

2011-12

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)

AQAR for the year

2011-12

Part – A

1. Details of the Institution

1.1 Name of the Institution

Hindu Girls College

1.2 Address Line 1

Hindu Girls College

Address Line 2

Kath Mandi

City/Town

Sonepat

State

Haryana

Pin Code

131001

Institution e-mail address

hindu_girlscollege@yahoo.co.in

Contact Nos.

0130-2241546

Name of the Head of the Institution:

Mrs Nirmal Jabbal

Tel. No. with STD Code:

0130-2241546

Mobile:

9896342653

Name of the IQAC Co-ordinator:

Sh. O.S Dahiya

Mobile:

9671925708

IQAC e-mail address:

hindu_girlscollege@yahoo.co.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

HRCOGN10313

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)

Prof. L.K .Mangotra(Chairman),
Prof. R.S.Bawa(member),
Dr. S.K Dhawan (member)
Dated 21-03-2003

1.5 Website address:

www.hgcsonepat.com

Web-link of the AQAR:

http://hgcsonepat.com/naac.html

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++	81.8%	2003	2003-08
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

01/07/2010

1.8 AQAR for the year (for example 2010-11)

2011-12

1.9 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 26/12/2015 (DD/MM/YYYY)
- ii. AQAR (DD/MM/YYYY)
- iii. AQAR (DD/MM/YYYY)
- iv. AQAR (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution (UGC) 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law

TEI (Edu) Engineering Health Science Management

PEI (Phys Edu) Others (Specify)

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

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input checked="" type="checkbox"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

- 2.4 No. of Management representatives
- 2.5 No. of Alumni
- 2.6 No. of any other stakeholder and community representatives
- 2.7 No. of Employers/ Industrialists
- 2.8 No. of other External Experts
- 2.9 Total No. of members
- 2.10 No. of IQAC meetings held
- 2.11 No. of meetings with various stakeholders: No. 04 Faculty 2
 Non-Teaching Staff Students Alumni Others
- 2.12 Has IQAC received any funding from UGC during the year? Yes No
- If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Awareness regarding IQAC AGENDA of the college.
- Dissemination of knowledge regarding NAAC criteria.

2.14 Significant Activities and contributions made by IQAC

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

1. Academic Audit of the session 2010-11
2. Members of Board of Studies from the college to be informed about the problems in syllabi
3. Promotion of faculty development

4. Promoting research and extension activities
5. Updating of infrastructure
 - Proposal of constructing smart classrooms for the use of ICT tools
 - Proposal of constructing language lab
 - Purchase of required equipments
 - Updating the library stock
 - Reconstruction as well as refurnishment of the Principal office
 - Installation of LPG connection in Chemistry Lab
6. Organising educational trips to make teaching more effective as well as student centric
7. Encouraging students to participate in Co-curriculum like NCC and NSS
8. Improving communication skills by conducting add-on course in spoken English
9. Encouragement to Career – counselling as well as campus placement
10. Encouragement to sports and games as well as Cultural Events.

11. Addressing grievances of hostel students
12. College financially supports SC,OBC and low income groups students true to its motto of 'Education to All'
13. Proposal of tapping renewable energy
14. Making efforts for the appointment of regular Principal

Outcomes Achieved

1. Academic Audit was conducted for the session 2010-11. Some courses like BBA, BCA, B.Sc. Biotech, M.A. Skt. and M.A. English reported 100% pass percentage which was appreciated. Courses like BBA, BCA, B.Sc. Biotech, M.A. Skt. were achievers as they reported 40-50% distinctions. Courses like B.A I, M.A Geography were asked to take appropriate steps to counter deprivation in results.
2. Members of Board of Studies from the college took up the issues regarding problems in the syllabi resulting in their redressal.
 - Number of faculty members as members of Board of Studies in various departments in MDU.
 - > PG = 02
 - > UG = 11
3. Number of faculty members benefitted by-

• Refresher Courses	=	01	
• Orientation Programmes	=		02
• Workshops	=	03	

→ Faculty participation in conferences and seminars-

No. of Faculty	International Level	National Level	State Level
Attended	01	36	02
Presented papers	03	09	-

4. Details of research works or extension activities undertaken-

- Publication in peer Review Journals International = 06
- Chapter in Edited Books = 02
- Numbers of Faculty from the Institution who are Ph.D. guides = 01 ; Students registered under the = 01
- The college organised a UGC sponsored 2 day national Seminar on the topic “Human Rights-Emerging Issues “ which was attended by the entire teaching staff.

5. Updating /Addition of infrastructure:-

- Two rooms have been equipment with ICT infrastructure from college funds
- Language Lab has been constructed from UGC funds
- 160 equipments have been purchased from UGC and college funds
- 1421 new books have been added to the library
- Well furnished and air conditioned Principal office fitted with 42’ LCD screen connecter with CCTV Cameras
- Two LPG connections installed in Chemistry Lab

6. Educational tours organised by the college-

- Visit to mental hospitals by Psychology Department
- Visit to Parliament by Social Science Department
- Industrial visits by BBA, Commerce and Economics Department. Students have been sent to Escorts Ltd. , Air India, HDFC Life, NTPC Ltd., Indo Asian and Rahul Group of Industries to help them in developing entrepreneurial skills
- Visits to various pathology labs, diagnostic centres and hospitals by Biotech Department

7. In NSS events, 01 student participated at national level whereas in NCC events, 08 students participated at national level

8. College is conducting English communicative class in collaboration with ACE Academy, Sonapat.

9. a. 3 students cleared NET exam

b. 25 students participated in off-Campus drive out of which 10 were placed

10. Sports and Games-

	State /University level	National level
Students participated	25	09
Medals/ Awards won	10	06

Cultural Events-

	State/ University level	National level
Students participated	35	06
Medals/ Awards won	24	03

11. Grievances of hostel students regarding hot water have been resolved

12.

	Number of students	Amount
Financial support from institution	670	10,51,200

13. a. Solar panels have been added.

b. Organic waste is separated and treated for converting into organic manure which is used in college lawns.

14. With the introduction of semester system, the number of teaching as well as working days have increased.

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

Provide the details of the action taken

- The AQAR Agenda was placed before the management and the management ensured that all requirements related to infrastructure like..
 - ICT Rooms.
 - Language Lab.
 - Equipments.
 - Upgrading Library Stock would be met.

- The management encouraged the faculty to update themselves by going for research & Extension activities.
- The management further felt that proper leadership needs can be met only by a regular Principal and made efforts in this direction.
- The chairman addressed the faculty & expressed his interest in registering for re-accreditation.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	N.A.	-	-	-
PG	5	-	3	-
UG	8	-	3	-
PG Diploma	1	0	1	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	0	0	0	-
Others	-	-	-	-
Total	14	0	07	0

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All Programmes
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: Annexure-I*

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

As Per University Guidelines

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

N.A

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	43	08	35	-	-

2.2 No. of permanent faculty with Ph.D.

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
	-	24	-	-	-	-	-	-	-	24

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	36	02
Presented papers	03	09	-
Resource Persons	-	-	-

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

- IQAC contribute to improve the teaching-learning process by reviewing the results of each semester and makes suggestions for improvement
- Class-room teaching by conventional black board and chalk method.
- Use of Diagrams, Charts, Models, Demonstration of specimen etc.
- Group discussion in class room to provoke thought process
- Assignments and Tutorials
- Practicals in subjects
- Viva-voce
- Brain storming to elicit ideas
- Use of Computers and Projectors
- Co-operative learning i.e. to learn from peer group and improve understanding
- Case Studies and Role playing (BBA and Languages)
- Film screening by Language Departments and Psychology Department
- Problem solving is encouraged both inside and outside the class as per requirement of the students.

- Field visits and excursions are organized to sharpen their observation skills and noting down things of relevance.
- Seminars and Paper Presentation by the students so as to inculcate communication skills in them and boost up their confidence.
- Publishing students articles, stories and poems etc. in college magazine in order to share their ideas and improve their creativity.
- Monitoring of students so as to provide them overall support.
- College provides facilities to organize national conference/seminars and extension lectures which gives a platform for interaction with experts in the relevant fields.
- Various departmental societies organize the events such as paper reading contest, quiz contest, essay writing competitions, debates, exhibitions etc. that help students to nurture their personality.
- Well stocked library.
- Internet facility for faculty and students.
- To develop the skills of collaborative learning, students are motivated to join NCC, NSS and Envicon Society which teach them to become good citizen.
- Inter-college and inter-district academic programmes enhance the creativity of students. LCD panels, Audio-Visual aids are used.
- Project work and presentations by students as well as by faculty to enrich themselves.
- Organizing industrial visits by BBA, Commerce and Economics Departments. Organizing visits to mental hospitals by Psychology Department.
- Organizing visits to Parliament by Social Science Department.
- Educational tours are regularly organized by the college to give an exposure of the outside world to students.
- Bio-Tech Department takes its students for visits to various pathology labs, diagnostic centers and hospitals.
- Exhibitions are organized in the college by various societies and students are encouraged to participate in competitions organized by other colleges in their area of specialization.
- The students are explained the pattern of examination and method of attempting questions in very beginning of the session.
- We have two smart classrooms.
- Faculty updates their knowledge by referring to the internet, latest edition of reference books, journals, periodicals and reports etc.
- Faculty members also participate in refresher courses, seminars, workshops and conferences to update themselves.
- Special classes for weak and meritorious students.
- Students benefit a lot by such innovative teaching method adopted by the faculty.

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

226

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Double Valuation

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

11

02

-

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.COM I	102	11.76	69.61	2.94	-	72.54
B.COM II	102	14.71	57.84	12.75	-	70.58
B.COM III	75	--	16.00	54.6	16	86.66
B.COM IV	74	--	28.38	33.78	0	62.16
B.COM V	88	--	34.09	50	10.2	91.42
B.COM VI	87	--	51.72	40.2	2.29	--
B.COM VOC. I	55	18.18	85.45	3.63	-	89.09
B.COM VOC. II	54	25.93	55.56	1.8	-	57.4
B.COM VOC. III	42	--	47.62	28.57	11.9	88.09
B.COM VOC. IV	42	--	54.76	9.5	2.38	66.66
B.COM VOC. V	35	--	62.85	28.5	-	94.31
B.COM VOC. VI	35	--	62.85	20	2.8	--
B.A. I	313	--	13.10	25.2	-	38.3
B.A. II	245	0.34	11.42	32.2	-	55.97
B.A. III	293	0.41	11.94	43.3	0.68	43.67
B.A. IV	248	1.21	29.44	52.4	0.8	83.87
B.A. III year	335	--	23.28	58.5	-	81.79
BBA I	49	2.04	63.26	28.5	8.1	83.67
BBA II	47	--	51.06	2.1	-	53.19

BBA III	33	24.24	48.48	-	-	48.48
BBA IV	32	62.50	100.00	-	-	100
BBA V	39	25.64	100.00	-	-	100
BBA VI	39	20.51	100.00	-	-	100
BCA I	46	28.26	63.04	2.1	6.5	71.7
BCA II	41	7.32	65.85	12.1	-	72.72
BCA III	27	11.11	74.07	25.9	-	100
BCA IV	27	44.44	96.30	-	-	96.29
BCA V	43	62.79	100.00	-	-	100
BCA VI	44	--	100.00	-	-	100
B.SC I	163	14.72	52.15	9.2	-	67.48
B.SC II	160	15.63	65.00	13.75	0.62	79.37
B.SC III	120	20.83	76.67	11.66	-	83.33
B.SC IV	122	27.05	78.69	13.1	-	91.8
B.SC V	140	22.86	85.00	12.85	-	97.85
B.SC VI	140	15.71	49.28	8.5	-	90.57
B.SC BIOTECH I	15	40.00	100.00	-	-	100
B.SC BIOTECH II	10	70.00	100.00	-	-	100
B.SC BIOTECH III	10	40.00	50.00	-	-	60
B.SC BIOTECH IV	10	83.33	100.00	-	-	100
B.SC BIOTECH V	15	73.33	73.33	-	-	73.33
B.SC BIOTECH VI	15	80.00	80.00	6.67	-	86.6
M.A. SKT I	12	--	25.00	66.6	-	91.6
M.A. SKT II	13	--	15.38	30.7	-	46.15

M.A. SKT III	12	8.33	100.00	-	-	100
M.A. SKT IV	12	41.67	100.00	-	-	100
M.A. ENG. I	21	--	0.00	4.7	19.04	23.8
M.A. ENG. II	21	--	0.00	19.04	14.28	33.33
M.A. ENG. III	6	--	50.00	33.3	16.6	100
M.A. ENG. IV	6	--	16.67	83.3	-	100
M.A. GEO. I	36	--	36.11	36.1	8.3	80.55
M.A. GEO. II	35	--	51.43	34.2	-	85.71
M.A. GEO. III	22	--	13.64	59.1	27.2	100
M.A. GEO. IV	22	--	4.55	50	18.18	36.36
M.A. ECO. I	36	--	47.22	13.8	-	61
M.A. ECO. II	37	--	40.54	29.7	-	70.27
M.A. ECO. III	27	--	48.15	3.7	-	55.55
M.A. ECO. IV	27	3.57	77.77	11.1	-	96.42
M.A./MSC MATHS I	35	--	22.86	8.57	-	65.71
M.A./MSC MATHS II	35	11.43	28.57	28.5	5.7	62.85
M.A./MSC MATHS III	39	2.56	38.46	30.7	23.1	92.3
M.A./MSC MATHS IV	40	--	35.00	40	7.5	82.5

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

- The IQAC of the college reviews the results of each semester and makes suggestions for improvement. It helps in improving academic and administrative performance of the college.
- It monitors the modern methods of teaching-learning and evaluation.
- It maintains the functioning of support structure.
- It helps in organizing workshops and seminars related to quality improvement and hence motivating faculty members to attend such programmes.
- Organizes educational trips to make teaching more effective as well as student-centric.

- Feedback about faculty is also obtained to assure the quality of teaching-learning.
- Motivate faculty members to attend programmes on new and emerging technologies.
- In order to make the faculty proficient in the use of ICT based tools, it organizes workshops to enhance teaching-learning process.
- The teachers fill up their ACR and on the basis of the same their performance is judged. The good work done by the faculty members is mentioned in college report and magazine.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	03
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	16	20		30
Technical Staff	03	03		05

Criterion – III

3. Research, Consultancy and Extension

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

Dissemination of knowledge regarding Research avenues.

3.2 Details regarding major projects N.A.

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

3.3 Details regarding minor projects N.A.

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	6	1	-
Non-PeerReview Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects	-	-	-	-

<i>(other than compulsory by the University)</i>				
Any other(Specify)	2011-12	UGC		77153
A. Conference/Seminar Grant		College Management	77153	
B. Excursion/Field Tours			2700	2700
Total	-	-	Rs 79853/-	Rs 79853/-

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 N.A.

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

3.9 For colleges N.A.

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	-	01	-	-	-
Sponsoring agencies	-	UGC	-	-	-

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

3.13 No. of collaborations International National Any r

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 N.A.

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 N.A.

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

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

1

1

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

-

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

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

- The college organized a UGC sponsored 2 day National Seminar on the topic “Human Rights-Emerging Issues” which was attended by the entire teaching staff. Dr. C. Rajkumar, VC. O.P. Jindal Global University and Sh. Y.S.R. Murthy, Registrar, O. P. Jindal Global University, Sonapat, Haryana were the keynote speakers. Sh. Gautam Wahi (IRS) Deputy Commissioner Ministry of Finance, Rtd. Prof. S.C. Arora, Department of Public Administration, Prof. O.P. Wadhwa, Department Public Administration, Pt. N. R.S. Govt. College, Rohtak, Haryana, Dr. S.S. Dahiya, Head, Department of Public Administration, M.D. University, Rohtak and Dr. Anjali Dewan from St. Bedes College Shimla delivered very informative lectures. Finally the valedictory programme was chaired by Sh. Rajbir Deswal IPS, DG Haryana Police.

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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	10.39	-	-	10.39
Class rooms	40	-	-	40
Laboratories	25	01	College Fund	26
Seminar Halls	1	-	-	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year. (Laboratories)	2467	160	UGC + College Fund	2627
Value of the equipment purchased during the year (Rs. in Lakhs) (Laboratories)	66.09	16.09	UGC + College Fund	82.18
Others ICT+ Teaching Aids+ Infrastructure (In Lakhs of Rs.)	18.81	5.63	UGC + College Fund	24.44

- 4.2 Computerization of administration and library

Office and Library of the college is already computerised.

- 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (in Lakhs of Rs.)	No.	Value (in Lakhs of Rs.)	No.	Value (in Lakhs of Rs.)
Text Books	2749 3	31.12	1421	3.14	28914	34.26
Reference Books	1303	6.54	-	-	1303	6.54
e-Books	-	-	-	-	-	-
Journals	5	-	-	-	5	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-

CD & Video	-	-	-	-	-	-
Others:						
Magazine	49	.57	-	-	49	.57
Newspaper	26		-	-	26	

- 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others (Library)
Exist ing	160	04	1	-	-	11	14	06
Added	39	01	-	-	-	-	-	-
Total	199	05	1	-	-	11	14	06

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

Teachers and students are trained to use computers and access internet.

- 4.6 Amount spent on maintenance in lakhs:

i) ICT

1.17

ii) Campus Infrastructure and facilities

6.20

iii) Equipments

3.34

iv) Others

3.19

Total:

13.90

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC enhances awareness about Student Support Services by guiding various society activities in the college.

5.2 Efforts made by the institution for tracking the progression

College has Alumni Association and we keep track of progression of students through this association.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2161	287	-	-

(b) No. of students outside the state

48

(c) No. of international students

-

Men	No	%	Women	No	%
	-			100	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						2297	102	-	49	-	2448

Demand ratio 3:5

Dropout % 8.04

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

College is conducting English communicative class which imbibes confidence in students and makes them confident to appear for competitive examinations.

No. of students beneficiaries

06

5.5 No. of students qualified in these examinations

NET	03	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

- Magazines and books on various competitive exams are made available in library.
- Mock interviews are organised for students by college faculty.
- Manual is maintained by counselling cell that contains information on competitive exams and opening in govt. Sector. It also contains information on Entrance Test and admission guidelines for P.G. courses in prestigious institutions.
- Personality development workshops are organised to prepare the girls for group discussions and interviews.

No. of students benefitted

5.7 Details of campus placement

<i>Off campus</i>			<i>On Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	25	10	Nil

5.8 Details of gender sensitization programmes

- Villagers were sensitized on issues like Female Foeticide and Growing Gender Divide.

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	670	10,51,200
Financial support from government	182	8,69,365
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: Grievances of Hostel students regarding hot water have been resolved.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision : Women Empowerment and Value Inculcation.

Mission : Transforming lives of girls by educating, emancipating and empowering them.

6.2 Does the Institution has a management Information System

The Management, the Principal and members of the staff work in harmony with one another. The management conveys their plans to the Principal who holds meetings of the staff council and members of various societies for implementing these plans.

The staff members discuss policies with the Principal and the Principal conveys these policies to the Management for implementing them.

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

6.3.1 Curriculum Development

The aim of the institute is to make the students self- dependent and employable. Keeping this purpose in mind meetings are held to discuss curriculum development. Infrastructure has been developed and labs have been renovated. CCTV cameras have been installed to ensure safety of the girls. 39 new computers have been added to the computer lab.

6.3.2 Teaching and Learning

The institute motivates the staff members to participate in self-enrichment courses. Group discussions, debates and seminars are conducted to improve the skills of the students.

Extension lectures are organized.

Smart class rooms and audio-visual aids are used to make teaching effective. The students are encouraged to make use of library. Movies related to curriculum are also shown to them.

6.3.3 Examination and Evaluation

The teachers give the students tests, sometimes surprise tests also.

Quiz competitions are organised by many departments.

The students are also guided for presentations in the classes.

They are given directions to make various projects.

Various competitions for the events like Role-playing and Creative Writing are also organized.

6.3.4 Research and Development

The institution encourages the faculty members to involve themselves in Research and Development.

Quality books are added in the library which fulfil the requirement of the staff members.

Experienced researchers are invited for talks.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1421 new books have been added to the library. As many as 54 journals are available in the library for the staff as well as the students.

6.3.6 Human Resource Management

Recruitment of faculty member is done as per the guidelines provided by the University/ State Govt. The Management, DHE nominee, V.C. nominee and the Principal strictly follow the rules and regulations of UGC. Staff welfare schemes are taken into consideration. Faculty development programmes are organized from time to time to update the knowledge of teachers.

6.3.7 Faculty and Staff recruitment

Recruitment of faculty member is done as per the guidelines provided by the University/ State Govt.

For supporting staff, best efforts are made to recruit the workers who are competent enough to work on computers.

6.3.8 Industry Interaction / Collaboration

Contacts with local manufacturing units are established to provide exposure to the students and help them develop entrepreneurial skills.

Students have been sent to Escorts Ltd., Air India, HDFC Life, NTPC Ltd., Indo Asian, Rahul Group for summer training.

Industry stalwarts are invited for interaction with students to apprise them of management skills and value team work.

6.3.9 Admission of Students

Students are given admission as per the rules of M.D. University, Rohtak. The institute strictly follows the basis of merit for admission in all classes.

6.4 Welfare schemes for

Teaching	The staff members can take loan from P.F. There is provision of extraordinary leave in case of emergency. Reference books, required journals and internet facility are provided to the staff members.
Non teaching	Free computer education is provided to the non-teaching staff. ESI facility to IVclass employee whose salary is below Rs.15000/-P.M. Uniform is given to attendants and sweepers.
Students	Meritorious as well as needy students are given books from book-bank. They are also given scholarships and fee- concession.

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	Administrative authority of the College
Administrative	Yes	Auditor General of Haryana, Chandigarh	Yes	C.A of the Hindu Educational and Charitable Society.

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The university has introduced semester system. Final exams are conducted twice in a year. 20% marks have been fixed for assessment which is based on assignments, class tests etc.

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

The university makes a provision for according the status of autonomy to an affiliated institution but so far, the institution has not made any effort in this regard.

6.11 Activities and support from the Alumni Association

Alumni of institution, who are placed at respectable positions in society act as Role-Models. They provide valuable service to the college by visiting their alma mater, interacting with the students of the college, giving their suggestions and telling improvement strategies.

6.12 Activities and support from the Parent – Teacher Association

The parents are communicated quality assurance policies and mechanisms through notifications, mails and calls. Informal meetings are also held to record the opinions. The Principal and the staff members are always open to their suggestions for constructive development of the institution.

6.13 Development programmes for support staff

The institution encourages the supporting staff to update their computer knowledge and get training in latest skills related to their work.

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

Lush green lawns are maintained to make the campus eco- friendly.

Nature club has been constituted.

Solar panels have been added.

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.

- | |
|--|
| <ul style="list-style-type: none">• Nature club formed with some enthusiastic members of college.• Under the guidance of Nature Club college installed solar panel at its roof.• Organic waste is separated and treated for converting into organic manure which is used in college lawns. |
|--|

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

Academic	<ul style="list-style-type: none">• National Seminar on Human Right Organised in the college.• Educational tours and trips organised by different department regularly.• Industrial visit by BBA and Bio-tech department.
Instrumental	<ul style="list-style-type: none">• Well furnished and air conditioned principal office fitted with 42”LCD screen connected with CCTV cameras”.• Medicinal plants are planted in college campus.• The college has colossal auditorium with sitting capacity of more than 2000 people.• Two LPG connection installed in chemistry lab.
Administrative	<ul style="list-style-type: none">• Teachers Pro-Note (TPN) loan is provided to teaching staff of college by Canara Bank.• Wheat loan provided to the non- teaching staff.

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

BEST PRACTICE-I

TITLE-Ethics and moral development practice

GOAL-Main aim of this practice is to promote students ethical, moral, social, and cultural development and prepare them for the opportunities, responsibilities and experiences of life. This practice provides opportunities to promote; Ethical development through considering how religious concepts and views perceive the value of human being and their relationship with one another and with God, thereby contributing to their communal identity.

Cultural developments through promoting inter faith harmony contributing positively to community cohesion.

PRACTICE- We are a nation of the young. As physically and mentally healthy youth are the wealth of the nation, they ought to be made aware of ethics and moral values. The problem of anxiety, stress, depression and other such mental disorders is increasing day by day among the youth. The college regularly organizes seminars, invited lectures to sensitize the students and the teachers about such issues. College organised a 2-days National Seminar on Human Rights and Emerging Issues. The college recognises that the knowledge of human right is important in moral and ethical development of students. The Seminar was organised on 29th and 30th Nov.2011. Issues emerged during the Seminar showed that poverty has deeply impacted Human Rights. These rights are individualistic in nature and determine the behaviour of a person in society. This also make him/her aware of their individual rights and make them virtuous citizens.

- Every academic session starts with a yajna attended by all students and staff members.
- The college conducts prayer at a fixed time. The students chant Gayatri Mantra in the prayer and pledge not to indulge in wrong practices hence promoting goodness and minimising evil.
- The college encourages everyone within the college to behave in an acceptable way towards the others.
- The college helps building up the self esteem of students.

Evidences of Success: - This practice increases optimism among the students that contribute to resilience and healthy outcomes. It improved the mass attendance in classes and with the result. In year (2011-2012) the college grabbed 118 university merits in all with five 1st, two 2nd and three 3rd positions in different in discipline in classes. In Zonal Youth Festival we won 24 prizes include Six 1st, Eight 2nd and Ten 3rd. In Inter Zonal Level we won total of 4 prizes (Two 1st and Two 2nd). In sports a total number of 16 medals were won by the students at various levels including 6 National (5 Gold, 1 Silver) 4 Inter-University North Zone Medals (1 Silver, 3 Bronze) and 9 students participated in Inter-University tournaments.

BEST PRACTICES II

TITLE: Support Initiative for Low Income Students

GOAL: The College started this programme with an objective to change the lives of many needy & meritorious students every year through a simple yet powerful mission to further higher education among low income students, because in education lies abundant power to mould & to lift. The aim of this practice is to produce high achievers from economically weaker section of society.

THE CONTEXT: In the state of Haryana the patriarchal conservative society is emerging out of its self imposed bondage into the challenges of modern day living. Families are now inclined to send their daughters to colleges for their overall development. In this socio-cultural context, the college imparts quality holistic education to young women from all strata of society and enables them to develop intellectually, morally and ethically to serve the society.

THE PRACTICE: Equality of opportunity and social mobility are central tenets of Hindu Girls College and education is the basic key to provide this equality.

The College offers a variety of financial aids/offerings to needy students that promote academic access and awareness among economically weaker sections. This practice increases the role of under-represented financially weak sections. The poor students seek higher education opportunity with dreams in their eyes and hopes in their hearts to improve their lives, but often struggle to meet ever increasing expenses and navigate through the world of higher education. This financial crisis inhibits their ability to successfully complete a degree. The College understands the need of addressing these financial barriers in the path of their success so that poor students also have the same opportunities to enter and complete college as do other higher income peers. The College is adopting several measures to help the poor students.

Financial Support from Govt.:

No. of Student	Amount
182	8,69,365

Financial Support from Institution:

No. of Student	Amount
670	10,51,200

Other Financial Aids provided by the College are:

- BPL students are given special concessions.
- Scheme Earn While You Learn for poor and needy students.
- Old books and magazines are put on sale at highly discounted prices.
- Books are provided to poor students by lecturers.
- Books are issued to merit and poor students from book bank.

The limitations of this practice are:

- There are limited sponsors.

EVIDENCE OF SUCCESS: - In spite of the above mentioned financial constraints, the college and staff members are offering the financial aids whole- heartedly every year. The students benefited from this philanthropic scheme are gainfully employed and are furthering the cause of this society by their own contributions. Hence this programme is slowly and steadily heading towards its goal of empowering economically weaker section of the society.

PROBLEMS ENCOUNTERED: - Financial help is limited.

RESOURCES REQUIRED: Huge financial support from all corners of society. More NGOs should come forward to provide financial help to the needy section.

**Details in annexure (annexure:2,3):*

7.4 Contribution to environmental awareness / protection

- Nature club formed in 2011-12 with members being
- Mrs. Raj Gupta, (Convenor), Mrs. Mukesh, Mrs. Amrita, Miss Poonam and Dr. Hema Upreti
- Envicon Society organised flower show and a competition on 'Best out of Waste'.

7.5 Whether environmental audit was conducted? Yes No

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

- Tree plantation has been increased in college.
- Water storage capacity increased by college by construction of water storage tank at hostel roof.
- Lack of awareness in the student regarding environment.
- Noise pollution caused by passing of trains, as college is near to railway track.

8. Plans of institution for next year

- To introduce PG in commerce.
- To introduce UGC sponsored Skill oriented courses.
- Upgradation of Library.
- Focus on development of Soft skills of students.
- Adequate Water Storage Tank for hostel.
- Eco friendly disposal of waste.
- To construct rain water harvesting unit.
- To start Zero Balance Account Facility for students in Canara Bank.

Name Dr. Susheela Rana

Susheela Rana

Signature of the Coordinator, IQAC

Name Dr.R. K. Gupta

Dr. R. K. Gupta

Signature of the Chairperson, IQAC

Annexure-1: Analysis of Feedback

Quite a few new teachers are alumni of the institute and are rich sources of objective analysis of all aspects of the college functioning. Their informal/ formal feedback is valued to initiate new courses and make necessary updations in infrastructure and other facility. Alumni are contacted specially on social media and their outside comparative perspective is another source of speculation and introspection. English Speaking Course has specially been initiated on their recommendations.

Parents at the time of admission have interaction with the principal and the staff. Their ideas and demands expressed at the time are valued. Honours courses have specially been initiated on the demand of parents who did not want to send wards to Delhi.

Effective day to today administration and infrastructure maintenance is specially taken up with a feedback from the management. The staff is all ears to the feedback from students.

Annexure-2: Financial Support from Government:

Scheme	No. of Students	Amount paid (Rs.)
Haryana State Merit	14	50400.00
Post Metric Sch. (SC)	93	641110.00
Post Metric Sch. (BC)	75	177855.00
Total	182	869365.00

Annexure-3: Financial Support from Institution:

No. of Student	Amount
670	10,51,200