2013-14

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   2013-14

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:	Dr. R.K. Gupta
Tel. No. with STD Code:	0130-2241546
Mobile:	9416693088
Name of the IQAC Co-ordinator:	Dr. Susheela Rana
Mobile:	9671902770
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:

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	1st Cycle	B++	81.8%	2003	2003-08
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   01/07/2010

1.8 AQAR for the year *(for example 2010-11)*   2013-14

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

i.   AQAR   (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 [ ]   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)   Computer Science

1.12 Name of the Affiliating University *(for the Colleges)*   M.D.U. Rohtak

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   10

2.2 No. of Administrative/Technical staff   05

2.3 No. of students   02

2.4 No. of Management representatives   03

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and

community representatives   02

2.7 No. of Employers/ Industrialists   02

2.8 No. of other External Experts   02

2.9 Total No. of members   28

2.10 No. of IQAC meetings held   06

2.11 No. of meetings with various stakeholders: No. 06   Faculty 02

Non-Teaching Staff Students 02   Alumni 01   Others 01

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   Awareness regarding new NAAC guidelines

2.14 Significant Activities and contributions made by IQAC

Planning the roadmap for NAAC

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

➢ There is a long time demand for
  ❖ PG in Sciences
  ❖ B.Com.(Hons.) in Commerce

➢ Requirement of teaching and non teaching staff:-

The college was established in the year 1982. Now owing to a large number of retirements and

lifting of ban on recruitment by the government , the college would make efforts to new recruitments.

➢ Applying for financial aid to funding agencies to hold National Seminar in Mathematics in the college.

➢ **Updation of Infrastructure :**

❖ To meet the requirement of additional infrastructure for new PG courses in Sciences

❖ Enhancing library facilities with latest techniques.

1. Ensuring security and better dissemination of information as well as addressing environmental issues.
2. Proposal of constructing temple in the college campus.

Outcomes Achieved

1) Academic Audit for the session 2012-13 was conducted. It was found that the general result was much above the university pass percentage. Some courses like BBA, B.Com Hons., M.Com. M.A. Skt., M.A. Eco. reported 100% pass percentage which was appreciated. But B.Com.(Vocational) reported very low pass percentage. The concerned department was asked to look into the matter.

2) As the government is not sanctioning new courses under Govt-in-Aid Scheme, the requirement for new courses was meted out under self finance scheme. Courses thus started are:-
   - M.Sc. Physics
   - M.Sc. Chemistry
   - B.Com. Hons.
   - B.Sc. (NM)Additional Section

3) Following the guidelines of Haryana government regarding requirement the procedure was followed to the word and new recruitments as allowed by the government were made.
   - **Teaching -15**
   - **Non teaching**
   - ❖ Administrative staff - 16
   - ❖ Technical staff - 03

4) Mathematics and Statistics Association organised three day National Conference on "Advances in Mathematical Sciences and their Application "dated 28-30 March 2014 in collaboration with Global Society of Mathematical and Applied Sciences and sponsored by DHE, Haryana with fund of Rs. 2,17,505.

5) Number of faculty members benefitted by

- Refresher Courses = 02
- Summer/Winter Schools /Workshops, etc. = 05
- **Faculty participation in conferences and symposia:**

No. Of faculty	International level	National level	Staff level
Attended	06	08	02
Presented	04	14	-

6. Details of research works undertaken:-

	International	National
Peer Review Journals	20	11
Non Peer Review Journals	11	11
Conference proceeding	-	-

➤ **Chapter in edited books=01**

➤ **Major Extension Activities organised:-**

1. Departments of Sanskrit, Hindi, English and Music invited Dr. Sarita Pathak Yogurvedi , HOD, Bharti College , DU for extension lecture and live musical performance.

2. Hindi Parishad invited renowned poetess and Dronacharya Award winner Dr. Kamlesh Malik for an extension lecture on "Mahila Sashaktikaran Mein Mahilaon Ka Yogdan."

3. Commerce Club organised "Investors Education and Awareness Programme" wherein Dr. Rohit Garg, Director, HIM, Sonepat and Mr. R R Chahal, Assistant Professor, CRA College, Sonepat enlightened the audience.

4. Psychology Association organised an extension lecture on "Positive Psychology" by Prof. Ranbir Hooda, HOD, Department of Psychology, MDU, Rohtak.

5. Council of Social Sciences organised a special lecture on "Centennial Year of the Sonepat Hindu Education and Charitable Society". Dr. Rishipal from Amity University, Gurgaon delivered a lecture on "Personality Development."

6. Women Cell organised a talk on "International Women's Day" by Dr. Sangeeta Singh, Director, Aayush, Punchkula on "Problems and Remedies related to Women Health".

7. Red Cross Society and Red Ribbon Club organised a talk on "Awareness of HIV/AIDS" by H.B.D. Arora, Retd. Surgeon,Civil Hospital and Sh. Dharamveer Dahiya , Distt. Training Officer of Red Cross Society.

3. Updating of Infrastructure:

- 5 new fully equipped laboratories for PG Sciences are under construction funded by college.
- Bar coding is under process.
- 556 books have been added to the library.
- OPAC search has been provided to the staff as well as the students.
- 10 new classes have been constructed.

4. Social initiatives undertaken by students:-

a) The college was saluted as one of the model polling booth of Sonepat wherein NSS volunteers contributed by offering their services for smooth conducting of polls at the polling booth.

b) In the month of August" "Tree Plantation Camp" was organised by the NSS units.

c) To celebrate 150th birth anniversary of Swami Vivekananda, NSS volunteers of the college participated in "India Awakening Marathon" at Murthal.

d) NSS units in collaboration with Nehru YUVA Kendra, Sonepat organised a talk of Additional Deputy Commissioner, Sonepat on "Rights of Women" for NSS volunteers.

e) In the month of November , NSS units and Women Cell of the college organised " Blood Donation Camp" in collaboration with Lions Club, Rotary Club and Civil Hospital, Sonepat wherein 400 units of blood was collected.

f) Seven day camp was organised in village Baiyanpur:-

- The camp was started with a rally based on the theme "Save Trees, Save Environment" from college to village Baiyanpaur.
- Volunteers presented a street play on the theme "Save Girl Child" to stop female foeticide.
- Volunteers spread the message of "Water Conservation" among villagers .Meenu and Renu were honoured with the title "Jal Yodha" by Sai Jal Seva Samiti on International Water Conservation Day.
- In NCC events, 06 students participated at national level.

5. 03 students cleared NET.

6. **Student Counselling and Career Guidance:**

- Two day workshop was organised on "Success in Group Discussion and Interview" by Lt. Commander Yograj Negi, Management Studies of IIM, Lucknow.
- Seminar on "Employment Opportunities in Retail , Hospitality and IT" by NIIT, Yuva Jyoti was organised.
- Industrial visits in Bhushan Industries, Yakult, Godrej, HPM India were undertaken to provide practical exposure to students.
- No. of students benefitted = 45

7. Sports and games:-

Medal tally has risen.

	State/University level	National level
Students participated	43	22
Medal/awards won	22	14

- Cultural events:-

	State/University level	National level
Students participated	26	-
Medal/ awards won	07	-

8. Financial support:

	No of students	Amount
Financial support from institution	396	521965

9. Innovation introduced:

- CCTV cameras are installed in corridors.
- LED display board at entrance,52" digital signage are installed to telecast information bulletin and official notice.
- Water harvesting tanks at gate nos. 1 and 2 have been constructed which help in water conservation and increasing plantation.

10. On the demand of hostel girls that they need temple to perform religious ceremonies on various festivals as they are not allowed to go outside, the temple has been constructed in college premises.

2.15 Whether the AQAR was placed in statutory body **Yes**

Management ☑ Syndicate ☐ Any other body ☐

The details of the action taken

- Following courses have been introduced:-
  - M.Sc. Physics
  - M.Sc. Chemistry
  - B.Com. Hons.
  - B.Com. I Additional Section
  - B.Sc. (NM) I Additional Section

- Permission was granted for the required infrastructure and during the session 10 classrooms and 5 labs have been added. The required equipments and teaching aids are also provided.
- Permission was also granted for Maths Conference

Part – B
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	6	2	6	
UG	8	1	4	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	2	-	-	-
Others				
Total	16	03	10	

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) ☐

Aanalysis 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.Sc. Phy., M.Sc. Chem., B.Com.(Hons.) added

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
50	22	27	--	01(principal)

2.2 No. of permanent faculty with Ph.D.

> 19+01(Principal)

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
15	16	--	--	--	--	--	--	15	16

2.4 No. of Guest and Visiting faculty and Temporary faculty

> 50   -   07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars	06	08	02
Presented papers	04	14	--
Resource Persons	--	--	--

2.6 Innovative processes adopted by the institution in Teaching and learning
- IQAC channelizes the efforts of the institution towards academic excellence.
- Film screening by Language Department and Psychology Department.
- Field Visits and Excursions are organised by Botany and Zoology Departments.
- We have two smart class rooms to make teaching more effective.
- Physics and Chemistry Departments are maintaining Departmental Libraries for the convenience of students of PG classes.
- National level conferences are organised to make faculty and students conversant with the ideas of senior researchers .This year Mathematics and Statistics Association organised a National Conference.
- Language Lab facility is being extensively used to polish commutative skills of students.
- Faculty members are motivated to attend programmes on new and emerging technologies.

- Organizing visits to mental hospitals and Parliament by Psychology and Social Science Departments, respectively.
- Students are prepared for State Level Exhibition, Quiz and Essay Writing competitions organised by Higher Education Department, Government of Haryana by various departmental societies.

Academic Calender in the Annexure:I

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

| 217 |

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 1	108	-	9.26	26.8	9.31	45.37
B.COM 2	108	2.77	32.41	5.5	-	40.74
B.COM3	95	-	16.84	31.6	1	49.47
B.COM4	92	1.07	43.5	28.26	2.33	75.26
B.COM5	104	3.85	72.12	20.2	-	93.32
B.COM6	105	1.9	65.71	20	1	88.61
B.COM VOC.1	50	-	10.00	24	-	34.61
B.COM VOC.2	49	-	26.53	-	-	26.53

B.COM VOC.3	52	-	15.38	38.5	9.6	63.46
B.COM VOC.4	52	7.6	67.30	1.9	-	76.92
B.COM VOC.5	50	14	80.00	6	-	100
B.COM VOC.6	52	13.4	67.31	5.8	-	92.3
B.COM HONS 1	38	7.8	78.95	13.15	-	100
B.COM HONS 2	38	5.26	76.31	7.9	-	89.47
B.A.1	330	0.9	18.18	33	11.85	63.93
B.A.2	340	3.52	22.06	28.82	-	54.41
B.A.3	226	-	14.60	32.3	-	46.9
B.A.4	220	-	49.54	15	1.36	65.9
B.A.5	251	-	30.27	40.2	5.14	75.61
B.A.6	245	0.41	17.14	20	-	37.55
BBA1	30	-	16.67	3.33	-	20
BBA2	34	-	38.24	5.88	2.94	55.88
BBA3	42	42.85	52.38	9.52	-	100
BBA4	44	-	95.45	4.5	-	100
BBA5	43	4.65	95.35	-	-	100
BBA6	44	6.97	70.45	15.76	-	93.18
BCA1	34	2.94	52.9	5.88	-	61.76
BCA2	33	-	42.42	6.06	7.4	55.88
BCA3	31	6.45	45.16	-	-	51.61
BCA4	30	13.63	81.82	16.66	-	100
BCA5	37	-	67.57	10.8	-	78.37
BCA6	37	-	54.05	-	-	54.05
B.SC 1	236	-	24.15	17.79	5.93	58.47
B.SC2	235	12.34	47.23	29.78	-	77.02
B.SC3	208	12.98	45.67	34.61	5.28	85.57

B.SC4	206	23.30	56.31	32.52	-	88.83
B.SC5	162	25.31	49.38	41.97	-	91.35
B.SC6	162	23.45	40.12	6.17	-	91.35
B.SC BIOTECH 1	29	-	41.38	17.24	-	58.61
B.SC BIOTECH2	31	6.45	32.25	-	-	38.70
B.SC BIOTECH 3	15	13.33	66.67	-	-	80
B.SC BIOTECH4	15	-	86.66	-	-	86.66
B.SC BIOTECH5	15	26.66	53.33	-	-	80
B.SC BIOTECH6	15	26.66	53.33	-	-	80
M.COM I	28	-	75.00	17.85	7.14	100
M.COM II	30	-	80	13.33	-	93.34
M.COM3	37	8.11	70.27	10.81	5.4	94.59
M.COM4	37		83.78	-	-	--
M.A SKT 1	14	-	71.43	21.42	-	100
M.A SKT 2	14	28.57	64.29	-	-	92.85
M.A SKT 3	15	20.00	73.33	-	6.67	100
M.A SKT 4	15	-	100	-	-	100
M.A ENG.1	10	-	10	-	60	70
M.A ENG.2	10	-	30.00	10	-	40
M.A ENG.3	11	-	18.18	45.45	27.27	90.9
M.A ENG.4	11	-	9.09	45.45	9.09	63.63
M.A GEO.1	35	-	68.58	31.42	-	100
M.A GEO.2	34	-	38.24	38.23	-	76.47

M.A GEO.3	31	-	32.26	58.06	-	90.32
M.A GEO.4	31	-	32.26	9.67	-	87.09
M.A ECO.1	22	4.5	59.09	-	-	63.64
M.A ECO.2	22	-	18.18	18.18	22.26	59.08
M.A ECO.3	33	3.03	60.61	27.27	6.06	96.96
M.A ECO.4	33	-	60.66	33.34	-	100
M.A/M.SC MATH1	19	-	26.32	42.1	-	68.42
M.A/M.SC MATH2	19	-	31.58	31.5	5.2	68.42
M.A/M.SC MATH3	38	18.42	31.58	21.05	-	78.94
M.A/M.SC MATH4	38	13.16	36.84	31.57	-	89.47
M.SC CHEMISTRY1	21	-	23.8	57.15	-	80.95
M.SC CHEMISTRY2	21	-	61.9	-	-	61.9
M.SC PHYSICS 1	21	4.54	36.36	28.57	-	71.42
M.SC PHYSICS2	21	47.61	36.36	4.76	6.6	95.23

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 promotes ICT methods of teaching-learning.
- It helps in organizing workshops and seminars related to quality improvement and hence motivating faculty members to attend such programmes.
- Feedback about faculty is also obtained to assure the quality of teaching-learning.
- IQAC disseminates knowledge regarding quality enhancement parameters given by NAAC.
- It promotes the use of unconventional methods like use of social sites and formation of groups to contact and share knowledge.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
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.	05
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	33	04	16	20
Technical Staff	03	03	03	05

Criterion – III

3. Research, Consultancy and Extension

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

- Interaction with staff and students regarding research
- Developing research orientation as per requirements of API

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	20	11	-
Non-Peer Review Journals	11	11	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range [0.5-3.268]   Average [-]   h-index [21]   Nos. in SCOPUS [08]

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)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.   [-]

3.8 No. of University Departments receiving funds from   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   [N.]

3.11 No. of conferences organized by the Institution   [N.A.]

Level	International	National	State	University	College
Number	-	01	-	-	-
Sponsoring agencies	-	DGHE	-	-	-

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

3.13 No. of collaborations: International [-] National [01] Any other [-]

3.14 No. of linkages created during this year   [N.A]

3.15 Total budget for research for current year in lakhs:

From Funding agency

From Management of University/College

RS-217565	
RS-3000	
RS-2100	

Total

RS-222665

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	Distt	College
-	-	-	-	-	-	-

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 0   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: N.A.

University level	-	State level	-	
National level	-	International level	-	

3.25 No. of Extension activities organized

University forum	-	ollege forum	06		
NCC	-	SS	06	Any other	03

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

- Departments of Sanskrit, Hindi, English and Music invited Dr. Sarita Pathak Yogurvedi, HOD, Bharti College, DU, for extension lecture and live musical performance.
- Hindi Parishad invited renowned poetess and Dronacharya Award winner Dr. Kamlesh Malik for an extension lecture on "Mahila Sashaktikaran Mein Mahilaon ka Yogdaan".
- Commerce Club organised "Investors Education and Awareness Programme" wherein Dr. Rohit Garg Director, HIM, Sonepat and Mr. RR Chahal, Assistant Prof. CRA College, Sonepat enlightened the audience.
- Psychology Association organised an extension lecture on "Positive Psychology" by Prof. Rajbir Hooda, HOD, Department of Psychology, MDU, Rohtak.
- Mathematics and Statistics Association organised three day National Conference on "Advances in Mathematical Sciences and their Application" in collaboration with Global Society of Mathematical and Allied Sciencess and sponsored by DHE, Haryana.
- Council of Social Sciences organised a special lecture on "Centennial year of the Sonepat Hindu Education and Charitable Society". Dr. Rishipal from Amity University, Gurgaon delivered a lecture on "Personality Development".
- Women Cell organised a talk on "International Women's Day" by Dr. Sangeeta Singh, Director, Aayush Punchkula on "Problems and Remedies related to Women Health".
- Red Cross Society and Red Ribbon Club organised talk on "Awareness of HIV/AIDS" by H.B.D. Arora, Retd. Surgeon, Civil Hospital and Sh. Dharamveer Dahiya, District Training Officer of Red Cross Society.
- Women Cell organised Blood Donation Camp.
- The college was saluted as one of the model polling booth of Sonepat where in NSS volunteers contributed by offering their services for smooth conduction of polls at the polling booth.
- In the month of August "Tree Plantation Camp" was organised by the NSS unit.
- To celebrate 150th birth anniversary of Swami Vivekananda, NSS volunteers of the college participated in India Awakening Marathon at Murthal.

- NSS units in collaboration with Nehru Yuva Kendra, Sonepat organised a talk of additional Deputy Commissioner, Sonepat on "Women's Rights" for NSS volunteers".
- In the month of November, a "Blood Donation Camp" was organised by NSS units and Women Cell of the college in collaboration with Lion Club, Rotary Club and Civil Hospital, Sonepat where in 400 units blood was collected.
- Seven day camp was organised in village Baiyanpur:
  - The camp was started with a rally based on the theme "Save Trees, Save Environment" from college to village Baiyanpur.
  - Volunteers presented a street play on the theme "Save Girl Child" to stop female foeticide.
  - Volunteers spread the message of "Water Conservation" among villagers. Meenu and Renu were honoured with the title of "Jal Jodha" by Sai Jal Sewa Samiti on International Water Conservation Day.

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	10	College fund	50
Laboratories	26	05	College Fund	31
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	2802	20	College Fund	2822
Value of the equipment purchased during the year (Rs. in Lakhs)	91.34	3.34	College Fund	94.68
Others ICT+Teaching aids+Infrastruture(Rs. in lakhs)	53.18	25.91	College Fund	79.09

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(Rs. in lakhs)	No.	Value(Rs. in lakhs)	No.	Value(Rs. in lakhs)
Text Books	30082	36.68	556	2.15	30.638	38.83
Reference Books	1303	6.54	-	-	1303	6.54
e-Books	-	-	-	-	-	-
Journals	5	-	-	-	5	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others: Magazine Newspaper	49 26	.68	- -	- -	49 26	.68

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	209	178	11	-	-	11	14	06
Added	-	-	-	-	-	-	-	-
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 computer and access internet.

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.54

ii) Campus Infrastructure and facilities

1.04

iii) Equipments

7.65

iv) Others

3.10

Total:

12.33

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 and social networking sites.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2288	355	-	-

(b) No. of students outside the state

55

(c) No. of international students

N .A.

Men

No	%
N.A.	

Women

No	%
100	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2123	210	-	75	-	2408	2267	185	-	191	-	2643

Demand ratio .5:1   Dropout % 5.41

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 make them confident to appear for competitive examination.
> - College also maintains a rich library for this purpose.

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

- Program on spoken English by ACE is conducted in campus to improve communication skill of students.
- Magazines and books on various competitive exams are made available in library.
- Industrial visit in Bhushan Industries, Yakult Gudrej,HPM India is undertaken to provide practical exposure to students
- Mock interviews are organised for students by college faculty.
- "Two days Workshop was organised on success in Group Discussion & Interview" by Lt. Commander Yograj Negi management student of IIM Lucknow.
- 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 institution.

No. of students benefitted 45

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	15	03	nil

5.8 Details of gender sensitization programmes

- Street Play on 'Save Girl Child'

- Extension lecture on "Mahila Sashakti karan mein Mahilaon ka yogdaan" organised by Hindi Deptt.

- Talk on "Women's Right" by ADC , Sonepat.

- Extension Lecturer on "Gender Issues" organised by Economics Deptt.

5.9 Students Activities

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

        State/ University level | 43 | National level | 22 | International level | - |

        No. of students participated in cultural events

        State/ University level | 26 | National level | - | International level | - |

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

  Sports : State/ University level | 28 | National level | 14 | International level | - |

  Cultural: State/ University level | 07 | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	396	5,21,965
Financial support from government	392	19,48,635
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 | 07 |

5.13 Major grievances of students (if any) redressed:
Grievances of students regarding Unhygienic Drinking Water, additional Dustbins and problem of   Registration Number of M.Com. students in the university 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 Principal mediates between the Management and members of the staff. The management conveys their plans to the Principal who holds meetings of the staff council and members of various societies for implementing these plans and vice versa.

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

6.3.1 Curriculum Development

The institute aims at making the students independent and employable dependent and employable. Meetings are held to discuss curriculum development.

M.Sc. (Physics), M.Sc. (Chemistry) and B.Com.(Hons.) have been introduced.

Construction work for new labs for Physics and Chemistry started.

6.3.2 Teaching and Learning

The students are encouraged to give oral presentations in the classes.

Seminars are conducted to improve the skills of the students.

Extension lectures are organized.

The students are motivated to consult reference books in the 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.

Sometimes Open Book Tests are also given to the students.

6.3.4   Research and Development

The students are encouraged for minor field researches and surveys.

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

Interactive sessions with experienced researchers are organized.

6.3.5   Library, ICT and physical infrastructure / instrumentation

556 books costing Rs.1,40,000 /- have been purchased this year.

4 new book racks have been added.

Bar Coding is under process.

OPAC search has been provided to the staff as well as the students.

Construction of new labs for physics and chemistry will be completed very soon before the beginning of next session.

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.
>
> The institution tries its best to retain the staff members on management roles who prove out to be good performers.

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.

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	There is provision of extra- ordinary leave for staff members in case of emergency. They can take loan from P.F. they can also avail Reference books, required journals and internet facility.
Non teaching	ESI facility is provided to IV class employee whose salary is below Rs. 15000/- P.M. Uniform is given to attendants and sweepers. They can avail the services of Cygnus JK Hindu Hospital, Sonepat in case of any medical help.
Students	• There is the facility of getting books from Book Bank for meritorious as well as needy students. • Fee- concession and scholarships are also given to them. • Students have been insured under Group Personal Accident cover from Apollo Munich Health.

6.5 Total corpus fund generated   Rs. 8,984

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

The invited Alumni are the source of inspiration for the students. They reflect their experiences and motivate students to be good performers.

6.12 Activities and support from the Parent – Teacher Association

> The parents are informed about quality assurance policies in informal meetings. Their opinions are recorded and taken into consideration for the betterment of the students. 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

> 8 Solar Photo Voltaic Cells have been installed to provide hot water facility to the hostellers.

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.

> 1. The college made two rooms fully functional with ICT facility.
>
> 2. The college has opened its own shooting range .
>
> 3. For water conservation the college has constructed two water harvesting tanks at gate no1 and gate no 2.
>
> 4. These show college's improvement in academic ,sports as well as in environmental field.

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
1. Academics	ICT rooms made functional seminars ,talks and extension lectures by different department on different issues of relevance.
2.Administrative field	CCTV cameras installed in corridors,PG classes for Physics and Chemistry.
3.Instrumental	LED display board at entrance ,"52" digital signage are installed to telecast information bulletin and official notice .
4. Environmental	Water harvesting tanks at gate no. 1 and gate no 2 which helped to increase plantation.
5.Ethical	Construction of temple in college primises.
6. Infrastructure	Lab construction started for PG science classes .

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

Best Practice-1

College boasts of its achievements in the field of Moral and Ethical developments as well as financial support to low income students .These two fields show college's seriousness to overall development of students even for those who are poor and deprived. Details of these practices have been attached as-

TITLE-Ethics and Moral development

GOAL-The 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 religious concepts and views that how they give value to human beings and make their relationships healthy with others.

Cultural developments through promoting inter faith harmony which further contributes positively to community cohesion.

PRACTICE- We have a nation of the young. Youth are the wealth of the nation and they ought to be made aware of ethics and moral values. The problem of anxiety, stress, depression and other such mental disorders are increasing day by day among the youth. The college regularly organizes seminars and lectures from invited lecturers to sensitize students and teachers about such issues. To sanctify the college environment and seek the blessings of the Almighty college management has got a Temple constructed in the college premises. It was inaugurated by renowned Saint Brahmswaroop Brahmchari, a thinker, educator and social reformer of society who was invited from Haridwar. Seven Day Orientation Programme on Ethics & Moral

Evidences of Success: - This practice develops optimism among students. It improved the attendance in classes and with the result. In year (2013-2014) the college grabbed 157 merits positions in university. In Zonal Youth Festival the college got 12 prizes including three 1st, six 2nd and three 3rd. In Inter Zonal Youth Festival a total no. of 7 prizes including two 1st, one 2nd and four 3rd. In sports a total number of 42 medals were won including 14 medals at National level and 17 at State level.

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: Most of the girls come from villages of Haryana where skewd sex ratio and low literacy rate indicate adverse condition of girls.Society is patriarchal and parents are not willing to spend on the education of girl child .As they feel that educating the girl is similar to nurturing others house. In this background the college is slowly and steadily moving towards women education and empowerment. We motivate as well as provide financial support for girl's education .

THE PRACTICE: The college is providing financial help to poor and meritorious students which promote access on higher education of poor students . Various schemes of government , institution and a corpus(which is formed through the initiative of faculty members) are available to students. These schemes benefit approximately 800 students which is a substantial number. This shows college's seriousness towards girl's education and empowerment.

- A Corpus for the help of meritorious & 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 members of this society are:

Sr. No	Name	Designation
1.	Dr. R.K. Gupta	Principal
2.	Dr. Rachna gupta	Associate Professor
3.	Dr. Anita Goel	Associate Professor
4.	Mrs. Mamta Jain	Associate Professor

Financial Support from Govt.:

No. of Student	Amount
392	1948635.00

Financial Support from the Institution:

No. of Student	Amount
396	5,21965.00

Financial support from college Corpus (By Staff):

No. of Student	Amount
06	8984

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: -

- A total 794 students have been benefited through these schemes.
- In the fields of women empowerment these schemes provide financial independence to young girls as funds are directly transferred to their bank accounts.
- These funds are available to the girls until they continue their education.
- This has a positive impact on girl's education .

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.

The details in annexure (III,IV,V)

7.4 Contribution to environmental awareness / protection

> Eight solar photovoltaic cells have been installed in the college hostel. These provide supply of warm water to the students in winter season. Two rain water harvesting tanks have already been constructed at gate no.1 and gate no. 2. This conserved water is being used for watering lawns and gardens of the college. Moreover college is moving in the direction of reducing energy consumption and increasing plantation.

7.5 Whether environmental audit was conducted? Yes ☐ No √

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

> **Strengths:**
>
> 1. With energy innovation (use of renewable energy) college has reduced its consumption of electricity and thus also reduced its carbon dioxide emission .
>
> 2. Water harvesting has supplemented the college need of water along with conservation of water.
>
> 3. College financial scheme has positively impacted the girls of low income group.
>
> 4. Infusing awareness in the students regarding environment is a challenge.
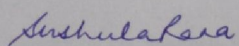>
> **Weaknesses:**
>
> 1. Noise pollution caused by passing trains, as college is near to railway track.
>
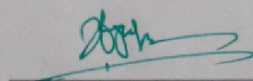> 2. Further innovations are needed in the field of academic and infrastructure.

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

- Activating INFLIBNET facility
- Yearly Green Audit
- Preparation for submitting SSR
- Creation of Research Committee
- Coaching classes for competitive exams
- Motivating PG students for research work

Name: Dr. Susheela Rana   Name Dr.R. K. Gupta

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

———— *** ————

Annexure I: Academic Calendar:

Academic Calendar 2013-2014

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

Last date to deposit the Application form	18/07/2013
Admission Starts from	23/07/2013
Display of Merit List	23/07/2013
Admission (Without Late Fee)	31/07/2013
Commencement of Teaching	01/08/2013 to 30/11/2013
Examinations	02/12/2013 to 24/12/2013
Winter Vacation	17/12/2013 to 31/12/2013

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

Commencement of Teaching	01/01/2014 to 30/04/2014
Theory Examinations	01/05/2014 onwards
Summer Vacation	12/05/2014 to 05/07/2014

Activities Calendar 2013-14

1. Hawan: — 01/08/2013
2. Chayanika: — 02/09/2013
3. NCC Camp: — 27/10/2013 to 05/11/2013
4. NSS Camp: — In the Month of January
5. Sports Day: — 3rd Week of February
6. Blood Donation Camp: — 21/11/2013
7. Babu Sant Lal G.K. Test: — 17/02/2014
8. Earth Day: — 22/04/2014
9. Conference: — Maths(28 – 30 March, 2014)
10. Science Quiz: — 3rd Week of September

Annexure II: Analysis of Feedback:

- The feedback from various stakeholders showed that there was a huge demand for Science courses specially Non –Medical.
- Commerce stream was much in demand .Students and parents specially noted that Honours Course in Commerce has great attraction for students. Parents find it difficult to send their wards to neighbouring Delhi as it involves security issues and more finances. There was demand for B.Com. (Hons.) .
- There are very limited seats available in M.Sc. Physics and Chemistry in other colleges in the city. Hence, a demand for PG Chemistry and Physics.
- Civil society members commended the good work done by the college and expressed interest in joining hands in Blood Donation Camp. Lions Club, Rotary Club and Civil Hospital collaborated in this regard.

Annexure III:

Financial Support from Government :

Scheme	No. of Students	Amount Paid (Rs.)
Haryana State Merit	16	57600.00
Post Metric Sch. (SC)	185	1453410.00
Post Metric Sch. (BC)	191	437625.00
Total Students	392	1948635.00

Annexure IV:

Financial Support from the Institution:

Class	No.of Students	Amount
Arts	106	134165
Science	159	146330
Commerce	51	89090
All M.A	34	86880
New Subject	46	65500
Total	396	521965

Annexure V:

Financial help from college corpus:

Total No. of students	Amount (Rs.)
06	8,984

Abbreviations:

CAS   -   Career Advanced Scheme

CAT   -   Common Admission Test

CBCS   -   Choice Based Credit System

CE   -   Centre for Excellence

COP   -   Career Oriented Programme

CPE   -   College with Potential for Excellence

DPE   -   Department with Potential for Excellence

GATE   -   Graduate Aptitude Test

NET   -   National Eligibility Test

PEI   -   Physical Education Institution

SAP   -   Special Assistance Programme

SF   -   Self Financing

SLET   -   State Level Eligibility Test

TEI   -   Teacher Education Institution

UPE   -   University with Potential Excellence

UPSC   -   Union Public Service Commission