

2012-13

## 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**                      2012-13

### 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- bot  
 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:

www.hgcsonepat.com/

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 <sup>st</sup> Cycle	B++	81.8%	2003	2003-08
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01/07/2010

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

2012-13

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 07/12/2015 (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

(e g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution	Co-education	<input type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

### 1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>
PEI (Phys Edu)	<input type="checkbox"/>	Others (Specify)	<input type="text" value="Computer Science"/>				

### 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

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

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

06

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders: No.

04

Faculty

02

Non-Teaching Staff

1

Students

1

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.

01

International

National

State

Institution Level

(ii) Themes

Road map for NAAC Accreditation.

2.14 Significant Activities and contributions made by IQAC

- Academic Audit conducted to maintain and improve the quality of teaching and learning process.
- Suggestion made to add latest infrastructure.
- Suggestion made to add new courses.
- Suggestion made to implement new techniques and new ideas.

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 –

- Academic Audit of the session 2011-2012.
- New courses to be introduced as per students demand.
- Promoting Use of audio –visual aids to supplement classroom teaching.
- Promotion of social responsibility among students.
- Adopting innovative techniques in various areas.

## Outcomes Achieved-

1). Academic Audit was conducted for the session 2011-2012. It was found that the general result was much above the university pass percentage. Some courses like BBA, B.Sc. Biotech, BCA, M.A. Eco. and M.A. Skt. reported 100% pass percentage which was applauded. Courses like B.COM. (Vocational)BBA, BCA, B.Sc. Biotech were achievers as they reported 40-50% distinctions but M.A. /M.Sc. (Maths) recorded 28.2 pass percent., they were asked to pay attention to the matter.

2). Keeping in view the demand of the students –

- M.COM. has been introduced.
- Add on Course in e- Commerce has been introduced.

3). Faculty participation in conference and symposia:

No. of Faculty	International Level	National Level	State Level
Attended	3	15	3
Presented papers	4	17	-

- Number of faculty benefitted by Refresher Courses = 02

4). Details of research work or extension activity undertaken:

- Research publication in Peer Review Journals

International = 12

National = 06

- Conference proceedings = National level = 01
- Number of Ph.D. awarded by faculty from the institution = 01
- No. of books published with ISBN no. = 01
- Extension activities organised –

A) Department of Sanskrit, English, and Hindi organised a talk on “Obliquity in English Poetry has a striking similarity with Vakrokti” by Dr. Raghunath Airi in Hindi and Sanskrit.

- B) Science Association organised extension lecture on “Electro- Chemistry” by Dr. Suman Lata Associate Professor ,Department of Chemistry from DCRUST Murthal and another extension lecture on “Organo-metallic compounds” by Dr. Hari Om , Assistant Prof. ,Deparment of Chemistry DCRUST , Murthal.
- C) Sanskrit Parishad organised a special programme to commemorate the 150<sup>th</sup> birth anniversary of Swami Vivekananda.
- D) Hindi Parishad invited noted poetess and Dronacharya Award winner Dr. Kamlesh Malik for an extension lecture on the topics” Nari Sashaktikaran mein badhak tatv” .
- E) Commerce Club in collaboration with BBA Department organised a Two Day Workshop by Mr. Yograj Nagi from IIM Lucknow for a talk on “ Success in Group Discussion and Interview” .
- F) Psychology Association organised a lecture on “Forensic Science and Criminology “by Ms. Komal from LNJN National Institute of Criminology and Forensic Science Academy , Delhi.
- G) Sangeet Parishad organised a Two Day Workshop on Dance and Music by artist Mr. Vaman Dev who runs Vaman Dev Academy of Performing Arts, Sonapat.
- 5) English Literary Society organised screening of the movie “Namesake” based on the novel written by Jhumpa Lahiri for PG students.

**6) Updating of Infrastructure :-**

- 1168 new books have added to the library stock
- 175 new equipments were purchased funded by UGC and college.

7) Appointment of regular Principal Dr. S.L. Gulati w.e.f. 3.11.2012.

**8) Social initiatives undertaken by students –**

- Envicon Society in collaboration with NSS took out a rally on “ Save the Environment”
- Economic Forum organised a trip to the Parliament House to witness live proceedings of Budget Session
- NSS units and Women Cell organised Blood Donation Camp in collaboration with Bharat Vikas Parishad and Red Cross Society
- NSS units celebrated International Voters’ Day by organising a talk on “Save Girl Child” by Deputy CMO Dr. Java and another talk on ” Women Rights in Indian Society” by Advocate Mr. Mahi Malik.
- NSS Volunteers took out a rally on “ Save Girl Child” from college to village Baiyanpur, Sonapat.

- NSS Volunteers presented a street play on the theme “ Save Water “ to spread the message of water conservation among villagers.
  - NSS units invited guest speakers to sensitize villagers and students on issues like ‘Women Empowerment’ , ‘Female Foeticide’ , ‘Growing Gender Divide’, ‘Blood Donation and Hygiene’.
  - 03 students participated in NSS events at national level and one student was awarded
  - 03 students participated in NCC events at national level
- 9) 02 students cleared NET and one was selected in civil services.

10) **Student Counselling and Career Guidance :-**

- 10 students participated in off campus drive out of which 02 were placed
- NIIT National Aptitude Test held on 18 Feb, 2013 for final year graduates to evaluate employability and participation in job fair
- Seminar on “Employment opportunities in Retail , Hospitality & IT” organised by NIIT , Yuva Jyoti
- Industrial visit to Godrej Industries (HP) was organised for students to provide them exposure to manufacturing process and HR practices of organisation

11) Sports and Games-

	State/ University Level	National Level	International Level
Students participated	17	10	06
Awards won	12	09	02

Cultural Events-

	State /University Level	National Level
Students participated	35	09
Awards Won	23	06

12)

	NO. of Students	Amount
Financial Support (Govt)	282	15,43,115
From Institution	401	5,66,940

13) Innovations and best practices introduced during this academic year which have created a positive impact on the functioning of the institution-

- Electric bulbs and tubes are replaced with CFLs in the college.
- Stress is given on star rated gadgets.

- Water storage tank has been constructed on the roof of the hostel.
- E-waste product is being disposed off through the registered recyclers provided by Haryana Govt.
- Fire extinguishers installed in labs.
- Server room made in computer lab.
- Purified drinking water facility with six ROs
- LAN facility in computer labs
- Zero balance accounts facility for students in the bank. Bank accounts of SC/ST and OBC students linked to their Aadhar number for direct transfer of the money in their account. College provides group insurance facility to the students of the college.

***\*Academic Calendar of the year as Annexure:I.***

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 11-12 was placed before the management for review and to chalk out the agenda for 12-13.

Required infrastructure, staff and other material provided for introducing M.COM.

Industry interface assured by the management

Infrastructure updations provided.

- Electric bulbs and tubes replaced by CFLs.
- Water storage tank.
- Five extinguishes
- Awareness regarding energy conservation to be provided
- Awareness regarding proper disposal of e-waste
- Special focus on computer education and usage.
- Zero balance amount facility made available to students
- Water harvesting tanks constructed at gate nos.1&2.



## 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	1	4	-
UG	8	-	3	-
PG Diploma	1	-		-
Advanced Diploma	-	-	-	-
Diploma	N.A.	-	-	-
Certificate	0	2	0	-
Others	N.A.	-	-	-
<b>Total</b>	14	03	07	-

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)

*\*Analysis of the feedback in the: Annexure: II*

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.

M.Com. E-Commerce and communicative English added.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
42	08	34	-	-

2.2 No. of permanent faculty with Ph.D.

15

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
00	24	-	-	-	-	-	-	00	24

2.4 No. of Guest and Visiting faculty and Temporary faculty

39

-

08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	3	15	3
Presented papers	4	17	-
Resource Persons	-	-	-

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

- IQAC contributes in improving teaching-learning process by reviewing the results of each semester and making suggestions for improvement.
- To learn from peer group and to improve understanding , co-operative learning is promoted.
- BBA, BCA, B.Com. and some other departments carry out brain storming activities to elicit new ideas.
- Case Studies and Role Playing by BBA and Languages.
- Problem Solving is encouraged both inside and outside the class.

- Enrichment programmes like Personality Development, Communication Skills are conducted in the college.
- Faculty members as well as students are encouraged to publish articles, stories and poems in college magazine and newspapers to enhance creativity.
- Events like Paper Reading Contest, Quiz Contest, Essay Writing Competition, Debates and Exhibitions are organised by various departmental societies.
- College library is updated from time to time to meet the need of students as per new syllabi.
- Internet facility is provided by college to keep faculty and students updated.
- Pattern of examination and method of attempting questions are explained to the students in very beginning of the session.

2.7 Total No. of actual teaching days during this academic year 229

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 2 -

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	100	5.00	33.00	12	-	51
B.COM III	97	5.15	20.62	05	-	42.26
B.COM III	104	4.81	34.62	33	02	79.80
B.COM IV	100	2.00	64.00	30	-	96
B.COM V	76	-	10.53	24	06	53.94
B.COM VI	75	-	36.00	28	04	76.66
B.COM VOC. I	56	-	25.00	03	01	41.07
B.COM VOC.	56	1.79	48.21	21	-	62.5

II						
B.COM VOC. III	54	42.59	40.74	11	-	88.58
B.COM VOC. IV	53	16.98	56.60	75.5	-	81.15
B.COM VOC. V	42	16.67	47.62	28.6	2.4	66.66
B.COM VOC. VI	42	-	71.43	19.1	-	90.47
B.A. I	276	0.72	9.78	32.25	-	42.75
B.A. II	264	9.21	27.63	22	-	62.28
B.A. III	268	2.99	20.15	41	5.8	60.07
B.A. IV	261	1.92	23.86	33.7	-	59.38
B.A. V	236	2.12	22.46	34.7	-	59.32
B.A. VI	236	3.06	27.58	38.1	1.2	68.99
BBA I	40	12.50	35.00	20	-	67.5
BBA II	46	4.35	71.74	2.2	-	80.43
BBA III	44	20.45	84.09	-	-	97.72
BBA IV	45	15.56	68.89	-	-	86.66
BBA V	32	43.75	56.25	-	-	100
BBA VI	32	21.88	46.88	-	-	78.12
BCA I	31		35.48	9.7	-	45.16
BCA II	32		46.88	-	-	50
BCA III	37	13.51	56.76	2.7	-	72.97
BCA IV	37	5.41	64.86	8.1	2.7	81.08
BCA V	26	3.85	65.38	3.8	-	100
BCA VI	28	14.29	75.00	10.7	-	92.85
B.SC I	216	19.44	37.96	13.9	2.8	74.07

B.SC II	211	15.64	51.66	17.1	-	84.36
B.SC III	162	32.10	41.98	17.2	-	91.35
B.SC IV	162	21.60	45.68	8.6	-	75.92
B.SC V	121	13.22	49.59	33	8	75.2
B.SC VI	94	22.34	52.13	17	-	94.48
B.SC BIOTECH I	16			31.25	31.25	62.5
B.SC BIOTECH II	16	56.25	25.00	-	-	81.25
B.SC BIOTECH III	15	53.33	46.67	-	-	100
B.SC BIOTECH IV	15	46.67	53.33	-	-	100
B.SC BIOTECH V	10	80.00	20.00	-	-	100
B.SC BIOTECH VI-	09	66.67	33.33	-	-	100
M.COM	36		55.56	36.1	-	91.66
M.COM II	40	12.50	70.00	10	-	92.5
M.COM III	--			-	-	--
M.COM IV	--			-	-	--
M.A SKT I	15		66.67	33.3	-	100
M.A SKT II	15	6.67	66.67	26.7	-	100
M.A SKT III	13	7.69	84.62	7.7	-	100
M.A SKT IV	13		69.23	22.1	-	92.3
M.A ENG. I	11		18.18	36.36	-	45.45
M.A ENG. II	12			50	21.4	50
M.A ENG. III	14			42.8	25	64.28
M.A ENG. IV	12			75	-	83.33

M.A GEO. I	32	3.13	56.25	37.5	-	96.87
M.A GEO. II	31		54.84	29	-	87.09
M.A GEO. III	33	12.12	72.73	12.12	-	96.96
M.A GEO. IV	33		48.48	30.3	3.1	93.93
M.A ECO. I	32		34.37	15.6	-	54.54
M.A ECO. II	37	5.41	43.24	27	2.9	75.67
M.A ECO. III	34		50.00	35.3	-	88.57
M.A ECO. IV	37		81.08	18.9	-	100
M.A/M.SC MATH I	39		25.64	2.6	2.6	28.2
M.A/M.SC MATH II	49	4.08	24.49	25.6	5.5	69.38
M.A/M.SC MATH III	39	8.33	33.33	33.3	-	77.77
M.A/M.SC MATH IV	36	2.78	16.67	5.5		72.22

#### 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 methods of teaching-learning and evaluation and the functioning of support staff.
- It helps in disseminating knowledge regarding modern trends in teaching- learning process.
- Promotes educational trips to make teaching more effective as well as student-centric.
- Feedback analysis to assure the quality of teaching-learning.
- Motivating faculty members to attend programmes on new and emerging technologies.
- The good work done by the faculty members is mentioned in college report and magazine.

#### 2.13 Initiatives undertaken towards faculty development

<b>Faculty / Staff Development Programmes</b>	<b>Number of faculty benefitted</b>
Refresher courses	02
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	16	20	-	30
Technical Staff	02	03	-	06

### 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	12	6	-
Non-Peer Review Journals	-	-	-

e-Journals	-	-	-
Conference proceedings	-	01	-

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 (other than compulsory by the University)	-	-	-	-
Any other(Specify) A. Excursion/Field Tour	2012-2013	College Management	3000	3000
Total	-	-	Rs. 3000/-	Rs. 3000/-

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	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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 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

Total	International	National	State	University	Dist	College
-	01	-	-	-	-	-

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

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  NCC   
NSS  Any other

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

- Department of Sanskrit, English and Hindi organised a talk on “Obliquity in English Poetry has a Striking similarity with Vakrokti” by Dr. Raghunath Airi.
- Science Association organised an extension lecture on “Electro-Chemistry” by Dr. Suman Lata, Associate Prof. Chemistry from DCRUST Murthal and another extension lecture on “Organometalic Compounds” by Dr. Hari Om, Assistant Prof. Department of Chemistry from DCRUST, Murthal.
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- Sangeet Parishad organised a 2 Day workshop on Dance and Music by renowned artist Mr. Vaman Dev who runs Vaman Dev Academy of Performing arts, Sonapat.
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- NSS units celebrated International Voter’s Day by organising a talk on “Save Girl Child” by Deputy CMO Dr. Java and another talk on “Women Rights in Indian Society” by Advocate Mr. Mahi Malik.
- NSS Volunteers took a rally on “Save Girl Child” from college to Village Baiyanpur, Sonapat.
- NSS Volunteers presented a street play on the theme “Save Water” to spread the message of water Conservation among Villagers of Baiyanpur.
- NSS Units invited Guest Speakers to sensitize the villagers and students on issues like Women Empowerment, Female Foeticide, Growing Gender Divide, Blood Donation and Hygiene.

## 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	26	-	-	26
Seminar Halls	1	-	-	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. (Laboratories)	2627	175	UGC +College Fund	2802
Value of the equipment purchased during the year (Rs. in Lakhs) (Laboratories)	82.18	9.16	UGC +College Fund	91.34
Others ICT+ Teaching Aids+ Infrastructure(In Lakhs of Rs.)	24.44	28.74	UGC	53.18

#### 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.	28914	34.26	1168	2.42	30082	36.68
Reference Books	1303	6.54	-	-	1303	6.54
e-Books	-	-	-	-	-	-
Journals	5	-	-	-	5	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-

Others:						
Magazine	49	.78	-	-	49	.78
Newspaper	26		-	-	26	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	199	168	1	-	-	11	14	06
Added	10	10	10	-	-	-	-	-
Total	209	178	11	-	-	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	0.79
ii) Campus Infrastructure and facilities	2.01
iii) Equipments	3.53
iv) Others	1.94
<b>Total:</b>	<b>8.27</b>

## 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 an Alumni Association and we also stay connected with them through social net working sites.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2119	289	-	-

#### (b) No. of students outside the state

52

#### (c) No. of international students

N.A.

No	%
N.A.	

Men

No	%
100	

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2297	102	-	49	-	2448	2123	210	-	75	-	2408

Demand ratio =5:1      Dropout % 7.14

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

Books and Journals have been made available in college library for students appearing in various competitive examinations. College is conducting English Communicative class which imbibes confidence in new students and make them confident to appear for competitive examination.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET  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.
- Seminar on “ Employment opportunities in retail, hospitality & IT” by NIIT Yuva Jyoti is organised.
- Mock interviews are organised for students by college faculty.
- Industrial visit at Godrej Industries(HP) was organised for students to provide them exposure to manufacturing process and HR practices of organisation.
- Manual is maintained by counselling cell that contains information on competitive exams and openings in govt. sector. It also contains information on Entrance Tests and Admission Guidelines for P.G. courses in prestigious institutions.
- NIIT National Aptitude Test held on 18<sup>th</sup> Feb.2013 for final year graduates to evaluate employability and participation in job fair.

No. of students benefited

5.7 Details of campus placement

Off campus			On Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	10	02	Nil

5.8 Details of gender sensitization programmes

- Declamation on Female Foeticide was organised by NSS unit.
- Talk by CMO Dr. Java on ‘Save Girl Child’.
- Talk by Advocate Ms. Mahi Malik on Women’s Rights in Indian Society.
- A rally by students of NSS based on the theme ‘Save the Girl Child’ from the college to village Baiyanpur.
- Guest Speakers were invited to sensitize the villagers and students on issues like Women Empowerment, 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	401	5,66,940
Financial support from government	282	15,43,115
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: No major grievances.



## 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

There is coordination among the Management, the Principal and the members of the staff. The Management informs their planning to the Principal. The Principal discusses these plans in the meetings of the staff council and the members of various societies and then these plans are implemented. The staff members are given free hand to discuss policies with the Principal. 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.

Keeping in view the demand of the students:

- M.Com has been introduced
- 10 new computers have been added to the computer lab.
- Infrastructure has been developed. Labs have been renovated and class rooms have been upgraded. Smart classrooms and audio visual aids are used to make teaching effective. Add on Course in 'e-commerce' has been introduced.

##### 6.3.2 Teaching and Learning

The staff members are encouraged to take part in self-enrichment courses.

Extension lectures are organized.

New Teaching methods are introduced to improve academic performance.

Group discussion and debates are conducted to improve the skills of the

### 6.3.3 Examination and Evaluation

Class tests are given to the students so that they can prepare very well for the exams. Many departments organise quiz competitions. The students are provided guidance for presentations in the classes.

### 6.3.4 Research and Development

The faculty members are encouraged to involve themselves in Research and Development.

New books are added in the library as and when required.

Experienced researchers are invited time to time.

The institution is planning to start research lab in Physics Department.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1168 New books have been added to the library.

### 6.3.6 Human Resource Management

The Management, DHE nominee, V.C. nominee and the Principal strictly follow the rules and regulations of UGC.

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

The faculty development programmes are organised to update the knowledge of the 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

To develop entrepreneurial skills of the students, contacts are established with local manufacturing units. Industries stalwarts are invited to interact with the students. This helps to inculcate management skills in the students.

### 6.3.9 Admission of Students

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

### 6.4 Welfare schemes for

Teaching	At the time of retirement, the staff members are honoured by the college as well as the management.
Non teaching	The non-teaching staff is provided free computer education. ESI facility is given to whose salary is below Rs. 15000/- P.M. Attendants and sweepers are given Uniform. They have easy access to Cygnus JK Hindu Hospital, Sonapat in case of any medical help.
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

N.A

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	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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

Semester system has been introduced by the University. The University conducts final exams twice in a year. Assignments and class tests have been given weightage of 20%.

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 the institutions, who are placed at respectable positions in society, are invited in the college to interact with the students. They share their experiences and give valuable suggestions.

6.12 Activities and support from the Parent – Teacher Association

The Principal and the staff members are always open to the suggestions of the parents for constructive development of the institution. The college acts as mesosystem for the interaction of the staff members and parents for holistic development of student.

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

Lawns are maintained to make the campus eco-friendly.  
Two rain water harvesting tanks have been constructed.

## 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.

- Electric bulbs and tubes have been replaced by CFLs in the college.
- Stress is given on star rated gadgets.
- Water storage tank has been constructed on the roof of the hostel.
- A rally to spread environment awareness has been organised by Envicon Society of the college.
- e- Waste is being disposed off through the registered recyclers provided by Haryana govt.
- Fire extinguishers have been installed in chemistry labs.
- The college has moved towards better energy conservation, and has strived for solid waste and e-waste management and spread environmental awareness through Rallies, Poster Making Competitions

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

Field	Action taken
Academics	<ul style="list-style-type: none"><li>• National seminar, workshops/conferences are organised</li><li>• Internet facility provided to faculty and students to increase their awareness and efficiency in the field of education</li></ul>
Instrumental	<ul style="list-style-type: none"><li>• Server room made in computer lab.</li><li>• Generator facility provided to meet energy requirement.</li><li>• Purified drinking water facility.</li><li>• LAN facility in computer labs.</li></ul>
Administrative	<ul style="list-style-type: none"><li>• Zero balance account facility for students in the bank. Bank account of SC/ST and OBC students linked to their Aadhar number for the direct transfer of money in their account. College provides group insurance facility to the students of college.</li></ul>
Environmental	<ul style="list-style-type: none"><li>• Awareness through Poster Making Competition Rallies and Lectures.</li><li>• Water harvesting tanks at gate no1 and gate no.2.</li></ul>
Ethical	<ul style="list-style-type: none"><li>• Seven Day Orientation Programme on Ethics and Moral Values.</li></ul>

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

### ***Best Practice-1***

**TITLE-** Ethics and Moral Development

**GOAL-** The aim of this practice is to promote ethical, moral, social, and cultural values among students and prepare them for opportunities, responsibilities and experiences of life. This practice promotes.

Ethical & Cultural Development.

**PRACTICE-** Youth are the wealth of a nation. The youth today is constantly exposed to western culture. There is great attraction about its open society .It becomes all the more important to reinforce Indian culture & moral values. The college regularly organizes seminars and lectures from guest speakers to sensitize the students and teachers about cultural issues. The college conducted a **Seven Day Orientation Programme on Ethical and Moral Values** for all the students in the seminar hall from Oct. 13 to Oct. 19. In this programme, a team of eminent speakers were invited from different cultural sets to discuss and give counsel on intercultural issues.

- 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 and pledge not to indulge in wrong practices hence promoting goodness and minimising evil.
- The college encourages social etiquettes within the college.
- The college helps in building the self esteem of students.

**Evidences of Success:** - This practice develops optimism among students. It improved the attendance in classes and with the result. In year (2012-2013) the college grabbed 89 merits positions in university. In Zonal Youth Festival the college got 20 prizes including ten 1<sup>st</sup>, seven 2<sup>nd</sup> and three 3<sup>rd</sup>. In Inter Zonal Youth Festival a total no. of 6 prizes including two 1<sup>st</sup>, one 2<sup>nd</sup> and three 3<sup>rd</sup>. In sports a total number of 32 medals were won including 2 medals at National level and 8 at State level. One gold medal in Inter-University North Zone and one gold in All India Inter-University were won. There is awareness regarding all important days, festivals and cultural practices.

### ***Best Practice-2***

**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 of higher education among low income students. The aim of this practice is to support high achievers from economically weaker section of society.

**THE CONTEXT:** The state is avowedly suffering from a skewed sex ratio. The Patriarchal set up does not promote education and social rights of Women. 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:** Equal 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 to needy students. This practice provides opportunity to enrol a large number of low income group students. Poor students seek higher education dreams in their eyes and hopes in their hearts to improve their lives but often struggle to meet ever increasing expenses and at times are forced to drop out. Financial crisis inhibits their potential. The College is adopting the following measures to help poor students:

- Teachers have been contributing whenever required without maintaining a record of donations since. A tentative amount of Rs. 20,000/- was collected in the year 2012-13 by the members of staff.
- A Corpus for the help of meritorious and needy students has been established to maintain a record for the collection and dispensation of funds. The corpus is rendering a yeoman's service in this field. It is formed on the initiative of teaching faculty who voluntarily contributes to provide the maximum chances of higher education to poor students.
- The College offers financial aid to its sister institution RHUCHI whenever required. An amount of Rs. 11000 approx was contributed in the year 2012-13.
- Dr. Rachna Gupta donated an RO System to RHUCHI

**Financial Support from Govt.:**

No. of Student	Amount(Rs.)
282	15,43,115.00

**Financial Support from Institution:**

No. of Student	Amount(Rs.)
401	5,66,940

**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 on merit cum need basis to the students from the 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 aid wholeheartedly every year. The students benefited from this philanthropic scheme are gainfully employed and are furthering the cause of 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: III,IV)*

7.4 Contribution to environmental awareness / protection

Two water harvesting tanks have been constructed at gate no.1 and gate no.2.

Plantation has been increased.

7.5 Whether environmental audit was conducted? Yes  No

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

Electricity bill has been reduced by replacing CFLs and star rated gadgets.

All types of waste materials cannot be recycled.

Responsibility has been given to students for collecting e-waste.

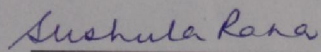
Students have found problems while collecting e-waste because lack of awareness among people.



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

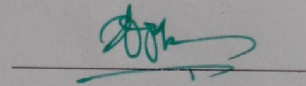
- To arrange Annual Academic Audit and Green Audit
- To organise more Seminars/Conferences.
- Computerisation of Library.
- Focus on introducing more professional courses and add on courses.
- Upgradation of Library.

Name: Dr. Susheela Rana



Signature of the Coordinator, IQAC

Name: Dr. R. K. Gupta



Signature of the Chairperson, IQAC

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## **Annexure-I: Academic Calendar 2012-2013**

### **For U.G. /P.G. Courses (Odd Semester)**

Last date to deposit the Application form	18/07/2012
Display of Merit List	19/07/2012
Admission start from	19/07/2012
Admissions	31/07/2012
Commencement of Teaching	01/08/2012
Examinations	05-12-2012 onwards
Winter Vacation	01/01/2013 to 15/01/2013

### **For U.G. /P.G. Courses (Even Semester)**

Commencement of Teaching	16/01/2013
Examinations	07/05/2013 onwards
Summer Vacation	22/05/2013 to 15/07/2013

### **Activities Calendar 2012-13**

Hawan:	01/08/2012
Chayanika:	03/09/2012
NCC Camp:	28/10/2012 to 06/11/2012
NSS Camp:	26/02/2013 to 04/03/2013
Sports Day:	3rd Week of February
Women Cell (Blood Donation Camp):	21/11/2012
Babu Sant Lal G.K. Test:	17/02/2013
Earth Day:	22/04/2013
Science Quiz:	17/09/2012

## **Annexure II: Analysis of Feedback**

Feedback from all stakeholders is valued.

Alumni being the inside outsiders they give a balanced view On their recommendations courses which are more likely to translate into jobs are preferred for implementation.

Parents at the time of admission and during other meetings are asked to give their feedback. When they visit their wards in the hostel, their views are sought. When they come for all sorts of other matters, they are asked to express their views and point out short comings, if any. M.Com. has been introduced on their demand.

Students are constantly in touch with the staff members and hence feedback is received constantly on all aspects of the college functioning. The inputs of the students are respected and grievances, if any, are redressed. Their feedback is valued in day to day administration.

**Annexure-III: Financial Support from Government**

Scheme	No. of Students	Amount Paid (Rs.)
Haryana State Merit Scholarship	15	16000.00
Post Metric Scholarship (SC)	155	1129090.00
Post Metric Scholarship (BC)	112	254025.00
Total Students	282	1543115.00

**Annexure-IV: Financial Support from the Institution**

Class	No. of Students	Amount
Arts	109	135190
Science	127	159470
Commerce	77	110370
All M.A	38	60110
New Subject	50	101800
Total	401	566940