, not all the students come to report the progression. However all the depts and the incharges of various cells etc. remain in touch with the old students and try to track progression. Data collected is only rough estimation.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2261	208		-

(b) No. of students outside the state

--

(c) No. of international students

--

	No	%
Men	1240	50.22

Women

No	%
1229	49.78

General	Last Year				Total	This Year				Total
	SC	ST	OBC	Physically Challenged		General	SC	ST	OBC	
1631	247		648		2526	1511	269		689	2469

Demand ratio

Dropout %

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

- The alumni of the college organized off campus free coaching for competitive exams for the students of the college.
- Career Guidance Cell of the college provided free study material for various competitive exams .

No. of students beneficiaries 72

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	23
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	19

5.6 Details of student counselling and career guidance

- Career Guidance Cell with all the necessary material on career guidance like Employment News, competition and career related magazine and books, material on competitive exams remains open to the students from 11.30 a.m. to 1.30 p.m. and provides counseling and necessary information on career opportunities.
- A number of workshops and extension lectures were organized on career counselling , developing various skills and personality development.

No. of students benefitted 763

5.7 Details of campus placement

	<i>On campus</i>	<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

No record available

5.8 Details of gender sensitization programmes

- Meetings with boys & girls were organized to sensitize them towards gender issues.
- Jan Chetna rally against Female Foeticide was organized.
- A rally on Beti Bachao Beti Padhao was organized to sensitize the masses towards gender discrimination.
- Collage and Poster making competition was organized on gender issues.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	05	4000/-
Financial support from government	266	17,62,130/- (DBT)
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

- Redressed the grievances of the boys for purified water by installing R.O.s in the college ensuring supply of 100% purified water to the students and faculty.
- The grievance of the girls for separate canteen cum additional common room has been processed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The college was established with a specific vision and mission as under

- To bring academic, social, cultural and economic upliftment of the students of this educationally and economically backward area of south Haryana
- To develop skilled human resource
- To sensitize the students towards social concerns, gender and environmental issues .

6.2 Does the Institution has a management Information System

The institution JVMGRR College is govt. aided and is being managed by the administrator appointed by DGHE Haryana. The Principal of the college is the head of the institution and is always there to provide requisite leadership to the system. He ensures that all the provisions of the university bye laws, statutes and the regulations of the govt. and the UGC are observed. The Principal provides academic leadership in association with the faculty of the college. He is a direct link between the staff and the administrator. All the important recommendations of the convenors of various committees regarding policy matters are brought in the knowledge of the administrator and are got approved. There is a perfect liaison between the administrator and the principal and the staff of the college resulting in smooth functioning to the satisfaction of all stakeholders.

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

6.3.1 Curriculum Development

As the college is affiliated to C.B.L. University, Bhiwani, the curriculum is designed and prepared by the University through the decision of the Board of studies to which some of our senior faculty is members approved by Academic Council of the University. Once the curriculum is decided, the IQAC ensures its enrichment and effective implementation. It holds the meetings of the advisory board and Heads of the Departments and asks them to prepare their academic calendars specifying their academic and extension activities, workshops, seminars, group discussions, quizzes, extension lectures are organized to make it rich and fruitful. Timely completion of syllabi is given top priority. Students are evaluated time to time through class tests, assignments, projects and PPT presentations.

6.3.2 Teaching and Learning

The college has framed for itself various strategies to enhance quality improvement leading to academic excellence. The college has well-experienced faculty which actively participate in academic programs. The college library is well-equipped and fully computerised with e-books and e journals facilities. Modern teaching methods like e-learning resources ,audio visual aids, ppt, OHP etc. are increasingly used to keep pace with information explosion round the world. Language lab has been established to improve the communication skills of the students. Students and teachers' accessibility to internet enhances IT Skills leading to better teaching learning process. Interactive learning has been promoted through field study tours, group discussion, quizzes , workshops and seminars . Extension lectures by academic scholars are offered. The tutorial group system helps the students to over come learning difficulties. The faculty members hold doubt clearing classes and special attention is provided both to the weak and the advanced students.

6.3.3 Examination and Evaluation

Examination and evaluation in the key factor in teaching learning process. The final evaluation is done by the affiliating university, by conducting semester examination and practical examination. The results are declared and on its basis promotion to the next class is made. However the college has developed its own students centric continuous evaluation system by introducing projects assignments class tests, preparation of PPT, group discussion seminars etc on the basis of which internal assessment is awarded.

6.3.4 Research and Development

The research committee of the college encourages and motivates the teachers to take up research projects and helps in fostering a culture of research among its faculty members. The committee is involved in synchronising and facilitating research activities carried out by the faculty they are provided relevant information and up dates on the availability of funds and their sources. Almost half of the faculty is Ph. D and almost 100% of the faculty is engaged in active research work. About 20% of faculty are research guides. Students of P.G. classes are also engaged in research activities and are provided training in Research methodology.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a well stocked computerised library with 47773 books and 3135809 e-books and 6237 e- journals available. The college has two computer labs with 174 computers in total, Internet facility in all the departments, computerised administrative block, UGC Network resource centre for free use of internet for this students and the faculty and computerised language lab. The college has 35 spacious class rooms with adequate furniture, a conference Hall, a seminar hall, 15 well-equipped laboratories, botany museum zoology museum, botanical garden, English language lab for improving communication skills, EDUSAT facility, its own stadium, gymnasium and auditorium, 125 KV genset for round the clock power supply, water purifiers and a chiller plant for clean and safe and cold drinking water, canteen, girls' common room, and lush green lawns, stationery shop, post office and a bank.

6.3.6 Human Resource Management

The Principal ensures the proper management of human resource and promotes a culture of participative management in which every faculty member, non teaching staff and the students of all level are encouraged to contribute their ideas and view points to achieve the institution's objectives and mission. The principal has the potential map of the faculty and is able to identify their individual strengths and areas of interest and assigns them duties accordingly to ensure that the college prospers well. He also sees that the welfare schemes meant for faculty members are properly implemented and its interests are not ignored.

6.3.7 Faculty and Staff recruitment

For appointing regular staff, guidelines from affiliating university and state government are strictly followed. A proper selection committee comprising of government representatives, nominees of vice-chancellor, subject experts, nominee of governing body and the principal of the college is constituted which holds the interview and selects the best candidate as per the qualifications specified by the state government and the affiliating university. A transparent and proper selection process is followed in appointing part time staff.

6.3.8 Industry Interaction / Collaboration

The students are taken to industries and corporate offices to acquaint them with the practical functioning of industries and business world and to gear them up for the coming challenges. Moreover experts from industry and corporate world are invited to enlighten our students time to time. Workshops on entrepreneurship, Managerial skills, Skill Development, financial literacy, labour laws and human resource etc are held to apprise the students with industry and corporate culture.

6.3.9 Admission of Students

Admissions of the students are made as per the guidelines issued in the brochure by the affiliating university and the Govt of Haryana. Applicants apply online direct on the portal of Director General Higher Education, Haryana as per schedule. Merit list is prepared there and issued to the concerned college from which admission are made. The Merit list is prepared in strict compliance to the reservation policy of the Govt Of Haryana.

6.4 Welfare schemes for

<i>Teaching</i>	The Government of Haryana has made provision of Career Advancement Scheme. Leave facility is there. Facility of loan from PF is also available. At the institution level, it provides accommodation facility on the campus and every opportunity to increase professional competency.
<i>Non teaching</i>	The Government of Haryana has made provision of Career Advancement Scheme. Leave facility is there. Facility of loan from PF is also available. At the institution level, it provides accommodation facility on the campus. Free winter and summer uniform is provided to class IV employees.
<i>Students</i>	<ul style="list-style-type: none"> Scholarships are provided to the students of SC/ST/BC/PH/EWS Free books are provided to the students of SC and ST Book bank facility is available for needy students. Concessional bus pass facility is made available to the students. Ramp facility is provided to physically handicapped students. Financial aid is given from the institution to the students of economically weaker sections.

6.5 Total corpus fund generated

--

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Principal and the Administrator
Administrative	Yes	Auditors and SO from the office of DGHE, HRY	Yes	CA appointed from the panel provided by the university

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

For UG Programmes Yes No NO

For PG Programmes Yes No NO

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

The affiliating University makes every effort to ensure timely and copy free examination. Papers are so set that these test the intensive as well as extensive knowledge of the students.

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

The affiliating University does not make any provision for according the status of autonomy to any affiliated college.

6.11 Activities and support from the Alumni Association

The college is proud of its rich and well placed alumni. The alumni keeps on holding regular meetings and remains devoted to the welfare of the institution. The alumni undertook the following activities during the session 2017-18.

- Free off campus coaching classes for the students to prepare them for competitive exams.
- Help in arranging industrial visits for the students.
- High placed alumni guided the students about various opportunities.
- Regular feed back to the principal suggesting the ways for the improvement of the institution.

6.12 Activities and support from the Parent – Teacher Association

It has been the endeavour of the college to take all the stakeholders in confidence and to involve them. Regular meetings of parents and teachers are held to take their feedback and to apprise them the progress of their wards. The valuable suggestions of the parents are given due consideration in the policy matters decided by the advisory committee of the college. Parents are also involved in the activities and the functions organised by the college.

6.13 Development programmes for support staff

The college takes care of all the stake holders and ensures their holistic development. The college sees that its support staff leads a stress free life. For this Yoga classes are arranged time to time. Liberal leave policy is available. They can avail loan facility. Summer and winter uniforms are provided.

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

- Plantation
- Efforts for carbon neutrality
- Energy conservation
- Use of 100% L.E.D. Lights.
- Use of silent and smokeless genets
- Special emphasis is laid on the maintenance of lush green lawns and on the cleanliness of the campus

Criterion – VII

7. Innovations and Best Practices

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

- Involved a large no of students in energy conservation programs, help for the needy students from the resources generated by them, Swachata Abhiyan and other community development programs by forming a Self Help Group which works for the welfare of the college as well as the students. Help of the students by the students created a very congenial atmosphere in the college.
- Students were given key responsibilities in the organization of college functions and activities. This helps them in learning the elements of governance, leadership and team spirit.

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

ANNUXRE - 2

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

- | |
|--|
| <ul style="list-style-type: none">• Proper feedback system has been adopted and random student surveys are conducted ensuring quality education and participation of all concerned to the governance of the college to their satisfaction. This participated management has helped in creating healthy environment in the college• A large no of extension activities along with imparting of effective teaching and learning helped in overall growth of the personality of the students and in realizing their institutional social responsibility making them better human resource. |
|--|

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- | |
|--|
| <ul style="list-style-type: none">• Plantation programs on important occasions and anniversaries are organized.• Special emphasis is laid on clean and green campus by giving the students responsibility to maintain it.• Water Conservation and energy conservation programs are given top priority. |
|--|

7.5 Whether environmental audit was conducted? Yes No N

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

Strengths

The college has well qualified and dedicated faculty mostly remains engaged in active research work and imparting quality education.

The college has all the necessary infrastructure which can be boasted of by any good college in this modern era of technology

The college ensures that the students grow not only academically but also in other ways

The students are associated in all the activities of the college and the committees to create a sense of belongingness and responsibility.

The college has a strong feedback system

The college has a well stocked computerised library and administrative block

Weaknesses

Lack of exposure and poor communication skills on the part of the students
Economic and social backwardness of the area

Opportunities

The College provides opportunity to grow not only academically but also in other ways

The College helps the students in understanding their social responsibility towards community and instilling confidence.

Challenges

Excessive use of Internet in unproductive activities leading to deviation from studies and their objectives is a big challenge which requires immediate solution.

The dilly dallying policy of government on recruitment of the faculty affecting the quality of education and burden on the finance of the college.

8. Plans of institution for next year

Annuxre -3

Name Dr. P.K. Aggarwal

Name Dr. Yasvir Singh

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure-I
Internal Quality Assurance Cell
Plan of Action
2017-18

The college started with the lofty mission of kindling the light of knowledge in this educationally and socially backward area of Haryana , has been able to made big strides not only in the field of education but in all the walks of life and has produced a large number of students contributing a lot in all the fields. IQAC of the college is committed to take this mission forward and to provide quality education along with the development of the personality and analytical and digital skills so that our students may make their presence felt whenever they go. It has been our constant endeavor to produce learning centric environment where the culture of excellence is generated to help the students grow automatically. The faculty of the college also remains devoted to the duties assigned to it and leaves no stone unturned to produce good results which any good institution can boast of.

IQAC gives top priority to teaching learning process in the college and sees that it is not ignored at any cost. Regular classes, tutorials, help for both the weak and advanced students, doubt clearing classes, regular tests, assignment have been made a regular part of the curriculum. The faculty has been asked to use modern technology like e-resources, audio-visual aids, PPT's etc along with traditional chalk and talk method while imparting educational instructions. All the heads of the deptt. have been instructed to prepare their academic calendars specifying their academic and extension activities and to adhere to them strictly.

IQAC feels that only scholastic learning won't help the students unless and until it is accompanied by other skill like analytic, communication and digital skills to excel in any field to instill confidence in them and to update their knowledge.

IQAC also feels that the students of this backward area lag behind in exposure, awareness and information which are so necessary for excelling in any field. For this, IQAC has instructed various committees clubs, cells, deptt and societies to organize more and more programmes, seminars, workshops counselling sessions etc for promoting and nurturing the above said skills.

IQAC of the college is committed to produce healthy environment in the college so necessary for the proper growth of the students. IQAC has asked its Women Cell and Prevention of Sexual Harassment cell to aware the girls students about their rights and duties and pros and cons of daily life. These have been asked to deal with the cases of sexual harassment strictly to ensure safe and secure environment to the girls. Motivational lectures and documentaries on women issues have been incorporated in the activities of the Women Cell to sensitiise both the boys and girls towards gender issues.

IQAC wants that the students of the college go as responsible citizens when they leave the college and must realize their social responsibilities. For this N.S.S, N.C.C, Youth Red Cross, Red Ribbon Club, Legal Literacy cell etc have been created. IQAC along with these Units & Clubs plan to organize various programmes like Blood Donation Camp, Jan Chetna Rallies, Legal Literacy Programmes, Plantation programmes, Swachtchta Abhiyans etc to imbibe the spirit of social service and general awareness among its students.

The motto of the college is to provide quality education to the satisfaction of all the stake holders. For this,IQAC tries to take all the stake holders, i.e, faculty, students, parents and the representatives of the community into confidence and to implement their views and suggestions. It has also developed a strong feedback system. It plans to take the feedback from the students, parents, members of the community and various dignitaries visiting our college. Meeting of the faculty and the principal with the parents and representatives of the community and local bodies have been planned to utilize the valuable suggestions.

IQAC has planned to take care of the health of the students and the faculty. Various lectures are organized on health awareness and personal hygiene by medical experts. IQAC has also made it a practice to get the medical health check up of the students done by the doctors in the nearby hospital of Dadri Education Society, the parent body of the college, and counsel them accordingly, this year too, we have a plan to get it done in September.

IQAC sees that the students of the college get all the basic facilities to ensure secure & healthy life, we already have R.O system to produce clean water in girls common room and staff room. This year, we have a plan to install R.O system for the boys also. We also have a plan to get the necessary wear and tears of the college repaired. Updation of labs is also in pipeline. It also has a plan to get the boundary wall of the college erected as the college faces the problem of the attempts of the encroachment by miscreants located nearby.

IQAC is committed to the welfare of the students belonging to SC,BC,ST,OBC,PH and EBC. It helps the students in availing the various welfare schemes and scholarships launched by the govt. Like previous year, this year too IQAC has planned to give financial help to students of EBC who are not covered under any benefit from the govt. In addition to it, IQAC also sees that the students of SC,BC,ST get free books from library set up in SC ST Cell for this purpose.

IQAC has also planned to organize the meeting of alumni of the college so that their valuable suggestions and other contributions might be availed for the welfare of the college. The IQAC of the college is committed to enhance and assure internal quality to create congenial atmosphere conducive to studies and over all development of the students.

(Dr. R.N. Yadav)
P.K Aggarwal) Chairman cum Principal
Co-ordinator

Internal Quality Assurance Cell
Assurance Cell

(Dr.

Internal Quality

ANNEXURE-II

Report of Internal Quality Assurance Cell

2017-2018

It is a matter of great pleasure and satisfaction that a small sapling planted in form of Janta Vidya Mandir Ganpat Rai Rasiwasia College Charkhi Dadri with the lofty mission of kindling the light of knowledge in this educationally and socially backward area of Haryana has developed into a big plant and has been providing quality education to the masses catering to students diversity to the satisfaction of all the stake holders. It has been the constant endeavour of IQAC to see that alongwith personal growth our students understand their institutional and social responsibility and emerge as asset to the nation. Every effort is made to develop digital skills, analytical skills, communication skills alongwith subject skills among the students. Highly qualified and research oriented faculty of the college remains dedicated to the welfare of the students and sees that the interests of the students are not ignored even the least. Various clubs, cells, units, societies have been established which organize various extension activities to help the students in growing as wholesome personalities and responsible citizens to gear them up for future life and challenges.

Teaching, Learning and Evaluation:

Every educational institution is supposed to give top priority to teaching and learning process and so we have. IQAC of the college has framed various strategies to enhance quality improvement leading to academic excellence. This year, the departments and various cells and clubs were asked to prepare their academic calendars/ activities specifying their academic and non academic activities. The faculty was emphasized to use interactive method of teaching alongwith traditional mode of chalk and talk method. The faculty of the college remained committed to promote academic excellence among the students by using modern teaching methods like e-learning resources, LCD Projectors, PPT etc. Interactive learning was promoted through field tours, Industrial visits, workshops, seminars, group discussions, quizzes and PPT Presentation etc. Extension lectures by academic experts were arranged. Special doubt clearing classes, tutorials, mentor- mentee groups were organized to help the students in overcoming learning difficulties and to establish personal contact between the teacher and the taught. Students were not only taught but were also evaluated time to time. Class tests, assignments, projects and Paper and PPT presentations were taken from the students to evaluate them and to point out their lapses for further improvement. Marks of internal assessment were awarded on the basis of the performance in the class and tests etc. The IQAC of the college is committed to zero tolerance towards copying and is a known college for its anti copying efforts. As a result of all this, the pass percentage of the college is a bit low filtering the non-serious students. Many of our students bagged top positions in University merit of successful candidates.

Extension Activities:

IQAC of the college makes every effort to see that the students of the college emerge out as complete personalities and should realize their National, social and institutional responsibilities so that they may make positive contribution in the development of the nation and society. For all this, various departments, clubs, cells, societies, unit etc organized 69 extension activities like

Skill Development Programs, Entrepreneur Development Workshop, Blood Donation Camps, Jan Chetna Rallies on various issues, Tree plantation programmes, Environment Day, Voters Awareness Rally, Consumer Awareness Campaign, RTI Awareness Programmes, Youth Day, Women Day, Legal Literacy programmes, NSS Camps, seminars, workshops, Open House Discussion and various other constructive and creative activities to imbibe the spirit of community development and National integration. These activities also helped in enhancing various skills like digital skills, communication skills and analytical skills among the students. About 1364 students i.e. about 55% of the total students of the college participated in various extension activities at College, University, State and National level.

Research and Development:

IQAC of the college can boast of its highly educated, dedicated and research oriented faculty which remains busy in various research activities, curriculum development, working in various boards of the university alongwith their regular teaching work. IQAC of the college promotes research activities and encourages its faculty to participate more and more in workshops, seminars, conferences etc to make them abreast with latest developments undergoing in the fields of education and research. IQAC gives its best to provide good environment and facilities like e- resources, good library, internet facility in the departments, liberal leave scheme, and research committee etc. As a result of all this, almost 100% of the faculty remained engaged in research related activities. About twenty percent of the faculty (7 in number) is research guide, three Ph.D degrees were awarded under them, six faculty members are members of UG Board of Studies of the University engaged in curriculum development programmes, six faculty members worked as subject experts in various state boards and universities, two faculty members worked as Resource person in national seminars, twelve papers were published in International journals and four in National Journals, six books were published with ISBN no, three without ISBN no and three chapters in books, 13 papers were presented in International Seminars, twenty in National seminars and one in state seminar, five faculty members participated in three week Refresher Courses, six extension lectures and two radio talks were also delivered. One day National Seminar in Hindi sponsored by DGHE Haryana was also organized by the college.

Feedback system and Grievances Redressal Cell:

IQAC of the college feels that feedback system and student satisfaction survey is very essential for further growth and to provide quality education to the satisfaction of all the stakeholders. It has developed a very strong feedback system Complaint and Suggestion boxes have been installed at all the strategic points. IQAC also organized random feedback from the students on the curricula, infrastructure available in the college and the teaching method of the teachers. Mentor- mentee groups have also been formed to know the feedback and the problems of the students and if any improvement is required, it is immediately heeded to. Random student satisfaction surveys are made time to time. IQAC also keeps on taking the feedback from the parents and other dignitaries visiting the college. This year meetings of the Principal, faculty and the representatives of local boards and parents- teacher meeting were organized to take feedback and co-operation in providing quality education to the satisfaction of all the stake holders. It also

organized orientation program for the new entrants of the college to apprise them of the facilities, opportunities, rules and regulation and the dos and donts of the college. To provide safe, secure and healthy environment in the college, Anti- Ragging Committee, Prevention of sexual harassment cell and women cell have been created. These cells alongwith Beti Bachao Beti Padhao cell organized various lectures, workshops, awareness programmes, talks and competitions to sensitise both the boys and girls towards gender issues.

Physical Infrastructure :

IQAC of the college tried to provide all the possible physical infrastructure to facilitate the students in getting quality education and developing into whole some personalities. The college has a well stocked computerized library with 47773 books, 3135809 e-books, 6237 e-journals and 13 research papers for enriching the curriculum and to promote research activities. A considerable number of books has been added to it this year. Internet facility in all the deptt. and Network Resource Center for free use of internet services for the students have been provided in the college. The administrative block of the college is fully computerized and the correspondence with the Dept. of Higher Education and the affiliating university is made both online and offline. The college has 35 spacious class rooms with adequate furniture, a conference hall, a seminar hall, 15 well equipped laboratories, botanical garden, zoology museum, English language lab, EDUSAT facility, its own stadium, gymnasium, 125KV genset for round the clock power supply. 100 % RO purified water, chiller plant for providing cold water during summer season, canteen, girls common room, lush green lawns, stationery shop, post office and a bank. IQAC sees that the students don't have to face any difficulty in getting quality education.

Students Support Service:

IQAC of the college takes every care to provide all kind of support services to the students. S.C, S.T, B.C and minorities cell of the college is committed to the welfare of the students of these categories. The students of these categories were guided about the various welfare schemes and scholarships launched by the state and centre government. Various lectures and programmes were organized to awaken them about their rights and emancipation. The cell has established a library for these students to provide them free books for the whole year. This year 157 number of S.C. students and 109 number of B.C. students applied for scholarship and financial help. 05 Number of students of EBC were given financial aid from the college. In addition to this Career Guidance Cell provides the students guidance in choosing the right career. Mentor groups provide them any kind of support that they need. Women cell, Prevention of sexual Harassment cell and Beti Bachao Beti Padhao cells are committed to provide every kind of support services to the girl students who form a greater part of the college strength. The motif of IQAC remains to provide all the support services to the students to develop them as healthy and self reliant man power contributing to make the country great.

Alumni Association:

IQAC of the college remains in regular touch with alumni association of the college and keeps on engaging it in the development works of the college. The alumni of the college kept on

visiting the college, guided the students about various careers and helped in taking the students to field and industrial visits. Since the alumni of the college is very rich in knowledge and works in varied fields, their valuable suggestions and feedback are taken from time to time and are incorporated in the plans and objectives of the college.

It gives us immense pleasure to say that the college is flourishing well, imparting quality education and meeting the purpose, mission and objectives with which the college has been created.

Achievements of the Faculty

2017-18

Dr.Yashvir Singh

- Research guide
- Published 3 books with ISBN no and 01 Chapter in Edited book.
- Resource person in National Seminar.
- Published 04 research papers in National Journals with impact factor 3.3.
- Member UG Board of Studies.
- Presented 05 research papers in National Seminars and 01 in State Seminar.

Dr. Rajender Singh

- Published 09 research papers in International Journals with impact factor 5+.
- Presented papers in 7 International and 6 in National Seminars.
- Published 01 book with ISBN no and 02 Chapters in Edited books.
- Organized one day National Seminar.
- Subject expert, Haryana Board.
- Awarded Sahitya Shiromani Award and Honorary degree of Sahitya Vachaspati.

Dr.Suresh Kumar

- Member, UG Board of Studies.
- Research Guide.
- Subject Expert, Haryana Board.
- Presented research papers in 2 International seminars & 2 National Seminars.

Dr. I.S.Gupta

- Subject Expert, C.B.L.University & Haryana Board.
- Research Guide.
- 3 Books published without ISBN no.
- Awarded 01 Ph.D under his guidance.
- **Dr. Rajkumar Garg**
Research Guide.
- 2 Ph.D awarded under him.

Dr. M.K.Jain

- Subject Expert.
- Resource person in National Seminar.
- Delivered extension Lectures & Radio talks.
- Member, UG Board of studies.

Dr.Sushila Saini

- Attended 3 week refresher course.
- Presented 02 research papers in National Seminars and attended 02 other National Seminars.

Dr.P.K.Aggarwal

- Research Guide.
- Member, UG Board of Studies.

Sh.Roshan Lal

- Presented 01 research paper in International Seminar and 03 research papers in National Seminars.
- Pursuing Ph.D research work.
- Delivered extension lectures.

Mrs.Garima Sheoran

- Presented 01 research paper in National Seminar.
- Pursuing Ph.D research work.
- Attended 3 week refresher course.

Sh.Deepak Dhillon

- Presented a research paper in International Seminar.
- Pursuing Ph.D work.
- Attended 03 week refresher course.

Dr.Jitender Kumar

- Presented research paper in National Seminar.
- Attended 3 week refresher course.

Dr.Bhupender Singh

- Attended 3 week refresher course.
- Presented research paper in National Seminar.

Sh.Jaiveer Singh

- Published one book and one chapter in Edited book.
- Subject expert Haryana Board.

Sh.N.P.Panwar

- Member, UG Board of Studies.
- Subject Expert, Haryana Board.

Dr.Vipin Pal

- Presented a research paper in State Seminar.
- Awarded Ph.D Degree.

Sh.Ashok kumar

- Published 02 research papers in International Journals.

Sh.Arun kumar

- Presented 01 research paper in National Seminar.

Mrs.Priti Gupta

- Presented 02 research papers in National Seminars.

Mrs.Hemlata

- Presented 02 research papers in two National Seminars.

Dr.S.K.Bansal

- Member, UG Board of Studies.
- Subject expert.

Sh.Amarjeet

- Pursuing research work leading to award of Ph.D degree.

Various extension activities organized during the year 2017-18

JULY, 2017

- One day workshop on Communication Skills by English Department on July 23, 2017.

AUGUST, 2017

- English Essay Writing Competition by English Department on August 11, 2017.
- Lecture on Akhand Bharat by N.S.S and dept of History on August 18, 2017.
- A general meeting with girls under the banner of Beti Bachao Beti Padhao on August 22, 2017.
- Workshop on Financial Literacy by Commerce Department on August 30, 2017.
- A seminar on Indian Labour Laws & Make-Up India by Commerce Department on August 31, 2017.

SEPTEMBER, 2017

- A general meeting of new girls students was organized by women cell on September 1, 2017.
- Group discussion by English Department on September 5, 2017.
- Lecture on the occasion of 125th Anniversary of Swami Vivekananda was organized by N.S.S and dept of History on September 11, 2017.
- Hindi Day Celebrated by Hindi Department on September 14, 2017.
- Quiz Contest by Biology Department on September 16, 2017.
- Blood Donation Camp by Youth Red Cross and NSS on September 20, 2017.
- Essay Writing Contest on female Foeticide by B.B.B.P Cell on September 26, 2017.
- Bhagat Singh's Birthday Celebration by N.S.S and Dept of History on September 27, 2017.
- Inter College A.D.Shroff Declamation Contest on September 28, 2017.

OCTOBER, 2017

- Swachchhta Divas by N.C.C and N.S.S. Units on October 21, 2017.
- Essay Writing Competition by Women Cell on October 3, 2017.
- Science Essay Writing Competition on October 6, 2017,
- Quiz Contest on Computer Awareness by Computer Science Department on October 7, 2017 & October 14, 2017.
- Extension Lecture by Hindi Department on October 10, 2017.
- Paper Reading & Declamation Contest by Geography Department on October 10, 2017.
- Lecture on Swadeshi Movement and Oath Taking against Chinese Goods by N.S.S on October 10, 2017.
- Open House Discussion & Training Programme on RTI by RTI Cell on October 11, 2017.
- One day Workshop on 'Essentials of Effective Writing in English by English Department on October 13, 2017.
- Science Quiz in Chemistry by Chemistry Department on October 12, 2017.

- Poster making, Card Making and Slogan writing contest by N.S.S on October 13, 2017.
- Science Exhibition on October 14, 2017.
- A Rally on Beti Bachao Beti Padhao by the College along with Women and Child Welfare Department on October 13, 2017.
- Blood Donation Camp at Adarsh Dharamshala by YRC on October 21, 2017.
- Extension Lecture on October 25, 2017.
- Run for Unity and Oath taking for National Integration on October 31, 2017.
- Annual Prize Distribution Function on October 30, 2017.

NOVEMBER, 2017

- Poetic Recitation Competition by B.B.B.P Cell on November 2, 2017.
- Extension Lecture by Hindi Department on November 3, 2017.
- Field visit by Botany Department to study Flora and Fauna on November 6, 2017.
- Essay Writing Competition by Geography Department on November 7, 2017.
- Collage and Poster making Competition on the theme of Beti by B.B.B.P Cell on November 14, 2017.
- Inter class Geography Exhibition on November 15, 2017.
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JANUARY, 2018

- National Youth Day Celebration by N.S.S and Dept of History on January 12, 2018.
- Collage making Competition by Botany Department on the topic Nature/Diversity of Plants on January 13, 2018.
- Lecture by a famous Gandhist S.N.Subba Rao by N.S.S on January 15, 2018.
- Extension Lecture by Political Science Department on January 15, 2018.
- Field visit for bird watching by Zoology Department on January 24, 2018.
- Essay Writing Competition by English Department on January 24, 2018.
- Seven Day N.S.S. Camp from January 25, 2018 to January 31, 2018.
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FEBRUARY, 2018

- Extension lecture by Political Science Department on February 1, 2018.
- Extension lecture by Geography Department on February 3, 2018
- Field visit by Botany Department for the collection of hydrophytes on February 7, 2017.
- One day National Seminar by Hindi Department on February 15, 2018.
- Declamation and Debate contest and P.P.T Presentation were organized by Legal Literacy Cell on February 23, 2018.
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- Inter College Essay Writing Competition by Political science Department on February 23, 2018.

- Inter College Objective Type Questions contest by Political Science Department on February 23, 2018.
- Inter College Declamation Contest by Political Science Department on February 23, 2018.
- Inter College Quiz Contest by Political Science Department on February 23, 2018.

MARCH, 2018

- International Women Day Celebration on March 8, 2018.
- A Programme under the banner of National Nutrition Mission was organized by B.B.B.P Cell of the college along with Women & Child Welfare Department Charkhi Dadri on March 14, 2018.
- Movie Padman was screened for girls students by Women Cell on March 14, 2018.
- Five Days District Level Training Programme by YRC from March 19, 2018 to March 23, 2018.
- Screening of the play The Merchant of Venice by Shakespeare organized by English Department on March 28, 2018.
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Dr. Yasvir Singh
Principal-cum-Chairman
IQAC

Dr. P.K. Aggarwal
Co-Ordinator
IQAC

ANNEXURE-III
INTERNAL QUYALITY ASSURANCE CELL
PLAN OF ACTION
2018-2019

The College has been able to make its presence felt in field of education not only in South Haryana but also in the whole of Haryana and it is considered as one of the premier institutions. It has always emphasized quality education along with focus on overall development of the personality of the students so that they may make a positive contribution and prove to be an asset of the nation and get success wherever they go. The faculty of the college remains committed to provide learning centric environment to the satisfaction of all the stakeholders to get the desired results and to achieve the mission with which the college has been established.

Teaching learning process has always been the top priority of the IQAC of the college. To ensure all this, regular classes, tutorials, mentor-mentee groups, help for both the weak and advanced students, doubt clearing classes, regular tests, assignments, PPTs by the teachers and students and use of audio visual aids have been regular feature of the college. Every effort is made to improve analytical digital and subject skills among the students so that they may cope up with the needs of time. This year,the faculty has been instructed to focus more on interactive method of teaching and has been encouraged to arrange field tours, industrial visits etc. so that the Students get maximum exposure. Experts from industries and related fields will be called to provide practical knowledge on the topics they study. IQAC focuses not only on teaching and learning but also on the evaluation. Class tests are held time to time, assignments, projects and PPTs are given to the students and evaluated on the basis of which internal assessment marks are awarded IQAC also plans to arrange students satisfaction survey at the end of each semester. IQAC also plans to cater the students diversity by encouraging the students from different sects of caste, religion and communities to seek admission in our college and to provide them healthy learning centric environment.

IQAC of the college focuses on curriculum planning and its implementation. All the heads of the departments have been asked to prepare their academic calendars specifying their academic and extension activities and sees that these are strictly

adhered to. Students at PG level have been provided academic flexibility and can opt one subject from other streams. IQAC emphasizes the enrichment of curriculum by encouraging various tours, visits, extension lectures exchange programs etc.

Feedback system developed in any institutions leaves much scope for improvement. IQAC of the college has developed a strong feedback system by taking regular feedback from all the stake holders. This year IQAC has planned to organize meets like parents teachers meeting, meeting with the representatives of the local bodies, meeting with students etc. IQAC with Grievances Redressal cell try to redress the grievances of the students and the employees so that healthy environment develops in the college.

IQAC along with various other clubs, societies, cells, units has planned to organize more and more extension activities, lectures, workshops, documentaries on women issues. Blood Donation camps, Jan Chetna Rallies, Legal Literacy Programmes, Van Mahotsva, Awareness Programmes, Swachhta Abhiyaan, Consumers Awareness. RTI Awareness Programs to make the students realise their social responsibility and to create general awareness. For this, various cells like Women Cell, Prevention Of Sexual Harassment Cell, Road Safety Club, Beti Bachao Beti Padhao Cell, Red Ribbon Club, N.S.S, N.C.C Cultural Cell etc. have been created in the college. We also have a plan to make collaboration with certain social organizations and other institutes to extend our activities and to get expert services from other institutions.

We already have a well qualified and dedicated faculty committed to provide quality education to the students, still acquisition of knowledge is a never ending process and scope of improvement is always there. IQAC of the college promotes its faculty to undertake more and more research projects, write research papers, participate in National and International seminars and workshops. We also have a plan to undertake Faculty Development Programs during vacations and breaks and to organize interdisciplinary lectures and talks, fitness programs for faculty etc.

The college has a well maintained library, round the clock power supply, clean and safe water facility, green lawns, well maintained labs, spacious and sufficient numbers of rooms, auditorium, conference hall, seminar room, stadium, language lab and sufficient IT infrastructure. This year IQAC has planned to pay greater heed to sports facilities in the college. We have a plan to get the boundary wall of the college stadium erected as some parts of it is in dilapidated condition and may

be encroached upon. We also have a plan to get the filling work of the stadium done as it was constructed long back and has become low lying due to construction in surrounding areas. We also have a plan to get the basket ball ground prepared. We also have a plan to further strengthen the existing labs, office etc to augment library services.

The alumni of any institution speaks volume high of it and can contribute in its development. This year we have a plan to strengthen the existing Alumni Association of the college by asking it to get itself registered and to help in campus placements and industrial visits. Since last few years, a trend has been seen among the students to attend coaching classes for competitive exams even bunking the classes. To cater the needs of the students and to attend classes, IQAC has planned to provide coaching for competitive exams after college hours in collaboration with alumni association of the college.

It has been our constant endeavor to enable the students to get employment after passing out from the college. All the necessary skills like subjects skills, analytical skills, digital skills and communication skills are provided to the students through necessary training from trained professionals and to organise placement drive to help the students get campus placements. Career Counseling Sessions will also be organised to aware the students about various career options and scope in higher education which is so necessary for the students of this area.

IQAC of the college is committed to enhance and assure the quality to the satisfactions of all concerned.

(Dr. Yashvir Singh)
Principal-Cum-Chairman
IQAC

(Dr. P.K Aggarwal)
Co ordination
IQAC

